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2011-2012 Catalog and Handbook

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**York Technical
College**

2011 - 2012
Catalog and Handbook





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STUDENT HANDBOOK & CATALOG

York Technical College issues this student handbook and 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.

Notice of Student Responsibility: Students are responsible for reading this publication to familiarize themselves with the policies and procedures of the College. Failure to read this publication does not excuse students from the rules and procedures described herein.

If special accommodations are needed to read this catalog, contact the Special Resources Office at (803) 327-8007.



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REVISED ON 9/15/2011

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*Tentative
ACADEMIC CALENDAR
2011 - 2012

FALL SEMESTER

August 24	Fall Semester Classes Begin
September 5	Labor Day—College Closed
November 23	No Credit Classes
November 24-26	Thanksgiving Holidays—College Closed
December 17	Last Day of Fall Semester Classes
December 21-January 3	Winter Break

SPRING SEMESTER

January 11	Spring Semester Classes Begin
January 16	MLK Holiday—College Closed
February 24-25	No Credit Classes
March 12-17	Spring Break—No Credit Classes
May 12	Last Day of Spring Semester Classes
May 15	Graduation

SUMMER SESSION

May 29	Summer Session Classes Begin
July 2-6	Summer Break—No Credit Classes
July 4	Independence Day Holiday—College Closed
August 10	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 four decades from the initial enrollment to over 7,700 credit students annually enrolled in 89 credit programs. The College campus has also grown from one building to 15. In 1974, York County Technical Education Center became York Technical College.

In addition to offering academic programs, the College provides continuing education for approximately 9,000 area residents and numerous businesses. This translates to over 256,000 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 institution of higher education that offers a variety of associate degrees, diplomas, and certificates. The College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State by maximizing student success. York Technical College has an open admissions policy for qualified students and annually enrolls 8,000-10,000 credit students. Through excellence in teaching and learning, the College provides program offerings, in a variety of delivery methods, in the areas of engineering technology, industrial technology, information technology, business, health sciences, and public service and transfer to senior colleges and universities. In addition, the College offers a comprehensive selection of corporate and continuing education courses designed to promote occupational advancement, personal interest, and business and industry growth.

Approved by the York Technical College Commission, April 13, 2010

Approved by the SC Commission on Higher Education, July 1, 2010

ACCREDITATION

York Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of York Technical College.

The Commission on Colleges has complaint procedures for the purpose of addressing any significant non-compliance with the Commission's standards, policies, procedures, or its accredited institutions. The Commission's complaint procedures may only be pursued after the College's Public Complaint procedure has been exhausted. The Commission's on College's Complaint Procedures are located at www.sacscoc.org/pdf/081705/complaintpolicy.pdf.

Additional accreditation is associated with some specific programs and is described in the program information section of this catalog. 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 Edwina Roseboro-Barnes, Human Resources Director, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: (803) 981-7162.

CAMPUS AND BUILDINGS

York Technical College is located in Rock Hill, S.C. The modern campus with 15 buildings on 118 acres is 72 miles northwest of Columbia, S.C., and 20 miles south of Charlotte, N.C. The College also has off-campus sites providing educational opportunities.

Campus facilities include an Administration Building, five modern classroom buildings, Anne Springs Close Library, Student Services Building, two shop buildings, Facilities Maintenance Building, Grounds Building, Child Development Center, Student Center, which houses the student bookstore and food service, and the Baxter M. Hood Continuing Education Center.

The College's off-site facilities include the Professional Truck Driver Training and Construction Trades buildings near downtown Rock Hill. In Chester, S.C., the College operates the Chester Center off Hwy. 9 as well as a facility on Saluda Street and the Heavy Equipment Operator program north of town. The College's Kershaw-Heath Springs Center is in Kershaw, S.C.

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. Resources for study and research are available on the library's web site, www.yorktech.edu/library, as well as an online tour and tutorial, which familiarize new patrons with the library facility, collections, and services. The library's computer lab has numerous computers available for information retrieval and library research. Books, journals, newspapers, electronic databases, videocassettes, audiocassettes, DVDs, CDs, reference materials, and a photocopier are available for use. Class instruction on how to do library research is available upon request. Individual assistance is offered at all times by qualified librarians and library technical assistants.

ASSESSMENT CENTER

The Assessment Center, located in A-Building room 203 provides testing services for make-up, distance learning, placement, exemption, and certification testing. The York Technical College Assessment Center is a member of the Consortium of College Testing Centers and the National College Testing Association. It is an authorized site for CLEP testing, IQT, National Center for Competency Testing, Schroeder Measurement Technology, and Castle Worldwide.

For more information about Assessment Center Services, call (803) 981-7176 or check the Assessment Center webpage at www.yorktech.edu/assess/index.php.

THE SCIENCE AND TECHNOLOGY BUILDING

The Science and Technology Building has six laboratories; conference room space; and faculty offices in environmental, chemistry, physical science, teleproduction technology, and physics studies.

The Distance Learning facility has five multipurpose classrooms each with seating for up to 30 students. These facilities are available for credit and non-credit classes and other college-related functions.

The building also houses the College's Teleproduction Technology program, as well as the regional station for educational television and radio, WNSC-TV and WNSC-FM. Both have state-of-the-art studios, audio and video editing rooms, and production facilities. The station has enhanced distance-learning capability and digital technology, as mandated by the Federal Communications Commission (FCC), which enhances broadcast quality throughout the region.

THE EDUCATION TECHNOLOGY CENTER

The Education Technology Center is located in the Science and Technology Building room 243 and promotes technology in learning. The Education Technology Manager and the Technology Specialists are available to provide technical services for on-line and other computer-based learning applications; to

THE COLLEGE

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 CENTER FOR ADVANCED MANUFACTURING (CAM)

The Center for Advanced Manufacturing, a 30,000 square foot facility located in C Building, supports the economic and workforce development needs of the region. Through partnerships with industry, the College's Corporate and Continuing Education Division can deliver world class training to individuals and groups using the latest generation of computer numerically controlled machine tools, simulators, and advanced CAM software.

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 through 2013. NAEYC, 1313 L St. N.W. Suite 500, Washington DC 20005 Telephone: (202) 232-8777 || (800) 424-2460 || webmaster@naeyc.org. 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 the community.

The Center is open 49 weeks a year, from 7:30 a.m. to 5:30 p.m. Children ages six weeks through five 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 FACILITIES

In support of instructional and administrative computing, the computer center facilities include microcomputers in 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.

CONSTRUCTION TRADES CENTER

The Center, located on Wilson Street in Rock Hill, features labs and classrooms for students enrolled in construction trades programs such as, carpentry, residential and commercial wiring and plumbing.

HEAVY EQUIPMENT CENTER

The Heavy Equipment Operator Center is located in Chester offering NCCER-approved training for heavy equipment operation through the Corporate and Continuing Education Division. Utility Line Worker training is also offered at this facility.

LANCASTER EDUCATION CENTER

In support of the workforce development needs of Lancaster County, career readiness training, workplace assessments, WorkKeys® testing, and individual career coaching is provided at this Lancaster County facility through the Corporate and Continuing Education Division. Courses in computer technology, entrepreneurship and occupation-specific training are also provided.

DEVELOPMENTAL STUDIES

Developmental Studies offers courses in English, reading, mathematics and college skills. Support Services include a 16-station computer lab with remedial programs, including Skills Bank 4.

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, expanded duty dental assisting, medical laboratory technology, nursing, radiologic technology, 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.

SCIENCE

Laboratories located in A Building and the Science and Technology building 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 computer programming simulation and they can be interfaced with various microprocessors for testing student programs. 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, D, and G buildings support the Industrial Maintenance Department in areas such as motor controls, programmable logic controls, hydraulics, pneumatics, and robotics. These facilities provide “hands-on” real-world experiences for students and reinforce the material presented in the lectures.

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.

MECHATRONICS LAB

The state-of-the-art facility, located in the Chester Center, enables students to receive hands-on training in mechatronics. The lab features various types of electronics trainers, motors and motor drive trainers, and programmable logic controllers.

TELEPRODUCTION

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

TRANSPORTATION

The Automotive Labs, located in D and G buildings, 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 Shops, located on the first floor of D Building and at the Chester Center, are 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 the premier meeting and conference facility in the Carolinas. Located on the campus of York Technical College, this full-service 40,000-square-foot, state-of-the-art facility is an ideal setting for workshops, training sessions, meetings, conferences, and trade shows.

The Hood Center's design is flexible, efficient, and convenient to meet all of your event needs. The Hood Center offers video conferencing, a media presentation theater, and television production capabilities. The Barnes Telecommunications Theater can seat up to 200 people and the adjacent Kimbrell Exhibition Hall offers 2,500 square feet of additional space for special displays and demonstrations. The Center's 8,500-square-foot ballroom will seat up to 650 for meal functions or approximately 950 for lectures. In addition, there is a 17 PC computer lab and six dedicated breakout rooms of various sizes and configurations to allow for smaller events.

OFF-CAMPUS CENTERS

Through off-campus centers, York Technical College brings high-quality higher education opportunities closer to the residents of Chester and Lancaster counties. The Centers seek to contribute to the economic growth and development of Chester and Lancaster counties by responding to the respective County's educational and training needs. Students may take credit and non-credit courses in a traditional classroom setting, through live interactive audio/video teleclasses, via the Internet, or by CAI (computer-assisted instruction). Many college credit courses are offered each semester, and all may apply toward terminal degrees, diplomas or certificates at York Technical College, or they may apply toward university transfer credits. College admission, new student advising, placement testing, registration, proctored credit course testing, payment of tuition and fees, library reference resources, and financial aid information and assistance are provided at the Centers. Up-to-date information on each Center may be obtained by accessing the Center's web page from the link on the York Technical College web page at www.yorktech.edu.

York Technical College's off-campus Centers are:

- **The Chester Center** 425 College Place, Chester, SC 29706 803-385-5884
- **The Kershaw-Heath Springs Center** 3855 Fork Hill Rd., Kershaw, SC 29067 803-475-2418

ADMISSIONS



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 and for determining eligibility for scholarship and grant assistance. 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 tuition and fee purposes. 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/her own 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 except for those in certain approved non-immigrant visa classifications

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.).

An out-of-state residency determination made at the time of admission prevails for each subsequent semester until the student successfully challenges the determination by completing and submitting a Verification of Residency Status Form with required documentation. An in-state residency determination made at the time of admission prevails until information becomes available that would impact the existing 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

DECLARATION OF CITIZENSHIP OR LEGAL PRESENCE IN THE UNITED STATES

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. #59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require submission of documentation that supports the claim of legal presence in the United States. Any applicant providing false information related to their legal presence in the United States may be ineligible for admission or may be dismissed from the College if admitted. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission or if admitted, will be dismissed from the College.

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 18 may attend York Technical College under the following special conditions:

- A. Applicants who are at least 16 years old and 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 must continue their enrollment in secondary school.
 - 2) Students must submit written permission of one parent and secondary school official. In the case of an applicant for a dual credit course or 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.
 - 3) Students must be at least 16 years of age on the first day of class for any desired course
 - 4) High school students taking dual enrollment courses must meet the same requirements for an individual course as any other college student.
- B.** Applicants between the ages of 16 and 17 who are not enrolled in school may receive individual consideration for enrollment based on the following conditions:
- 1) Students must submit written request of one parent or guardian and the written permission of the public school official in whose school the applicant should be enrolled.
 - 2) Students must be at least 16 years of age on the first day of class for any desired course
 - 3) Students must be eligible to return to the last high school attended before they can be considered for admission
- C.** Applicants who are 16 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.

Qualifications for students not meeting the above criteria may be individually reviewed by the Associate Vice President for Academic and Student Affairs.

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

SENIOR CITIZENS

South Carolina residents who are at least 60 years of age and not employed full-time are permitted to attend credit classes on a space-available basis without payment of tuition. Students cannot register under this provision until the three days preceding the first day of the semester. A \$20 registration fee (non-refundable) 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

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

FOREIGN STUDENTS

Non-resident aliens who are in the United States for the purpose of studying at a college or university must attend a school that has been authorized by the U.S. Citizenship and Immigration Services (USCIS) to enroll foreign students. Foreign nationals holding an F-1 student visa must attend a college or university which is authorized to issue USCIS form I-20 (Certificate of Eligibility for Nonimmigrant Student Status). York Technical College is not authorized to enroll foreign students in F, M, or J categories. For further information, contact the Admissions Office.

STUDENTS WITH DISABILITIES

Students with documented disabilities who require special accommodations should contact the Special Resources Office in Student Services at (803) 327-8007. York Technical College needs reasonable advanced notice to implement appropriate academic accommodations.

ADMISSIONS

ADMISSION PROCEDURES

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

- 1) Complete and submit an application for admission available at www.yorktech.edu 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) Confirm your program choice with an Admissions Counselor and be admitted to the College.
- 5) Plan schedule with an advisor.
- 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.edu or in the Admissions Office.
- 2) Contact the Admissions Office to determine if any prerequisites are required.
- 3) 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 at (803) 325-2888 for class information.
- 2) Register and pay for classes.

Students less than 16 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.

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 chairs.

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 Academic Records Office, Division Associate Vice President for Academic Affairs, and Executive Vice President for Academic & Student Affairs.

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. For additional information, please refer to the College's Transfer Guide at www.yorktech.edu./registrar/.

OTHER ARTICULATION AGREEMENTS

York Technical College has documented articulation agreements for acceptance of additional credits with the University of South Carolina-Columbia & Upstate, South Carolina State University, the College of Charleston, Lander University, and Winthrop University. For additional information, please contact the College Transfer Office at 803-981-7143.

CHARLOTTE AREA EDUCATION CONSORTIUM (CAEC) INTER-INSTITUTIONAL STUDENT EXCHANGE PROGRAM

The CAEC is comprised of two-year and four-year public and independent colleges and universities in North and South Carolina. Its goal is to provide collaborative and innovative ways to serve the educational and training needs in the Charlotte-Metrolina region. The CAEC Inter-Institutional Student Exchange Program allows degree-seeking students enrolled full-time at their home institution to enroll in required courses at another CAEC-member institution with no tuition cost. Students are required to complete the CAEC Inter-Institutional Registration form which is available in the Academic Records Office at their home institution. Registration under this agreement may only occur during the three days preceding the first day of the semester and is on a space-available basis. Enrollment under this agreement may only be used during the Fall and Spring terms at York Technical College. Contact the Academic Records Office or visit www.caeconline.org/about/about.html for more information.

EXEMPTION CREDIT OPTIONS

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

- A) All exemption examinations require a test fee. For details, call (803) 981-7176 or check the website at academic.yorktech.com/department/assess.
- 1) **Conditions:** Any student who requests an exemption test must obtain approval of the Department Chair 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 Chair, the student, and the test administrator.
 - 2) **Administration of Examination:** The Department Chair will determine the appropriate time, place, and test administrator.
 - 3) **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.
 - 4) **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.

ADMISSIONS

- B) At least 25 percent of semester credit hours required for program completion must be earned through instruction at York Technical College.
- C) In order to receive York Technical College credit for exempted courses, the student must meet one of the following requirements:

Enroll in the College within 12 months following the administration of the test and complete one semester at York Technical College.

OR

Complete the required test within two consecutive terms following the last term of attendance if the student was previously enrolled. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.

Students with appropriate work experience, professional certificates, or other relevant collegiate or non-collegiate training or experience may request consideration for exemption credit by contacting the Academic Records Office.. Students with foreign credentials may request consideration for exemption credit by having a course-by-course report from World Education Services (www.wes.org/ca/) sent to York Technical College's Academic Records Office. The Academic Records Office and subject-area department chairs will review the documentation to determine eligibility for exemption credit. Students must be admitted to a credit program for course evaluations to be processed.

INTERNATIONAL BACCALAUREATE (IB) CREDIT AWARD POLICY

First-time freshman at York Technical College may be able to receive exemption credit for International Baccalaureate courses. The college will award credit for the IB course in which a score of 4 or higher has been achieved on a higher-level IB course. The amount of college course credit awarded will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. IB credit requirements at York Technical College are shown in Table I on page 21. For further information, students should contact the Academic Records Office.

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

Students enrolled at York Technical College may apply to receive exemption credit for Advanced Placement (AP) subject area tests. The AP chart on page 22 lists the courses for which there are comparable York Technical College courses. Other subject area AP tests not listed may receive exemption credit for a score of 3 or more. Students should consult with the academic department chair for their program to determine if the exemption credit can be applied to their program. Students who wish to receive AP exemption credit must arrange to have their official AP scores sent from the College Board Testing Service to the Academic Records Office. AP credit requirements at York Technical College are shown in Table II on page 22. For further information, students should contact the Academic Records Office.

Students enrolled at York Technical College may apply to receive exemption credit for College Level Examination Program (CLEP) subject area tests. Exemption for CLEP subject area exams is only granted for courses for which there is a comparable York Technical College course. Refer to the chart on page 23 for approved CLEP courses and minimum scores. Students who wish to receive CLEP exemption credit must arrange to have their official CLEP scores sent from the College Board Testing Service to the Academic Records Office. The York Technical College Assessment Center administers CLEP exams for a fee. Students should call (803) 981-7176 for details. CLEP requirements at York Technical College are shown in Table III on page 23. For further information; students should contact the Academic Records Office.

**TABLE I: INTERNATIONAL BACCALAUREATE (IB) CREDIT
REQUIRED SCORES**

<i>International Baccalaureate Course</i>	<i>Required Minimum Score</i>	<i>York Tech Course</i>	<i>Semester Credit Hours</i>
IB 0101 - Biology HL	4	BIO 101 & BIO 102	4.0 & 4.0
IB 0111 - Business and Management HL	4	MGT 101	3.0
IB 0121 - Chemistry HL	4	CHM 110 & CHM 111	4.0 & 4.0
IB 0131 - Computer Science HL	4	CPT 232	3.0
IB 0141 - Design Tech. HL	4	ARV 121	3.0
IB 0151 - Economics HL	4	ECO-210 ECO-211	3.0 3.0
IB 0161 - English A1 HL	4	ENG 208	3.0
IB 0171 - English A2 HL	4	ENG-209	3.0
IB 0191 - French A1 HL	4	FRE 101	4.0
IB 0201 - French A2 HL	4	FRE 102	4.0
IB 0231 - German A1 HL	4	GER 101 -	4.0
IB 0241 - German A2 HL	4	GER 102	4.0
IB 0261 - History HL	4	HIS 201	3.0
IB 0271 - Information Technology in Global Society HL	4	HSS 205	3.0
IB 0311 - Music HL	4	MUS 105	3.0
IB 0321 - Philosophy HL	4	PHI 101	3.0
IB 0331 - Physics HL	4	PHY 201 PHY 202	4.0 4.0
IB 0341 - Psychology HL	4	PSY 201	3.0
IB 0361 - Spanish A1 HL	4	SPA-101	4.0
IB 0371 - Spanish A2 HL	4	SPA-102	4.0
IB 0381 - Spanish B HL	4	SPA-201	3.0
IB 0391 - Theatre HL	4	THE-101	3.0
IB 0411 - Visual Arts HL	4	CGC-213	3.0

**TABLE II: ADVANCED PLACEMENT TEST
REQUIRED SCORES**

<i>AP Subject Area Test</i>	<i>Required Minimum Score</i>	<i>York Tech Course</i>	<i>Semester Credit Hours</i>
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	3	ENG 101	3.0
English Literature & Composition	4	ENG 101& ENG 102	3.0 & 3.0
FRENCH LANGUAGE	3	FRE 101 & FRE 102	4.0 & 4.0
GERMAN LANGUAGE	3	GER 101 & GER 102	4.0 & 4.0
Government			
U.S. Government & Politics	3	PSC 201	3.0
Comparative Government & Politics	3	PSC 210	3.0
History	3	HIS 201	3.0
U.S. History	4	HIS 201 & HIS 202	3.0 & 3.0
History	3	HIS 101	3.0
European History	4	HIS 101 & HIS 102	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			
Music Theory	3	MUS 105	3.0
Physics	3	PHY 201	4.0
Physics B	4	PHY 201 & PHY 202	4.0 & 4.0
Psychology			
Psychology	3	PSY 201	3.0
SPANISH Language	3	SPA 101	4.0

**TABLE III: COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
REQUIRED SCORES**

CLEP Subject Area	Required Minimum Score	York Tech Course	Semester Credit Hours
BIOLOGY General Biology	50	BIO 101 & BIO 102	4.0 & 4.0
BUSINESS Principles of Management	50	MGT 101	3.0
Financial Accounting	50	ACC 101	3.0
Introductory Business Law	50	BUS 121	3.0
Principles of Marketing	50	MKT 101	3.0
CHEMISTRY General Chemistry	50	CHM 101	4.0
COMPUTER SCIENCE Information Systems and Computer Applications	50	CPT 101	3.0
ECONOMICS Principles of Macroeconomics	50	ECO 210	3.0
Principles of Microeconomics	50	ECO 211	3.0
ENGLISH College Composition	50	ENG 101 & ENG 102	3.0 & 3.0
College Composition w/Modular ¹	50	ENG 101	3.0
American Literature	50	ENG 201 & ENG 202	3.0 & 3.0
English Literature	50	ENG 205 & ENG 206	3.0 & 3.0
GERMAN	50	GER 101 & GER 102	4.0 & 4.0
GOVERNMENT American Government	50	PSC 201	3.0
HISTORY History of the U.S. I	50	HIS 201	3.0
History of the U.S. II	50	HIS 202	3.0
Western Civilization I	50	HIS 101	3.0
Western Civilization II	50	HIS 102	3.0
MATHEMATICS College Algebra	50	MAT 110	3.0
College Trigonometry	50	MAT 111	3.0
Calculus	50	MAT 140	4.0
PSYCHOLOGY Introductory Psychology	50	PSY 201	3.0
Human Growth & Development	50	PSY 203	3.0
SOCIOLOGY Introduction to Sociology	50	SOC 101	3.0
SPANISH Language	50	SPA 101	4.0
	63	SPA 101 & SPA 102	4.0 & 4.0

¹College Composition Modular is not a local exam, but York Technical College will accept the test and award 3.0 credits for students scoring 50 or higher.

TRANSFER CREDIT

Students planning to transfer credit from York Technical College to other postsecondary institutions are responsible for confirming the transferability of courses with those institutions. Students planning to transfer courses from other postsecondary institutions to York Technical College must adhere to the following guidelines:

- 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 12 years unless a degree or diploma was earned. Shorter course eligibility time limits may apply to selected courses in certain programs.
- 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 75 percent of the total credits required by York Technical College for graduation.
- 8) Courses transferred into a curriculum must have equivalent or greater 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) New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to York Technical College to graduate within two consecutive terms following the last term of attendance if the student was previously enrolled. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.

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 terms 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 unless an exception is recommended and approved by the academic division.

FINANCIAL AID

GENERAL INFORMATION

The Financial Aid Office 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, tuition assistance programs, part-time employment, and loan programs. Financial Aid Counselors are available to advise and assist students in applying for financial assistance. All students are encouraged to apply by the priority deadline for each semester. The following priority deadlines apply:

- | | |
|-------------------|------------|
| • Fall Semester | June 1 |
| • Spring Semester | November 1 |
| • Summer Session | March 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 EFC from total cost of attending York Technical College. The FAFSA form must be submitted each academic year and is available online at www.fafsa.gov.

CORPORATE AND CONTINUING EDUCATION

Continuing Education courses are non-credit; therefore, fewer forms of financial assistance are available. For more information, please contact the Continuing Education Department at (803) 325-2888.

TYPES OF ASSISTANCE

Federal Pell Grant—The Federal Pell Grant is a program which provides the foundation of financial assistance for postsecondary education. These grants range from \$330 to \$5,550 per year for tuition, books, and other educational expenses.

Federal Supplemental Educational Opportunity Grant (FSEOG)—FSEOG may provide an additional \$100 - \$800 per year to Pell Grant recipients who demonstrate, through the FAFSA, to have extreme financial need. FSEOG 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 \$625 to \$2,500 per year at York Technical College and are limited to four full-time semesters. Students apply through the FAFSA. Funds are limited; therefore, students should apply early.

Lottery Tuition Assistance Program—The purpose of the Lottery Tuition Assistance Program (LTAP) is to provide resources that supplement, not supplant existing resources for educational purposes to South Carolina students. The program will assist students who wish to attend two-year public or independent colleges in the State. The semester award amount is subject to change based on yearly program funding. All students, except those who completed the FAFSA waiver form are required to file the FAFSA and complete the process to determine eligibility for federal student aid each academic year. Adjustments to the Lottery Tuition Assistance Award will be made when a Federal Pell Grant, FSEOG, and SCNBG are part of the student's financial aid package. In addition, if you enroll for less than full-time, the amount will be prorated. In order to be eligible, South Carolina residents must have registered for a minimum of 6.0 credit hours. Financial need is not part of the criteria for LTAP eligibility.

Students who meet certain documented conditions may be eligible to receive Lottery Tuition Assistance without filing the FAFSA. Please refer to the FAFSA Waiver form in WebAdvisor on the College's website at www.yorktech.edu under Student Forms for the exceptions and documentation required. By signing this form, students waive their rights to other types of financial assistance for the academic year.

ADMISSIONS

LIFE Scholarship Program—The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based program. Eligible students who attend York Technical College may receive the cost of tuition and fees each fall and spring term for up to two consecutive years and \$300 book allowance. Legal South Carolina residents with a minimum 3.0 cumulative grade-point average on a 4.0 SC Uniform Grade Scale and who enter college after high school graduation and take a minimum of 12 non-remedial credits per semester (see page 180) may qualify. In addition, students who earned an equivalent average of 30 semester hours in a SC college or university and who earned a minimum grade-point average of 3.0 on a 4.0 scale during their first year of enrollment may also qualify. LIFE candidates should complete the LIFE Scholarship Eligibility Confirmation form by the established deadline. Forms are available in the Financial Aid Office.

Applicants and recipients for the LIFE Scholarship program may view their collegiate LIFE GPA by logging into their WebAdvisor accounts at www.yorktech.edu > select Students tab > Under the Educational Information menu, select LIFE GPA Summary.

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 based on the availability of funds. The deadline to apply for most scholarships is March 31.

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 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.

Direct Stafford Loans—Direct Stafford Loans are borrowed money that must be repaid, with interest. Loans are available for undergraduate students enrolled in at least six credit hours. Institutional conditions apply. Please contact the Financial Aid Office for more information.

Springs Close Foundation Loan—The Springs Close Foundation Loan is an interest-free, non-federal, need-based loan designed to assist students (maximum \$1,000 and \$500 book component). Eligibility is limited to students in certain geographic locations. Please contact the Financial Aid Office for more information.

Alternative (Private) Loans—Alternative loans are borrowed money that must be repaid with interest. These loans are offered at a higher interest rate and should only be considered after exhausting all other sources of financial assistance, including Federal Direct Stafford Loans. Please contact the Financial Aid Office for more information.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving Federal financial assistance are required to meet satisfactory academic progress (SAP) standards, while State financial assistance programs have standards of progress which may vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving assistance 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 eligibility. Detailed information on the SAP standards is issued to all students receiving financial aid. All recipients of financial aid are required to meet SAP guidelines established by York Technical College (YTC) to comply with federal regulations. The intent of the policy is to ensure that students who receive federal and state financial assistance are making measurable progress toward completion of a program of study. The policy is separate from the institution's standards of progress and is monitored by the Financial Aid Office. Satisfactory

academic progress must include both qualitative (GPA) and pace of progression (maximum time frame). These three criteria are applied to determine progress at YTC:

1. The maximum length of time for which the student may receive financial assistance (150%).
2. The percentage of attempted credit hours the student must earn (70-100%).
3. The minimum cumulative grade point average (GPA) the student must maintain (2.0).

Satisfactory Academic Progress will be reviewed at the end of each semester for all students with a FA record and enrollment. Results of that review will be used to determine the subsequent semester's eligibility for financial assistance. Students are responsible to ensure that they maintain the minimum cumulative GPA and to ensure that they complete the required minimum number of credits each semester.

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

GRADES/COURSEWORK REVIEWED IN CUMULATIVE GPA

Grades of F, I, W and WF indicate unsatisfactory completion of courses for financial aid purposes. Failure of a student to satisfactorily complete the required number of credits during the semester may result in a warning or suspension of financial assistance.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete course.

Repeat Courses: Repeated courses count as attempted credit hours. Financial Aid funds can only be used to pay for a passed course twice; the third attempt of any previously passed course is the responsibility of the student.

Remedial Courses: Students who enroll in remedial coursework may receive financial assistance for a maximum of 30 hours. These courses do NOT count in the GPA.

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirement for financial assistance if the courses are required for a student's degree program.

Initial Eligibility: First-time freshmen with no prior academic history at YTC are considered to be making satisfactory academic progress for the first semester of enrollment.

To establish initial eligibility for financial aid as a current student, procedures require a review of the past academic record even if the student paid for the courses. Transfer credits will be counted in cumulative hours attempted and the student must have a minimum cumulative 2.0 GPA.

Academic Fresh Start:

Academic Fresh Start Program is an institutional program for students returning to YTC after a two-year absence. This program does not apply to the calculation for determining satisfactory academic progress for financial assistance.

Warning:

Students who receive financial assistance but fail to maintain satisfactory academic progress as stated in the Financial Aid Information for Students brochure will be placed on a warning but are eligible to receive financial assistance for one term. The following stipulations must be met: 1) complete 100% of attempted credit hours, and 2) have a 2.0 cumulative GPA.

ADMISSIONS

Suspension:

Financial aid suspension will result from failure to:

1. Meet the stipulations of the warning term.
2. Graduate prior to exceeding the maximum number of credits allowed for the student's published program length.
3. Meet the requirements of probation appeal.

A student, who is suspended again after failing to meet these requirements, **MUST** attend on his/her own without financial assistance and earn the required cumulative GPA in order to regain eligibility. Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances that can be documented. Students who are deemed on financial aid suspension will not be awarded financial assistance. If a student is deemed ineligible within an award year any financial aid awards for the next term(s) will be canceled. Continuation of course work will be at the student's expense.

Reinstatement:

Appeals: A student whose financial assistance has been suspended may appeal that decision. Appeal forms are available in the Financial Aid Office. Written documentation is required for appeals for financial aid reinstatement. The student's written statement **MUST** include the reason why he/she failed to meet the SAP standards and include what has changed and how he/she will improve. Appeal deadlines are established for each semester and a student may not appeal for a prior semester after that semester has ended. A committee reviews each appeal on a case-by-case basis to determine whether reinstatement of assistance will be granted and all decisions are final.

Submission of an appeal does not guarantee reinstatement of financial assistance.

Probation Appeal: If the appeal is approved, the student will be placed on financial aid probation appeal for one semester and the student must meet the stipulations of her/his appeal. Students must be meeting the SAP standards or have an approved academic plan in order to qualify for further funding. Failure to regain good standing status within the probation semester will result in the suspension of future financial assistance. A student will be limited to two appeals.

Criteria #1: Federal regulations mandate a maximum time frame in which a student must complete their program as 150% of the published length of the educational program. The assessment of hours is cumulative and includes previous hours attempted (regardless of grade); transfer credits, repeat classes, incompletes and grades of withdrawal (W) and (WF). Previous credits will be included in the cumulative total whether or not financial assistance was received. The 150% time frame will be monitored each semester. Once the maximum 150% of the program has been attempted, the student is no longer eligible for financial assistance.

Students pursuing multiple programs of study through YTC will be limited to a maximum timeframe of 180 hours attempted (150 percent of what is required to earn a bachelor's degree at most four-year institutions). A first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the program originally enrolled. The Financial Aid Office will complete a program assessment to determine a "new allowable timeframe" if the student pursues a new program and has reached the maximum allowable hours. The student must submit an appeal and have it approved before a new timeframe is set. The Financial Aid Office will notify a student of the "new allowable timeframe". A student must be reviewed at the end of each semester before any financial aid funds are applied to the account.

Change of Major(s): A student who changes his or her major is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program to a diploma or certificate program of study, may

lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150% maximum time frame requirement.

