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CATALOG & HANDBOOK





One College. Many Opportunities.

2013-2014

STUDENT CATALOG & HANDBOOK

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.



York Technical College

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2013-2014 ACADEMIC CALENDAR*

FALL SEMESTER

August 21	Fall Semester Classes Begin
September 2	Labor Day - College Closed
November 27	No Credit Classes
November 28-29	Thanksgiving Holidays - College Closed
December 14	Last Day of Fall Semester Classes
December 19-January 1	Winter Break

SPRING SEMESTER

January 13	Spring Semester Classes Begin
January 20	MLK Holiday - College Closed
February 21-22	No Credit Classes
March 10-15	Spring Break - No Credit Classes
May 10	Last Day of Spring Semester Classes
May 13	Graduation

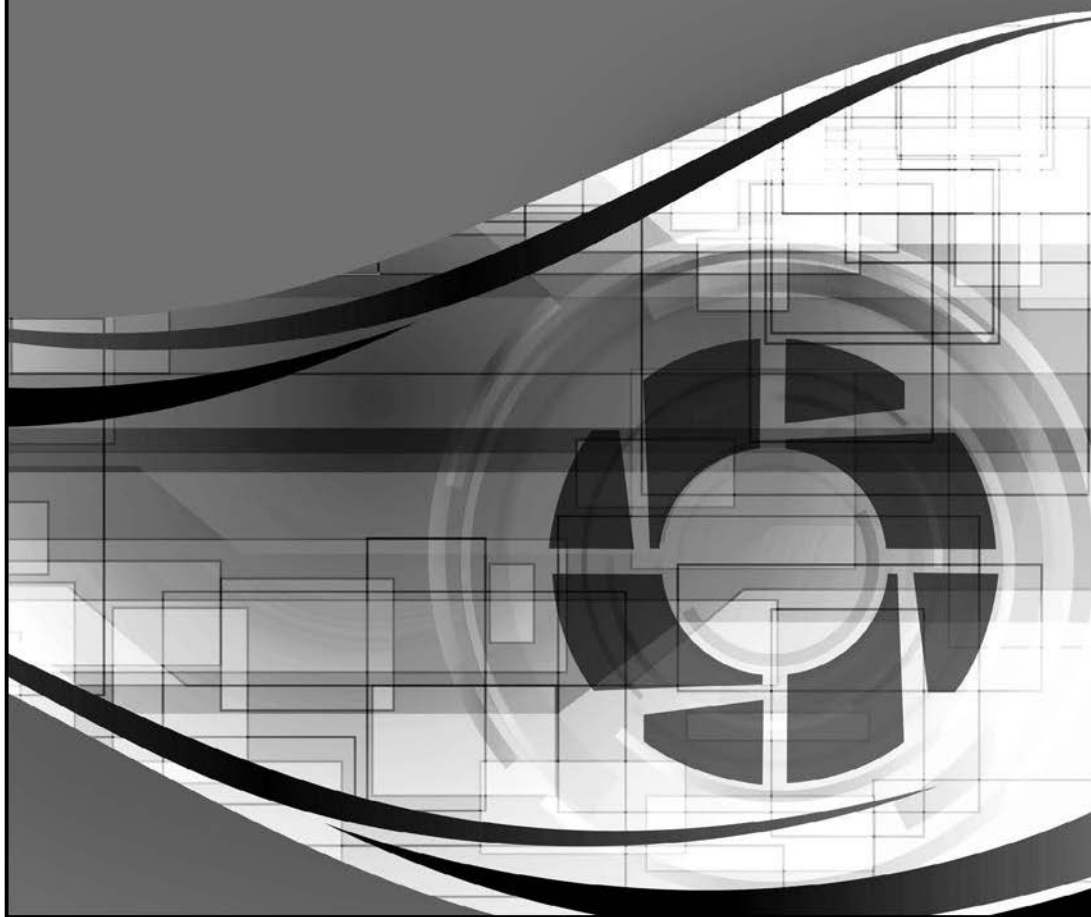
SUMMER SESSION

May 27	Summer Session Classes Begin
June 30-July 4	Summer Break - No Credit Classes
July 4	Independence Day Holiday - College Closed
August 8	Last Day of Summer Session Classes

*The Academic 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



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 8,000 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 5,000 area residents and numerous businesses.

MISSION STATEMENT

Building Our Community Through Maximizing Student Success

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. Through maximizing student success, the College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State. 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: October 9, 2012
Approved by the South Carolina Commission on Higher Education: October 22, 2012*

ACCREDITATION

York Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

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.

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, DVDs, CDs, reference materials, and a photocopier are available for use. Printing is available for 10 cents per page. The library offers group study rooms, as well as a "Smart" room that is equipped with a large screen and computer for practicing presentations and other collaborative work. 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 and National Center for Competency Testing.

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

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 multi-purpose 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 programs, 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.

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 online and other computer-based learning applications; to assist with audio/visual materials needed for instruction, student support services, and administrative projects; to assist with research and development of courses in alternate formats; and to provide related professional development opportunities to faculty and staff.

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.

Chester Workforce and Learning Success Center

The Workforce and Learning Success Center in Chester County provides instruction utilizing the integration of technology to increase skill levels in academic, critical thinking, non-cognitive, and employability areas. The Center offers services to train a career-ready workforce to cope with the changing economic and industrial demands.

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 or (800) 424-2460,

webmaster@naeyc.org