Criteria #2: In order to assure progress toward the completion of a program, students receiving financial assistance at YTC policy must complete 70% of all attempted hours. Attempted hours are all courses the student is enrolled in at the end of drop period for the term (census date). The census date is seven calendar days after the start of the session.

Criteria #3: The student must maintain a minimum cumulative 2.0 grade point average (GPA) to receive financial assistance. If the cumulative GPA falls below a 2.0 at the end of the evaluation period, the student will be placed on financial aid warning.

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 or successfully complete at least six credit hours towards their program of study. 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 33 | Post 9/11 GI Bill |
| Chapter 35 | Dependents and Survivors’ Benefits |
| Chapter 1606 | Reservists and National Guard Benefits |
| Chapter 1607 | Reserve Educational Assistance Program (REAP) |
| 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.

VA CERTIFICATION FOR ONLINE COURSES

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

EXPENSES

EXPENSES

TUITION & FEES

TUITION

Students registering for credit 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	\$1,608.00 per semester
	Part-time	\$ 134.00 per credit
OUT-OF-COUNTY RESIDENTS	Full-time	\$1,764.00 per semester
	Part-time	\$ 147.00 per credit
OUT-OF-STATE RESIDENTS	Full-time	\$3,696.00 per semester
	Part-time	\$ 308.00 per credit

Students taking 12 credits or more per semester are considered full-time. Students taking less than 12 credits per semester are considered part-time.

REGISTRATION FEE

\$20 per semester (non-refundable)

TECHNOLOGY FEE

\$4 per credit hour to a maximum of \$48 (refundable)

CORPORATE & CONTINUING EDUCATION

See page 59 for fee and refund information.

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

OTHER COLLEGE FEES

Placement Test Fee - \$10

Placement Retest Fee - \$50

Official Transcript or Grade Report Fee - \$4 each

Institutional SAT - \$58.00 (Optional method to qualify for Health and Human Services program.)

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
Dental Hygiene
Medical Laboratory Technology
Nursing (RN and PN)

Pharmacy Technician
Radiologic Technology
Surgical Technology

Students pursuing the phlebotomy course or Central Service Certificate are required to pay a \$25 non-refundable processing fee upon qualifying for the course. Students accepted into the course or the Central Service Certificate are also required to pay a non-refundable reservation fee of \$75 upon acceptance.

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:

Refund	Withdrawal with last date of attendance or net reduction of credit hours:
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 (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 two weeks.

These policies do not apply to Corporate and Continuing Education classes. See page 177 for Corporate and Continuing Education's refund policy.

FEDERAL AND STATE REFUNDS

Students receiving a Federal 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 receiving Direct Stafford student loans may have those funds returned to the lender if they are not enrolled in at least six credit hours at the time of disbursement. Enrollment is based on students' last dates of attendance in each course. 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. If at the time of withdrawal, all funds have not been disbursed, a student will be reviewed and if applicable, the student will be offered a post-withdrawal disbursement. 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 repayment arrangements are made. Please contact Financial Aid for more detailed information. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNGB) who 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 provide refunds under the following conditions:

EXPENSES

- For a full refund textbooks must be returned in seven days of the start of school, in your original form of payment with a receipt.
- For a full refund after the first seven days of classes, you must have proof of schedule change and the receipt. A refund will not be given after the 30 days of school starting.
- No refunds given on textbooks without a receipt.
- No refunds given on custom course materials or course packs.
- Textbooks must be in original condition.
- With a receipt, all medical and specialty reference book refunds are given in the original form of payment within the three days of purchase.
- Unopened software may be exchanged or refunded with a receipt. Opened software may be exchanged for the identical item only.
- No refunds given on magazines.
- All merchandise must be in original condition.

PAST-DUE INDEBTEDNESS

Students are expected to keep their accounts current with the College. Any student with past-due indebtedness is not allowed to obtain grades, a transcript, diploma, degree or certificate or to enroll for any subsequent term. The College reserves the right to cancel the enrollment of a student with past-due indebtedness; the cancellation of enrollment, however, does not relieve the student of the incurred debt.

Under the provisions of Sections 12-54-410 through 12-54-500 and 12-53-20 of the SC Code of Laws, the South Carolina Tax Commission is authorized to seize refunds otherwise due to taxpayers who have delinquent debts to York Technical College.

In the event an account becomes delinquent, the College reserves the right to assign the account to the credit bureau and/or a collection agency, at which time the student will be responsible for all associated collection costs.

ACADEMIC REGULATIONS



ACADEMIC REGULATIONS

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. No grade points are earned for developmental courses; developmental courses are denoted by an “*” beside the grade
B	Above Average “B” indicates above-average achievement and generates three grade-points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “*” beside the grade
C	Average “C” indicates average achievement and generates two grade-points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “*” beside the grade.
D	Below Average “D” indicates below-average achievement and generates one grade-point for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an “*” beside the grade.
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; earns credit hours or Continuing Education Units (CEU). “S” does not generate grade-points.
F	Failure “F” indicates unsatisfactory achievement; no credit hours earned and generates zero grade-points for each credit hour. Punitive to GPA for credit courses and non-punitive for developmental education courses; developmental courses are denoted by an “*” beside the grade
U	Unsatisfactory “U” indicates unsatisfactory achievement; earns no credit hours or Continuing Education Units (CEU). “U” does not generate grade-points..
W	Withdraw “W” indicates a withdrawn course status and earns no credit hours or grade-points. Non-punitive to GPA.
WF	Withdrawn/Failure “WF” indicates student was withdrawn after mid-term and was making unsatisfactory progress at the point of withdrawal. Earns 0 credit hours and generates zero grade-points for each credit hour; developmental courses are denoted by an “*” beside the grade. Punitive to GPA for credit courses and non-punitive to GPA for developmental courses.
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.
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.
NC	No Credit “NC” indicates that no credits were earned and is typically assigned to students who were mandatorily deployed to active duty during a term. “NC” earns no credits or grade points. Non-punitive grade.

GRADE REPORTS

Grade report information will be available to students as soon as possible following the end of a term. Students should use WebAdvisor to view and print their grades or they may submit a written request to Academic Records to receive official copies. Official copies will be produced for a fee of \$4.00 per copy. Students are encouraged to carefully review their grade information and report any errors to the Academic 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. Grade information will not be released to students owing past due funds to the College.

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 and the division dean by the end of the drop period for the semester of enrollment. Audit students are expected to attend all classes regularly and to pay all fees. A form to declare audit status is available from the Division Office or the Academic 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. If a student receives transfer credit for a course previously taken at the College in which he or she earned a grade of "D", "F", or "WF", the grade of "TR" will be treated as the highest grade in the repeat policy.

PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY

The Family Educational 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 the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

ACADEMIC REGULATIONS

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, the National Student Clearinghouse, or Nelnet); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information is defined to be:

Student name, address, electronic mail address, telephone number, dates of enrollment, full-time/part-time status, program of study, anticipated date of graduation, awards, honors, degree, diploma, or certificate conferred. Students who wish to request non-disclosure of the above items should submit an electronic request through eForms to the Academic Records Office for each semester in which non-disclosure is requested. Contact the Academic Records Office at 803-325-2879 for more information.

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 following conditions should contact the Academic Records 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. Students must also establish a term of progress (2.0 term GPA) before Academic Fresh Start will be applied.

Academic Fresh Start applies only to the course work taken prior to the term of re-enrollment. Under this process, all courses previously taken at YTC are removed from the grade-point average calculation but still appear on the student's transcript with the original grades earned. Courses completed with grades of "A", "B", or "C" may still be used to meet program requirements, if applicable; however, grades of "D" may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College.

STANDARDS OF PROGRESS

STANDARDS OF PROGRESS FOR CREDIT STUDENTS

State Board Technical and Comprehensive Education Procedure 3-2-105.1. A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

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 Academic Records 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 are encouraged to meet with their 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 Student Services 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 continuing on academic probation who have improved their academic performance and are adhering to the prescribed plan may have their academic standing reassessed to allow for registration without restriction.

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 Student Services counselor to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact a Counseling and Support Services counselor in Student Services for further information.

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 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 are subject to the same standards of academic progress as students enrolled in credit 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 "A*," "B*," or "C*." Fifty percent or more of unsatisfactory grades of "D*," "F*," or "WF*" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work (grades of "A," "B," or "C") 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.

ACADEMIC REGULATIONS

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 Financial Aid for additional information (or see pages 27-30).

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 GPA calculation.*

DEAN'S LIST

Students who earn seven or more credit hours in a term, excluding course hours for developmental education courses and courses for which grades of "W", "E", "TR", and "AU" 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 course hours for developmental education courses and courses which grades of "W", "E", "TR", and "AU" 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 developmental education courses and course hours for which grades of "W", "E", "TR", and "AU" 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.

ENROLLMENT INFORMATION

ACADEMIC ADVISING

In order to ensure that students are successful, they are assigned faculty advisors to assist them in completing their academic programs and chosen career goals. Students are strongly encouraged to confer with their advisors before registering each semester to plan course schedules, discuss progress towards meeting graduation requirements, and identify strategies for achieving their chosen career goals.

STUDENT ACADEMIC LOAD

The schedule for a full-time day student may range from 12 to 40 hours of class 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 for each semester in which they plan to enroll. Registration and payment of tuition and fees must be made in accordance with the instructions and deadlines published by the College in the *Registration Guide*. After a semester or mini-session begins, students may not register for those sessions. Students are officially enrolled when they complete all the steps of registration, including the payment of all fees, and attend at least one day beyond the drop period. The College offers two 16-week semesters and one 10-week summer session each academic year. Within each semester, the College offers two 8-week sessions and one 12-week session and within the summer term, the College offers two 5-week sessions.

SCHEDULE ADJUSTMENT PERIOD

The schedule adjustment period is the first two days of a semester or mini-session. Students should work with their advisors to make approved schedule adjustments. Advisors will consider schedule adjustment requests based on student success and attendance at all scheduled classes.

DROP PERIOD

The drop period is the first five days of a semester and the first three days of a mini-session. Students who drop courses for a session within the drop period or whose last date of attendance is within the drop period qualify for 100 percent tuition refund.

STUDENT INFORMATION SYSTEM – WEBADVISOR

WebAdvisor provides password-protected access to academic and financial information, online registration, program evaluation (Degree Audit), and access to student forms. A link to WebAdvisor is on the College's website at www.yorktech.edu. Students are provided log-in information upon admission to the College.

STUDENT E-MAIL

The College uses e-mail to communicate important messages to students. Students should ensure that the College has their preferred e-mail address on file in the Academic Records Office. Students are also assigned an e-mail account through the Desire-to-Learn (D2L) course management system upon enrollment. E-mail messages are sent to students' preferred e-mail addresses and to their D2L accounts. Students are responsible for checking their e-mail accounts on a regular basis to receive important college information.

ATTENDANCE REQUIREMENTS

The College's faculty and staff are committed to student success. Student attendance and participation in all class sessions play a vital role in successful completion of a course. Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10 percent of the hours assigned may be withdrawn. If a student exceeds the 10 percent limit, the instructor will apply one of the following:

1. If the student's last date of attendance is on or before midterm, the student is withdrawn and a grade of "W" is assigned.
2. If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W" or "WF" is assigned at the discretion of the instructor.
3. If the student has communicated regularly with the faculty member, exceptions to the withdrawal policy may be made at the discretion of the instructor.

Attendance for online courses is established by logging in to the course on a regular basis and/or completing assignments and assessments. Specific criteria for establishing attendance may be defined by individual instructors.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course or courses until mid-term with a grade of "W." To withdraw from a class, students obtain a Withdrawal From Class form from their instructor or the division office. A grade of "W" is assigned if the student's last date of attendance on or before midterm. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a "W" or a "WF."

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 in Counseling and Support Services. It is extremely important for students who withdraw from the College to notify this office. Students who are receiving financial aid should also contact the Financial Aid Office to determine how the withdrawal will affect their eligibility for the current term and future terms. A student's financial obligation to pay any remaining balance of tuition, fees, or other charges for the term remains regardless of withdrawal. Students whose last dates of attendance are after the 28th calendar day of a semester are not eligible for a refund. Refer to the "Refund policies" section of the Student Catalog and Handbook for information regarding the refunding of tuition charges upon withdrawal.

ACADEMIC REGULATIONS

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 Associate Vice President for Academic Affairs. The student may continue in class only if the request is approved by the Division Associate Vice President for Academic Affairs. Readmitting students to classes after 20 percent absences is a rare exception.

STUDENT RECORDS

VERIFICATION OF ENROLLMENT

York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200.

REQUESTS FOR TRANSCRIPTS

Students who wish to have official copies of their transcripts should complete a Transcript Request form at the Academic Records Office and pay the \$4 fee for each transcript. Students may also order transcripts via the internet through the National Student Clearinghouse (www.studentclearinghouse.org). The fee for ordering on-line is \$4 per transcript and a \$2.25 processing fee. Transcript Request forms are also available under Student Forms on WebAdvisor. Please allow at least two full workdays for Academic Records to process a transcript request. More time may be necessary during peak periods. Students may print unofficial copies of their transcripts from WebAdvisor. Transcripts will not be issued for students who owe past-due funds to the College.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

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 Chair may request that the problems be specified in writing. The Department Chair 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 Associate Vice President for Academic Affairs (AVP) and make a follow-up appointment for discussion. The AVP may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division AVP 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 AVP a written response covering any subsequent recommendations/results.

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

STUDENT OWNERSHIP AND EQUITY GUIDELINES

York Technical College procedures regarding student ownership and equity are described in the York Technical College Registration Guide, which is published biannually. The plan identifies general guidelines for ownership and equity of products, materials, and/or inventions developed in conjunction with student coursework and/or student organization activities.

The College will maintain ownership, broadcast rights, property rights, and copyrights for all materials developed in conjunction with student coursework and/or student organization activities, including video, audio, print, and computer-based products.

GRADUATION INFORMATION

(See the College's web site at www.yorktech.edu 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 for the catalog year under which they plan to graduate. Please note: A minimum of one course required for graduation must be completed after the effective term of the program.
2. Has satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled. At least 25 percent of semester credit hours required for program completion must be earned through instruction from York Technical College.
3. Has achieved a 2.0 grade-point average on all courses which apply toward graduation as defined by the State Board for Technical and Comprehensive Education policy number 3-2-105. York Technical College calculates a Program GPA for each student which includes grades for all courses identified in the program of study as well as any approved alternate courses.
4. Has paid all required fees and other financial obligations due the College.
5. Has filed with the Academic Records 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 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. Students pursuing multiple majors must meet the graduation requirements in effect at the time they apply for graduation from the multiple major. Exceptions may be granted if recommended and approved by the academic division dean.

ACADEMIC REGULATIONS

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 Students is presented to graduation candidates 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 (membership by invitation only), a student must be enrolled in an associate-degree program, have a minimum cumulative GPA of 3.5 with at least 12 hours in degree-level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. 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 or an actively participating member of Phi Theta Kappa Honor Society. Student Marshals act as hosts and hostesses of the College at the graduation ceremony.

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 & INSTRUCTIONAL SERVICES

STUDENT SERVICES

STUDENT SERVICES DEPARTMENTS

The Student Activities Office provides educational, cultural, and social events and activities to engage and develop students and serves as a liaison for student organizations and activities at York Technical College. Students are encouraged to visit the Student Activities Office or call (803) 981-7236 to ask questions, make suggestions, or to sign up to participate in a club or activity.

Student Activities also provides students with opportunities to develop leadership, interpersonal, social, team-building, and problem-solving skills. Student representation in college governance is achieved through participation in Dean's Councils, student organizations, and focus groups.

STUDENT CLUBS & ORGANIZATIONS

American Criminal Justice Association – Lambda Alpha Epsilon – (Criminal Justice Club)

Alpha Beta Gamma (Radiologic Technology Association)

Aperion Society (Science Club)

Beta Gamma Chapter of Sigma Kappa Delta (English Honors Society)

Christian Fellowship

Computer Club

Four Winds Martial Arts

International Club

Jacobin Society (Political Science Club)

Library Club

Phi Beta Lambda (Future Business Leaders of America)

Phi Theta Kappa (National Honor Society)

Student American Dental Assisting Association

Student American Dental Hygiene Association

Student Nurses' Association

Student Paralegal Association

Surgical Technology Association (Scrub Club)

Information about creating new clubs is available in the *Student Calendar* and the *Academic Planner*.

PUBLICATIONS AND OTHER RESOURCES

The *Student Calendar* is published annually online and includes a calendar of events for the following year and information about clubs, organizations, and special events. The *Academic Planner* is available for purchase in the college bookstore and contains the *Student Calendar* information. The *Student News* is published bi-monthly and includes information about important academic dates and deadlines, meeting times and locations, special events, upcoming activities, and announcements. Tech TV is the campus television network that provides information about upcoming events and activities as well as general announcements. Tech TV is the campus television network that provides information about upcoming events and activities as well as general announcements.

CAREER SERVICES

Career Services offers many resources designed to assist individuals in learning more about their interests, skills, and values. Computer guidance and information systems, such as SCOIS and the SC Personal Pathways to Success system, are available for individuals to use and a Career Development Facilitator is available to help individuals assess their results. In addition to computer guidance systems, career interest tests are available in written form.

Career Services also coordinates on-campus company recruitment of students, organizes an annual career fair, assists in the development of employability skills, assists in the preparation of marketable resumes, and provides students and graduates with local job opportunities through the CareerLink Database system. By accessing CareerLink at yorktech-csm.symlicity.com, students and graduates can upload resumes for employers to access, search and apply for jobs, and sign up to receive automatic e-mails when jobs are posted that match criteria.

ADMISSIONS

The Admissions Office provides assistance and guidance throughout the application and enrollment process. Admissions counselors help students learn about the many programs of study offered by the College and the career opportunities awaiting graduates to help them make an informed decision about their program of study. Students needing additional assistance in choosing an educational goal may be referred to Career Services for further guidance. Counselors help students understand the results of their placement test and what courses are best suited to their level of achievement as they begin their program of study. To assist in making a smooth transition to college life, Admissions also provides new students with important information about the many college resources available to help in reaching their educational goal. After admission to the College, counselors help students connect with faculty representing their academic program who will provide more specific information related to their major.

COUNSELING SERVICES

The College is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with one achieving their educational goals. The purpose of Counseling Services at York Technical College is to offer short-term counseling support to students in a confidential and professional environment. Students who are facing academic challenges engage in counseling to assist them in understanding their academic status and develop a plan for success. Those who are facing personal matters have an opportunity to discuss their concerns with a member of the College's trained counseling staff to receive appropriate support and guidance. As needed, Counselors can also refer students to community agencies for assistance. All York Technical College students are encouraged to take advantage of the professional counseling services available by contacting Counseling and Support Services at (803)327-8007 for an appointment.

ACADEMIC RECORDS OFFICE

The Academic Records Office provides the following services for students: course registration, grade reports, official transcripts, enrollment verifications, student loan deferments, applications for graduation, and maintenance of student records. The office also provides services for transcript evaluations; evaluations of military credit; evaluation of AP, IB 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 certification and determination of honors. York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. Please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at (703) 742-4200 to obtain enrollment verifications.

WIA SERVICES DEPARTMENT

The WIA Services Department at York Technical College works in collaboration with the Local Catawba Investment Board and other partner agencies to utilize the OneStop Approach and provide program services for youth ages 17-21. These services under Title I of the Workforce Investment Act of 1998, target youth who are residents of Chester, Lancaster and York Counties. Youth Services focus on academic and employment-related assistance for economically disadvantaged individuals,

STUDENT & INSTRUCTIONAL SERVICES

who face serious barriers to future employment. These services are linked closely to local labor market needs and have a strong connection between academic and occupational learning.

To support youth participants and the community, the WIA Services Department also offers a Resources Center which is open for public self-service activities. These self-service activities include career assessment software, word processing software, resume preparation software, access to local, regional and national job listing, labor market information, community resources information, job keeping/seeking information, SCOIS and WIN (Worldwide Interactive Network), and a range of brochures dealing with these topics. Persons interested in receiving more information about the WIA Services for youth should contact our office directly at 803-327-8006.

VISIONS

The Visions Educational Talent Search (ETS) program is a federally funded pre-collegiate program, sponsored by York Technical College since 1992. This program helps students in Chester, Lancaster, and York counties with academic and career interest needs to reach their potential to succeed in higher education. Visions ETS also serves high school dropouts by encouraging them to reenter the educational system and complete their education. The goal of Visions ETS is to increase the number of youth from various backgrounds to complete high school and enroll in the postsecondary education institution of their choice.

Educational Talent Search is funded through the U. S. Department of Education and is provided as a free service through your local schools. Students will be selected for the program based upon their need for services and upon qualifications established by the Department of Education.

VOLUNTEER PROGRAM

The Student Activities Office recruits volunteers to provide necessary and diverse services to students and personnel of the College. Persons interested in being a volunteer or obtaining more information should contact the Student Activities Office at York Technical College at (803) 981-7052.

SPECIAL RESOURCES OFFICE - DISABILITY SERVICES

The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student.

SPECIAL RESOURCES OFFICES – SPECIAL NEEDS SCHOLARSHIP PROGRAMS

The **Adults-in-Transition program's** purpose is to assist unemployed or underemployed dislocated workers, displaced homemakers, low-income students, 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 books or childcare or transportation expense. Additional support services may include academic and career counseling, monthly meetings, and referrals.

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 stipend awards.

THE PROMISE PROGRAM

The PROMISE Program is a federal TRIO program also known as Student Support Services (SSS) which serves to motivate students towards the successful completion of their post-secondary education. The goal of PROMISE is to increase the college retention and graduation rates of its participants and to facilitate the process of transition from one level of higher education to the next by providing free individual or small group tutoring, counseling and academic advising, college transfer assistance, college success workshops, and other support services. Space is limited; and selections are made based upon student needs and according to guidelines established by the US Department of Education.

STUDENT CONDUCT

York Technical College adheres to the South Carolina Technical College System *Student Code and Grievance Procedure*, approved by the State Board for Technical and Comprehensive Education on September 13, 2007. (Copies of this *Student Code and Grievance Procedure* are available in the College Library, the Industrial & Engineering Technologies Division Offices in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, the Health & Human Services Division Office in Building A, the Student Activities Office in the Student Center, in the Associate Vice President for Academic and Student Affairs Office in the Student Services Building, and on the College's website at http://www.yorktech.com/Student_Life_documents/stu_code.pdf for the *Student Code* and at http://www.yorktech.com/Student_Life_documents/stud_griev.pdf for the *Grievance Procedure*.) It is the policy of York Technical College that the *Student Code and Grievance Procedure* shall govern conduct and guarantee due process for students enrolled at the College. Students are responsible for adhering to these guidelines to foster an environment in which learning can flourish.

The items below are significant behavioral and academic expectations in the *Student Code* and include the associated disciplinary action if those expectations are violated:

- 1) **Respectful and Considerate Behavior** – Students are expected to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students who engage in such acts as stealing, profane language, immoral conduct, any type of aggressive behavior, or any act that endangers the health or property of others are subject to disciplinary action. The College reserves the right to decline admission, suspend, or require the withdrawal of anyone whose conduct is disruptive to the educational process or infringes on the rights of others.
- 2) **Drug and Alcohol Free** – Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. 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) **Academic Honesty**- Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating, copying another student's work, using unauthorized equipment or materials during a test, obtaining, using, buying or selling the contents of a test, falsifying or inventing information such as reports or laboratory results, plagiarism, and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or be required to withdraw from the course. Students may also be subject to further disciplinary action.

STUDENT GRIEVANCE (COMPLAINT) PROCEDURE

Student Grievance Procedure - The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff for alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Dean for Students may replace the first step of the grievance procedure. Academic matters may also be addressed, excluding individual grades, except when discrimination or harassment is alleged.

FIRST STEP

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint. If the issue is not resolved with the instructor or staff member, the student may see the direct supervisor of the instructor or staff member to seek an informal resolution.

SECOND STEP

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Dean for Students will make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Dean for Students within ten instructional weekdays after satisfying the first step in the grievance process. No retaliation or adverse action will be taken against the student for filing a complaint. The Dean for Students will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the appropriate chain of command of the division involved.

THIRD STEP

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. Students should refer to the Student Grievance Procedure on the College's website for additional information (www.yorktech.com/Student_Life_documents/stud_griev.pdf).

BEHAVIOR INTERVENTION TEAM (BIT)

As a proactive measure to contribute to a safe campus environment, York Technical College has a Behavior Intervention Team to intervene early and provide support and behavioral response to students displaying varying levels of disruptive or distressed behaviors. The BIT members are comprised of representatives from the Dean for Students Office, Academic Instruction, Counseling Services, Disability Services, and Public Safety.

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 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 two faculty members recommended by the Executive Vice President for Academic and Student Affairs, three student members recommended by the governing body of the Deans' Councils, one member of the Student Services staff appointed by the Associate Vice President for Academic and Student Affairs, and one administrator other than the chief student services officer to serve as the Committee's chairperson. The Associate Vice President for Academic and Student Affairs serves as an ex-officio non-voting member. All appointments must be approved by the President.

MISCELLANEOUS CAMPUS GUIDELINES

Children on Campus - Children are not permitted in classrooms, shops, labs, the library or the Assessment Center. Children should not be left unattended at any time on campus. Students are not allowed to take visitors to class with them except by special administrative approval. All visitors must register at the reception area of the facility upon arrival.

Parking - All students should display a current parking decal on their vehicle and abide by the parking regulations. Parking regulations are published in the Orientation Resources booklet available in Admissions.

Classroom Etiquette - 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. Students are expected to turn off all electronic devices during class.

Tobacco Use - The use of tobacco products is permitted only within personal vehicles. York Technical College prohibits the use of all tobacco products in any form elsewhere on campus and in College vehicles. For more information about York Technical College's guidelines regarding the use of tobacco products, visit www.yorktech.edu/tobacco_guidelines.

Shop Areas - Since the shops and laboratories pose a potential area of hazard, students and others should not visit the shops without the permission of the instructor in charge.

Dress Code - If extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student.

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

Students needing limited basic health insurance may go the following link for various plans available for York Technical College students through the American College Student Association (ACSA): www.acsa.com/plans/healthapp/index.asp?planid=574. Brochures are also available from the Associate Vice President for Academic and Student Affairs Office in the Student Services Building.

HEALTH SERVICES

First-aid kits are available in the Student Services Building, the Industrial & Engineering Technologies Division Office in Building C, the Business, Computer, Arts & Sciences Division Office in Building A, in office B-13 in Building B, in office D-16 in Building D, the WIA Services Department in the Student Center, and in the Anne Springs Close Library, room L-105.

STUDENT & INSTRUCTIONAL SERVICES

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. The faculty/staff member will contact Public Safety. All Public Safety officers are trained in first aid and CPR, and one day-shift officer is a certified Emergency Medical Technician.
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 faculty/staff member should contact the Public Safety Office immediately at (803) 327-8013. The Public Safety Officer will notify the Administrator on Duty.

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 contact emergency transport to take the student to the nearest hospital or emergency room.

ENGLISH PROFICIENCY STUDENT COMPLAINT PROCEDURE

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

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 chair of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair 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 Associate Vice President for Academic Affairs and make a follow-up appointment for discussion. The Division Associate Vice President for Academic Affairs may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division Associate Vice President for Academic Affairs with the Executive Vice President for Academic & Student Affairs will determine if the situation merits an English Proficiency Performance Review. The student should receive a written response from

the Division Associate Vice President 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 Associate Vice President for Academic Affairs, the student may schedule an appointment with the Executive Vice President for Academic & Student Affairs.

STUDENT RIGHT-TO-KNOW INFORMATION

York Technical College publishes and distributes certain information to prospects, 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 Jeanne Clery 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 Registration Guide, this information is also available from the Office of the Associate Vice President for Academic and Student Affairs upon request by applicants and on the College's website under Student Life at www.yorktech.com/Student_Life.php.

CAMPUS SECURITY REPORT (JEANNE CLERY ACT)

CAMPUS SECURITY REPORT

York Technical College is committed to maintaining a safe campus community. In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)), York Technical College publishes the following crime awareness information for current and prospective students and employees. The report also includes institutional policies and procedures concerning campus security. You can obtain a paper copy of the Campus Security Report by contacting the Office of the Associate Vice President & Academic Affairs at (803) 327-8016. Currently enrolled students are sent an e-mail message each term of enrollment with a direct link to this important consumer information.

SECURITY & ACCESS TO CAMPUS FACILITIES

Campus security is maintained on the main campus by the Department of Public Safety 24 hours per day, 7 days per week. Gates are open at 7:00 a.m. each morning. Facility access is limited after 11:30 p.m. with campus gates blocking all entrances. Faculty or staff personnel who visit the campus after closure of buildings must contact a public safety officer at (803) 327-8013. The visit must be arranged in advance through the Office of the Vice President for Business Services.

CAMPUS LAW ENFORCEMENT

The Department of Public Safety Chief is an armed, certified law enforcement officer with full arrest and investigative authority within the state of South Carolina. The York Technical College Department of Public Safety works closely with the Rock Hill Police Department and other local law enforcement agencies in Chester and Lancaster counties to develop a response to the campus or off-campus centers when additional law enforcement assistance is required.

CRIME PREVENTION PROGRAMS

Students and employees are encouraged to be responsible for their own security and the security of others by taking reasonable precautions. Crime prevention programs are announced in the Student News, on Tech TV and under Updates in the Desire-2-Learn course management

STUDENT & INSTRUCTIONAL SERVICES

system. In addition, the College provides a campus poster program to promote crime awareness and prevention information. This information is available to students and employees of the college. All college employees receive an Emergency Quick Reference Guide via e-mail each term to ensure that they have important safety procedures and contact information readily available.

EMERGENCY HELP

Main Campus - The phone number for the York Technical College Department of Public Safety is (803) 327-8013. The Public Safety Office is located on the main campus in A-building, room A-262.

Construction Trades Center – For emergency help while at the Construction Trades Center, contact the Rock Hill Police Department at (803) 329-7211.

Truck Drivers Training Building – For emergency help while at the Truck Drivers Training Building, contact the Rock Hill Police Department at (803) 329-7211.

Chester Center – For emergency help while at the Chester Center, contact the Chester County Sheriff's Office at (803) 385-5433.

Chester Workforce & Learning Success Center – For emergency help while at the Chester Workforce & Learning Success Center, contact the Chester City Police Department at (803) 385-5433.

Chester Heavy Equipment Operations Building - For emergency help while at the Chester Heavy Equipment Operations Building, contact the Chester County Sheriff's Department at (803) 385-5433.

Kershaw-Heath Springs Center - For emergency help while at the Kershaw-Heath Springs Center, contact the Lancaster County Sheriff's Office at (803) 283-4136.

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 outlines 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. Students and employees are notified at least once a year of the specific electronic address of this information. It is published in the Orientation Resources Guide and is available online at www.yorktech.edu under Student Life.

The College provides programs each year dealing with alcohol and drug abuse. In addition, the College has an arrangement 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.

REPORTED INCIDENTS FOR YORK TECHNICAL COLLEGE

York Technical College's Campus Security Report is published in its entirety on the College's website at www.yorktech.edu/security/Security_rep.pdf. This report includes statistics for the previous three years on crimes reported to local police agencies or to the York Technical College Department of Public Safety that occurred on campus; in certain off campus buildings

or property owned or controlled by York Technical College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies and procedures concerning campus security. Individuals can obtain a copy of the Campus Security report by contacting the Office of the Associate Vice President for Academic & Student Affairs at (803) 327-8016.

TYPE OF INCIDENT	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	1	0	0
Burglary	0	1	0
Motor vehicle theft	1	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Illegal Weapons Possession Law Violations	0	0	1
Substance Law Violations (Drugs & Alcohol)	0	1	2

York Technical College encourages prompt reporting of any criminal incident at any geographic location to the Department of Public Safety, (803) 327-8013, or the Associate Vice President for Academic & Student Affairs, (803) 327-8016. Please refer to Campus Security Report at www.yorktech.edu/security_rep.pdf for reported incidents at campus locations other than the main campus.

REPORTING CRIMES OR OTHER EMERGENCIES ON CAMPUS

Crimes or other emergencies on campus should be reported accurately and promptly to the Department of Public Safety. The Dean for Students Office is notified of any crimes on campus that involve students. Incident reports are completed by public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Services. Individuals may anonymously report a crime by logging on to the Department of Public Safety website at www.yorktech.edu/security and selecting the “Contact Us” tab.

CRIME LOG

A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting the Dean for Students Office. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known.

PROHIBITION OF WEAPONS

State law prohibits the possession or use of any firearm, dangerous weapon, incendiary device, or explosive on campus unless such possession or use has been authorized by the College.

TIMELY WARNING & EMERGENCY NOTIFICATION

If a situation arises which poses an immediate threat to the health or safety of students and employees, security warnings and emergency notifications will be posted in D2L (Desire-2-Learn--the College's Course Management System) under Updates and sent to students' D2L e-mail accounts and employees' e-mail accounts on record. In addition, YTC alerts are distributed through Twitter and a notice is placed on the College's Facebook account.

The Crisis Management Team (CMT) of the College will convene, without delay, to make the determination if a situation poses and immediate threat to the campus community, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The CMT will also determine which segments of the college community are to receive the notification, the content of the notification, and initiate the notification system. The CMT is comprised of the Executive Vice President for Academic & Student Affairs, the Vice President of Business Services, the Associate Vice President of Academic & Student Affairs, the Department of Public Safety Chief, the Director of Facilities Management, the Human Resources Director, and the Director of Information Services.

SEX OFFENDERS REGISTRY

The Campus Crimes Prevention Act (Public Law 106-386) requires tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Sex Offender Registry is available to the public at www.sled.state.sc.us.

SEXUAL ASSAULT PREVENTION & RESPONSE PROCEDURES

York Technical College is committed to maintaining a safe campus community and, therefore, strictly prohibits sexual misconduct. The College's Sexual Assault Procedures comply with Federal Law 34 CFR 668.46 (9b) (11) and section 59-105-10 of the S.C. Campus Sexual Assault Information Act. The procedures are published on the College's website in the Campus Security Report at www.yorktech.edu/security/Security_rep.pdf.

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 web pages. 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 the Office of Marketing & Public Information by calling (803) 981-7161.

VISITORS

Visitors to York Technical College are welcome and must sign-in at the reception area of the facility upon arrival. 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 Counseling and Support Services Office (803) 327-8007. After 5 p.m. or on weekends, contact 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.

INSTRUCTIONAL SERVICES

CORPORATE AND CONTINUING EDUCATION

GENERAL INFORMATION

The Corporate and Continuing Education Division of York Technical College offers a wide range of programs for individuals seeking a new career, wanting to upgrade their current occupational skills, or desiring to enrich their life. Our programs can also be tailored to meet the special needs of businesses, industries, nonprofits, healthcare providers, and other organizations.

Courses are offered in a variety of flexible schedules and formats including instructor-led, online, or a combination. Courses are taught by certified instructors in state-of-the-art computer and high-tech presentation rooms at one or more of our convenient locations: main campus in Rock Hill, or Kershaw and Chester Centers. Corporate training can be custom designed and conducted on a campus or at the company site for the convenience of employees. Program areas include:

- Allied Health
- Business & Computer Training
- Construction Trades
- Entrepreneurship
- Heavy Equipment
- Industrial & Engineering Technology
- Lean Manufacturing/Six Sigma
- Licensing & Certification
- Line Worker Training
- Management & Supervisory
- Manufacturing Productivity
- Personal /Community Interest
- Truck Driver
- Workforce Education/Work Keys

Many of our courses and programs are approved through state agencies such as SC DMV or DHEC. The most up-to-date information on class dates and times can be found on our webpage at www.yorktech.edu/CE/index.php or listed monthly in the Rock Hill Herald newspaper. For more information on public classes or to contact one of our corporate training specialists, call (803) 325-2888.

REGISTRATION

Registration for public continuing education classes may be made in person, by mail, by telephone at (803) 325-2888, by fax at (803) 981-7327, or online with a credit card. Tuition may be paid by cash, check, MasterCard, Visa, Discover or American Express. Registration and pre-payment are required before classes begin.

FEES

Fees are published on the Corporate and Continuing Education website. For some courses, tuition fees do not include cost of textbooks or other supplies. Pre-payment is required.

REFUNDS

To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made. NOTE: Some certificate programs may have non refundable seating fees.

CEU CREDIT

Students who satisfactorily complete occupational skills courses receive a certificate of completion and Continuing Education Units (CEU) as appropriate. One CEU is awarded for every 10 contact hours of a course.

STUDENT & INSTRUCTIONAL SERVICES

MEETINGS, SEMINARS, AND CONFERENCES

Professional development seminars, workshops, and conferences are offered at the Baxter Hood Center on the main campus. Specialized meetings, seminars or conferences can also be designed to meet the unique needs of small or large groups. Our corporate trainers can deliver quality employee training at affordable rates. The Center's state-of-the-art technology can also be integrated into the learning experience. For more information, call (803) 325-2888.

CENTER FOR TEACHING & LEARNING

The Center for Teaching & Learning is a combination of student and faculty services that support successful teaching and learning.

ACADEMIC COACHING & TUTORING

Tutoring and academic coaching is available to all students at the ACT center located in B-building room 6. The mission of the center is to help students become independent, self-confident, and efficient learners. Academic coaching exposes students to academic strategies and tools that help them achieve academically and progress on their education path. Students evaluate the effectiveness of their study techniques and develop personal strategies for success. Tutoring is provided as supplemental learning in areas where students are experiencing difficulty with course material. Tutoring sessions can be scheduled for any subject area. For more information, go to www.yorktech.edu/tutoring.

ASSESSMENT CENTER

The Assessment Center, located in A-Building room 203, provides testing services for make-up, distance learning, placement, exemption, and certification testing. The York Technical College Assessment Center is a member of the Consortium of College Testing Centers and the National College Testing Association. It is an authorized site for CLEP testing, IQT, National Center for Competency Testing, Schroeder Measurement Technology, and Castle Worldwide. For more information, call (803) 981-7176 or check the Assessment Center webpage at www.yorktech.edu/assess/index.php.

EDUCATION TECHNOLOGY

The Education Technology Center is located in the Science & Technology Building room 243 and promotes technology in learning. Specialists are available to provide technical assistance with on-line learning, computer-based learning, and audio/visual materials and presentations. Services are available to assist faculty and students. For more information access the ETC webpage at www.yorktech.edu/etc/index.php.

DEVELOPMENTAL STUDIES

Developmental Studies offers courses in English, reading, mathematics and college skills. Support Services include a 16-station computer lab with remedial programs, including Skills Bank 4. Course descriptions are located in the Course Descriptions section of the catalog.

DISTANCE LEARNING

The college offers classes on-line and via teleconferencing to provide students with alternative course delivery options. Learning objectives for Distance learning classes are the same as face-to-face classes. Specific classes are listed in the Course Schedule found on the College's website. Admission, registration, and tuition are the same for classes on the main campus as well as at the distance centers. Call the Distance Learning Office at (803) 327-8038 or 1-800-922-TECH, or send an e-mail to gdewey@yorktech.edu for more information.

INSTRUCTIONAL DEVELOPMENT

Instructional Development supports the College mission of accessible, relevant, and high-quality education through instructional support encompassing competency-based curriculum development and revision, faculty-staff development, alternative methods of instructional delivery, and assessment.

LIBRARY SERVICES

The Anne Springs Close Library includes a combination of resources and services. A variety of print and electronic materials are available. Many of the library's resources are available on the library's web site, www.yorktech.edu/library.

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 apprenticeship. Call (803) 981-7244 or send an email to asegal@yorktech.edu for more information.

DISTANCE LEARNING OPPORTUNITIES**TELECLASSES**

Teleclasses are live audio/video interactive classes that are delivered between York Technical College's main campus and various other sites. York Technical College may also receive classes from other sites. Teleclassroom students interact with each other at all the connected 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. Some telecourses combine pre-packaged VHS or DVD instruction, textbook, study guides, and instructor support. Textbook-based courses do not have a video component.

WEB-100

Beginning the Fall 2011 semester, students enrolling in an online class must have either completed an online course with a grade of "C" or higher or have completed the "**Introduction into Online Learning Applications**" (WEB-100). WEB-100 is a free tutorial which takes approximately three to five hours to complete. WEB-100 will help students learn about online courses and how to use the College's learning management system, Desire2Learn (D2L). To enroll, you will need to log into WebAdvisor, click on "Sign up for WEB-100" (Students -> Registration), Submit, and OK. The following day you will see "Intro into Online Learning Apps" in your D2L list of courses. You will have one week to complete WEB-100.

ONLINE COURSES

Online courses are taught on the Internet, and it is recommended that students have a computer manufactured no earlier than 2008 with a Windows XP, Vista, or Windows 7 operating system. For more information on supported browsers and system requirements can be found at <http://etc.yorktech.com/DistanceLearning/Browsers.htm>. Students also must have access to the Internet - preferably with a DSL or cable modem or access to the campus open computer labs. Some basic Internet skills are necessary to be successful in online courses. Please contact the Distance Learning Office at (803) 327-8038, or check the Distance Learning web page at http://www.yorktech.edu/Distance_Learning/index.php for information on the courses that are available. Continuing Education classes can be found under individual programs at www.yorktech.edu/CE/index.php.

HYBRID COURSES

Hybrid courses consist of a combination of traditional and online instruction which alters the class schedule. Students should expect to meet some classes and/or labs on campus in addition to using a computer for instruction.

EXCELS

EXCELS (**EX**cellence through **CO**llege **E**nrollment for **L**earners) 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 may transfer to other two-year and four-year institutions in South Carolina.

PROGRAMS OF STUDY

BUSINESS/ COMPUTER/ ARTS & SCIENCES

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 and 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. All associate degree programs in the Administrative Office Technology, Business Administration Department and the Information Technology Department are accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

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 the 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.

ADMINISTRATIVE OFFICE TECHNOLOGY DEPARTMENT

The Administrative Office Technology Department offers students the opportunity to learn skills needed to enter the workforce as highly skilled office workers. It prepares students for office work in business and industry including medical and legal offices. Students may earn an associate degree in Administrative Office Technology, an associate degree in Administrative Office Technology with a specialization in Paralegal, a diploma in Administrative Support, or a certificate in Customer Service, Data Entry, Legal Office Assistant, Medical Office, and Office Applications. To receive a degree, diploma, or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

Graduates find jobs as administrative assistants, word processing specialists, and legal assistants. Students use current software and technology as they develop competencies in word processing, spreadsheet, database, presentation software, and administrative procedures. Students also have the opportunity to develop decision-making, research, and public relations skills. This combination of skills prepares the student to be successful in today's office environment.

The degree and diploma programs offer an in-depth study of various skills necessary to succeed in the office environment. The certificates will prepare students for the positions indicated below:

- **Customer Service Certificate** – for entry-level customer service positions
- **Data Entry Certificate** – for entry-level data input positions
- **Legal Office Assistant Certificate** – for entry-level legal office assistants, receptionists, or law office clerks
- **Medical Office Certificate** – for entry-level healthcare office assistants, receptionists, or front office attendants
- **Office Applications Certificate** – for skills required in preparation for Microsoft Office Specialist certification

Students who successfully complete a combination of AOT 165, 167, 265, and 267 should have the skills to pass the Microsoft Office certification exam.

The Administrative Office Technology Department offers many courses in distance learning formats to accommodate student needs. For the convenience of our students, there is a staffed, open computer lab – A-208 – available day, evening, and weekend hours as indicated on the lab door. The open lab computers have all the software taught in Administrative Office Technology courses.

MAJOR: Administrative Office Technology (AAS.AOT)

DEGREE: Associate in APPLIED SCIENCE

A. GENERAL EDUCATION		CREDITS
ECO 101	Basic Economics or	
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		CREDITS
*+ AOT 110	Document Formatting	3.0
* AOT 143	Office Systems and Procedures	3.0
* AOT 165	Information Processing Software	3.0
* AOT 167	Information Processing Applications	3.0
* AOT 267	Integrated Information Processing	3.0
Subtotal		15.0
C. OTHER HOURS REQUIRED FOR GRADUATION		CREDITS
COL 101	College Orientation	1.0
* IST 225	Internet Communications	3.0
* AOT 106	Keyboarding Lab I	1.0
* AOT 121	Transcription	3.0
* AOT 133	Professional Development	3.0
* AOT 134	Office Communications	3.0
* AOT 137	Office Accounting	3.0
* AOT 250	Advanced Information Processing	3.0
* AOT 251	Administrative Systems and Procedures	3.0
* AOT 254	Office Simulation	3.0
* AOT 265	Office Desktop Publishing	3.0
ELECTIVES-MINIMUM OF 2 COURSES (NOT LESS THAN 4.0 CREDIT HOURS)		4.0
Subtotal		33.0
Total Credit Hours		63.0

SPECIALIZATION: PARALEGAL (AAS.AOT.PARLG)

C. OTHER HOURS REQUIRED FOR GRADUATION		CREDITS
COL 101	College Orientation	1.0
* IST 225	Internet Communications	3.0
* AOT 106	Keyboarding Lab I	1.0
* AOT 133	Professional Development	3.0
* AOT 134	Office Communications	3.0
* AOT 251	Administrative Systems and Procedures	3.0
* BUS 121	Business Law	3.0
* LEG 120	Torts	3.0
* LEG 125	Introduction to the Legal System	3.0
* LEG 213	Family Law	3.0
* LEG 214	Property Law	3.0
* LEG 233	Wills, Trusts, and Probate	3.0
Elective (min. of 1 course—not fewer than 1.0 credit hour)		1.0
Subtotal		33.0
Total Credit Hours		63.0

**Courses in this program which require a minimum grade of "C."
+AOT 110—Pre-requisite AOT 105 or exemption credit.*

SUGGESTED PLAN OF STUDY**Administrative Office Technology****First Year****Fall**COL 101
ENG 155
HSS 205
AOT 110
AOT 133
AOT 165**Spring**ENG 156
MAT 155
AOT 134
AOT 143
AOT 167
AOT 106**Second Year****Fall**IST 225
AOT 121
AOT 251
AOT 267
AOT 137**Spring**AOT 250
ECO 101 or
ECO 210
AOT 254
AOT 265
2 ELECTIVES**SUGGESTED PLAN OF STUDY****Administrative Office Technology with Paralegal Specialization****First Year****Fall**COL 101
ENG 155
HSS 205
AOT 110
AOT 133
AOT 165**Spring**ENG 156
MAT 155
AOT 134
ECO 210 or ECO 101
LEG 125
AOT 106**Second Year****Fall**IST 225
LEG 120
AOT 251
AOT 267
BUS 121**Spring**LEG 213
LEG 214
LEG 233
AOT 167
AOT 143
ELECTIVE**MAJOR: ADMINISTRATIVE SUPPORT (DAS.AOTAS)****DIPLOMA: APPLIED SCIENCE****A. GENERAL EDUCATION****CREDITS**

ECO 101 Basic Economics or	
ECO 210 Macroeconomics	3.0
* ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

*+ AOT 110 Document Formatting	3.0
* AOT 143 Office Systems and Procedures	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
Subtotal	12.0

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
COL 101 College Orientation	1.0
* AOT 106 Keyboarding Lab I	1.0
* AOT 121 Transcription	3.0
* AOT 133 Professional Development	3.0
* AOT 134 Office Communications	3.0
* AOT 137 Office Accounting	3.0
* AOT 251 Administrative Systems and Procedures	3.0
* AOT 254 Office Simulation	3.0
* AOT 265 Office Desktop Publishing	3.0
* AOT 267 Integrated Information Processing	3.0
Subtotal	26.0
Total Credit Hours	47.0

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

SUGGESTED PLAN OF STUDY

Administrative Support

First Year

Fall

COL 101
ENG 155
AOT 110
AOT 133
AOT 165
AOT 267

Spring

MAT 155
AOT 106
AOT 134
AOT 143
AOT 167

Second Year

Summer or Fall

ECO 101 or
ECO 210
AOT 121
AOT 137
AOT 265
AOT 251
AOT 254

CERTIFICATE: CUSTOMER SERVICE (CT.AOTCS)

A. REQUIRED CORE SUBJECT AREAS

	CREDITS
* AOT 105 Keyboarding	3.0
* AOT 135 Data Entry	3.0
* AOT 180 Customer Service	3.0
* CPT 170 Microcomputer Applications	3.0
* PSY 105 Personal/Interpersonal Psychology	3.0
* AOT 143 Office Systems and Procedures	3.0
Total Credit Hours	18.0

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

SUGGESTED PLAN OF STUDY**Customer Service Certificate**

Fall	Spring
AOT 105	CPT 170
AOT 135	AOT 180
PSY 105	AOT 143

CERTIFICATE: DATA-ENTRY (CT.AOTDE)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AOT 105 Keyboarding	3.0
* AOT 110 Document Formatting	3.0
* AOT 133 Professional Development	3.0
* AOT 135 Data Entry	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
* AOT 250 Advanced Information Processing	3.0
* AOT 267 Integrated Information Processing	3.0
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Total Credit Hours	24.0

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

SUGGESTED PLAN OF STUDY**Data-Entry Certificate**

Fall	Spring
AOT 105	AOT 110
AOT 135	AOT 133
AOT 165	AOT 167
AOT 267	AOT 250

CERTIFICATE: LEGAL OFFICE ASSISTANT (CT.AOTLA)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
*+ AOT 110 Document Formatting	3.0
* AOT 121 Transcription	3.0
* AOT 133 Professional Development	3.0
* AOT 134 Office Communications	3.0
* AOT 144 Legal Office Procedures	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
*+ AOT 267 Integrated Information Processing	3.0
* AOT 213 Legal Document Production	3.0
* AOT 214 Software Apps. Used in the Law Office	3.0
* LEG 125 Introduction to the Legal System	3.0
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Total Credit Hours	33.0

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

+AOT 110—prerequisite AOT 105 or exemption credit.

SUGGESTED PLAN OF STUDY

Legal Office Certificate

Fall	Spring
AOT 110	AOT 121
AOT 133	AOT 167
AOT 134	AOT 213
AOT 144	AOT 214
AOT 165	AOT 267
LEG 125	

CERTIFICATE: MEDICAL OFFICE (CT.AOTMC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AHS 102 Medical Terminology	3.0
*+ AOT 110 Document Formatting	3.0
* AOT 121 Transcription	3.0
* AOT 133 Professional Development	3.0
* AOT 134 Office Communications	3.0
* AOT 137 Office Accounting	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
* AOT 212 Medical Document Production	3.0
* <u>AOT 252 Medical Systems and Procedures</u>	<u>3.0</u>
Total Credit Hours	30.0

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

SUGGESTED PLAN OF STUDY

Medical Office Certificate

Fall	Spring
AHS 102	AOT 133
AOT 110	AOT 121
AOT 137	AOT 167
AOT 134	AOT 212
AOT 165	AOT 252

CERTIFICATE: OFFICE APPLICATIONS (CT.AOTOA)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* IST 225 Internet Communications	3.0
* AOT 165 Information Processing Software	3.0
* AOT 167 Information Processing Applications	3.0
* AOT 250 Advanced Information Processing	3.0
* AOT 267 Integrated Information Processing	3.0
* <u>AOT 265 Office Desktop Publishing</u>	<u>3.0</u>
Total Credit Hours	18.0

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

BUSINESS/COMPUTER/ARTS & SCIENCES

SUGGESTED PLAN OF STUDY Office Applications Certificate

Fall

AOT 165
AOT 267
AOT 265

Spring

AOT 167
AOT 250
IST 225

BUSINESS ADMINISTRATION DEPARTMENT

The Business Administration Department offers students many career choices in business. Programs include two-year degrees in Accounting, Management, or General Business and certificates in Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, or Payroll/Income Tax.

The Accounting Degree is available for students who wish to enter the accounting profession. This major emphasizes the accounting theory and practice necessary for many entry-level accounting positions. Students use a variety of commercial accounting software packages, including Peachtree, QuickBooks, and Excel. With the Accounting Degree, students are prepared to acquire jobs in accounts receivable, accounts payable, bookkeeping, and inventory control or to become a 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.

The General Business major is available for students who desire an overall knowledge of business operations. Students choosing this program will complete the Entrepreneurial specialization.

The Management major offers students an opportunity to obtain knowledge in sound management techniques and procedures. This program allows students to choose a specific area of specialization in general management, human resources, fire science administration, logistics, or environmental technology. Depending upon the specialization, students will acquire the technology and skills to qualify for careers as office managers, human resource assistants, management trainees, fire science administrators, distribution managers, managers with expertise in environmental compliance and hazardous waste issues, or a variety of other supervisory positions.

Four certificate programs are available for students seeking to become employed within one year. These include Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, and Payroll/Income Tax. Students who earn a certificate may later decide to enroll in a two-year degree program and apply the courses earned in the certificate to the degree as appropriate.

Students completing the two-year Accounting Degree and the Accounting Clerk Certificate may become nationally certified by taking the National Center for Competency Testing (NCCT) certified accounting exam. Students completing the payroll/income tax program may become nationally certified by taking the American Payroll Association (APA) fundamental payroll certification exam.

In order to accommodate student needs, the Business Administration Department offers a variety of courses in a distance learning format (online). For students' convenience, there is a staffed open computer lab (A 208) available day, evening and weekend hours as indicated on the lab door. The open lab computers provide access to the software taught in the Information Technology, Administrative Office Technology, and Business Administration courses.

MAJOR: ACCOUNTING (AAS.ACC) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION

	CREDITS
* ENG 155 Communications I	3.0
ENG 156 Communications II	3.0
ECO 211 Microeconomics OR	
PSC 201 American Government OR	
PSY 201 General Psychology	3.0
MAT 155 Contemporary Mathematics	3.0
HSS 205 Technology and Society	3.0

Subtotal 15.0

BUSINESS/COMPUTER/ARTS & SCIENCES

B. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACC 111 Accounting Principles I	3.0
* ACC 101 Accounting Concepts	3.0
* ACC 102 Accounting Principles II	3.0
ACC 245 Accounting Applications	3.0
* BUS 121 Business Law I	3.0
* CPT 170 Microcomputer Applications	3.0
Subtotal	18.0

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 120 Federal Income Tax	3.0
* 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 240 Computerized Accounting	3.0
* ACC 265 Not for Profit Accounting	3.0
* BAF 201 Principles of Finance	3.0
* BUS 101 Introduction to Business	3.0
COL 101 College Orientation	1.0
+ ELECTIVES	1.0
Subtotal	32.0
Total Credit Hours	65.0

**Courses in this program which require a minimum grade of "C".
+All business electives require a minimum grade of "C".*

SUGGESTED PLAN OF STUDY

Accounting

First Year

Fall

ACC 111
ENG 155
HSS 205
MAT 155
COL 101

Spring

ACC 101
ENG 156
ACC 124
ECO 211 **or**
PSC 201 **or**
PSY 201
BUS 101

Summer

ACC 102
CPT 170
ACC 245

Second Year

Fall

ACC 201
ACC 230
ACC 240
ACC 120
BUS 121

Spring

ACC 202
ACC 265
ACC 150
BAF 201
1 ELECTIVE (minimum 1 credit hours)

BUSINESS/COMPUTER/ARTS & SCIENCES

MAJOR: GENERAL BUSINESS

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION		CREDITS
* ENG 155 Communications I		3.0
ENG 156 Communications II		3.0
HSS 205 Technology & Society		3.0
MAT 155 Contemporary Mathematics		3.0
PSY 201 General Psychology		3.0
	Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS		CREDITS
#* ACC 111 Accounting Principles I		3.0
* ACC 101 Accounting Concepts		3.0
* BUS 121 Business Law I		3.0
* CPT 170 Microcomputer Applications		3.0
* MGT 201 Human Resources Management		3.0
* MKT 101 Marketing		3.0
	Subtotal	18.0

To complete the Associate in Applied Science Degree with a major in General Business, choose the Entrepreneurial Specialty.

SPECIALIZATION: ENTREPRENEURIAL SPECIALTY (AAS.BUS.ENTSP)

C. OTHER HOURS REQUIRED FOR GRADUATION		CREDITS
* ACC 124 Individual Tax Procedures		3.0
* ACC 150 Payroll Accounting		3.0
* BUS 101 Introduction to Business		3.0
ACC 130 State Tax Procedures		1.0
COL 101 College Orientation		1.0
* ACC 242 Small Business Software		1.0
* ACC 243 Computerized Spreadsheets		1.0
* AOT 265 Office Desktop Publishing		3.0
* MGT 120 Small Business Management		3.0
* MGT 121 Small Business Operations		3.0
* MKT 130 Customer Service Principles		3.0
* MKT 140 E-Marketing		3.0
* MKT 141 Electronic Commerce Strategies		3.0
* MKT 265 Retailing Strategies & Applications		3.0
	Subtotal	34.0
	Total Credit Hours	67.0

SUGGESTED PLAN OF STUDY

General Business with Entrepreneurial Specialty Specialization

First Year

Fall	Spring
ACC 111	ACC 101
BUS 101	ACC 124
BUS 121	ENG 156
COL 101	MKT 101
ENG 155	ACC 130
MAT 155	CPT 170

Second Year

Fall	Spring
ACC 150	ACC 242
MGT 120	ACC 243
MKT 140	HSS 205
MKT 265	MGT 121
PSY 201	MGT 201
AOT 265	MKT 130
	MKT 141

MAJOR: MANAGEMENT**DEGREE: ASSOCIATE IN APPLIED SCIENCE**

A. GENERAL EDUCATION	CREDITS
* ENG 155 Communications I	3.0
ENG 156 Communications II	3.0
ECO 210 Macroeconomics OR	
PSC 201 American Government OR	
PSY 201 General Psychology	3.0
MAT 101 Beginning Algebra	3.0
HSS 205 Technology and Society	3.0
Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS	CREDITS
#* ACC 111 Accounting Concepts	3.0
* BUS 121 Business Law I	3.0
* CPT 170 Introduction to Computers Applications	3.0
* MGT 101 Principles of Management	3.0
* MKT 101 Marketing	3.0
Subtotal	15.0

To complete the Associate in Applied Science Degree with a major in Management, choose the General Management Specialization, the Human Resources Specialization, the Fire Science Administration Specialization, the Logistics Specialization, or the Environmental Technology Specialization.

SPECIALIZATION: ENVIRONMENTAL TECHNOLOGY (AAS.MGT.ENVIR)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 101 Accounting Principles I	3.0
* 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
COL 101 College Orientation	1.0
* MGT 201 Human Resource Management	3.0
BIO 205 Ecology	3.0
BIO 206 Ecology Lab	1.0
* EVT 206 Introduction to Environmental Compliance	3.0
* EVT 254 Industrial Safety & Emergency Response	3.0
* EVT 110 Introduction to Treatment Facilities	3.0
* EVT 111 Introduction to Water and Wastewater Treatment	1.0
* EVT 201 Environmental Science	3.0
Subtotal	36.0
Total Credit Hours	66.0

SPECIALIZATION: FIRE SCIENCE ADMINISTRATION (AAS.MGT.FRSCI)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 101 Accounting Principles I	3.0
* 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
COL 101 College Orientation	1.0
* MGT 201 Human Resource Management	3.0
ELECTIVES	1.0
* SC Fire Academy Approved Courses	16.0
Subtotal	36.0
Total Credit Hours	66.0

BUSINESS/COMPUTER/ARTS & SCIENCES**SPECIALIZATION: GENERAL MANAGEMENT (AAS.MGT.GNMGT)**

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 101 Accounting Principles I	3.0
* 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
COL 101 College Orientation	1.0
* MGT 201 Human Resource Management	3.0
* MGT 120 Small Business Management	3.0
* MGT 280 Executive Development	3.0
* MKT 250 Consumer Behavior	3.0
* MKT 265 Retailing Strategies & Applications	3.0
<u>ELECTIVES (min. of 2 courses- not less than 5.0 credit hours)</u>	<u>5.0</u>
Subtotal	36.0
Total Credit Hours	66.0

SPECIALIZATION: HUMAN RESOURCES (AAS.MGT.HMRES)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 101 Accounting Principles I	3.0
* 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
COL 101 College Orientation	1.0
* MGT 201 Human Resource Management	3.0
* ACC 243 Computerized Spreadsheet	1.0
* BUS 123 Business Law II	3.0
* BUS 128 Employment Law	3.0
* BUS 136 Compensation and Benefits	3.0
* SPC 205 Public Speaking	3.0
<u>ELECTIVES (min. of 2 courses- not less than 4.0 credit hours)</u>	<u>4.0</u>
Subtotal	36.0
Total Credit Hours	66.0

SPECIALIZATION: LOGISTICS (AAS.MGT.LOGST)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* ACC 101 Accounting Principles I	3.0
* 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
COL 101 College Orientation	1.0
* MGT 201 Human Resource Management	3.0
* LOG 110 Introduction to Logistics	3.0
* LOG 125 Transportation Logistics	3.0
* LOG 215 Supply Chain Management	3.0
* LOG 235 Traffic Management	3.0
* LOG 240 Purchasing Logistics	3.0
<u>ELECTIVES (min. of 1 course- not less than 2.0 credit hours)</u>	<u>2.0</u>
Subtotal	36.0
Total Credit Hours	66.0

**Course in this program which require a minimum grade of "C."
#ACC 101--prerequisite ACC 111 with minimum grade of "C."*

SUGGESTED PLAN OF STUDY**Management with Environmental Technology Specialization**

First Year

Fall

ACC 111
BUS 101
EVT 206
COL 101
ENG 155
MAT 101

Spring

ACC 101
CPT 170
ENG 156
HSS 205
MGT 101

Summer

BUS 121
EVT 201
EVT 111

Second Year

Fall

ACC 102
BIO 205
BIO 206
MKT 101
EVT 110

Spring

ACC 150
BAF 201
MGT 201
EVT 254
ECO 210 **OR**
PSC 201 **OR**
PSY 201

SUGGESTED PLAN OF STUDY

Management with Fire Science Administration Specialization

First Year

Fall

ACC 111
BUS 101
BUS 121
COL 101
ENG 155
MAT 101

Spring

ACC 101
CPT 170
ENG 156
HSS 205
MGT 101

Second Year

Fall

ACC 102
MKT 101
ECO 210 **OR**
PSC 201 **OR**
PSY 201
Fire Science Courses (7 hrs)
Elective (1 hr)

Spring

ACC 150
BAF 201
Fire Science Courses (9 hrs)
MGT 201

SUGGESTED PLAN OF STUDY

Management with General Management Specialization

First Year

Fall

ACC 111
BUS 101
BUS 121
COL 101
ENG 155
MAT 101

Spring

ACC 101
CPT 170
ENG 156
HSS 205
MGT 101

Second Year

Fall

Spring

BUSINESS/COMPUTER/ARTS & SCIENCES

ACC 102	ACC 150
MGT 120	BAF 201
MGT 280	MGT 201
MKT 101	MKT 250
MKT 265	ECO 210 OR
ELECTIVE(s) (2 sem. hrs.)	PSC 201 OR
	PSY 201
	ELECTIVE(s) (3 sem. hrs.)

SUGGESTED PLAN OF STUDY

Management with Human Resources Specialization

First Year

Fall

ACC 111
BUS 101
BUS 121
COL 101
ENG 155
MAT 101

Spring

ACC 101
BUS 123
CPT 170
ENG 156
HSS 205
MGT 101

Second Year

Fall

ACC 102
ACC 243
BUS 128
MKT 101

Spring

ACC 150
BAF 201
BUS 136
MGT 201
ELECTIVE (4 hrs)

ECO 210 **OR**
PSC 201 **OR**
PSY 201
SPC 105

SUGGESTED PLAN OF STUDY

Management with Logistics Specialization

First Year

Fall

COL 101
ACC 111
BUS 121
ENG 155
LOG 110
MAT 101

Spring

ACC 101
CPT 170
ENG 156
HSS 205
MGT 101
LOG 125

Second Year

Fall

LOG 215
MKT 101
ECO 210 **OR**
PSC 201 **OR**
PSY 201
BUS 101
ACC 102
ACC 150

Spring

BAF 201
LOG 235
LOG 240
MGT 201
ELECTIVE (2 hrs.)

CERTIFICATE: ACCOUNTING CLERK (CT.BUSAC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
#* 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
* <u>CPT 170 Microcomputer Applications</u>	<u>3.0</u>
Total Credit Hours	21.0

Courses in this program will transfer to an Associate in Applied Science Degree.

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

#ACC 101 -- prerequisite ACC 111 with a minimum grade of "C."

SUGGESTED PLAN OF STUDY

Accounting Clerk Certificate

Fall	Spring
ACC 101	ACC 102
BUS 145	ACC 150
CPT 170	ACC 240
ACC 245	

CERTIFICATE: ENTREPRENEURIAL CERTIFICATE (CT.BUSEC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
*+ ACC 101 Accounting Principles I	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
* <u>MGT 201 Human Resource Management</u>	<u>3.0</u>
Total Credit Hours	25.0

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

+ACC 101--prerequisite ACC 111 with a minimum grade of "C" or exemption credit.

SUGGESTED PLAN OF STUDY

Entrepreneurial Certificate

Fall	Spring
ACC 101	ACC 150
BUS 101	ACC 242
BUS 121	BUS 123
MGT 120	MGT 121
	MGT 201

BUSINESS/COMPUTER/ARTS & SCIENCES

CERTIFICATE: FINANCIAL SERVICES (CT.BUSFS)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACC 101 Accounting Principles I	3.0
* ACC 111 Accounting Concepts	3.0
* BAF 150 Principles of Bank Operations	3.0
* BAF 155 Credit and Collections	3.0
* BAF 201 Principles of Finance	3.0
* BAF 210 Law and Banking	3.0
* BAF 215 Money and Banking	3.0
* BUS 101 Introduction to Business	3.0
* CPT 170 Microcomputer Applications	3.0
* AOT 180 Customer Service	3.0
* SPA 101 Elementary Spanish I	4.0
Total Credit Hours	34.0

**Courses in this program which require a minimum grade of "C."
+ACC 101--prerequisite ACC 111 with minimum grade of "C" or exemption credit*

SUGGESTED PLAN OF STUDY

Financial Services

Fall	Spring	Summer
ACC 111	ACC 101	BAF 201
BAF 150	BAF 155	BAF215
BUS 101	BAF 210	AOT 180
SPA 101	CPT 170	

CERTIFICATE: HUMAN RESOURCE MANAGEMENT SPECIALIST (CT.BUSHR)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
*+ ACC 101 Accounting Principles I	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."
+ACC 101--prerequisite ACC 111 with minimum grade of "C" or exemption credit.*

SUGGESTED PLAN OF STUDY

Human Resource Management Specialist

Fall	Spring	Summer
ACC 101	MGT 201	ACC 150
BUS 121	BUS 123	ACC 243
BAF 101	SPC 205	
ENG 155	BUS 128	
MGT 101	BUS 136	
CPT 170		

CERTIFICATE: PAYROLL/INCOME TAX CERTIFICATE (CT.BUSPI)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
#* ACC 101 Accounting Principles 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
* MAT 155 Contemporary Mathematics	3.0
* MGT 201 Human Resource Management	3.0
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Total Credit Hours	34.0

**Courses in this program which require a minimum grade of "C."
#ACC 101 -- prerequisite ACC 111 with minimum grade of "C."*

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

Fall	Spring	Summer
ACC 101	ACC 124	ACC 120
BUS 145	BUS 135	ACC 150
CPT 170	MGT 201	ACC 240
MAT 155	BUS 136	ACC 130

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department at York Technical College prepares students for many career paths as well as industry certifications. Students with a high aptitude for math and logical reasoning may find the Associate in Computer Technology Degree an appropriate option for them. The degree provides students with two specializations: programming or networking. The Associate in Computer Technology Degree prepares students to program in C++, design database systems, use multiple modern operating systems, relate network theory and design, and exhibit proficiency with word processing, spreadsheet, and database applications. Graduates of this program often find jobs as computer programmers, network technicians, and systems analysts.

For those students who want to get into the information technology field more quickly, certificate programs in Digital Design, Network Administration, Network Operations, and PC Tech Support are available. Information Technology professionals and students who have previously attained skills through coursework and/or employment may be interested in the advanced certificates: Network Security and Web Programming. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

- Digital Design Certificate--for entry-level graphic design positions
- 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 the Microsoft Certified IT Professional 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 may also wish to take the Cisco Certified Network Associate Exam)
- Network Security Certificate--for skills required to provide cyber security
- PC Tech Support Certificate--for entry-level jobs in technical support call centers
- Web Programming Certificate—for entry-level positions as a web programmer

BUSINESS/COMPUTER/ARTS & SCIENCES

For the convenience of our students, there is a staffed open computer lab in A-208 – 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, Administrative Office Technology, and Business Administration courses.

MAJOR: Computer Technology

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 210 Macroeconomics	3.0
* ENG 101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology & Society	3.0
* MAT 110 College Algebra	3.0
MAT 165 Statistics	3.0
SPC 205 Public Speaking	3.0
Subtotal	21.0
B. REQUIRED CORE SUBJECT AREAS	CREDITS*
* CPT 170 Microcomputer Applications	3.0
* CPT 232 C++ Programming I	3.0
* CPT 242 Database	3.0
* CPT 257 Operating Systems	3.0
* CPT 264 Systems and Design	3.0
* IST 226 Internet Programming	3.0
Subtotal	18.0

To complete the Associate in Applied Science Degree, choose either the Programming Specialization or the Networking Specialization:

SPECIALIZATION: PROGRAMMING (AAS.CPT.PROG)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* CPT 168 Programming Logic & Design	3.0
* CPT 233 C++ Programming II	3.0
* CPT 236 Java Programming I	3.0
* CPT 212 Visual Basic	3.0
* CPT 244 Data Structures	3.0
* CPT 270 Advanced Microcomputer Applications	3.0
* IST 188 Hardware Basics and Operating Systems	5.0
* IST 220 Data Communications	3.0
* IST 272 Relational Database	3.0
COL 101 College Orientation	1.0

One of the following:

* CPT 237 Java Programming II	3.0
* CPT 238 Internet Scripting	3.0
* CPT 246 Introduction to XML	3.0
* CPT 213 Visual Basic II	3.0
Subtotal	33.0
Total Credit Hours	72.0

SPECIALIZATION: NETWORKING (AAS.CPT.NETWK)

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* CPT 168 Programming Logic & Design	3.0
* CPT 270 Advanced Microcomputer Applications	3.0
* IST 188 Hardware Basics and Operating Systems	5.0
* IST 220 Data Communications	3.0
* IST 221 Advanced Data Communications	3.0
* IST 252 LAN System Manager	3.0
* IST 253 LAN Service & Support	3.0
* IST 254 Centralized Network Management	3.0
* IST 260 Network Design	3.0
* IST 273 Advanced Clint/Server Systems	3.0
COL 101 College Orientation	1.0

Subtotal 33.0

Total Credit Hours 72.0

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

SUGGESTED PLAN OF STUDY

Computer Technology with Programming Specialization

First Year

Fall

COL 101
IST 188
CPT 168
CPT 170
ENG 101
MAT 110

Spring

CPT 212
CPT 232
CPT 257
CPT 270
ENG 160
IST 226

Second Year

Fall

CPT 233
CPT 236
CPT 242
ECO 210
MAT 165
SPC 205

Spring

CPT 244
CPT 264
IST 220
IST 272
HSS 205
Elective CPT course

SUGGESTED PLAN OF STUDY

Computer Technology with Networking Specialization

First Year

Fall

COL 101
IST 188
CPT 168
CPT 170
ENG 101
MAT 110

Spring

CPT 257
CPT 270
ENG 160
IST 220
IST 226
IST 252

Second Year

Fall

CPT 232
CPT 242
ECO 210
IST 253
IST 254
MAT 165

Spring

CPT 264
HSS 205
IST 221
IST 260
IST 273
SPC 205

CERTIFICATE: Digital Design (CT.CPTDD)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ARV 110 Computer Graphics I	3.0
* ARV 121 Design	3.0
* ARV 123 Composition and Color	3.0
* ARV 210 Computer Graphics II	3.0
* ARV 212 Digital Photography	3.0
* ARV 281 Design II	3.0
* CGC 278 Typography	3.0
* CPT 160 Digital Vector Graphics I	3.0
* CPT 252 Digital Animation	3.0
* CPT 295 Desktop Publishing Applications	3.0
* AOT 162 Basic Information Processing	3.0
Total Credit Hours	33.0

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

SUGGESTED PLAN OF STUDY

Digital Design Certificate

Fall	Spring
AOT 162	ARV 210
ARV 110	ARV 121
CGC 278	CPT 160
ARV 123	ARV 212

Summer

ARV 281
CPT 252
CPT 295

CERTIFICATE: NETWORK ADMINISTRATION (CT.CPTNA)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* IST 188 Hardware basics and Operating Systems	5.0
* 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 260 Network Design	3.0
* IST 221 Advanced Data Communications	3.0
* IST 254 Centralized Network Mgmt	3.0
* IST 273 Advanced Client/Server Systems	3.0
Total Credit Hours	29.0

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

SUGGESTED PLAN OF STUDY

Network Administration Certificate

Fall	Spring	Summer
IST 188	IST 252	IST 221
IST 220	IST 253	IST 254
IST 251	IST 260	IST 273

CERTIFICATE: NETWORK OPERATIONS (CT.CPTNO)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* 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	3.0
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Total Credit Hours	12.0

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

**SUGGESTED PLAN OF STUDY
Network Operations Certificate**

First Year

Fall	Spring	Summer
IST 201	IST 202	IST 203

Second Year

Fall
IST 204

ADVANCED CERTIFICATE: Network Security (CT.CPTNS)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* IST 101 Orientation to IT Professions	1.0
* IST 103 Security Awareness	1.0
* IST 188 Hardware Basics & OS	5.0
* IST 201 Cisco Internetworking Concepts	3.0
* IST 202 Cisco Router Configuration	3.0
* IST 203 Advanced Cisco Router Configuration	3.0
* IST 204 Cisco Troubleshooting	3.0
* IST 252 LAN System Manager	3.0
* IST 254 Centralized Network Management	3.0
* IST 291 Fund. of Network Security I	3.0
* IST 292 Fund. of Network Security II	3.0
* IST 293 IT and Data Assurance I	3.0
* IST 294 IT and Data Assurance II	3.0
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Total Credit Hours	37.0

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

**SUGGESTED PLAN OF STUDY
Network Security Certificate**

First Year

Fall	Spring
IST 101	IST 202
IST 103	IST 252
IST 188	IST 291
IST 201	

Second Year

Fall	Spring
IST 203	IST 254
IST 292	IST 294
IST 293	IST 204

CERTIFICATE: PC TECHNICAL SUPPORT (CT.CPTPC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* CPT 168 Programming Logic & Design	3.0
* CPT 170 Microcomputer Applications	3.0
* CPT 232 C++ Programming I	3.0
* CPT 233 C++ Programming II	3.0
* CPT 242 Database	3.0
* CPT 257 Operating Systems	3.0
* CPT264 Systems and Procedures	3.0
* CPT 270 Advanced Microcomputer Applications	3.0
* IST 220 Data Communications	3.0
* IST 188 Hardware Basics and Operating Systems	5.0
Total Credit Hours	32.0

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

**SUGGESTED PLAN OF STUDY
PC Technical Support Certificate**

First Year

Fall

IST 188
CPT 168
CPT 170

Spring

CPT 270
CPT 232
CPT 257
IST 220

Second Year

Fall

CPT 233
CPT 242
CPT 264

ADVANCED CERTIFICATE: Web Programming (CT.CPTWP)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* CPT 212 Visual Basic Programming	3.0
* CPT 213 Advance Visual Basic Programming	3.0
* CPT 236 Introduction to Java	3.0
* CPT 237 Advanced Java Programming	3.0
* CPT 238 Internet Scripting	3.0
* CPT 240 Internet Programming with Databases	3.0
* CPT246 Introduction to XML	3.0
* IST 226 Internet Programming	3.0
* IST 272 Relational Database	3.0
Total Credit Hours	27.0

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

All certificate programs require minimum reading, writing, and math skills. Based upon placement test scores, students may be required to take additional courses in reading, math, or English which are not listed in the course displays.

**SUGGESTED PLAN OF STUDY
Web Programming Certificate**

Fall

CPT 236
IST 226
CPT 246

Spring

CPT 237
CPT 212
IST 272

Summer

CPT 213
CPT 238
CPT 240

COMPUTING RESOURCES AND FACILITIES AT YORK TECHNICAL COLLEGE

York Technical College has developed a technically advanced computing facility. 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 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, networking, 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 computer labs containing computer equipped with Windows, Microsoft Office Professional, Microsoft Visual Studio, NET, Java, and Ethernet communications.
- An apple computer lab with Microsoft Office and the Adobe Creative Suite.
- All brand and product names are trademarks or registered trademarks of their respective companies.

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 (AA.ARTS)

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 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	

BUSINESS/COMPUTER/ARTS & SCIENCES

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, CHM 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.

BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, CPT 101, MAT 111, MAT 120, 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, SCI 150

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."

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 104, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101

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

COL 101 College Orientation 1 Semester Hour

ELECTIVES (minimum of 2 courses) 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.

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 REQ. CORE COURSE
1 REQ. SUPPORT COURSE

Second Year

Fall

1 LITERATURE
3 REQ. CORE COURSES
1 ELECTIVE
1 REQ. SUPPORT COURSE
1 ELECTIVE

Spring

ECO 210 **or**
SOC 102
2 REQ. CORE COURSES

MODEL FOR ASSOCIATE IN SCIENCE DEGREE (AS.SCIEN)**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 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, CHM 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 104, HIS 201, HIS 202, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, 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 206, BIO 210, BIO 211, BIO 225, BTN 103, CHM 101, CHM 105, CHM 110, CHM 111, CHM 220, CHM 225, CHM 275, CPT 101, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, MAT 111, MAT 120, 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, SCI 150

C. OTHER HOURS REQUIRED FOR GRADUATION(5 Semester Hour)

COL 101 College Orientation

1 Semester Hour

ELECTIVES (minimum of 2 courses) 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.

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
PSY 201 or
SOC 101
BIO 101

Spring

ENG 102
1 HISTORY
BIO 102
1 REQ. CORE COURSE
1 REQ. SUPPORT COURSE

Second Year**Fall**

1 LITERATURE
3 REQ. CORE COURSES
1 ELECTIVE
1 REQ. SUPPORT COURSE
1 ELECTIVE

Spring

ECO 210 OR
SOC 102
2 REQ. CORE COURSES

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

CERTIFICATE: BIOTECHNICAL AND CHEMICAL OPERATOR (CT.BIOCO)**A. REQUIRED CORE SUBJECT AREAS**

	CREDITS
* BTN 103 Introduction to Biotechnology and Laboratory Rotation I	4.0
* CHM 101 General Chemistry 1	4.0
* CHM 105 General, Organic and Biochemistry	4.0
* CHM 275 Introduction to Industrial Chemical Processes	3.0
* ENG 155 Communications 1	3.0
* EVT 111 Introduction to Water and Wastewater Treatment Laboratory	1.0
* EVT 254 Industrial Safety and Emergency Response	3.0
* IMT 102 General Safety	2.0
* IMT 131 Hydraulics and Pneumatics	4.0
* MAT 155 Contemporary Mathematics	3.0
* PHS 101 Physical Science 1	4.0

Total Credit Hours 35.0

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

SUGGESTED PLAN OF STUDY**Fall**

BTN 103
CHM 101
ENG 155
MAT 155

Spring

CHM 105
CHM 275
IMT 102
EVT 254

Summer

IMT 131
EVT 111
PHS 101

CERTIFICATE: ENVIRONMENTAL SCIENCE (CT.ASEVS)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BIO 205/206 Ecology/Ecology. Lab OR	
* BIO 101 Biological Science I	4.0
* ENG 155 Communications I	3.0
* CHM 105 General, Organic, and Biochemistry	4.0
* MAT 101 Intermediate Algebra	3.0
* EVT 201 Environmental Science	3.0
* EVT 206 Introduction to Environmental Compliance	3.0
* EVT 254 Industrial Safety and Emergency Response	3.0
*++ EVT 110 Introduction to Treatment Facilities	3.0
* EVT 111 Introduction to Water and Wastewater Treatment Laboratory	1.0
* Elective	1.0
<hr/>	
Total Credit Hours	28.0

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

+EVT 254 provides 40-hours HAZWOPER Certification.

++EVT 110 is an introduction to the operation of wastewater treatment facilities.

SUGGESTED PLAN OF STUDY

Environmental Science Certificate

Fall	Spring	Summer
EVT 206	BIO 205/206 or	EVT 201
ENG 155	BIO 101	EVT 110
MAT 101	CHM 105	EVT 111
Elective	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.

COLLEGE 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, will 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 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- * A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- * Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

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

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) will 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 will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs, Validations

1. All four-year public institutions will 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 will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalences (including "free elective" category) found 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. Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail 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.
1. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will 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 G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
- A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system will 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.

- C. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- * Arts, Humanities, and Social Sciences: Established curriculum block of 4 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 51-53 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 will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

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

assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

For additional information regarding Transfer Blocks, contact the Associate Dean for Academic Affairs, College Transfer, Articulations and Special Projects, , or access the Commission for Higher Education website at www.che.sc.gov/academicaffairs/transfer/transfer.htm, or call (803) 981-7143 or fax us at (803) 327-8059, 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 Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

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 will be evaluated and appropriate measures will 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 will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will 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 will place the following materials on their internet websites:
 - A. A copy of this entire document.
 - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
 - A. A copy of this entire document.
 - B. Provide to the Commission staff in format suitable for placing on the Commission's website 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 will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
 - A. Publish these procedures in their entirety (except Appendices)
 - B. Designate a chief Transfer Officer at the institution who will:
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
 - 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 institutional and Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion

among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

York Technical College's Transfer Officer is the Associate Dean for Academic Affairs – College Transfer, Articulation, and Special Projects. For more information regarding the College's Transfer Guide, contact the Academic Records Office, or access the College's Homepage at www.yorktech.edu, or telephone us at (803) 981-7143, 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.che.sc.gov/academicaffairs/transfer/transfer.htm.

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 prepares students for entry-level occupations in fields related to the career electives chosen. 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 (CT.GNSTU)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
COL 101 College Orientation	1.0
CPT 170 Microcomputer Applications	3.0
* ENG 101 English Composition I OR	
* ENG 155 Communications I	3.0
MAT101 Beginning Algebra OR	
MAT 155 Contemporary Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	13.0
B. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
+Career Elective	3.0
Total Credit Hours	16.0

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

+SUGGESTED CAREER ELECTIVES INCLUDE: AHS 102, ACC 101, BUS 121, BUS 145, CPT 101, MGT 101, MGT 110, MGT 120, MGT 201, MKT 101, MKT 265, AOT 105, AOT 110, AOT 165

SUGGESTED PLAN OF STUDY
General Studies Certificate

Fall

- COL 101
- ENG 101 **OR**
- ENG 155
- MAT 101 **OR**
- MAT 155
- PSY 105
- CPT 170
- CAREER ELECTIVE

UNIVERSITY STUDIES CERTIFICATE (CT.UNSTU)

The University Studies Certificate provides an educational foundation of general education courses transferable to many four-year colleges and universities. The certificate is designed for students whose intent is to transfer to a senior institution in a variety of technical or academic disciplines.

CERTIFICATE: UNIVERSITY STUDIES (CT.UNSTU)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ENG 101 English Composition I	3.0
* ENG 102 English Composition II	3.0
* CPT 101 Introduction to Computers	3.0
* Choose at least 3.0 credits from Mathematics: MAT 110/MAT 120/ MAT 130/MAT 140	3.0
Choose at least 6.0 credits from Humanities/Fine Arts: HIS 101/HIS 102/HIS 201/HIS 202/PHI 101/PHI 110/ ART 101/MUS 105/THE 101	6.0
Choose at least 4.0 credits from Sciences: BIO 101/102/CHM 110/CHM 111/ PHY 201/PHY 202/PHY 221/PHY222	4.0
Choose at least 3.0 credits from Social Sciences: ECO 210/ECO 211/PSC 201/PSY 201/SOC 101	3.0
B. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* Electives	
Choose a minimum of 6.0 credit hours of transferable credit. (At least one foreign language is strongly recommended)	6.0
Total Credit Hours	31.0

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

SUGGESTED PLAN OF STUDY
University Studies Certificate

Fall	Spring
ENG 101	ENG 102
CPT 101	Mathematics
Science	Humanities/Fine Arts
Humanities/Fine Arts	Social Science
Elective	Elective

HEALTH & HUMAN SERVICES



HEALTH & 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 Public Service 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, child care settings and criminal justice agencies. Courses in the major include classroom and laboratory learning experiences on campus in addition to clinical experiences at affiliating healthcare, child care, and criminal justice settings. For information regarding minimum academic requirements for successful progression in each program and procedures for re-admission, students should contact the department chair.

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 all limited enrollment Health and Human Services programs must maintain a minimum grade point average as specified in the qualification requirements for their goal program. 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.

Admission into York Technical College's Health and Human Services programs does not guarantee acceptance or placement into a clinical rotation at an affiliate health care facility or into an internship program at a criminal justice agency, which is required for graduation. Affiliate clinical sites and criminal justice agencies supporting Health and Human Services programs require that students have background checks and drug screens prior to acceptance or placement in clinical rotations or in criminal justice technology internships. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical site. These checks will be done at the expense of the student. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical site, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations, early childhood settings, or criminal justice technology internships will not be able to complete the course or program.

The Health and Human Services Division offers General Technology programs with a specialization in Pre-Health Science which combine the general education/electives/other courses required for Associate Degree Nursing, Dental Hygiene, Medical Laboratory Technology, or Radiologic Technology with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28 semester credits in a designated degree, diploma, or certificate program and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Health and Human Services Division.

New trends in the delivery of healthcare, child care, and criminal justice technology 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 Head Start staff and provides a career ladder for individuals who desire to improve their skills. The program is accredited by the National Association for the Education of Young Children. NAEYC, 1313 L St. N.W. Suite 500, Washington DC 20005
Telephone: (202) 232-8777 || (800) 424-2460 || webmaster@naeyc.org



The Early Childhood Development Certificate and Early Childhood Development 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 Head Start Program.

The Early Childhood Special Education Advanced Certificate will prepare or enhance a childcare provider, lead/assistant teacher, or an instructional assistant to competently and appropriately interact with special needs children. The curriculum includes the following areas of study that are essential in understanding and meeting the needs of exceptional children: communication systems, facilitation and environmental management, activity therapy, and counseling techniques. Graduates of the certificate, diploma, or degree program are eligible for admission in the advanced certificate program.

Graduates of the Early Childhood Development Programs find employment in child care centers, preschools, Head Start 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. Positions in a child care setting may include teacher assistants, lead teachers, assistant directors, and directors or owners/operators. 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, or SAT or ACT, and a high school diploma or equivalent. Prior to entry, students must submit evidence of a negative TB test, and complete a Department of Social Services letter of non-conviction, criminal background check, 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. Laboratory settings require criminal background checks, processed through SC

HEALTH & HUMAN SERVICES

State Law Enforcement Division (SLED), before allowing students to participate in laboratory experiences. Any conviction of the following will make the applicant ineligible for employment in any child care facility and therefore, ineligible to participate in laboratory experiences required in ECD courses: offenses against the person, offenses against morality and decency; contributing to the delinquency of a minor.

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 (AAS.ECED)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION

			CREDITS
*CPT 101	Introduction to Computers	OR	
*AOT 105	Keyboarding		3.0
*ENG 101	English Composition I	OR	
*ENG 155	Communications I		3.0
MAT 101	Beginning Algebra	OR	
MAT 155	Contemporary Math		3.0
*PSY 201	General Psychology	OR	
*PSY 105	Personal/Interpersonal Psychology		3.0
*HSS 205	Technology and Society	OR	
*HIS 102	Western Civilization II		3.0
Subtotal			15.0

B. REQUIRED CORE SUBJECT AREAS

			CREDITS
*ECD 101	Introduction to Early Childhood		3.0
*ECD 102	Growth and Development I		3.0
*ECD 105	Guidance and Classroom Management		3.0
*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

			CREDITS
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 133	Science and Math Concepts		3.0
*ECD 200	Curriculum Issues in Infant & Toddler Development		3.0
*ECD 201	Principles of Ethics & Leadership in Early Care and Education		3.0
*ECD 210	Early Childhood Intervention		3.0
Electives (minimum of 2) not fewer than 4 credits			4.0
Subtotal			29.0
Total Credit Hours			65.0

**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**
 AOT 105
 HSS 205 **OR**
 HIS 102
 ECD 108
 ECD 109

Second Year

Fall

PSY 201 **or**
 PSY 105
 ECD 133
 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 (DAS.ECD)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
* ENG155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
* PSY 105 Personal/Interpersonal Psychology	<u>3.0</u>
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	<u>3.0</u>
Subtotal	15.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
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
* <u>ECD 243 Supervised Field Experience I</u>	<u>3.0</u>
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

Fall

COL 101
 ECD 101
 ECD 102
 ECD 105
 ECD 133
 ENG 155

Spring

ECD 132
 ECD 107
 ECD 131
 ECD 135
 ECD 203

Summer

ECD 237
 ECD 243
 MAT 155
 PSY 105

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

HEALTH & HUMAN SERVICES

CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT (CT.ECD)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* 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
<hr/>	
Total Credit Hours	27.0

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

SUGGESTED PLAN OF STUDY

Early Childhood Development Certificate

Fall	Spring
ECD 101	ECD 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.

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.

CERTIFICATE: CHILD CARE MANAGEMENT (CT.ECD)CM

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* 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
* MGT 120 Small Business Management	3.0
* MGT 201 Human Resource Management	3.0
* AOT 105 Keyboarding	3.0
<hr/>	
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
AOT 105		

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.

CERTIFICATE: INFANT & TODDLER DEVELOPMENT (CT.ECDIT)

A. MAJOR COURSES			CREDITS
*	ECD	101 Introduction to Early Childhood	3.0
*	ECD	102 Growth and Development I	3.0
*	ECD	200 Curriculum Issues in Infant and Toddler Dev.	3.0
*	ECD	205 Socialization and Group Care of Infants and Toddlers	3.0
*	ECD	207 Infants and Toddlers with Special Needs	3.0
*	ECD	251 Supervised Field Experiences in Infant/Toddler Environment	3.0
Total Credit Hours			18.0

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

SUGGESTED PLAN OF STUDY

INFANT AND TODDLER DEVELOPMENT CERTIFICATE

Fall	Spring
ECD 101	ECD 200
ECD 102	ECD 207
ECD 205	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.

ADVANCED CERTIFICATE: EARLY CHILDHOOD SPECIAL EDUCATION (CT.ECDSE)

A. MAJOR COURSES			CREDITS
*	ECD	210 Early Intervention	3.0
*	ECD	253 Communication Systems ECSE	3.0
*	ECD	254 Facilitation/Environment Management	3.0
*	ECD	255 Activity Therapy for ECSE	3.0
*	ECD	256 Counseling Techniques ECSE	3.0
*	ECD	257 Supervised Field Experiences	3.0
Total Credit Hours			18.0

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

SUGGESTED PLAN OF STUDY

ADVANCED CERTIFICATE: EARLY CHILDHOOD SPECIAL EDUCATION

Spring	Summer	Fall
ECD 253	ECD 254	ECD 256
ECD 210	ECD 255	ECD 257

The Advanced Certificate program targets graduates of ECD certificate, diploma, or AAS degree programs. The curriculum includes areas of study that are essential in understanding and meeting the needs of exceptional children.

HEALTH & HUMAN SERVICES

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.

CRIMINAL JUSTICE TECHNOLOGY PROGRAMS

The Associate in Applied Science Degree in Criminal Justice Technology at York Technical College is designed as a 68 credit hour program including 52 hours of Criminal Justice Technology coursework. This program is occupational in intent and designed to specifically prepare graduates for direct entry-level employment in law enforcement agencies, courts, corrections, detention centers, private investigation, and corporate/industrial security.

The certificate in law enforcement is designed to prepare individuals to enter into the field of law enforcement or enhance the skills and knowledge base of individuals currently employed in the field of law enforcement. The curriculum includes the following areas of study: law enforcement, courts, corrections, and crime scene skills.

The field of criminal justice is a broad one in which graduates may find a variety of options for employment. Students earning an Associate in Applied Science Degree, major in Criminal Justice Technology, may seek employment opportunities in law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation, and juvenile justice agencies. The program's objective is to prepare students, those currently serving in a profession related to the criminal justice field as well as those interested in pursuing a related career, with the necessary knowledge, skills, and abilities essential for success in the field.

Certain courses may contain practicum experiences in which students will be visiting various law enforcement agencies in the area. Some of the agencies may require criminal background checks, drug screening, and finger printing before students are allowed to participate in practicum experience.

Personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement. Employees of law enforcement agencies may be subject to criminal background investigations in addition to lie detector examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements.

Admissions Criteria: Admission to the Criminal Justice Technology Programs requires qualifying scores on the College's placement test, or SAT or ACT, and a high school diploma or equivalent.

MAJOR: CRIMINAL JUSTICE TECHNOLOGY (AAS.CRJ) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
CPT 170 Microcomputer Applications	3.0
ENG 101 English Composition I OR	
ENG 155 Communications	3.0
MAT 101 Beginning Algebra OR	
MAT 155 Contemporary Mathematics	3.0
PSC 201 American Government	3.0
PSY 201 General Psychology OR	
SOC 101 Introduction to Sociology	3.0
HSS 205 Technology and Society OR	
HIS 202 American History: 1877 to Present	3.0
Subtotal	18.0

B. REQUIRED CORE SUBJECT AREAS	CREDITS
* CRJ 101 Introduction to Criminal Justice	3.0
* CRJ 115 Criminal Law I	3.0
* CRJ125 Criminology	3.0
* CRJ 236 Criminal Evidence	3.0
* CRJ 242 Correctional Systems	3.0
Subtotal	15.0

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

C. OTHER REQUIRED COURSES FOR GRADUATION	CREDITS
COL 101 College Orientation	1.0
* CRJ 110 Police Patrol	3.0
* CRJ 145 Juvenile Delinquency	3.0
* CRJ 218 Crisis Intervention	3.0
* CRJ 222 Ethics in Criminal Justice	3.0
* CRJ 224 Police Community Relations	3.0
* CRJ 247 Law Enforcement and the Latino Community	3.0
* CRJ 250 Criminal Justice Internship I OR	
* CRJ 260 Seminar in Criminal Justice	3.0
* SCI 150 Forensic Science	4.0
* SPC 205 Public Speaking	3.0
* Approved Electives-2 courses required for 6.0 credit hours	
CRJ 130 Police Administration	
CRJ 230 Criminal Investigation	
CRJ 237 Defensive Tactics	
CRJ 246 Special Problems in Criminal Justice	6.0
Subtotal	35.0
Total Hours	68.0

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

LAW ENFORCEMENT CERTIFICATE

The certificate in law enforcement is designed to prepare individuals to enter into the field of law enforcement or enhance the skills and knowledge base of individuals currently employed in the field of law enforcement. The curriculum includes the following areas of study: law enforcement, courts, corrections, and crime scene skills.

Admission to the law enforcement certificate program requires a high school diploma or equivalent and qualifying scores on the College's placement test, or SAT or ACT.

Certain courses may contain practicum experiences in which students will be visiting various law enforcement agencies in the area. Some of the agencies may require criminal background checks, drug screening, and finger printing before students are allowed to participate in practicum experiences.

Personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement. Employees of law enforcement agencies may be subject to criminal background investigations in addition to lie detector examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements.

Graduates may seek employment in law enforcement agencies, corrections, detention centers, private investigation, and corporate/industrial security. During the next several years, employment opportunities in law enforcement are expected to grow faster than the average for all occupations.

HEALTH & HUMAN SERVICES

CERTIFICATE: LAW ENFORCEMENT (CT.CRJLE)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* CRJ 101 Introduction to Criminal Justice	3.0
* CRJ 110 Police Patrol	3.0
* CRJ 115 Criminal Law I	3.0
* CRJ 140 Criminal Justice Report Writing	3.0
* CRJ 218 Crisis Intervention	3.0
* CRJ 222 Ethics in Criminal Justice	3.0
* CRJ 224 Police Community Relations	3.0
* SCI 150 Forensic Science	4.0
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Total Credit Hours	25.0

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

SUGGESTED PLAN OF STUDY Law Enforcement Certificate

Fall	Spring
CRJ 101	CRJ 110
CRJ 115	SCI 150
CRJ 140	CRJ 218
CRJ 222	CRJ 224

HUMAN SERVICES CERTIFICATE

The Human Services Certificate is designed for individuals who like to work with people and who have a strong desire to become employed in a helping profession. *Human Services Assistants* help social workers, health care workers, and other professionals to provide various services to people. The curriculum includes the following areas of study: human services, personal and professional development, interviewing techniques, and a supervised internship. Students can also select from one of the following areas of concentration: criminal justice, early care and education, gerontology, and substance abuse.

Admission to the Human Services Certificate program requires a high school diploma or equivalent and qualifying scores on the College's placement test, or SAT or ACT.

It is becoming more common for employers of human services assistants to require a criminal background check, and in some settings, workers may be required to have a valid driver's license. Some employers may require criminal background checks, drug screening, and finger printing before students are allowed to participate in supervised internship experiences.

Personal characteristics such as a strong desire to help others, effective communication skills, ability to be patient and understanding with individuals with a variety of challenges, and respect for maintaining confidentiality are especially important in the human services industry.

Graduates may seek employment in State and local governments (Department of Social Services, various law enforcement agencies, etc.), treatment facilities, nursing care/adult day care facilities, facilities for mentally disabled and developmentally challenged individuals, and in school districts. Positions in a human services setting may include intake interviewer, alcohol/drug abuse intake counselor, social services assistant or gerontology aide.

Employment is expected to grow much faster than the average through the year 2014 as a result of rapid growth in the demand for social and human services.

CERTIFICATE: HUMAN SERVICES (CT.HUS)

A. GENERAL EDUCATION	CREDITS
* ENG 101 English Composition I	3.0
* PSY 201 General Psychology	3.0
* SOC 101 Introduction to Sociology	3.0
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Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS	CREDITS
* HUS 101 Introduction to Human Services	3.0
* HUS 102 Personal and Professional Development in Helping Professions	3.0
* HUS 150 Supervised Field Placement I	3.0
* HUS 230 Interviewing Techniques	3.0
Electives: Choose one concentration	
<i>Criminal Justice Technology</i>	
* CRJ 101 Introduction to Criminal Justice	3.0
* CRJ 218 Crisis Intervention	3.0
<i>Early Care and Education</i>	
* ECD 101 Introduction to Early Childhood Education	3.0
* ECD 107 Exceptional Children	3.0
<i>Gerontology</i>	
* HUS 205 Gerontology	3.0
* HUS 214 Health, Wellness & Nutrition for Special Populations	3.0
<i>Substance Abuse</i>	
* HUS 208 Alcohol & Drug Abuse	3.0
* HUS 217 Addictions Counseling	3.0
Total Credit Hours	27.00

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

SUGGESTED PLAN OF STUDY
Human Services Certificate

Fall	Spring
ENG 101	HUS 150
HUS 101	HUS 230
HUS 102	SOC 101
PSY 201	
Elective	Elective
Choose One:	Choose One:
CRJ 218	CRJ 101
ECD 107	ECD 101
HUS 214	HUS 205
HUS 217	HUS 208

EXPANDED DUTY DENTAL ASSISTING

The Expanded Duty 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 Expanded Duty Dental Assisting Program is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements."] The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

Upon completion of the program, graduates are eligible for certification through the Dental Assisting National Board Examination. After successful completion of all three components of this examination, the graduates are entitled to use the abbreviation C.D.A. (Certified Dental Assistant) after their name.

HEALTH & HUMAN SERVICES

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 Expanded Duty Dental Assisting Program requires a high school diploma or equivalent and qualifying scores on the College's placement test.

AND ONE OF THE FOLLOWING:

COMPASS

Pre-Algebra	54
Reading	81
Writing	70

ASSET

Numerical	43	and Algebra	31
Reading	42		
Writing	41		

OR

SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Expanded Duty Dental Assisting program.

OR

"C" or better in RDG 100, ENG 100 or higher and MAT 150 or higher

Based on placement scores, students may be required to take additional coursework not listed on the curriculum display and which do not count toward credit in the program.

Prior to entry, students must submit a completed medical examination form, complete a required CPR course and complete a dental office rotation. A non-refundable, nontransferable deposit of \$100 is also required.

The Health and Human Services Division offers a General Technology program with a specialization in Expanded Duty Dental Assisting which combines required general education/electives/other courses with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28 semester credits in the Expanded Duty Dental Assisting major and an additional 12 semester credits in the allied health science or accounting/office systems technology specialty. Students interested in this option should meet with their program advisor in the Dental Health Professions Department.

MAJOR: EXPANDED DUTY DENTAL ASSISTING (DAS.EDDA)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

	CREDITS
ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

* 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

C. OTHER HOURS REQUIRED FOR GRADUATION

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

Expanded Duty Dental Assistant Diploma

Fall	Spring	Summer
COL 101	PSY 105	DAT 122
DAT 112	DAT 121	DAT 177
DAT 115	MAT 155	
DAT 113	DAT 164	
DAT 154	DAT 123	
DAT 118	DAT 127	
*ENG 155		

All DAT courses must be taken in sequence

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 Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements."] The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611. Upon completion of the program and successful 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 be a high school graduate or equivalent and must meet the qualification requirements through one of the methods below. Prior to entry, students must submit a completed medical examination form and complete a required dental office rotation. A *non-refundable, nontransferable* deposit of \$100 is also required.

AND EITHER OF THE FOLLOWING:

- 2) SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Dental Hygiene program.

HEALTH & HUMAN SERVICES

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

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree with a major in General Technology and specialization in Pre-Health Science. Students whose Reading score is below 88 on the COMPASS placement test or below 46 on the ASSET placement test must successfully complete all required reading coursework in addition to the courses listed above.

MAJOR: DENTAL HYGIENE (AAS.DHG)

DEGREE: ASSOCIATE IN APPLIED 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

B. REQUIRED CORE SUBJECT AREAS

	CREDITS
** 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	CREDITS
* AHS108 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
<u>ELECTIVE</u>	<u>3.0</u>
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

BIO 210
 CHM 105
 COL 10
 DHG 125
 DHG 154
 ENG 101
 DHG 115

Spring

AHS 113
 BIO 211
 DHG 121
 DHG 165
 DHG 239
 SPC 205

Summer

AHS 108
 BIO 134
 DHG 140
 DHG 141
 DHG 175

Second Year

Fall

DHG 143
 DHG 230
 DHG 255
 MAT 155
 SOC 101

Spring

DHG 265
 DHG 272
 HSS 205
 PSY 201
 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 SCIENCE CERTIFICATE PROGRAM

The Health Science Certificate Program is offered for students interested in exploring career options in healthcare fields. Courses provide basic skills for students to enter selected health-related occupations and pursue additional programs of study in health careers. 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 test.

HEALTH & HUMAN SERVICES

CERTIFICATE: HEALTH SCIENCE (CT.HS)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* 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	4.0
+ (substitute—BIO 210/211)	
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	3.0
@ (substitute—MAT 110)	
PSY 105 Personal/Interpersonal Psychology	3.0
+ (substitute—PSY 201)	
SPC 205 Public Speaking	3.0
Total Credit Hours	30.0

**Courses in this program which require a minimum grade of "C."
+ Courses recommended for students preparing to enter the Dental Hygiene, Associate Degree Nursing and Radiologic Technology Programs.*

*@ Course recommended for students preparing to enter the Associate Degree Nursing Program
^ Course requiring requisite(s)*

SUGGESTED PLAN OF STUDY Health Science Certificate

Fall	Spring
AHS 101	AHS 120
AHS 102	CPT 170
BIO 112	HSS 205
COL 101	PSY 105
ENG 101	SPC 205
MAT 155	

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.

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/clinical 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 Applied Science and is eligible to take The American Society for Clinical Pathology Board of Certification exam.

Admission to the Medical Laboratory Technology Program requires the student to be a high school graduate or equivalent, have a qualifying SAT score of 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Medical Laboratory Technology Program. The student may also have

a qualifying score on COMPASS (88 Reading 70 Writing 54 Pre-Algebra) or score or a 2.5 GPA in the general education courses and elective. The general education courses and elective will also apply as credit toward the Associate Degree in Applied Science with a major in General Technology and specialization in Pre-Health Science. Students whose Reading score is below 88 on the COMPASS placement test or below 46 on the ASSET placement test must successfully complete all required reading coursework in addition to general education courses, electives and COL 101.

Prior to entry, students must 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 accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road., Suite 720, Rosemont, Illinois 60618; phone at 773-714-8880 or e-mail at www.naacsl.org

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold current Healthcare Provider CPR certification before entering clinical rotations.

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 (AAS.MLT)

DEGREE: ASSOCIATE IN APPLIED 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
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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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C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
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
<u>ELECTIVE no fewer than 2 credit hours</u>	2.0
Subtotal	40.0
Total Credit Hours	76.0

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

HEALTH & HUMAN SERVICES

SUGGESTED PLAN OF STUDY

Medical Laboratory Technology Degree

First Year

Fall

COL 101
MAT 155
CHM 105
MLT 108
MLT 105
MLT 101

Spring

BIO 112
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 ASSISTING CERTIFICATE PROGRAM

The Medical 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 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 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.

Prior to entry into MED 117, students must submit a medical examination form. Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be subject to drug screening at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold current Healthcare Provider CPR certification prior to clinical rotation. Clinical slots are limited for this course. Students must meet all pre-requisite and eligibility requirements. All course prerequisites must be met with a grade of C or better prior to entering MED 117.

Upon successful completion of the program, the student is eligible to sit for the Registered Medical Assistant (RMA) certification exam offered by the American Medical Technologists, 10700 West Higgins Rd. Suite 150, Rosemont, IL 60018, phone 847 823 5169 fax 847 823 0458 www.amt1.com

The Medical 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 ASSISTING (CT.MA)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AHS 102 Medical Terminology	3.0
* BIO 112 Basic Anatomy and Physiology	4.0
* PSY 105 Personal/Interpersonal Psychology	3.0
* AOT 110 Document Formatting	3.0
* AOT 134 Office Communications	3.0
* AOT 252 Medical Systems and Procedures	3.0
* AOT 267 Integrated Information Processing	3.0
* MED 113 Basic Medical Laboratory Techniques	3.0
* MED114 Medical Assisting Clinical Procedures	4.0
* MED 117 Clinical Practice	5.0
* HIM 130 Billing and Reimbursement	3.0
Total Credit Hours	
37.0	

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

**Suggested Plan of Study
Medical Assisting Certificate**

Fall	Spring	Summer
AOT 110	MED 113	MED 117
PSY 105	MED 114	AOT 134
AHS 102	HIM 130	AOT 267
BIO 112	AOT 252	

Students should 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.

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, Synergy Business Park; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Road NE, Suite 500, Atlanta Georgia 30326, 404-975-5000 or (fax) 404-975-5020, or www.nlnac.org). 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 graduate 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 regarding legal limitations for state licensure from the South Carolina Board of Nursing is available on www.llr.state.sc.us/pol/nursing Clinical facilities require

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drug screens and/or background checks before allowing students to participate in clinical rotations. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students will be required to attend multiple clinical facilities throughout the curriculum. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

ADMISSIONS CRITERIA: Applicants for admission to the associate degree nursing program must meet the entrance requirements of the parent institution.* Admission criteria for the ADN program are as follows:

1. Evidence of completion of high school diploma or GED on file at York Technical College;
2. Completion of a Chemistry course with a grade of “C” or better (either college preparatory Chemistry completed in high school, or any college Chemistry);
3. SAT scores: 480 Critical Reading and 540 Math, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the ADN program.
4. Students must have a minimum ADN program GPA of 2.0 in classes taken at York Technical College that can be applied toward the ADN program. NOTE: Students must achieve a grade of ‘C’ or better on the 1st or 2nd attempt of BIO 210, BIO 211, and BIO 225 to meet the admission and curriculum requirement for the ADN program. Grades of ‘W’, ‘D’, ‘F’, and ‘WF’ are considered unsuccessful attempts.
5. If an interested student does not meet the SAT or ACT score requirements listed above, they can instead qualify by completing all of the General Education and Elective courses required for the Nursing Degree with at least a 2.5 program GPA, and documentation of a minimum Reading requirement. Minimum reading requirement can be met through SAT Critical Reading score of 480, ACT English score of 21, COMPASS reading score of 88, or completion of RDG 101 with a ‘C’ or better. General Education/Elective courses are as follows:

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	General Electives

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree with a major in General Technology and specialization in Pre-Health Science.

All students seeking qualification through the General Education track must have either a COMPASS Reading score of 88, an ASSET Reading score of 46, an SAT Verbal score of 480, or an ACT English score of 21, or a grade of “C” or better in Reading 101. SAT/ACT scores must be no more than five (5) years old at the time a student seeks admission to the ADN program. Students who do not meet one of these requirements 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 may be required to provide the nursing department chair with a detailed course syllabus showing course and unit objectives. 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. Transfers will only be considered from nursing students who are currently in good standing in the nursing program at the college in which they are enrolled.
- 7) Admission by transfer is on a space available basis.

MAJOR: NURSING (AAS.NUR)
DEGREE: ASSOCIATE IN APPLIED 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	CREDITS
* 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
GENERAL ELECTIVE	3.0
Subtotal	32.0
Total Credit Hours	68.0

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

A student must have a "C" in each nursing course to progress in the program. Required science courses that are more than seven years old must be repeated or the student has the option to

HEALTH & HUMAN SERVICES

exempt the courses through testing on the content. Required nursing courses more than three years old must be repeated.

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 12 hours per clinical day.**

Students must have a completed health form and criminal background check. 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).

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
GENERAL ELECTIVE

Spring

+NUR 214
+NUR 219
HUMANITIES/FINE ARTS ELECTIVE

Courses in the curriculum that requires a prerequisite or co-requisite. Please check the course description at the back of the catalog.

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. Upon admission to the nursing program students must complete courses in the sequence as outlined in the York Technical College Plan of Study and in the University Of South Carolina Lancaster Program of Study.
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 "W", "D", "F", or "WF" in any required nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated. In order to repeat a nursing course, the student must follow the readmission policy for the Nursing Program found in the current *Nursing Student Manual*. Readmission will depend on space available in the course to be repeated.

- 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.

**LPN /ADN TRANSITION ADVANCE PLACEMENT
DEGREE: ASSOCIATE IN APPLIED SCIENCE**

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 LPN License
- Meets admission requirements of York Technical College/University of South Carolina-Lancaster
- Meets admission requirements of the Associate Degree Nursing Program
- Admission is based on space availability in the program.

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

Direct Transfer Individual Validation

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 accredited, credit-bearing program

Individual Validation

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

*Graduate from a non-NLNAC accredited program,

OR

*Graduate from a non-credit bearing program

Requirements:

- Must have completed health form.
- Current Healthcare Provider CPR certification.
- Proof of health insurance.
- Proof of liability insurance (through York Technical College).
- Criminal Background check required for clinical rotations.
- LPNs admitted to the ADN program are 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.
- Students who directly articulate from the York Technical College PN program into the ADN program at York Technical College and have no interruption in progression towards an Associate Degree will not be required to enroll in NUR 201.

Second Year

Suggested Plan of Study

Summer

NUR 201
+BIO 225
MAT 110
GENERAL ELECTIVE

Fall

+NUR 229
+NUR 219
HUMANITIES/FINE ARTS ELECTIVE

Spring

+NUR 214

+Courses in this curriculum that require a prerequisite or corequisite.

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Upon admission to the NUR courses all outstanding program course requirements must be completed in the sequence as outlined in the Suggested Plan of Study.

PRACTICAL NURSING

The Practical Nursing Program is approved by the Board of Nursing for South Carolina, Synergy Business Park; Kingstree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia 30326, 404-975-5000, (fax) 404-975-5020, www.nlnac.org). The Practical Nursing Program prepares men and women for the practice of nursing to provide direct client care across the lifespan. The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems. This nurse functions dependently under supervision as a health care team member in a variety of health care settings.

Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Practical Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses are eligible to apply for licensure as a practical 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 students. The policy is also in the *Nursing Student Manual*, which is distributed the first day of class.

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

ADMISSIONS CRITERIA:

1. Applicants for admission to the Practical Nursing Program must meet the entrance requirements of the parent institution
2. Evidence of completion of high school diploma or GED on file at York Technical College;
3. Students must have a minimum Practical Nurse Program GPA of 2.0 in classes taken at York Technical College that can be applied toward the PN program. NOTE: Students must achieve a grade of 'C' or better on the 1st or 2nd attempt of BIO 210 and BIO 211 to meet the admission and curriculum requirement for the PN program. Grades of 'W', 'D', 'F', and 'WF' are considered unsuccessful attempts.
4. ONE OF THE FOLLOWING*:

COMPASS Scores

Pre-Algebra	54 or above
Writing	70 or above
Reading	88 or above

ASSET Scores

Numerical	43 or above
Elementary Algebra	31 or above
Writing	41 or above
Reading	46 or above

SAT scores:

Critical Reading	480 or above
Math	540 or above

ACT Scores

English	21 or above
Math	23 or above

Previous Courses

RDG 101	C or above
ENG 100	C or above
MAT 032	C or above

**Students may qualify for admission based on any combination of test scores and equivalent coursework.*

**SAT/ACT scores must be no more than five (5) years old at the time a student seeks admission to the PN program.*

ADMISSION BY TRANSFER

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 may be required provide the nursing department chair with a detailed course syllabus showing course and unit objectives. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College 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. Transfers will only be considered from nursing students who are currently in good standing in the nursing program at the college in which they are enrolled.
7. Admission by transfer is on a space available basis.

The Health and Human Services Division offers a General Technology program with a specialization in Practical Nursing which combines required general education/electives/other courses with a technical specialty to complete an Associate in Applied Science Degree. The technical specialty consists of a minimum of 28 semester credits in the Practical Nursing major and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Nursing Department.

MAJOR: PRACTICAL NURSING (DAS.NURPN)**DIPLOMA: APPLIED SCIENCE**

A. GENERAL EDUCATION	CREDITS
* ENG 101 English Composition I	3.0
* ENG 102 English Composition II	3.0
PSY 201 General Psychology	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* NUR 104 Nursing Care Management	4.0
* NUR 206 Clinical Skills	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 & Physiology I	4.0
* BIO 211 Anatomy & Physiology II	4.0
COL 101 College Orientation	1.0
* NUR 106 Pharmacologic Basics	2.0
Subtotal	11.0
Total Credit Hours	41.0

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

Practical 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 may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from 4 - 12 hours per clinical day. Required science courses that are more than seven years old must be repeated or the student has the option to test on the content. Required nursing courses more than three years old must be repeated.

Students must have a completed health form and criminal background check. Current Healthcare Provider CPR Certification is required. Student must have proof of health insurance. Liability insurance is also required (through York Technical College).

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Students planning to seek admission to the ADN program must meet the entrance criteria for that program.

SUGGESTED PLAN OF STUDY

Health Science Diploma

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

+Courses in the curriculum that require a prerequisite or co-requisite.

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

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).

RETENTION AND PROMOTION POLICY

For retention and promotion in the Practical 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. Upon admission to the nursing program students must complete courses in the sequence as outlined in the York Technical College Plan of Study.
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 practical nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. A student who receives a "W", "D", "F", or "WF" in any required practical nursing course may repeat that course **one time only**. A maximum of one nursing course may be repeated. In order to repeat a nursing course, the student must follow the readmission policy for the Practical Nursing Program found in the current *Practical Nursing Student Manual*. Readmission will depend on space available in the course to be repeated.
5. 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.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

The Pharmacy Technology Program seeks to provide qualified students with the technical skills and knowledge needed to practice in a variety of pharmacy settings. Pharmacy technicians must have a broad knowledge of pharmacy practice, and be skilled in the techniques required to order, stock, package, and prepare medications.

Pharmacy technicians help pharmacists provide drugs and other health care products to patients. Pharmacy technicians may perform duties under the direct supervision of a pharmacist. The duties of pharmacy technicians include review prescriptions or requests for refills, fill prescriptions, count, pour, measure, or mix the medication, select a container, and prepare and attach a label, price and file the prescription. In addition, the pharmacy technician takes inventory of prescription and over-the-counter drugs. Pharmacy technicians work in hospital pharmacies, retail pharmacies, home

health care pharmacies, nursing home pharmacies, clinic pharmacies, nuclear medicine pharmacies, and in-mail order prescription pharmacies.

Graduates of the program are eligible to apply for state certification after completing 1,000 work hours in a pharmacy and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board..

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Pharmacy Technician students are required to be registered with the SC Department of Labor, Licensing, and Regulation Board of Pharmacy prior to beginning clinical rotations.

ADMISSIONS CRITERIA:

- 1) Applicants for admission to the Pharmacy Technician Program must meet the entrance requirements of York Technical College.
- 2) Admission to the Pharmacy Technician Program requires the student be a high school graduate or equivalent.
- 3) Students must have a minimum GPA of 2.0 in classes taken at York Technical College.

AND ONE OF THE FOLLOWING

COMPASS	READING	81 OR>
	PRE-ALG	54 OR>
	WRITING	70 OR >
ASSET	READING	42 OR >
	NUMERIC	43 OR >
	WRITING	41 OR>

Applicants who have SAT or ACT scores should contact the Admissions Office to determine if placement testing is needed.

CERTIFICATE: PHARMACY TECHNICIAN (CT. PHTEC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* PHM 101 Introductory to Pharmacy	3.0
* PHM 113 Pharmacy Technician Math	3.0
* PHM 114 Therapeutic Agents I	3.0
* PHM 152 Pharmacy Technician Practicum I	2.0
* PHM 110 Pharmacy Practice	4.0
* PHM 124 Therapeutic Agents II	3.0
* PHM 164 Pharmacy Technician Practicum II	4.0
Total Credit Hours	22.0

**Courses in this program that requires a minimum grade of 'C'.*

***Graduates of the program must be at least 18 years of age.*

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Suggested Plan of Study

Fall Semester

PHM 101
PHM 113
PHM 114
PHM 152

Spring Semester

PHM 110
PHM 124
PHM 164

All PHM courses must be taken in sequence as outlined in the suggested plan of study.

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. 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. There may be differences in the evaluation and awarding of transfer credit for previous college courses between York Technical College and Greenville Technical College. Courses provide basic skills for students to enter selected health-related occupations.

CERTIFICATE: PRE-PHYSICAL THERAPIST ASSISTANT (CT.PTA)

A. REQUIRED CORE SUBJECT AREAS

	CREDITS
* AHS 102 Medical Terminology	3.0
+* 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
* MAT 120 Probability and Statistics	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 32.0

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

+These courses must be completed within 5 years of admission into Greenville Technical College's PTA program.

Greenville Technical College reserves space for two qualified students from York Technical College to enter their Physical Therapist Assistant Program each fall. Should more than two York Technical College students qualify for entry into the PTA Program at Greenville Technical College for the same year, two students would be selected based upon a total weighted admissions score.

PLAN OF STUDY

PRE-PHYSICAL THERAPIST ASSISTANT CERTIFICATE

Fall

ENG 101
BIO 210
PSY 201
MAT 120
AHS102
CPT 101

Spring

BIO211
PSY 203
SPC 205
ELECTIVE (Humanities)

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.

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, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone (312)704-5300, Fax (312)704-5304 or by email at mail@jrcert.org . 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.(R)(Registered Technologist, Radiography) after their names and to the privileges offered by this registration.

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens, criminal background checks or lab usage.

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: ASSET or COMPASS Scores

COMPASS	READING	88
	INT. ALG.	66 -100
	OR	
	COLL. ALG.1	45
ASSET	WRITING	70 - 100
	READING	46
	INT. ALG.	45 OR >
	WRITING	41

Track 2: SAT or ACT Scores

Either: SAT:480 Critical Reading and >540 Math, or ACT scores 21 English and >23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Radiologic Technology Program along with either a 46 ASSET Reading or 88 COMPASS Reading score.

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 and a minimum grade of C in all HSC courses. Pre-rad students qualifying under Track 3 must complete BIO 210 and 211 and PSY 201 and MAT 110 (required substitution for MAT 155). All prerequisite coursework applies. Students qualifying by Track 3 must either complete RDG 101 or score a 46 Reading on the Asset or 88 on the COMPASS Reading Test. Suggested course of study is listed below:

Fall

- AHS 101
- AHS 102
- BIO 210
- COL 101
- ENG 101
- MAT 110

Spring

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

HEALTH & HUMAN SERVICES

The general education and science courses listed above will also apply as credit toward the Associate in Applied Science Degree, with a major in General Technology and specialization in Pre-Health Science.

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 four hours of observation in the Radiology Department at Piedmont Medical Center and also complete the program orientation that is available on computer in Admissions Department. 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 first Summer term. Students must maintain a 2.0 GPA in order to qualify for entry into the Rad Tech program. Attendance of a mandatory orientation program prior to the start date is required.

A completed medical physical examination form must be turned in to the Program Director within 3 months prior to the clinical portion of Program entry. Documentation of certification in the American Heart 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. Proof of current immunizations of MMR by a rubella titer result, varicella (chicken pox) or proof of a date of infection, and hepatitis B. Proof of a PPD within the last 12 months must also be provided.

Upon completion of this program, the graduate may seek employment in hospital radiology departments, emergency facilities, imaging centers, private doctors' offices, industries, and colleges. Additional areas for career opportunities in Rad are Mammography, Diagnostic Ultrasound, Angiography, CT, and MRI. For more information, call the Radiologic Technology Department Manager.

Students must complete 90 Semester credits with a minimum grade of 80% in all Radiology Technology courses and "C" or above in general education courses, and must 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 (AAS.RAD) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
* ENG 101 English Composition I	3.0
* HSS 205 Technology and Society	3.0
* MAT 110 College Algebra	3.0
* PSY 201 General Psychology	3.0
* BIO 210 Anatomy and Physiology I	4.0
* <u>BIO 211 Anatomy and Physiology II</u>	<u>4.0</u>
Subtotal	20.0

B. REQUIRED CORE SUBJECT AREAS	CREDITS
* RAD 102 Radiology 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

C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* 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 175 Applied Radiography III	5.0
* RAD 230 Radiographic Procedures III	3.0
* RAD 256 Advanced Radiography I	6.0
* RAD 268 Advanced Radiography II	8.0
* RAD 278 Advanced Radiography III	8.0
* <u>ELECTIVE (minimum of 1) not fewer than 3 credit hours</u>	3.0
Subtotal	47.0
Total Credit Hours	90.0

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

SUGGESTED PLAN OF STUDY
Radiologic Technology Degree

First Year

Summer	Fall	Spring
RAD 102	BIO 211	ENG 101
BIO 210	RAD 105	RAD 136
COL 101	RAD 110	RAD 115
RAD 101	RAD 130	MAT 110
RAD 152	RAD 165	RAD 175
ELECTIVE		

Second Year

Summer	Fall	Spring
RAD 230	RAD 210	PSY 201
RAD 256	RAD 201	HSS 205
RAD 121	RAD 268	RAD 278

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

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.

HEALTH & HUMAN SERVICES

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350 and online at www.caahep.org. 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.
Minimum COMPASS Test Scores: 70/Writing 81/Reading 54/Pre-Algebra/Math
- 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 jackets which are necessary for proper hospital attire. 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 attire.
- Must meet technical standards for program admission.
- Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Students accepted to the program must be eligible to attend clinical at all facilities. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

Students of the Surgical Technology Program may work as part-time employees only above and beyond the clinical rotation schedule. These hours must not interfere with the student's required clinical hours. It is the student's responsibility to complete the regularly scheduled rotations in order to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program. Hours worked as hospital employees cannot be substituted for required clinical experience hours.

The Health and Human Services Division offers a General Technology program with a specialization in Surgical Technology which combines required general education/electives/other courses with a technical specialty to complete an Associate Degree in Applied Science. The technical specialty consists of a minimum of 28 semester credits in the Surgical Technology major and an additional 12 semester credits in the allied health science technical specialty. Students interested in this option should meet with their program advisor in the Surgical Technology Department.

MAJOR: SURGICAL TECHNOLOGY (DAS.SUR)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

	CREDITS
ENG 155 Communications I	3.0
MAT 155 Contemporary 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
* SUR 130 Biomedical Sciences for the Surgical Technologist	1.0
Subtotal	8.0
Total Credit Hours	49.0

**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
SUR 130	SUR 104	SUR 114
MAT 155	SUR 111	SUR 120
PSY 105	ENG 155	
SUR 101		
SUR 102		

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

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.
Minimum COMPASS Test Scores: 70/Writing 81/Reading 54/Pre-Algebra/Math
- 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 jackets which are necessary for proper hospital attire
- Provide proof of personal health insurance as well as current malpractice insurance for clinical practice.
- Must meet technical standards for program admission

HEALTH & HUMAN SERVICES

- ❑ Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotations. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

CERTIFICATE: CENTRAL SERVICE CERTIFICATE PROGRAM (CT.SURCS)

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. SUR 130 must be taken in the fall in order to be eligible to merge with current Surgical Technology class.

SUGGESTED PLAN OF STUDY

Central Service Certificate Program

Fall

SUR 101

SUR 102

SUR 125

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.

INDUSTRIAL & ENGINEERING TECHNOLOGIES



INDUSTRIAL & 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.

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.

Automotive Technology is an ASE-certified program evaluated by the National Automotive Technicians Educational Foundation. The program emphasizes engine repair, automatic transmissions and transaxles, manual drive trains and axles, suspension and steering, brakes, electrical and electronic systems, heating and air conditioning, and engine performance.

The Transportation Department in Automotive Technology offers an associate degree, diploma, and five short certificates.

MAJOR: AUTOMOTIVE TECHNOLOGY (AAS.AUT)
DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
* ECO 101 Basic Economics	3.0
* ENG155 Communications I	3.0
* HSS 205 Technology and Society	3.0
* MAT 155 Contemporary Mathematics	OR
* MAT 101 Beginning Algebra	3.0
* PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	15.0

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
* AUT 121 Suspension & Steering	3.0
* AUT 131 Electrical Systems	3.0
* AUT 241 Automotive Air Conditioning	4.0
Subtotal	21.0
C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* 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
Subtotal	34.0
Total Credit Hours	70.0

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

**Suggested Plan of Study
Automotive Technology Degree (Day)**

First Year

Fall	Spring	Summer
AUT 105	AUT 107	AUT 112
AUT 131	AUT 146	AUT 241
AUT 133	AUT 147	
COL 101	AUT 158	
ENG 155	ECO 101	
MAT 155 OR		
MAT 101		

Second Year

Fall	Spring
AUT 115	AUT 156
AUT 121	AUT 247
AUT 152	AUT 252
PSY 105	HSS 205

MAJOR: AUTOMOTIVE MECHANICS (DAS.AUT)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* AUT 105 Beginning Engine Repair	4.0
* AUT 112 Braking System	4.0
* AUT 115 Manual Drive Train/Axle	3.0
* AUT 121 Suspension and Steering	3.0
* AUT 131 Electrical Systems	3.0
Subtotal	17.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
* 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

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

Suggested Plan of Study

Automotive Mechanics Diploma (Evening)

First Year

Fall

AUT 105
AUT 131
AUT 133
COL 101

Spring

AUT 146
AUT 147
AUT 158
ENG 155

Summer

AUT 112
AUT 241
MAT 155

Second Year

Fall

AUT 115
AUT 121
AUT 152
ECO 101 **OR**
PSY 105

CERTIFICATE: ENGINE AND ENGINE REPAIR (CT.AUTER)

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 AUT 105	Spring AUT 107
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CERTIFICATE: AUTOMOTIVE ELECTRICAL AND AIR CONDITIONING (CT.AUTAE)

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
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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 AUT 131 AUT 133	Spring AUT 247	Summer AUT 241
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CERTIFICATE: AUTOMOTIVE FUEL SYSTEMS (CT.AUTAF)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AUT 146 Emission Systems	3.0
* AUT 147 Fuel Systems	4.0
* AUT 158 Automotive Diagnosis	3.0
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Total Credit Hours	10.0

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

**Suggested Plan of Study
Automotive Fuel Systems Certificate (Day)**

Spring
AUT 146
AUT 147
AUT 158

CERTIFICATE: AUTOMOTIVE BRAKES, STEERING AND SUSPENSION (CT.AUTAB)

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
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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 (CT.AUTAP)

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	Spring
AUT 115	AUT 252
AUT 152	

BUILDING AND CONSTRUCTION TRADES

The building industry faces a shortage of 65,000 to 80,000 skilled craft workers each year. This shortage is expected to continue into the next decade due to job growth projections, declining workforce numbers, and lack of training opportunities.

To address these needs, the Building Construction Trades program offers an Associate Degree in Applied Science with a specialization in Building and Construction Trades, a diploma in Air Conditioning/Refrigeration Mechanics, and seven certificates; HVAC Installer Certificate, HVAC Service Technician Certificate, HVAC Systems Design Certificate, Building Construction Management Certificate, Residential/Commercial Carpentry, Residential/Commercial Plumbing, and Residential/Commercial Wiring.

In addition to the Building Construction Trades programs being credentialed by the National Association of Home Builders (NAHB) and the Home Builders Institute (HBI); York Technical College is also accredited as a training provider for the Residential Energy Services Network (RESNET) program.

Students wishing to complete the Associate Degree in Applied Science with a specialization in Building and Construction Trades must first successfully complete one of the aforementioned seven certificates.

Students enrolled in any of these programs are responsible for supplying their own hand tools. York Technical College has established a partnership with many tool suppliers to allow students to purchase their tools at an educational discount.

**MAJOR: GENERAL TECHNOLOGY
DEGREE: ASSOCIATE IN APPLIED SCIENCE (AAS.GT.GTBCT)**

SPECIALIZATION: BUILDING AND CONSTRUCTION TRADES

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	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
Subtotal	15.0

INDUSTRIAL & ENGINEERING TECHNOLOGIES

B. REQUIRED CORE SUBJECT AREAS	CREDITS
Primary Technical Area	
* BCT 102 Fundamentals of Building Construction	4.0
* BCT 104 Site Layout and Preparation	2.0
* BCT 131 Estimating/Quantity Take Off	2.0
* BCT 142 Fundamentals of Construction Safety	4.0
* BCT 151 Introduction to Residential Plumbing	3.0
* BCT 221 Construction Building Codes	3.0
* BCT 223 Residential Mechanical Systems	3.0
* BCT 231 Construction Labor and Expediting	3.0
* EEM 105 Basic Electricity	2.0
* EGR 110 Introduction to Computer Environment	3.0
Subtotal	29.0
Secondary Technical Area	
To be selected from related Building Construction Trades Certificates	
Subtotal (minimum)	12.0
C. OTHER HOURS REQUIRED FOR GRADUATION	CREDITS
* COL 101 College Orientation	1.0
Electives	11.0
Subtotal	12.0
Total Credit Hours	68.0

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

AIR CONDITIONING/REFRIGERATOR 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 five programs: three certificate programs, a diploma program, and a general technology degree with a concentration in Air Conditioning/Refrigeration Mechanics.

MAJOR: AIR CONDITIONING/REFRIGERATION MECHANICS (DAS.ACR) DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* ACR 102 Tools & Service Techniques	3.0
* ACR 108 Refrigeration Fundamentals	3.0
* ACR 110 Heating Fundamentals	4.0
* ACR 120 Basic Air Conditioning	4.0
* ACR 210 Heat Pumps	4.0
* ACR 224 Codes & Ordinances	2.0
Subtotal	20.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACR 150 Basic Sheetmetal	2.0
* ACR 220 Advanced Air Conditioning	4.0
* ACR 221 Residential Load Calculations	2.0
* BCT 112 Construction Print Reading	2.0
COL 101 College Orientation	1.0
* <u>EGR110 Introduction to Computer Environment</u>	3.0

Subtotal 14.0

Total Credit Hours 43.0

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

Suggested Plan of Study

Air Conditioning/Refrigeration Mechanics Diploma (Day)

Fall	Spring	Summer
ACR 102	ACR 108	ACR 220
ACR 150	ACR 110	ACR 221
ACR 224	ACR 120	EGR 110
BCT 112	ACR 210	
COL 101	ECO 101 OR	
ENG 155	PSY 105	
MAT 155		

CERTIFICATE: HVAC INSTALLER CERTIFICATE (CT.ACRIN)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACR 102 Tools and Service Techniques	3.0
* ACR 150 Basic Sheetmetal	2.0
* ACR 224 Codes and Ordinances	2.0
* <u>BCT 112 Construction Print Reading</u>	2.0

Total Credit Hours 9.0

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

Suggested Plan of Study

HVAC Installer Certificate (Day and Evening)

- Fall**
 ACR 102
 ACR 150
 ACR 224
 BCT 112

CERTIFICATE: HVAC SERVICE TECHNICIAN CERTIFICATE (CT.ACRST)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACR 108 Refrigeration Fundamentals	3.0
* ACR 110 Heating Fundamentals	4.0
* ACR 120 Basic Air Conditioning	4.0
* <u>ACR 210 Heat Pumps</u>	4.0

Total Credit Hours 15.0

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

SUGGESTED PLAN OF STUDY

HVAC Service Technician Certificate (Day)

- Spring**
 ACR 108
 ACR 110
 ACR 120
 ACR 210

**Suggested Plan of Study
HVAC Service Technician Certificate (Evening)**

Spring	Summer
ACR 108	ACR 120
ACR 110	ACR 210

CERTIFICATE: HVAC SYSTEMS DESIGN CERTIFICATE (CT.ACRSD)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* ACR 220 Advanced Air Conditioning	4.0
* ACR 221 Residential Load Calculations	2.0
* EGR 110 Introduction to Computer Environment	3.0
<hr/>	
Total Credit Hours	9.0

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

**Suggested Plan of Study
HVAC Systems Design Certificate (Day)**

Summer
ACR 220
ACR 221
EGR 110

BUILDING CONSTRUCTION MANAGEMENT CERTIFICATE

The Building Construction Trades Management Certificate provides entry level supervisory skills in residential building construction. This program will target those people with basic knowledge in one or more of the trades areas who require project management knowledge. Completion of one of the following certificates is required prior to beginning this certificate: HVAC Installer Certificate; Residential/Commercial Electrical; Residential/Commercial Plumbing; Residential Carpentry Certificate. These basic skills are competencies identified by the National Home Builders Institute.

CERTIFICATE: BUILDING CONSTRUCTION MANAGEMENT CERTIFICATE (CT.BCTMG)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BCT 102 Fundamentals of Building Construction	4.0
* BCT 104 Site Layout and Preparation	2.0
* BCT 131 Estimating/Quantity Take Off	2.0
* BCT 142 Fundamentals of Construction Safety	4.0
* BCT 151 Introduction to Residential Plumbing	3.0
* BCT 221 Construction Building Code	3.0
* BCT 223 Residential Mechanical Systems	3.0
* BCT 231 Construction Labor and Expediting	3.0
* BUS 101 Introduction to Business	3.0
* EEM 105 Basic Electricity	2.0
* EGR 110 Introduction to Computer Environment	3.0
<hr/>	
Total Credit Hours	32.0

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

Suggested Plan of Study

Building Construction Management Certificate (Day)

Fall

(1st Mini Semester)

BCT 102
EGR 110

(2nd Mini Semester)

BCT 104

Spring

(1st Mini Semester)

BCT 131
BCT 151
BUS 101

(2nd Mini Semester)

BCT 221
BCT 231

Summer

BCT 142
BCT 223
EEM 105

Suggested Plan of Study

Building Construction Management Certificate (Evening)

First Year

Fall

BCT 151
EEM 105
EGR 110

Spring

BCT 142
BCT 221
BCT 223

Summer

BCT 102
BCT 231

Second Year

Fall

BCT 104
BCT 131
BUS 101

RESIDENTIAL/COMMERCIAL CARPENTRY CERTIFICATE

The Residential/Commercial Carpentry Certificate provides entry-level carpentry skills in the areas of: print reading, construction codes, tool safety and residential construction components. This Certificate is designed for those people with little or no background in carpentry who anticipate working in the construction industry as carpenter helpers. These basic skills are competencies identified by the National Home Builders Institute.

CERTIFICATE: RESIDENTIAL/COMMERCIAL CARPENTRY CERTIFICATE (CT.BCTCP)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* AET 103 International Building and Residential Codes	3.0
* BCT 105 Tool Usage and Safety	2.0
* BCT 106 Beginning Woodworking	2.0
* BCT 108 Finish Trim	2.0
* BCT 109 Foundations, Floors and Walls	5.0
* BCT 112 Construction Print Reading	2.0
* BCT 206 Roof Construction	2.0
Total Credit Hours	18.0

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

Suggested Plan of Study Residential/Commercial Carpentry Certificate (Day)

Fall & Spring (1st Mini Semester) (2nd Mini Semester)

AET 103	BCT 108
BCT 105	BCT 109
BCT 106	BCT 206
BCT 112	

Summer

AET 103	BCT 105
BCT 106	BCT 108
BCT 112	

Suggested Plan of Study Residential/Commercial Carpentry Certificate (Evening)

Fall	Spring
AET 103	BCT 108
BCT 105	BCT 109
BCT 106	BCT 206
BCT 112	

RESIDENTIAL/COMMERCIAL PLUMBING

The Residential/Commercial Plumbing Certificate provides entry-level plumbing skills in the areas of: print reading, construction codes, piping connections and fixture installation. This program is designed for those people with little or no background in plumbing who anticipate working in the construction industry as plumbers. These basic skills are competencies identified by the National Home Builders Institute.

CERTIFICATE: RESIDENTIAL/COMMERCIAL PLUMBING CERTIFICATE (CT.BCTPL)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BCT 105 Tool Usage and Safety	2.0
* BCT 112 Construction Print Reading	2.0
* BCT 150 Plumbing	5.0
* BCT 151 Introduction to Residential Plumbing	3.0
* BCT 154 Plumbing Tests and Connections	3.0
* BCT 157 Residential/Commercial Plumbing Codes	3.0
Total Credit Hours	
	18.0

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

Suggested Plan of Study Residential/Commercial Plumbing Certificate (Day)

Fall & Spring (1st Mini Semester) (2nd Mini Semester)

BCT 105	BCT 150
BCT 112	BCT 154
BCT 151	
BCT 157	

Summer

BCT 105	BCT 112
BCT 151	BCT 157

Suggested Plan of Study Residential/Commercial Plumbing Certificate (Evening)

Fall	Spring
BCT 105	BCT 150
BCT 112	BCT 154
BCT 151	
BCT 157	

RESIDENTIAL/COMMERCIAL WIRING

The Residential/Commercial Wiring certificate program provides skills required for entry-level residential and commercial wiring positions. The skills sets include workplace safety, electrical theory, residential wiring practices, commercial wiring practices, and knowledge of the National Electrical Code, Building Code, and local codes and ordinances

CERTIFICATE: RESIDENTIAL/COMMERCIAL WIRING (CT.EEMRC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* BCT 105 Tool Usage and Safety	2.0
* BCT 112 Construction Print Reading	2.0
* BCT 141 Fixtures and Installation	3.0
* EEM 105 Basic Electricity	2.0
* EEM 141 Residential/Commercial Codes	3.0
* <u>EEM 165 Residential/Commercial Wiring</u>	<u>4.0</u>
Total Credit Hours	16.0

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

Suggested Plan of Study

Residential/Commercial Wiring Certificate (Day)

Fall & Spring

(1st Mini Semester)	(2nd Mini Semester)
BCT 105	BCT 141
BCT 112	EEM 165
EEM 105	
EEM 141	

Summer

BCT 105	BCT 112
EEM 105	EEM 141

Suggested Plan of Study

Residential/Commercial Wiring Certificate (Evening)

Fall

BCT 105
BCT 112
EEM 105
EEM 141

Spring

BCT 141
EEM 165

COMPUTER ENGINEERING TECHNOLOGY

The Computer Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The program provides a basic background of computer programming and electronics 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 equipment used in business and industry.

The classrooms are designed for multimedia presentations and courses are offered during the day or evening, and in a hybrid format. 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.

INDUSTRIAL & ENGINEERING TECHNOLOGIES

Students can take electives in telecommunications or programming 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 (AAS.ECT)
DEGREE: ASSOCIATE IN APPLIED SCIENCE**

A. GENERAL EDUCATION	CREDITS
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 110 College Algebra	3.0
* PHY 201 Physics I	4.0
Subtotal	19.0
B. REQUIRED CORE SUBJECT AREAS	
* CPE107 Computer Applications for Electronics	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
CPE 110 Computer Language	3.0
CPE 224 System Troubleshooting	3.0
* EET 112 AC Circuits	4.0
* EET 142 Introduction to Network Servers	3.0
EET 243 Data Communications	3.0
EET 251 Microprocessor Fundamentals	4.0
* EET 272 Electronics Senior Seminar	1.0
* EET 273 Electronics Senior Project	1.0
* MAT 111 College Trigonometry	3.0
MAT 130 Elementary Calculus	3.0
Approved Electives--choose from listing (5.0 credit hours minimum)	
EGR 281, EGR 283, EET 231, EET 235, EET 261, TEL 101, TEL 103, TEL 104, TEL 105, TEL 110, TEL 201, TEL 220, TEL 240, CPE 220	5.0
Subtotal	34.0
Total Credit Hours	68.0

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

**Suggested Plan of Study
Computer Engineering Technology Degree (Day)**

Computer Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year

Fall

COL 101
CPE 107
ECO 101

OR

PSY 105
EET 111
ENG 101
MAT 110

Spring

EET 112
EET 141
EET 142
MAT 111
Electives from approved list

Second Year

Fall

CPE 110
EET 251
EET 145
MAT 130
PHY 201

Spring

CPE 224
EET 243
EET 272
EET 273
ENG 160
HSS 205
Electives from approved list

Suggested Plan of Study

Computer Engineering Technology Degree (Evening)

First Year

Fall

COL 101
CPE 107
EET 111
MAT 110

Spring

EET 141
EET 142
MAT 111

Summer

EET 112
MAT 130

Second Year

Fall

CPE 110
EET 251
EET 145

Spring

EET 243
ENG 101
PHY 201

Summer

CPE 224
ECO 101 **OR**
PSY 105

Third Year

Fall

EET 272
EET 273
ENG 160
HSS 205

Spring

Electives from approved list

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). The 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, and microprocessor interfacing programming. Students can choose electives from telecommunications or computer networking.

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 day or evening, and in a hybrid format. 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. Graduates may continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) Degree.

INDUSTRIAL & ENGINEERING TECHNOLOGIES

MAJOR: ELECTRONICS ENGINEERING TECHNOLOGY (AAS.EET)

DEGREE: ASSOCIATE IN APPLIED SCIENCE

	CREDITS
A. GENERAL EDUCATION	
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG101 English Composition I	3.0
ENG 160 Technical Communications	3.0
HSS 205 Technology and Society	3.0
* MAT 110 College Algebra	3.0
* PHY 201 Physics I	4.0
Subtotal	19.0
B. REQUIRED CORE SUBJECT AREAS	
* CPE 107 Computer Applications for Electronics	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
* EET 112 AC Circuits	4.0
* EET 142 Introduction to Network Servers	3.0
EET 231 Industrial Electronics	4.0
EET 235 Programmable Controllers	3.0
EET 251 Microprocessor Fundamentals	4.0
EET 261 Electronic Troubleshooting	2.0
* EET 272 Electronics Senior Seminar	1.0
* EET 273 Electronics Senior Project	1.0
* MAT 111 College Trigonometry	3.0
MAT 130 Elementary Calculus	3.0
Approved Electives--choose from listing (5.0 credit hours minimum)	
Choose from: TEL 110, TEL 201, TEL 220, TEL 240, TEL 101, TEL 103, TEL 104, TEL 105, EET 241, EET 243, CPE 110, CPE 224	5.0
Subtotal	34.0
Total Credit Hours	68.0

*Course in this program which requires a minimum grade of "C."

Suggested Plan of Study

Electronics Engineering Technology Degree (Day)

Electronics Engineering Technology graduates may continue study for two more years at a senior institution offering a Bachelor of Engineering Technology (BET) degree.

First Year

Fall

COL 101
CPE 107
ECO 101 **OR**
PSY 105
EET 111
MAT 110
ENG 101

Spring

EET 112
EET 141
EET 142 **OR**
EET 231
MAT 111

Second Year

Fall

EET 145
EET 235
EET 251
MAT 130
PHY 201

Spring

EET 261
EET 272
EET 273
ENG 160
HSS 205
Electives from approved list

**Suggested Plan of Study
Electronics Engineering Technology Degree (Evening)**

First Year

Fall

COL 101
CPE 107
EET 111
MAT 110

Spring

EET 141
EET 142
MAT 111

Summer

EET 112
MAT 130

Second Year

Fall

EET 251
EET 145
EET 231

Spring

EET 235
ENG 101
PHY 201

Summer

ECO 101 **OR**
PSY 105
EET 261

Third Year

Fall

EET 272
EET 273
ENG 160
HSS 205

Spring

Electives from approved list

ENGINEERING GRAPHICS TECHNOLOGY

This program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410-347-7700). The 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. Areas of specialization include architectural, civil, mechanical, structural, electrical and piping. Visit www.yorktech.edu/department/met/metmain.htm for EGT program objectives.

**MAJOR: ENGINEERING GRAPHICS TECHNOLOGY (AAS.EGT)
DEGREE: ASSOCIATE IN APPLIED SCIENCE**

A. GENERAL EDUCATION	CREDITS
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 110 College Algebra	3.0
MAT 111 College Trigonometry	3.0
MAT 120 Probability and Statistics	3.0
* PHY 201 Physics I	4.0
Subtotal	25.0
 B. REQUIRED CORE SUBJECT AREAS	 CREDITS
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
Subtotal	16.0

C. OTHER HOURS REQUIRED FOR GRADUATION

*	CHM 101 General Chemistry I	4.0
	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
	MET 211 Strength of Materials	4.0
	Approved Electives--choose from listing (4.0 credit hours minimum):	
	EGR 260, EGR 264, EGR 266, MET 214, MET 219, MET 231, MET 235	4.0
	Subtotal	30.0
	Total Credit Hours	71.0

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

**Suggested Plan of Study
Engineering Graphics Technology Degree (Day)**

First Year

Fall

COL 101
CPT 114
EGR 170
EGT 110
ENG 101
MAT 110

Spring

EGR 175
EGT 115
HSS 205
MAT 111
PHY 201

Second Year

Fall

EGR 190
EGT 210
EGT 252
ENG 160
MAT 120

Spring

CHM 101
ECO 101 **OR**
PSY 105
EGT 105
EGT 225
MET 211
Approved Electives

**Suggested Plan of Study
Engineering Graphics Technology Degree (Evening)**

First Year

Fall

COL 101
EGT 110
MAT 110

Spring

MAT 111
PHY 201

Summer

CPT 114
ENG 101

Second Year

Fall

CHM 101
EGR 190

Spring

EGT 115
MET 211

Summer

ECO 101 **OR**
PSY 105

Third Year

Fall

EGT 105
EGT 210

Spring

EGR 175
EGT 252

Summer

HSS 205
Approved Elective

Fourth Year

Fall

EGR 170
MAT 120

Spring

ENG 160
Approved Elective

Summer

EGT 225

ENGINEERING GRAPHICS

This curriculum is designed for the student who is interested in a career in engineering drafting with full utilization of CAD software. 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 (DAS.EG)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
MAT 101 Beginning Algebra	3.0
Subtotal	12.0

B. REQUIRED CORE SUBJECT AREAS	CREDITS
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

C. OTHER HOURS REQUIRED FOR GRADUATION	
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
EGT 225 Architectural Drawing Applications	4.0
<u>ELECTIVES (min. of 2- not fewer than 4 credit hrs.)</u>	4.0
Subtotal	17.0
Total Credit Hours	43.0

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

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

First Year

Fall

COL 101
CPT 170
EGT 110
HSS 205
MAT 101

Spring

EGR 175
EGT 105
EGT 115
ENG 155

Summer

EGT 225

Second Year

Fall

ECO 101 **OR**
PSY 105
EGR 170
EGT 252
2 ELECTIVES

INDUSTRIAL & ENGINEERING TECHNOLOGIES

Suggested Plan of Study Engineering Graphics Diploma (Evening)

First Year

Fall

COL 101
ECO 101 OR
PSY 105
EGT 110

Spring

EGT 115
ENG 155
MAT 101

Summer

CPT 170
EGT 225
HSS 205

Second Year

Fall

EGR 170
EGT 105
ELECTIVE

Spring

EGR 175
EGT 252
ELECTIVE

GENERAL ENGINEERING TECHNOLOGY

General Engineering transfer provides the student with the first two years of study in electrical engineering, computer engineering, or mechanical engineering, leading to a Bachelor of Science Degree. The student may transfer these courses to the University of South Carolina, Clemson University, South Carolina State 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 those listed above. The Engineering Transfer program will not complete all requirements for the Associate in Science Degree. 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. Senior institutions require a GPA of 3.0 in order to transfer credits into the engineering programs. Students are encouraged to speak with an advisor at the senior institution to determine which courses will be needed for their degree.

GENERAL TECHNOLOGY PROGRAMS

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' employment objectives. The advisor will be the Department Chair or a designated instructor in the chosen field (technical specialty). A student's program must be approved by the Department Chair.

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 Applied Science degree will be awarded with the major in General Technology.

The following Industrial and Engineering Technologies programs are participating in general technology:

- Air Conditioning/Refrigeration Mechanics (AAS.GT.GTACR)
- Building Construction Trades (AAS.GT.GTBCT)
- Teleproduction Technology (AAS.GT.GTTPT)
- Machine Tool Technology (AAS.GT.GTMTT)
- Welding (AAS.GT.GTWLD)

Other programs may participate. Please see the appropriate Department Chair for more information.

INDUSTRIAL & ENGINEERING TECHNOLOGIES

MAJOR: GENERAL TECHNOLOGY DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics	3.0
* ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
* MAT 101 Beginning Algebra OR	
* 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	CREDITS
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	CREDITS
COL 101 College Orientation	1.0
ELECTIVES(12 credit hours minimum)	12.0
Subtotal	13.0
Total Credit Hours	68.0

INDUSTRIAL MAINTENANCE TECHNOLOGY

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 industrial maintenance because of the broad background offered by the curriculum. This is evidenced by the awarding of an Associate in Applied Science Degree with a major in Industrial Maintenance Technology.

MAJOR: INDUSTRIAL MAINTENANCE TECHNOLOGY (AAS.IMT04) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
CPT 101 Introduction to Computers	3.0
ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	15.0
B. REQUIRED CORE SUBJECT AREAS	
* IMT 114 Benchwork and Assembly	2.0
* IMT 120 Mechanical Installations	5.0
* IMT 131 Hydraulics and Pneumatics	4.0
* IMT 161 Mechanical Power Applications	4.0
Subtotal	15.0

INDUSTRIAL & ENGINEERING TECHNOLOGIES

C. OTHER HOURS REQUIRED FOR GRADUATION

COL 101 College Orientation	1.0
* EEM 117 DC/AC Circuits I	4.0
* EEM 121 Electrical Measurements	3.0
* EEM 140 National Electrical Code	3.0
* EEM 145 Control Circuits	3.0
* EEM 215 DC/AC Machines	3.0
* EEM 250 Programmable Logic Controllers	4.0
* IMT 102 Industrial Safety	2.0
* IMT 104 Schematics	2.0
* WLD 142 Maintenance Welding	3.0
<u>Directed Electives</u>	<u>10.0 - 15.0</u>
Subtotal	38.0 - 43.0
Total Credit Hours	68.0 - 73.0

DIRECTED ELECTIVES – These courses must be approved by an advisor prior to beginning course work.

Industrial Electricity

* CIM 241 Automated Manufacturing Equipment	4.0
* EEM 221 DC/AC Drives	3.0
* EEM 251 Programmable Controllers	3.0
* EEM 252 Programmable Controllers Applications	3.0
* <u>EEM 271 Sensors and System Interfacing</u>	<u>2.0</u>
Total	15.0

Industrial Maintenance

* ACR 108 Refrigeration Fundamentals	3.0
* ACR 110 Heating Fundamentals	4.0
* IMT 123 Air Compressors	2.0
* IMT 151 Piping Systems	3.0
* <u>IMT 163 Problem Solving for Mechanical Applications</u>	<u>3.0</u>
Total	15.0

Machine Tool

* MTT 121 Machine Tool Theory I	3.0
* MTT 122 Machine Tool Practice I	4.0
* MTT 124 Machine Tool Practice II	4.0
* <u>MTT 126 Machine Tool Practice III</u>	<u>4.0</u>
Total	15.0

Welding

* WLD 136 Advanced Inert Gas Welding	2.0
* WLD 152 Tungsten Arc Welding	4.0
* <u>WLD 154 Pipe Fitting and Welding</u>	<u>4.0</u>
Total	10.0

**Course in this program which requires a minimum grade of "C."*

Suggested Plan of Study

Industrial Maintenance Technology Degree (Day)

First Year

Fall

(1st Mini Semester)

COL 101

EEM 117

EEM 121

MAT 155

(2nd Mini Semester)

COL 101

EEM 140

EEM 145

MAT 155

Spring

(1st Mini Semester)

CPT 101

EEM 215

ENG 155

Directed Elective

(2nd Mini Semester)

CPT 101

Directed Elective

Directed Elective

ENG 155

Summer

EEM 250

Directed Elective

Directed Elective

Second Year

Fall

ECO 101 **OR**

PSY 105

IMT 102

IMT 114

IMT 120

IMT 161

Spring

HSS 205

IMT 104

IMT 131

WLD 142

Suggested Plan of Study

Industrial Maintenance Technology Degree (Evening)

First Year

Fall

COL 101

CPT 101

EEM 117

EEM 121

MAT 155

Spring

EEM 140

EEM 145

ENG 155

Summer

EEM 215

Directed Elective

Second Year

Fall

ECO 101 **OR**

PSY 105

Directed Elective

Directed Elective

Spring

EEM 250

HSS 205

Directed Elective

Summer

Directed Elective

Third Year

Fall

IMT 102

IMT 114

IMT 120

Spring

IMT 161

WLD 142

Summer

IMT 104

IMT 131

MAJOR: INDUSTRIAL MAINTENANCE TECHNOLOGY (DAS.IMT03)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

ECO 101 Basic Economics **OR**

PSY 105 Personal/Interpersonal Psychology

ENG 155 Communications I

MAT 155 Contemporary Mathematics

CREDITS

3.0

3.0

3.0

Subtotal

9.0

INDUSTRIAL & ENGINEERING TECHNOLOGIES

B. REQUIRED CORE SUBJECT AREAS

* IMT 120 Mechanical Installation	5.0
* IMT 131 Hydraulics & Pneumatics	4.0
* IMT 161 Mechanical Power Applications	4.0
Subtotal	13.0

C. OTHER HOURS REQUIRED FOR GRADUATION

* ACR 108 Refrigeration Fundamentals	3.0
* ACR 110 Heating Fundamentals	4.0
COL 101 College Orientation	1.0
* IMT 102 Industrial Safety	2.0
* IMT 104 Schematics	2.0
* IMT 114 Benchwork & Assembly	2.0
* IMT 123 Air Compressors	2.0
* IMT 151 Piping Systems	3.0
* IMT 163 Problem Solving for Mechanical Applications	3.0
* WLD 142 Maintenance Welding	3.0
Subtotal	25.0
Total Credit Hours	47.0

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

Suggested Plan of Study

Industrial Maintenance Technology Diploma (Day)

Fall	Spring	Summer
COL 101	ACR 110	ACR 108
IMT 102	ENG 155	ECO 101
IMT 114	IMT 104	PSY 105
IMT 120	IMT 131	IMT 123
IMT 161	WLD 142	IMT 151
MAT 155		IMT 163

Suggested Plan of Study

Industrial Maintenance Technology Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ENG 155	IMT 104
IMT 102	IMT 161	IMT 131
IMT 114	WLD 142	
IMT 120		
MAT 155		

Second Year

Fall	Spring	Summer
ACR 108	ECO 101 Or	IMT 151
ACR 110	PSY 105	IMT 163
		IMT 123

MAJOR: INDUSTRIAL ELECTRICITY/ELECTRONICS (DAS.EEM)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION

	CREDITS
ECO 101 Basic Economics	3.0
PSY 105 Personal/Interpersonal Psychology	3.0
ENG 155 Communications	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0

B. REQUIRED CORE SUBJECT AREAS

*	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

C. OTHER HOURS REQUIRED FOR GRADUATION

*	CIM 241 Automated Manufacturing Equipment	4.0
	COL 101 College Orientation	1.0
*	EEM 121 Electrical Measurements	3.0
*	EEM 215 DC/AC Machines	3.0
*	EEM 221 DC/AC Drives	3.0
*	EEM 250 Programmable Logic Controllers	4.0
*	EEM 251 Programmable Controllers	3.0
*	EEM 252 Programmable Controllers Applications	3.0
*	EEM 271 Sensors and System Interfacing	2.0
Subtotal		26.0
Total Credit Hours		48.0

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

Suggested Plan of Study

Industrial Electricity/Electronics Diploma (Day)

Fall (1st Mini Semester)	Spring (1st Mini Semester)	Summer (1st Mini)
COL 101	EEM 201	ECO 101 OR
EEM 117	EEM 215	PSY 105
EEM 121	EEM 251	EEM 250
MAT 155	ENG 155	EEM 271
 (2nd Mini Semester)	 (2nd Mini Semester)	 (2nd Mini)
COL 101	EEM 201	CIM 241
EEM 140	EEM 221	ECO 101 OR
EEM 145	EEM 252	PSY 105
MAT 155	ENG 155	EEM 271

Suggested Plan of Study

Industrial Electricity/Electronics Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	EEM 140	EEM 201
EEM 117	EEM 145	EEM 215
EEM 121	ENG 155	EEM 251
MAT 155		

Second Year

Fall	Spring	Summer
ECO 101 OR	EEM 250	CIM 241
PSY 105	EEM 271	
EEM 221		
EEM 252		

INDUSTRIAL & ENGINEERING TECHNOLOGIES

CERTIFICATE: BASIC ELECTRICITY (CT.EEMBE)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 117 AC/DC Circuits I	4.0
* EEM 121 Electrical Measurements	3.0
* <u>EEM 140 National Electrical Code</u>	3.0
<hr/>	
Total Credit Hours	10.0

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

Suggested Plan of Study Basic Electricity Certificate (Day)

Fall (1st Mini Semester)

EEM 117
EEM 121

Fall (2nd Mini Semester)

EEM 140

Suggested Plan of Study Basic Electricity Certificate (Evening)

Fall	Spring
EEM 117	EEM 140
EEM 121	

CERTIFICATE: MOTORS AND CONTROLS (CT.EEMMC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 145 Control Circuits	3.0
* EEM 215 DC/AC Machines	3.0
* <u>EEM 221 DC/AC Drives</u>	3.0
<hr/>	
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	Spring	Spring
(2nd Mini Semester)	(1st Mini Semester)	(2nd Mini Semester)
EEM 145	EEM 215	EEM 221

Suggested Plan of Study Motors and Controls Certificate (Evening)

Spring	Summer	Fall
EEM 145	EEM 215	EEM 221

CERTIFICATE: PROGRAMMABLE CONTROLLERS (CT.EEMPC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EEM 250 Programmable Logic Controllers	4.0
* EEM 251 Programmable Controllers	3.0
* <u>EEM 252 Programmable Controllers Applications</u>	3.0
<hr/>	
Total Credit Hours	10.0

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

Suggested Plan of Study Programmable Controllers Certificate (Day)

Spring	Spring	Summer
(1st Mini Semester)	(2 nd Mini Semester)	(1 st Mini)
EEM 251	EEM 252	EEM 250

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

Summer
EEM 251

Fall
EEM 252

Spring
EEM 250

MACHINE TOOL TECHNOLOGY

The Machine Tool Technology curriculum prepares the student for opportunities as a machinist, CNC operator, manufacturing process technician, and quality control technician. Machine Tool Technology includes two courses of study: Machine Shop and Computer Numerical Control (CNC) Machines. Machine Tool students will work in the Machine Tool laboratory with milling machines, grinders, lathes, drill presses, metal cutting saws, and CNC machines. The program includes the study of taper and angular calculations, geometric construction, screw threads, blue print reading, CNC programming, and CNC operations.

Machine Tool students will learn to use precision measuring instruments. Using manual machines or CNC machines the student will make intricate metal parts. The student will also learn heat treating and how to use a CAD/CAM system. Three programs are offered: General Technology Degree, Machine Tool Diploma, and a Certificate, with concentration in Machine Tool. The General Technology Degree provides students with training in both manual and computer-aided machining. The diploma program trains students in manual machining techniques. The CNC certificate trains students in the operation and programming of Computer Numerical Control Machines.

**MAJOR: MACHINE TOOL (DAS.MTT)
DIPLOMA: INDUSTRIAL TECHNOLOGY**

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 155 Communications I	3.0
* MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* 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
C. OTHER HOURS REQUIRED FOR GRADUATION	
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."*

INDUSTRIAL & ENGINEERING TECHNOLOGIES

Suggested Plan of Study Machine Tool Diploma (Day)

Fall	Spring	OR	Summer
COL 101	ECO 101		MTT 215
EGT 128	PSY 105		MTT 216
ENG 155	EGT 212		MTT 254
MAT 155	MTT 124		
MTT 121	MTT 126		
MTT 122	MTT 147		
MTT 141			

Suggested Plan of Study Machine Tool Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ENG 155	MTT 124
EGT 128	MAT 155	
MTT 121	MTT 122	

Second Year

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

ADVANCED MACHINIST CERTIFICATE

The Advanced CNC Machinist Certificate provides the student with instruction in advanced skills needed for employment in facilities utilizing automated manufacturing and robotics. This certificate program, when combined with courses from the Industrial Maintenance Technology program, leads to a general technology degree whose graduates have Mechatronics and Advanced CNC machining skills that are highly valued by employers. The Advanced CNC Machinist Certificate helps the student develop skills in the following areas: (1) geometric dimensioning and tolerancing and understanding the requirements of precision machining; (2) operation, set-up, and programming of CNC machines with as many as nine programmable axes; (3) operation and programming of Coordinate Measuring Machines (CMMs); and (4) programming of complex CNC machines with the aid of Computer-Aided-Machining (CAM) software.

CERTIFICATE: ADVANCED CNC MACHINIST (CT.ACNC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* EGT 128 Machine Tool Print Layout	2.0
* EGT 130 Geometric Dimensioning and Tolerancing Applications	3.0
* EGT151 Introduction to CAD	3.0
* MAT 155 Contemporary Mathematics	3.0
* MTT 121 Machine Tool Theory I	3.0
* MTT145 Machining of Metals	3.0
* MTT 253 CNC Programming and Operations	3.0
* MTT 254 CNC Programming I	3.0
* MTT 255 CNC Programming II	3.0
* MTT 258 Machine Tool CAM	3.0
* MTT 270 Operation and Programming of Coordinate Measuring Machines	3.0
Total Credit Hours	32.0

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

Suggested Plan of Study Advanced CNC Machinist Certificate (Day)

Fall	Spring	Summer
EGT 128	EGT 130	MTT 254
MAT 155	EGT 151	MTT 255
MTT 121	MTT 145	MTT 258
MTT 253	MTT 270	

MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 or phone (410 347-7700). It 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 (AAS.MET) DEGREE: ASSOCIATE IN APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
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 110 College Algebra	3.0
MAT 111 College Trigonometry	3.0
* PHY 201 Physics I	4.0
Subtotal	22.0
B. REQUIRED CORE SUBJECT AREAS	
CPT 114 Computers and Programming	3.0
EGR 170 Engineering Materials	3.0
* EGR 175 Manufacturing Processes	3.0
* EGT 110 Engineering Graphics I	4.0
MET 211 Strength of Materials	4.0
Subtotal	17.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
* CHM 101 General Chemistry I	4.0
COL 101 College Orientation	1.0
* EGR 190 Statics	3.0
EGT 115 Engineering Graphics II	4.0
MAT 120 Probability and Statistics	3.0
MET 214 Fluid Mechanics	3.0
MET 222 Thermodynamics	4.0
MET 231 Machine Design	4.0
Approved Electives--choose from listing (4.0 credit hours minimum): EGR 260, EGR 264, EGR 266, EGT 105, EGT 210, EGT 225, EGT 252, MET 219, MET 235	4.0
Subtotal	30.0
Total Credit Hours	69.0

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

Suggested Plan of Study Mechanical Engineering Technology Degree (Day)

First Year

Fall

COL 101
CPT 114
EGR 170
EGT 110
HSS 205
MAT 110

Spring

EGR 175
EGT 115
ENG 101
MAT 111
PHY 201

Second Year

Fall

CHM 101
EGR 190
ENG 160
MAT 120
MET 214
Approved Elective

Spring

ECO 101 OR
PSY 105
MET 211
MET 222
MET 231
Approved Elective

Suggested Plan of Study Mechanical Engineering Technology Degree (Evening)

First Year

Fall

COL 101
EGT 110
MAT 110

Spring

MAT 111
PHY 201

Summer

CPT 114
ENG 101

Second Year

Fall

CHM 101
EGR 190

Spring

EGT 115
MET 211

Summer

ECO 101 OR
PSY 105

Third Year

Fall

MET 214
Approved Elective

Spring

EGR 175
MET 222

Summer

HSS 205
Approved Elective

Fourth Year

Fall

EGR 170
MAT 120

Spring

ENG 160
MET 231

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 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 (CT.EETTC)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
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

TEL 110
TEL 201
TEL 220
TEL 240

BASIC TELECOMMUNICATIONS

The Basic Telecommunications Certificate Program provides entry-level telecommunications skills such as an overview of the plain-old-telephone system, basic cable (copper and fiber) connections, basic troubleshooting skills (use of digital multimeter), telephone networks and principles and MS-Office skills. This program will target those people with little or no background in electronics who anticipate working in the telecommunications industry as equipment installers.

CERTIFICATE: BASIC TELECOMMUNICATIONS (CT.EETBT)

A. REQUIRED CORE SUBJECT AREAS	CREDITS
* CPE 107 Computer Applications for Electronic	3.0
* TEL 101 Fundamentals of Telecommunications	2.0
* TEL 103 Telecommunications Cables and Connectors	1.0
* TEL 104 Fiber Optic Communications	1.0
* TEL 105 Telecommunications Principles	4.0
Total Credit Hours	11.0

**Course in this program which requires a minimum grade of "C."*

Suggested Plan of Study Basic Telecommunications Certificate (Day and Evening)

Fall and Spring

CPE 107
TEL 101
TEL 103
TEL 104
TEL 105

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.

INDUSTRIAL & ENGINEERING TECHNOLOGIES

MAJOR: TELEPRODUCTION TECHNOLOGY (DAS.TPT)

DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
* ENG 155 Communications I	3.0
HSS 205 Technology and Society	3.0
* MAT 155 Contemporary 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
* RTV 108 Digital Multimedia I	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 digital camera.

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

Suggested Plan of Study

Teleproduction Technology Diploma (Day)

Fall	Spring	Summer
CGC 105	HSS 205	RTV 107
COL 101	MAT 155	RTV 204
ECO 101 OR	RTV 103	RTV 205
PSY 105	RTV 108	ELECTIVE
ENG 155	RTV 110	
RTV 101	RTV 203	
RTV 105		
RTV 202		

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.



American Welding Society
Educational Institution Member

Four programs are offered: two certificate programs, a diploma program and a General Technology Degree program with a concentration in Welding.

MAJOR: WELDING (DAS.WLD)
DIPLOMA: APPLIED SCIENCE

A. GENERAL EDUCATION	CREDITS
ECO 101 Basic Economics OR	
PSY 105 Personal/Interpersonal Psychology	3.0
ENG 155 Communications I	3.0
MAT 155 Contemporary Mathematics	3.0
Subtotal	9.0
B. REQUIRED CORE SUBJECT AREAS	
* EGT 114 Welding Print Basics	2.0
* WLD 104 Gas Welding and Cutting	2.0
* WLD 111 Arc Welding I	4.0
* WLD 152 Tungsten Arc Welding	4.0
* WLD 212 Destructive Testing	2.0
Subtotal	14.0
C. OTHER HOURS REQUIRED FOR GRADUATION	
COL 101 College Orientation	1.0
* EGT 117 Welding Print Principles	2.0
* IMT 102 Industrial Safety	2.0
* WLD 113 Arc Welding II	4.0
* WLD 136 Advanced Inert Gas Welding	2.0
* WLD 154 Pipe Fitting and Welding	4.0
* WLD 201 Welding Metallurgy	2.0
* WLD 208 Advanced Pipe Welding	3.0
Subtotal	20.0
Total Credit Hours	43.0

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

Suggested Plan of Study
Welding Diploma (Day)

Fall	Spring	Summer
COL 101	ECO 101 or	ENG 155
EGT 114	PSY 105	WLD 154
IMT 102	EGT 117	WLD 201
MAT 155	WLD 113	WLD 208
WLD 104	WLD 136	WLD 212
WLD 111	WLD 152	

Suggested Plan of Study
Welding Diploma (Evening)

First Year

Fall	Spring	Summer
COL 101	ECO 101 or	WLD 136
EGT 114	PSY 105	WLD 152
IMT 102	EGT 117	
MAT 155	WLD 104	
WLD 111	WLD 113	

Second Year

Fall	Spring
ENG 155	WLD 208
WLD 154	
WLD 201	
WLD 212	

CERTIFICATE: BASIC WELDING (CT.WLDBW)**A. REQUIRED CORE SUBJECT AREAS CREDITS**

* WLD 104 Gas Welding and Cutting	2.0
* WLD 111 Arc Welding I	4.0
* WLD 113 Arc Welding II	4.0

Total Credit Hours 10.0

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

**Suggested Plan of Study
Basic Welding Certificate (Day)**

Fall	Spring
WLD 104	WLD 113
WLD 111	

**Suggested Plan of Study
Basic Welding Certificate (Evening)**

Fall	Spring
WLD 111	WLD 104
WLD 113	

CERTIFICATE: MIG TIG AND PIPE WELDING (CT.WLDMT)**A. REQUIRED CORE SUBJECT AREAS**

* WLD 136 Advanced Inert Gas Welding	2.0
* WLD 152 Tungsten Arc Welding	4.0
* WLD 154 Pipe Fitting and Welding	4.0

Total Credit Hours 10.0

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

**Suggested Plan of Study
MIG TIG and Pipe Welding Certificate (Day)**

Spring	Summer
WLD 136	WLD 154
WLD 152	

**Suggested Plan of Study
MIG TIG and Pipe Welding Certificate (Evening)**

Summer	Fall
WLD 136	WLD 154
WLD 152	

COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

York Technical College is a progressive institution and, as such, even many “traditional” courses use various aspects of computer technology. Students should expect to use computer tools such as the Internet, email, electronic library databases, D2L (an online learning management system), WebAdvisor, and various software packages. The specific expectations for individual courses are detailed in the course materials from the instructor. The course descriptions listed on the following pages are general descriptions of course content.

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 032, and RDG 031 are developmental courses and do not count for credit in any program. ENG 100, and RDG 100 are prerequisite courses leading to competencies needed for higher level courses. These courses WILL NOT fulfill credit requirements for the general education or elective credit in associate degree programs or for LIFE Scholarships. 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 the student to see an advisor each semester to assist in selecting appropriate courses so that the student can make progress toward the program goal.

Exemption tests are available for a number of courses. Contact Student Services for more information about exemption routes to consider.

ACC 101 ACCOUNTING PRINCIPLES I

3.0 CR

This course introduces basic accounting procedures for analyzing, recognizing, 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 111—Minimum grade of “C” and RDG 100 or equivalent)

ACC 102 ACCOUNTING PRINCIPLES II

3.0 CR

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. (Prerequisite: ACC 101—Minimum grade of “C”)

ACC 111 ACCOUNTING CONCEPTS

3.0 CR

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

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 111 or ACC 101—Minimum grade of “C”)

- ACC 201 INTERMEDIATE ACCOUNTING I 3.0 CR**
 This course explores fundamental processes of accounting theory, including the preparation of financial statements. (Prerequisite: ACC 102—Minimum grade of “C”)
- 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. (Prerequisite: ACC 111 —Minimum grade of “C”)
- ACC 241 COMPUTERIZED PATIENT BILLING 1.0 CR**
 This course provides practical applications of complete patient billing and insurance procedures for the medical office.
- ACC 242 SMALL BUSINESS SOFTWARE 1.0 CR**
 This course includes the use of current integrated software suitable for small business operations. (Prerequisite: ACC 111 —Minimum grade of “C”)
- ACC 243 COMPUTERIZED SPREADSHEETS 1.0 CR**
 This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL. (Prerequisite: ACC 111 —Minimum grade of “C”)
- ACC 245 ACCOUNTING APPLICATIONS 3.0 CR**
 This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. (Corequisite: ACC 102)
- 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. (Prerequisite: RDG 031 or equivalent)
- ACR 108 REFRIGERATION FUNDAMENTALS 3.0 CR**
 This course is an introduction to the principles of refrigeration. (Prerequisite: RDG 031 or equivalent and ACR 102)
- 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 108 or equivalent)

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.		
AOT 101	INTRODUCTION TO KEYBOARDING	2.0 CR
This is an introductory course in touch keyboarding.		
AOT 105	KEYBOARDING	3.0 CR
This course focuses on the mastery of touch keyboarding.		
AOT 106	KEYBOARDING LAB I	1.0 CR
This lab focuses on improving keyboarding speed and accuracy. (Prerequisite: AOT 105 – Minimum grade of “C”)		
AOT 110	DOCUMENT FORMATTING	3.0 CR
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisites: AOT 105—Minimum grade of “C”- and RDG 100 or equivalent)		
AOT 121	TRANSCRIPTION	3.0 CR
This course provides experiences in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents. (Prerequisites: AOT 110 and AOT 134 – Minimum grades of “C”)		
AOT 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, job-seeking skills, office etiquette, ethics, and time and stress management.		
AOT 134	OFFICE COMMUNICATIONS	3.0 CR
This course is a study of grammar, punctuation, and written communication skills for the office environment. (Prerequisite: ENG 031) (Corequisite: AOT 105)		
AOT 135	DATA ENTRY	3.0 CR
This course introduces data entry techniques. (Prerequisite: AOT 105 or keyboarding skills)		
AOT 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.		
AOT 143	OFFICE SYSTEMS AND PROCEDURES	3.0 CR
This course emphasizes procedures and applications used in the office environment. (Prerequisite: AOT 105—or keyboarding skills)		
AOT 144	LEGAL OFFICE PROCEDURES	3.0 CR
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.		
AOT 162	BASIC INFORMATION PROCESSING	3.0 CR
This is an entry level course to introduce the user to basic computer information processing software applications.		
AOT 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)		

COURSE DESCRIPTIONS

AOT 167 INFORMATION-PROCESSING APPLICATIONS 3.0 CR
This course emphasizes applications and features of information processing software. (Prerequisite: AOT 165—Minimum grade of “C”)

AOT 180 CUSTOMER SERVICE 3.0 CR
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills; effective telephone techniques; and cultural diversity in the workplace.

AOT 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: AOT 134 and AOT 110 Minimum grades of “C,” Recommended: AHS 102)

AOT 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: AOT 134 and AOT 110— Minimum grades of “C”)

AOT 214 SOFTWARE APPLICATIONS IN THE LAW OFFICE 3.0 CR
This course includes an introduction to software applications commonly used in a legal environment.

AOT 250 ADVANCED INFORMATION PROCESSING 3.0 CR
This course emphasizes complex applications of information processing software using advanced features and concepts. (Prerequisite: AOT 267--Minimum grade of “C”)

AOT 251 ADMINISTRATIVE SYSTEMS AND PROCEDURES 3.0 CR
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. (Prerequisite: AOT 143)

AOT 252 MEDICAL SYSTEMS AND PROCEDURES 3.0 CR
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. (Prerequisite: AOT 105 or keyboarding skills)

AOT 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: AOT 134, AOT 167 and AOT 267 – Minimum grades of “C”)

AOT 265 OFFICE DESKTOP PUBLISHING 3.0 CR
This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents. (Prerequisite: AOT 105 or keyboarding skills)

AOT 267 INTEGRATED INFORMATION PROCESSING 3.0 CR
This course emphasizes the application of integrated computer software. (Prerequisite: AOT 105)

ART 101 ART HISTORY AND APPRECIATION 3.0 CR
This is an introductory course to history and appreciation of art, including the elements and principles of the visual arts. (Prerequisite: ENG 100 or equivalent)

ARV 110 COMPUTER GRAPHICS I 3.0 CR
This course is a study of the fundamentals of computer-assisted graphic design. (Prerequisites: ENG 100 and RDG 100 or equivalents - Minimum grades of “C”) (Corequisite: AOT 162 and ARV 123)

COURSE DESCRIPTIONS

- 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 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.
- 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**
This course is 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**
This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.
- 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 150 PRINCIPLES OF BANK OPERATIONS 3.0 CR**
This course is a study of the economic importance of banks, including processing of cash items, the payment system, management of deposits, bank services, and the regulatory structure affecting deposits.
- BAF 155 CREDIT AND COLLECTIONS 3.0 CR**
This course will provide students with an in-depth understanding of the credit and collections industry. Areas covered include the effects of credit and collections within the economy; roles and responsibilities of professional debt collectors; and laws and regulations.

- 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 102 and MAT 101)
- BAF 210 LAW AND BANKING 3.0 CR**
 This is an introductory course to law and legal issues which underline banking. Special emphasis is on the uniform commercial code.
- BAF 215 MONEY AND BANKING 3.0 CR**
 This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.
- BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION 4.0 CR**
 This course is a study of framing for residential and light commercial buildings. (Prerequisite: RDG 031 or equivalent)
- BCT 104 SITE LAYOUT AND PREPARATION 2.0 CR**
 This course covers location and layout of building corners, elevation, and the use of appropriate tools. (Prerequisite: RDG 031 or equivalent)
- BCT 105 TOOL USAGE AND SAFETY 2.0 CR**
 This course covers tool skills and their safe use in construction. (Prerequisite: RDG 031 or equivalent)
- BCT 106 BEGINNING WOODWORKING 2.0 CR**
 This course is an introduction to woodworking. The student will have hands on use of hand and power tools such as table saw, jig saw, circular saw, router, joiner, and radial arm saw to complete projects assigned by the instructor. (Prerequisite: RDG 031 or equivalent; Corequisite: BCT 105 and BCT 112)
- BCT 108 FINISH TRIM 2.0 CR**
 This course covers the intricacies of cutting and installing finish moldings using hand and power tools. It also includes the installation of doors, casings, baseboards, shelving and stair parts. (Prerequisite: RDG 031 or equivalent and BCT 106)
- BCT 109 FOUNDATIONS, FLOORS, AND WALLS 5.0 CR**
 This course is a study of framing basics, layout and constructing foundations, floors, and walls; including material selections and applications. (Prerequisite: RDG 031 or equivalent and BCT 106)
- BCT 112 CONSTRUCTION PRINT READING 2.0 CR**
 This course is a study of residential and light commercial prints. (Prerequisite: RDG 031 or equivalent)
- BCT 131 ESTIMATING/QUANTITY TAKE OFF 2.0 CR**
 This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (Prerequisite: RDG 031 or equivalent and BCT 112 and MAT 032)
- BCT 141 FIXTURES AND INSTALLATION 3.0 CR**
 This course is a study and application of planning and installing electrical fixtures and devices. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141, Corequisite: EEM 165)
- BCT 142 FUNDAMENTALS OF CONSTRUCTION SAFETY 4.0 CR**
 This course covers safety standards and practices as they apply to the building construction industry. (Prerequisite: RDG 031 or equivalent)

COURSE DESCRIPTIONS

- BCT 150 PLUMBING 5.0 CR**
This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints. (Prerequisite: RDG 031 or equivalent)
- BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING 3.0 CR**
This course covers plumbing theory as it relates to residential construction. (Prerequisite: RDG 031 or equivalent)
- BCT 154 PLUMBING TESTS AND CONNECTIONS 3.0 CR**
This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters. (Prerequisite: RDG 031 or equivalent and BCT 105)
- BCT 157 RESIDENTIAL/COMMERCIAL PLUMBING CODES 3.0 CR**
This course is a study of the national and/or international plumbing code requirements as they apply to residential and commercial construction.
- BCT 206 ROOF CONSTRUCTION 2.0 CR**
This course is a continuation in a series of courses. The course is a study of roof systems and roofing materials for residential and light commercial construction. (Prerequisite: RDG 031 or equivalent and AET 103, BCT 105, and BCT 112)
- BCT 221 CONSTRUCTION BUILDING CODES 3.0 CR**
This course is a study of local, state, and national building code requirements as they apply to residential and light commercial construction. (Prerequisite: RDG 031 or equivalent and BCT 112)
- BCT 223 RESIDENTIAL MECHANICAL SYSTEMS 3.0 CR**
This course is a study of the workings of the basic HVAC, electrical, and plumbing systems found in residential structures. (Prerequisite: RDG 031 or equivalent)
- BCT 231 CONSTRUCTION LABOR AND EXPEDITING 3.0 CR**
This course is a study of the process of controlling material and labor on a job site. (Prerequisite: RDG 031 or equivalent)
- BCT 157 RESIDENTIAL/COMMERCIAL PLUMBING CODES 3.0 CR**
This course is a study of the national and/or international plumbing code requirements as they apply to residential and commercial construction.
- 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. (Recommended Prerequisite: ENG 100)
- BIO 102 BIOLOGICAL SCIENCE II 4.0 CR**
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (Recommended Prerequisite: ENG 100)
- BIO 112 BASIC ANATOMY AND PHYSIOLOGY 4.0 CR**
This course is a basic integrated study of the structure and function of the human body.

- BIO 134** **FUNDAMENTAL MICRO CONCEPTS** **2.0 CR**
 This course is a study of the basic fundamental concepts of microbial physiology, history and uses of microbes, structure, and classification of microbes, 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 is recommended that students with no chemistry background take CHM 101 before taking BIO 210; recommended prerequisite ENG 100)
- 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)
- BTN 103** **INTRODUCTION TO BIOTECHNOLOGY
 AND LABORATORY ROTATION I** **4.0 CR**
 This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, applications, and basic laboratory skills. (Prerequisite: ENG 100 or equivalent)
- BUS 101** **INTRODUCTION TO BUSINESS** **3.0 CR**
 This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.
- BUS 121** **BUSINESS LAW I** **3.0 CR**
 This course is a study of legal procedures, law and society classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties. (Prerequisite: RDG 100 or equivalent- Minimum grade of "C")
- 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 course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

COURSE DESCRIPTIONS

- 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.
- 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.
- 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 (Prerequisite: MAT 032).
- BUS 210 INTRODUCTION TO E-COMMERCE IN BUSINESS 3.0 CR**
This course is the study of electronic commerce and the operations and applications from the business perspective, emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.
- 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. (Corequisites: RTV 105 and RTV 101)
- CGC 278 TYPOGRAPHY 3.0 CR**
A study of letterform's history, creative, and practical use. The emphasis is on classical, psychological, and creative use of type to solve visual problems. (Prerequisites: Eng 100 and RDG 100 or equivalent- Minimum grades of "C") (Corequisite: AOT 162)
- 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**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. (Prerequisite: MAT 110—Minimum grade of "C")
- 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)
- 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. (Prerequisites: CHM 110 & MAT 110)

- CHM 225 MODERN CHEMICAL ANALYSIS 4.0 CR**
 This course is a study of chemical analysis and includes traditional and modern instrumental techniques employed in industrial, physical science and life science laboratories. (Prerequisites: CHM 110 & MAT 110)
- CHM 275 INTRODUCTION TO INDUSTRIAL CHEMICAL PROCESSES 3.0 CR**
 This course introduces the student to skills required for working in chemical manufacturing industry. Skills included: Chemical processing equipment, safety and management of chemical and laboratory processes, and analytical laboratory techniques. (Prerequisites: EVT 254, CHM 101 or CHM 110 or CO-Prerequisite: CHM 105 or CHM 110)
- CIM 241 AUTOMATED MANUFACTURING EQUIPMENT 4.0 CR**
 This course is an introduction to the basic operation of equipment that is used for automation. (Prerequisites: EEM 250 and EEM 271 OR Corequisites: EEM 250 and EEM 271)
- 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.
- COL 103 COLLEGE SKILLS 3.0 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.
- CPE 107 COMPUTER APPLICATIONS FOR ELECTRONICS 3.0 CR**
 This course covers the computer and its operation, hardware system, operating system, and applications programs. (Prerequisite: RDG 100 or equivalent)
- CPE 110 COMPUTER LANGUAGE 3.0 CR**
 This course covers a high-level computer language, programming concepts, and applications. (Prerequisites: CPE 107 with minimum grade of "C")
- CPE 207 MICROCOMPUTER ARCHITECTURE 4.0 CR**
 This course covers microcomputer architecture and organization and an analysis of the operation of the hardware and software components of one or more microcomputer systems. (Prerequisites: CPE 107 and EET 141) (Corequisite: EET 145)
- CPE 220 COMPUTER OPERATING SYSTEMS 3.0 CR**
 This course covers the operation of the operating system and its use in analyzing a computer system. (Prerequisite: CPE 107)
- CPE 224 SYSTEM TROUBLESHOOTING 3.0 CR**
 This course covers the tools and techniques used in troubleshooting computer systems, fault isolation in computer systems by using logical analysis of systems, and test equipment indications. (Registration by departmental permission only.)
- 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. (Prerequisites: ENG 100 and RDG 100 or equivalents - Minimum grades of "C")
- 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 032, ENG 100, and RDG 100 or equivalents - Minimum grades of "C")

COURSE DESCRIPTIONS

- 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 - Minimum grades of “C”)
- CPT 160** **DIGITAL VECTOR GRAPHICS I** **3.0 CR**
This course is a study of the principles, terminology, techniques and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. (Recommended Corequisite: ARV 121)
- 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 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. (Recommended Prerequisite: AOT 101, AOT 105, or equivalent)
- 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--Minimum grades of “C”)
- 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--Minimum grade of “C”)
- CPT 215** **COBOL PROGRAMMING II** **3.0 CR**
This course emphasizes file maintenance and tables using advanced concepts in COBOL. (Prerequisite: CPT 115--Minimum grade of “C”)
- CPT 232** **C++ PROGRAMMING I** **3.0 CR**
This introductory course in C++ Programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings. (Prerequisites: CPT 114 and CPT 168--Minimum grades of “C”)
- CPT 233** **C++ PROGRAMMING II** **3.0 CR**
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. (Prerequisite: CPT 232--Minimum grade of “C”)
- 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 - Minimum grades of “C”)
- 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: CPT 236--Minimum grade of “C”)

CPT 238 INTERNET SCRIPTING

3.0 CR

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting . This course introduces the Peri programming language. (Prerequisites: CPT 236 and IST 226 with minimum grades of “C”)

CPT 240 INTERNET PROGRAMMING WITH DATABASES

3.0 CR

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. This course introduces ASP.NET. (Prerequisites: CPT 212 and IST 272 with minimum grades of “C”)

CPT 242 DATABASE

3.0 CR

This course introduces database models and the fundamentals of database design. Topics include database structure, data base processing, and application programs which access a database. (Prerequisite: CPT 212 or CPT 232--Minimum grade of “C”)

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 232 -Minimum grade of “C”- and MAT 110) (Corequisite: CPT 233)

CPT 246 INTRODUCTION TO XML

3.0 CR

This course is an introduction to the extensible markup language (XML) and will examine how XML can be used to describe data in a structured manner for use on the world wide web. (Prerequisites: CPT 114, IST 226 and CPT 168--Minimum grades of “C”)

CPT 252 DIGITAL ANIMATION

3.0 CR

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. (Prerequisites: ARV 121, 210, CPT 160, and MAT 032 - Minimum grades of “C”)

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. (Prerequisite: CPT 114)

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 232 or CPT 236--Minimum grades of “C”)

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)

CPT 295 DESKTOP PUBLISHING APPLICATIONS

3.0 CR

This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. (Prerequisites: CGC 278, AOT 162, ARV 121, and – Minimum grades of “C”)

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE

3.0 CR

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

COURSE DESCRIPTIONS

CRJ 110 POLICE PATROL**3.0 CR**

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive patrol. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 115 CRIMINAL LAW I**3.0 CR**

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 125 CRIMINOLOGY**3.0 CR**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 130 POLICE ADMINISTRATION**3.0 CR**

This course is a study of the organization, administration, and management of law enforcement agencies. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 140 CRIMINAL JUSTICE REPORT WRITING**3.0 CR**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 145 JUVENILE DELINQUENCY**3.0 CR**

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 218 CRISIS INTERVENTION**3.0 CR**

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 222 ETHICS IN CRIMINAL JUSTICE**3.0 CR**

This course is a study of the application of ethical theories to the criminal justice profession. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 224 POLICE COMMUNITY RELATIONS**3.0 CR**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. (Prerequisites: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 230 CRIMINAL INVESTIGATION I**3.0 CR**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 236 CRIMINAL EVIDENCE I**3.0 CR**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)

CRJ 237	DEFENSIVE TACTICS FOR LAW ENFORCEMENT	3.0 CR
This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)		
CRJ 242	CORRECTIONAL SYSTEMS	3.0 CR
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)		
CRJ 246	SPECIAL PROBLEMS IN CRIMINAL JUSTICE	3.0 CR
This course is designed to examine issues within the criminal justice community/ profession which are of special concern to students and practitioners because of such elements are timeliness, local concern, legalistics, and or other dynamic factors of such issues. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)		
CRJ 250	CRIMINAL JUSTICE INTERNSHIP	3.0 CR
This course includes practical experience in a criminal justice or private security setting. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)		
CRJ 260	SEMINAR IN CRIMINAL JUSTICE INTERNSHIP	3.0 CR
This course includes a study of new trends in criminal justice. (Prerequisite: RDG 100 or equivalent and ENG 100 or equivalent)		
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
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.		
DAT 115	ETHICS AND PROFESSIONALISM	1.0 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.		

COURSE DESCRIPTIONS

- 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**
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.
- DAT 164 CLINICAL PROCEDURES II 4.0 CR**
This course introduces the instruments and chairside procedures of the dental specialties.
- DAT 177 DENTAL OFFICE EXPERIENCE 7.0 CR**
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
- 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**
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.
- 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**
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment, and prognosis of diseases affecting the head and neck are discussed.
- 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.
- 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**
 This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.
- 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.
- 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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- 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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- 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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- 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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

COURSE DESCRIPTIONS

ECD 109 ADMINISTRATION AND SUPERVISION 3.0 CR

This course is 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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent, and MAT 032 or equivalent)

ECD 131 LANGUAGE ARTS 3.0 CR

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. (Prerequisite: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

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. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 135 HEALTH, SAFETY AND NUTRITION 3.0 CR

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities included. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

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, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 201 PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & ED. 3.0 CR

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. (Prerequisite: ECD 101 or departmental approval, RDG 100 or equivalent and ENG 100 or equivalent, and MAT 032 or equivalent)

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, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 205 SOCIALIZATION & GROUP CARE OF INFANTS & TODDLERS 3.0 CR

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

- ECD 207 INFANTS & TODDLERS WITH SPECIAL NEEDS 3.0 CR**
 This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- 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. (Prerequisites: ECD 107, RDG 100 or equivalent, ENG 100 or equivalent, and MAT 032 or equivalent)
- 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. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent and MAT 032)
- 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. ECD 243 is recommended as the final course in the diploma and associate degree program. Departmental approval is required. (Prerequisites: RDG 100 or equivalent, ENG 100 or equivalent and MAT 032 or equivalent, ECD 101, 105, 132, and 203)
- ECD 251 SUPERVISED FIELD EXPERIENCES (INFANT/TODDLER) 3.0 CR**
 This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of infants and toddlers. ECD 251 is recommended as the final course in the certificate program. Departmental approval is required. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent, ECD 101, 102, and 200.)
- ECD 253 COMMUNICATION SYSTEMS FOR ECSE 3.0 CR**
 This course is a study of sign language (ASL) and other assistive communication devices that are appropriate to work effectively with students who are developmentally delayed in speech and language. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- ECD 254 FACILITATION & ENVIRONMENTAL MANAGEMENT ECSE 3.0 CR**
 This course is a study of how the environment for infants, toddlers, preschoolers, and young children with special needs can be manipulated to enhance their development, social needs, and expression of creativity and independence. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- ECD 255 ACTIVITY THERAPY FOR ECSE 3.0 CR**
 This course is a study of providing assistance in planning and organizing activities focusing on a play and developmentally appropriate environment for children with special needs. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- ECD 256 COUNSELING TECHNIQUES FOR ECSE 3.0 CR**
 This course is a study of collaboration with professionals, families, and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)
- ECD 257 SUPERVISED FIELD EXPERIENCE ECSE 3.0 CR**
 This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed. ECD 257 is recommended as the final course in the certificate program. Departmental approval is required. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent, ECD 253, 254, 255, and 256)

COURSE DESCRIPTIONS

- 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. (Prerequisites: ECE 221 or equivalent; 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. (Prerequisites: RDG 101 or equivalent and MAT 140)
- 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)
- 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)
- ECE 240 INTRODUCTION TO SOFTWARE ENGINEERING 3.0 CR**
This course covers fundamentals of software design and development, software implementation strategies, object-oriented design techniques, and ethics in software development. (Prerequisite: EGR 281 or equivalent)
- ECE 245 OBJECT-ORIENTED PROGRAMMING TECHNIQUES 3.0 CR**
This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overloading, polymorphism, and performance issues. (Prerequisite: ECE 240)
- 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 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: ENG 100 or equivalent)

EEM 105	BASIC ELECTRICITY	2.0 CR
This course is a survey of basic electrical principles, circuits, and measurements. (Prerequisite: RDG 031 or equivalent)		
EEM 117	AC/DC CIRCUITS I	4.0 CR
A study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
EEM 121	ELECTRICAL MEASUREMENTS	3.0 CR
This course covers the basic principles of electrical measuring instruments and how they are used in industries. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent) (Corequisite: EEM 117)		
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). (Prerequisites: EEM 117 and RDG 031 or equivalent)		
EEM 141	RESIDENTIAL/COMMERCIAL CODES	3.0 CR
This course covers National Electrical Code (NEC), including a study in and application of, the NEC and city and county electrical ordinances as pertaining to residential and commercial wiring. (Prerequisite: RDG 031 or equivalent)		
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 165	RESIDENTIAL/COMMERCIAL WIRING	4.0 CR
This course is a study of wiring methods and practices used in residential and commercial applications. (Prerequisites: RDG 031 or equivalent and BCT 105, BCT 112, EEM 105, and EEM 141 and Corequisite: BCT 141)		
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 215	DC/AC MACHINES	3.0 CR
This course is a study of applications, operations, and construction of DC and AC machines. (Prerequisite: EEM 117)		
EEM 221	DC/AC DRIVES	3.0 CR
This course covers the principles of operation and application of DC drives and AC drives. (Prerequisite: EEM 215)		
EEM 250	PROGRAMMABLE LOGIC CONTROLLERS	4.0 CR
This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. (Prerequisite: EEM 145)		
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)		

COURSE DESCRIPTIONS

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 145)

EEM 271 SENSORS AND SYSTEM INTERFACING 2.0 CR

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. (Prerequisite: EEM 117)

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 102 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 with minimum grade of "C") (Corequisite: MAT 111 or equivalent)

EET 141 ELECTRONIC CIRCUITS 4.0 CR

A study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 111 with minimum grade of "C"; MAT 101 or equivalent)

EET 142 INTRODUCTION TO NETWORK SERVERS 3.0 CR

This course is a study of skills required to install, configure, manage, and troubleshoot network servers. The applications include performance enhancement, network products, and portal services. (Prerequisites: RDG 101 or equivalent and MAT 101 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. (Prerequisites: MAT 101 or equivalent; and EET 111)

EET 221 BROADBAND COMMUNICATION SYSTEMS 3.0 CR

A study of the silicon solutions that provide the cost-effective delivery of high speed, high bandwidth, broadband digital transmission of voice, video, and data to and throughout the home and within businesses via the existing communications infrastructure. (Prerequisite: EET 241)

EET 227 ELECTRICAL MACHINERY 3.0 CR

This course is a study of AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments. (Prerequisite: EET 111 with minimum grade of "C") (Corequisite: EET 112 or equivalent)

EET 231 INDUSTRIAL ELECTRONICS 4.0 CR

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. (Prerequisites: EET 111 or equivalent with minimum grade of "C") (Corequisite: EET 112 or equivalent)

- EET 235 PROGRAMMABLE CONTROLLERS 3.0 CR**
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers. (Prerequisite: EET 111 with minimum grade of “C”)
- EET 241 ELECTRONIC COMMUNICATIONS 4.0 CR**
A study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. (Prerequisites: EET 112 or equivalent and EET 141 with minimum grade of “C”)
- EET 242 VOICE/DATA/VIDEO TRANSMISSION 3.0 CR**
This course is a study of voice, data, and video transmission over wireless and wireline technologies with a focus on building infrastructure service and applications for high-performance network systems. (Prerequisite: RDG 101 or equivalent and EET 241)
- EET 243 DATA COMMUNICATIONS 3.0 CR**
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. (Prerequisites: CPE 107 and RDG 101 or equivalent)
- EET 251 MICROPROCESSOR FUNDAMENTALS 4.0 CR**
This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.(Prerequisites: EET 141 and CPE 107)
- 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. (Registration by departmental permission only.)
- EET 272 ELECTRONICS SENIOR SEMINAR 1.0 CR**
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (Registration by departmental permission only.)
- EET 273 ELECTRONICS SENIOR PROJECT 1.0 CR**
This course includes the construction and testing of an instructor-approved project. (Registration by departmental permission only.)
- 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 of materials used in engineering structures and products. (Prerequisite: RDG 100 or equivalent)
- EGR 175 MANUFACTURING PROCESSES 3.0 CR**
This course includes the processes, alternatives, and operations in the manufacturing environment. (Prerequisites: RDG 100 or equivalent and ENG 100 with minimum grade of “C” 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)

COURSE DESCRIPTIONS

- EGR 260 ENGINEERING STATICS 3.0CR**
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 140 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 141 or equivalent)
- EGR 270 INTRODUCTION TO ENGINEERING 3.0 CR**
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 101 or equivalent and RDG 101 or equivalent; Corequisite: MAT 140 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 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 101)
- 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; Corequisite: MAT 101)
- 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 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 130 GEOMETRIC DIMENSIONING & TOLERANCING APPL. 3.0 CR**
 This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.
- 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. (Prerequisite: EGT 128)
- 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 equivalent)
- 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**
 An advanced drawing course for architectural applications. (Prerequisite: EGT 115 or equivalent)
- EGT 252 ADVANCED CAD 3.0 CR**
 This course covers advanced concepts of CAD software and applications. (Prerequisite: EGT 115 or equivalent)
- EMS 112 EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE 3.0 CR**
 This course reviews knowledge and builds on skills gained in Basic Emergency Medical Care and includes pathophysiology of shock management, IV initiation and fluid therapy, airway management, and advanced patient assessment.
- ENG 031 DEVELOPMENTAL ENGLISH BASICS 3.0.CR**
 Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.
- 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 "C" 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 or equivalent—Minimum grade of "C")
- 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)

COURSE DESCRIPTIONS

- 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”)
- 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 or equivalent—Minimum grade of “C”)
- 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 or equivalent—Minimum grade “C”)
- EVT 110 INTRODUCTION TO TREATMENT FACILITIES 3.0 CR**
This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, laboratory chemical analysis, control parameters, and mathematical problem solving related to collection systems, treatment facilities, and distribution systems are introduced. (Recommend Prerequisite: CHM 101 or CHM 110)
- EVT 111 INTRODUCTION TO WATER AND WASTEWATER TREATMENT FACILITIES 1.0 CR**
This course introduces the chemical and biological analytical techniques, and microbiological analysis used to measure water and wastewater quality.

EVT 201 ENVIRONMENTAL SCIENCE

3.0 CR

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. (Prerequisite: CHM 105)

EVT 206 INTRODUCTION TO ENVIRONMENTAL COMPLIANCE

3.0 CR

This course covers 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. The students will be provided the necessary environmental health and safety training required for a 40-hour HAZWOPER Certificate of Completion.

FRE 101 ELEMENTARY FRENCH I

4.0 CR

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. (Prerequisite: ENG 100 or equivalent-- Minimum grade of "C")

FRE 102 ELEMENTARY FRENCH II

4.0 CR

This course continues the development of the four basic language skills and the study of French culture. (Prerequisite: FRE 101-- Minimum grade of "C")

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-- Minimum grade of "C")

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-- Minimum grade of "C")

HIM 130 BILLING AND REIMBURSEMENT

3.0 CR

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. (Prerequisites ENG 100, RDG 100, MAT 032 or equivalent, AOT 110, AHS 102, BIO 112)

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)

COURSE DESCRIPTIONS

HSS 205 TECHNOLOGY AND SOCIETY 3.0 CR

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. (Prerequisite: ENG 100 or equivalent)

HUS 101 INTRODUCTION TO HUMAN SERVICES 3.0 CR

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. A minimal grade of C is required in this course.. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent.

**HUS 102 PERSONAL AND PROFESSIONAL DEVELOPMENT IN 3.0 CR
HELPING PROFESSIONS**

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attributes, values and beliefs impact both their personal and professional lives. A minimal grade of C is required in this course.. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 150 SUPERVISED FIELD PLACEMENT I 3.0 CR

This course includes work experience assignments by students in selected human services agencies. A minimal grade of C is required in this course.. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 205 GERONTOLOGY 3.0 CR

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. A minimal grade of C is required in this course.. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 208 ALCOHOL AND DRUG ABUSE 3.0 CR

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education. A minimal grade of C is required in this course. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

**HUS 214 HEALTH, WELLNESS & NUTRITION FOR SPECIAL 3.0CR
POPULATIONS**

This course discusses theoretical etiologies, current thinking, and current trends in the field of health and wellness in gerontology and developmental disabilities. A minimal grade of C is required in this course. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 217 ADDICTIONS COUNSELING 3.0 CR

This course provides specific skills for the diagnosis and treatment of substance abuse and additions. Topics to be discussed include causes and diagnoses of additions, and treatment modalities. A minimal grade of C is required in this course. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

HUS 230 INTERVIEWING TECHNIQUES 3.0 CR

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge in supervised field placements. A minimal grade of C is required in this course. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)

COURSE DESCRIPTIONS

IST 106 WEB SITES AND HOME PAGES 1.0 CR

This course is a guide to planning and designing a web page including HTML fundamentals, adding graphics and images, and creating links to related subjects.

IST 188 HARDWARE BASICS AND OPERATION SYSTEMS 5.0 CR

This course is the study of installation, upgrading and configuration of personal computers from the basics of motherboards and memory to an introduction to networking, along with installation, configuration and upgrading operating systems. (Recommended Prerequisite: CPT 114)

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. (Prerequisites: ENG 031 or equivalent, MAT 032 or equivalent, and RDG 031 - Minimum grades of "C" 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 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. (Corequisite: 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. (Prerequisite: IST 251 or IST 252—Minimum grade of "C")

IST 225 INTERNET COMMUNICATIONS 3.0 CR

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information and as well as how to find resources and navigate the Internet are included.

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 prerequisite: IST 106)

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. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

IST 254 CENTRALIZED NETWORK MANAGEMENT 3.0 CR
 This course is a study of how SNMP (simple network management protocol) and the network 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. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

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 while emphasizing the solution in terms of cost and performance. (Prerequisite: IST 251 or IST 252--Minimum grade of "C")

IST 272 RELATIONAL DATABASE 3.0 CR
 This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. (Prerequisite: CPT 242--Minimum grade of "C")

IST 273 ADVANCED CLIENT/SERVER DEVELOPMENT TOOLS 3.0 CR
 This course 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. (Prerequisite: IST 251 or IST 252)

IST 291 FUNDAMENTALS OF NETWORK SECURITY I 3.0 CR
 This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. (Prerequisites: IST 101, IST 103, and IST 251)

IST 292 FUNDAMENTALS OF NETWORK SECURITY II 3.0 CR
 This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. (Prerequisites: IST 202 and IST 291)

IST 293 IT AND DATA ASSURANCE I 3.0 CR
 This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. (Prerequisites: IST 202 and IST 291)

IST 294 IT AND DATA ASSURANCE II 3.0 CR
 This course introduces methods for attacking a network. Concepts, principles, tools and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. (Prerequisites: IST 292 and IST 293)

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)

COURSE DESCRIPTIONS

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 or equivalent—Minimum grade of C)

LEG 120 TORTS 3.0 CR
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 125 INTRODUCTION TO THE LEGAL SYSTEM 3.0 CR
This course is designed to expose students to laws that affect them in their professional and personal lives including, contract, tort, family, criminal, administrative and property law. The student will also learn methods of resolving disputes through trial procedures and alternative dispute resolutions. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 213 FAMILY LAW 3.0 CR
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 214 PROPERTY LAW 3.0 CR
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LEG 233 WILLS, TRUSTS, & PROBATE 3.0 CR
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. (Prerequisites: ENG 100 and RDG 100—Minimum grades of “C”)

LOG 110 INTRODUCTION TO LOGISTICS 3.0 CR
This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user. (Prerequisites: ENG 100 and RDG 100 or equivalent)

LOG 125 TRANSPORTATION LOGISTICS 3.0 CR
This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact. (Prerequisites: ENG 100 and RDG 100 or equivalent)

LOG 215 SUPPLY CHAIN MANAGEMENT 3.0 CR
The study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes. (Prerequisites: ENG 100 and RDG 100 or equivalent, and LOG 110)

LOG 235 TRAFFIC MANAGEMENT 3.0 CR
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 125)

LOG 240 PURCHASING LOGISTICS

3.0 CR

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 110)

LOG 250 ADVANCED GLOBAL LOGISTICS

3.0 CR

This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk, and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking, and e-logistics systems. (Prerequisites: ENG 100 and RDG 100 or equivalent and LOG 125)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS

3.0CR

Developmental Mathematics Basics 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, and percents. Application skills are emphasized.

MAT 032 DEVELOPMENTAL MATHEMATICS

3.0 CR

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. (Prerequisite: MAT 031—Minimum grade of “C”)(Expanded algebra content; effective August 2010.)

MAT 101 BEGINNING ALGEBRA

3.0 CR

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Prerequisite: MAT 032 or equivalent – Minimum grade of “C”)

MAT 102 INTERMEDIATE ALGEBRA

3.0 CR

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. (Prerequisite: MAT 101 or equivalent – Minimum grade of “C”)

MAT 103 QUANTITATIVE REASONING

3.0 CR

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest. (Prerequisite: MAT 101 or equivalent – Minimum grade of “C”)

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; and solutions of higher degree polynomials; (Prerequisite: MAT 102 or equivalent – Minimum grade of “C”)

MAT 111 COLLEGE TRIGONOMETRY

3.0 CR

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre’s Theorem; vectors; conic sections; sequences; and series. (Prerequisite: MAT 110 or equivalent – Minimum grade of “C”)

MAT 120 PROBABILITY AND STATISTICS

3.0 CR

This course includes the following topics: introductory probability and statistics, including organization of data, sample space, concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: MAT 102 or equivalent – Minimum grade of “C”)

COURSE DESCRIPTIONS

- 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 or equivalent – Minimum grade of “C”)
- 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 or equivalent – Minimum grade of “C”)
- 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. (Prerequisites: MAT 110 and MAT 111 or equivalents — Minimum grades of “C”)
- 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 or equivalent – Minimum grade of “C”)
- MAT 155** **CONTEMPORARY MATHEMATICS** **3.0 CR**
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. (Prerequisite: MAT 032 or equivalent – Minimum grade of “C”)
- 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 – Minimum grade of “C”)
- 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 or equivalent – Minimum grade of “C”)
- 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 or equivalent – Minimum grade of “C”)
- MAT 250** **ELEMENTARY MATHEMATICS** **3.0 CR**
This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. (Prerequisite: Successful completion of the Skills Check Test (minimum score of 70))
- MAT 251** **ELEMENTARY MATHEMATICS II** **3.0 CR**
This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. (Prerequisite: MAT 250 – Minimum grade of “C”)

- MED 113 BASIC MEDICAL LABORATORY TECHNIQUES 3.0 CR**
 This course provides a study of specimen collection techniques for related laboratory procedures routinely preformed in medical offices and clinics;including hematology and procedures related to body fluids. Prerequisites: ENG 100, RDG 100 or equivalent, AHS 102, BIO 112, all with minimum grade of C)
- 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, BIO 112; RDG 100, ENG 100, MAT 032 or equivalent all with minimum grade of C)
- MED 117 CLINICAL PRACTICE 5.0 CR**
 This course provides practical application of administrative and clinical skills in medical facility environments (Prerequisites MED 113, MED 114, AOT 110, AOT 252, HIM 130 all with minimum grade of C)
- 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. (Prerequisite: 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. (Corequisite: 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 110 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.
- MGT 110 OFFICE MANAGEMENT 3.0 CR**
 This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

COURSE DESCRIPTIONS

- 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 140 E-MARKETING 3.0 CR**
This course is a study of electronic marketing in addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends.
- MKT 141 ELECTRONIC COMMERCE STRATEGIES 3.0 CR**
This course is an overview of the e-commerce business from the conception to implementation and evaluation. Special emphasis will be placed on budgeting, securing financial resources and fiscal management.
- MKT 145 LEGAL ISSUES IN E-COMMERCE 3.0 CR**
This course is a study of legal issues related to e-commerce. Special emphasis will be placed on copyright laws, intellectual property rights and patent law.
- 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**
This course 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.
- 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 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.

COURSE DESCRIPTIONS

MTT 145 MACHINING OF METALS 3.0 CR
This course covers theoretical and practical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements.

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 215 TOOL ROOM MACHINING I 4.0 CR
This course covers advanced machine tool operations, including an introduction to basic die making. (Prerequisites: MTT 124 and MTT 126)

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: ENG 155, MTT 215, MTT 216 and MAT 155)

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 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)

MTT 258 MACHINE TOOL CAM 3.0 CR
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

MTT 270 OPERATION & PROGRAMMING OF COORDINATE MEASURING MACHINES 3.0 CR
This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

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. [Prerequisite - Admission to the Nursing Program, NUR 206, Corequisite - BIO 210; COL 101; ENG 101; NUR 106]
- 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. [Prerequisite - Admission to the Nursing Program, NUR 206, Corequisite - BIO 210; COL 101; ENG 101; NUR 104]
- NUR 159 NURSE CARE MANAGEMENT II 6.0 CR**
 This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems. [Prerequisite - NUR 104; NUR 206; NUR 106, BIO 210, COL 101, ENG 101, Corequisite - BIO 211; PSY 201]
- NUR 201 TRANSITION NURSING 3.0 CR**
 This course facilitates the transition of the practical nurse graduates to the role of associate degree nursing student. (Prerequisite - Licensure as a Practical Nurse)
- NUR 206 CLINICAL SKILLS APPLICATION 2.0 CR**
 This course involves the application of knowledge, skills, and abilities in a clinical setting. [Prerequisite - Admission to the Nursing Program, Corequisite - BIO 210; COL 101; ENG 101]
- NUR 209 NURSING MANAGEMENT III 5.0 CR**
 This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiologic systems. [Prerequisite - NUR 211, PSY 201, BIO 211 Corequisite - ENG 102]
- 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. [Prerequisites - NUR 159, BIO 210, COL 101, ENG 101 Corequisites - PSY 201; BIO 211]
- 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. (Prerequisite - NUR 229, BIO 225, MAT 110, Corequisites Humanities/Fine Arts Elective; General Elective)
- 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.(Prerequisite - NUR 214, Corequisite - Humanities/Fine Arts Elective; General Elective)
- 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. (Prerequisite - NUR 209, ENG 102, Corequisite - BIO 225; MAT 110)
- 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. (Prerequisite: ENG 100 or equivalent)
- PHI 110 ETHICS 3.0 CR**
 This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (Prerequisite: ENG 100 or equivalent)

COURSE DESCRIPTIONS

PHM 101	INTRODUCTION TO PHARMACY	3.0 CR
This course provides a study of and introduction to pharmacy and the role in providing patient care services.		
PHM 110	PHARMACY	4.0 CR
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.		
PHM 113	PHARMACY TECHNICIAN MATH	3.0 CR
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.		
PHM 114	THERAPEUTIC AGENTS I	3.0 CR
This course provides an introductory study of therapeutic drug categories.		
PHM 124	THERAPEUTIC AGENTS II	3.0 CR
This course includes a study of therapeutic drug categories.		
PHM 152	PHARMACEY TECHNICIAN PRACTICUM I	2.0 CR
This course provides a practical introduction to the pharmacy environment.		
PHM 164	PHARMACY TECHNICIAN PRACTICUM II	4.0 CR
This course provides practical application of pharmacy skills in pharmacy environments.		
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. (Recommended prerequisites: ENG 100)		
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: ENG 100 and MAT 110)		
PHY 202	PHYSICS II	4.0 CR
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: PHY 201)		
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) (Corequisites: MAT 130 or MAT 140 and ENG 101)		
PHY 222	UNIVERSITY PHYSICS II	4.0 CR
This course is 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)		
PSC 201	AMERICAN GOVERNMENT	3.0 CR
This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties, and the role of the electorate. (Prerequisite: 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)
- PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS 3.0 CR**
 This course 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 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)
- QAT 202 METROLOGY AND CALIBRATION 3.0 CR**
 This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision, and calibration control systems are stressed.
- 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 102 RADIOGRAPHY PATIENT CARE PROCEDURES 2.0 CR**
 This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.
- RAD 105 RADIOGRAPHIC ANATOMY 4.0 CR**
 This course 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.

COURSE DESCRIPTIONS

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.		
RAD 175	APPLIED RADIOGRAPHY III	5.0 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 256	ADVANCED RADIOGRAPHY I	6.0 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.		
RDG 031	DEVELOPMENTAL READING BASICS	3.0 CR
This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.		
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 or equivalent -- Minimum grade "C")		
RDG 101	COLLEGE READING	3.0 CR
This course is designed to enhance reading efficiency by effectively processing and analyzing information.(Prerequisite: RDG 100 or equivalent -Minimum grade of "C")		

- 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. (Corequisite: RTV 105)
- RTV 103 FIELD OPERATIONS 3.0 CR**
 This course introduces the setup, operation, and application of video equipment for field production. (Corequisites: RTV 110 & 203, CGC 213) (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 & 202)
- 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 108 DIGITAL MULTIMEDIA I 3.0 CR**
 This course introduces the students to the digital audio-visual process and production techniques used in a multimedia presentation. It also teaches students to publish the presentation in a variety of digital formats.
- 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) (Corequisites: CGC 213 and 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**
 Includes production experiences at television production locations. (Corequisite: RTV 103)
- RTV 204 TELEPRODUCTION EXTERNSHIP III 2.0 CR**
 Includes production experiences at television production locations. (Corequisite: RTV 107)
- RTV 205 BROADCAST ELECTRONICS 3.0 CR**
 Covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting. (Corequisites: RTV 107 and RTV 204)
- SCI 150 FORENSIC SCIENCE I 4.0 CR**
 This course is a study of how criminal activity generates physical evidence, and the identification, collection, preservation of physical evidence. (Recommended Prerequisite: ENG 100)
- 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)

COURSE DESCRIPTIONS

- SOC 102 MARRIAGE AND THE FAMILY 3.0 CR**
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (Prerequisite: 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)
- 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 Hispanic cultures. (Prerequisite: ENG 100 or equivalent -- Minimum grade of "C")
- SPA 102 ELEMENTARY SPANISH II 4.0 CR**
This course continues development of the basic language skills and the study of Hispanic cultures. (Prerequisite: SPA 101 --Minimum grade of "C")
- SPA 201 INTERMEDIATE SPANISH I 3.0 CR**
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. (Prerequisite: SPA 102 -- Minimum grade of "C")
- SPC 205 PUBLIC SPEAKING 3.0 CR**
This course is an introduction to principles of public speaking with application of speaking skills. (Prerequisite: ENG 100 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.
- SUR 104 SURGICAL PROCEDURES II 4.0 CR**
This course is a study of the various specialties of surgical procedures.
- SUR 105 SURGICAL PROCEDURES III 4.0 CR**
This course is a study of advanced specialties of surgical procedures.
- SUR 111 BASIC SURGICAL PRACTICUM 7.0 CR**
This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.
- 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.
- SUR 120 SURGICAL SEMINAR 2.0 CR**
This course includes the comprehensive correlation of theory and practice in the perioperative role.

- SUR 125 STERILE PROCESSING PRACTICUM 5.0 CR**
 This course presents the applications of sterile processing theory in the clinical setting.
- SUR 130 BIOMEDICAL SCIENCES FOR SURGICAL TECH 1.0 CR**
 This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.
- TEL 101 FUNDAMENTALS OF TELECOMMUNICATIONS 2.0 CR**
 This course is a study of the telecommunications network, including an overview of network topologies, switching operations, local loop operations, and telephone circuit operations. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)
- TEL 103 TELECOMMUNICATIONS CABLE AND CONNECTORS 1.0 CR**
 This course is a study of the identification and preparation of telecommunications wires and cables. Connectors are installed and tested on typical wires and cables as encountered in the telecommunications industry. (Prerequisites: ENG 100 or equivalent, MAT 101 or equivalent, and RDG 100 or equivalent)
- TEL 104 FIBER OPTIC COMMUNICATIONS 1.0 CR**
 This course is a study of the basic principles of fiber optic communications systems. (Prerequisite: TEL 101)
- TEL 105 TELECOMMUNICATIONS PRINCIPLES 4.0 CR**
 This course is the study of the basic principles of telecommunications systems. It will include operational characteristics of the voice telephone, wire and cable connectors, and a typical connection link. (Prerequisite: TEL 101)
- TEL 110 TELECOMMUNICATIONS NETWORK PLANNING 3.0 CR**
 A study of the telecommunications planning process. Topics include switching hierarchies, local loop and interoffice network design using the long range outside plant plan concept, F1/F2 concepts and distribution area design.(Prerequisite: TEL 105 or by departmental permission)
- 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. (Prerequisite: TEL 105 or by departmental permission)
- 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. (Prerequisite: TEL 105 or by departmental permission)
- 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. (Prerequisite: TEL 105 or by departmental permission)
- 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 104 GAS WELDING AND CUTTING 2.0 CR**
 Covers welding, brazing, soldering and cutting of metals. (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)

COLLEGE PERSONNEL



COLLEGE PERSONNEL

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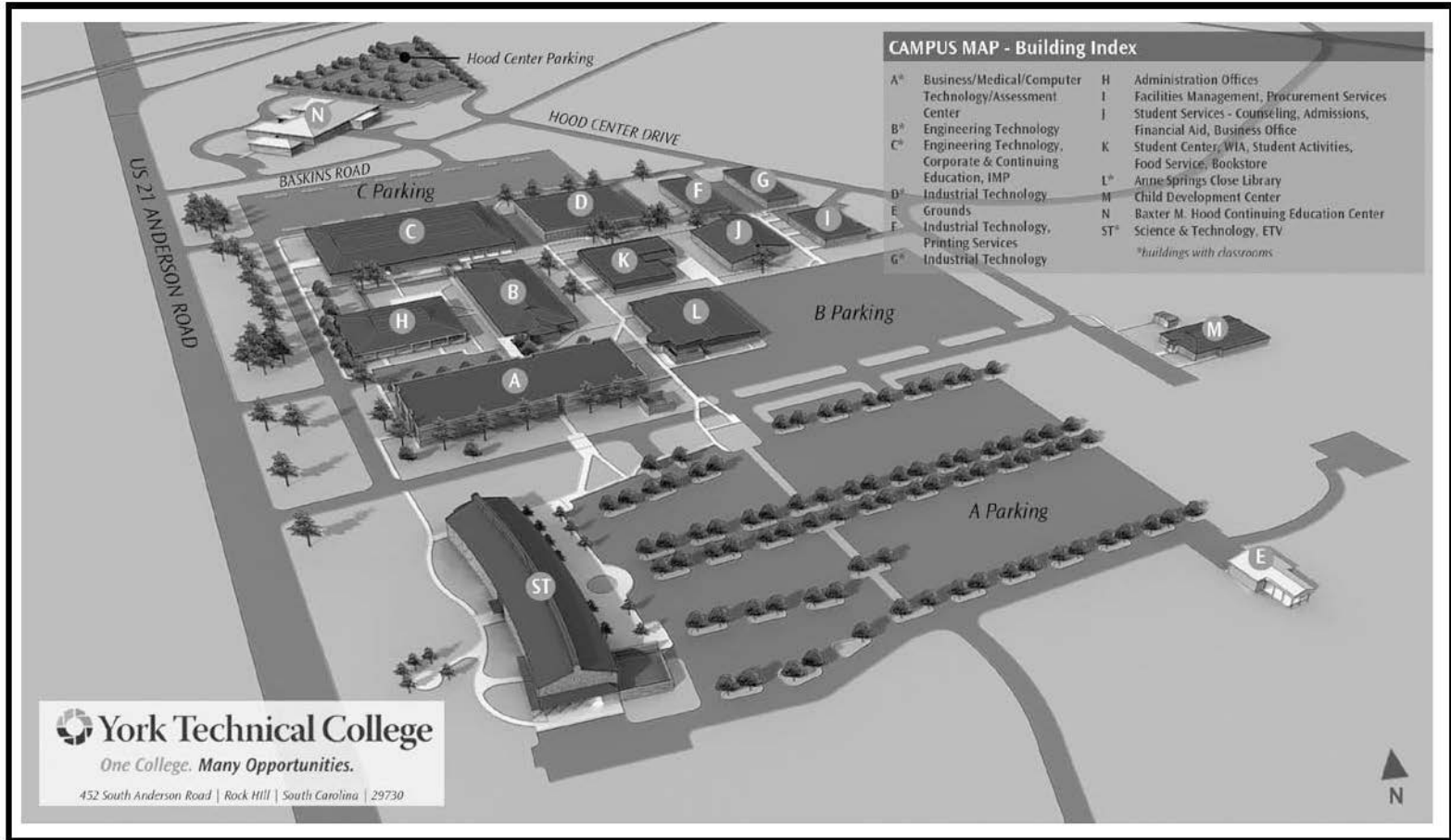
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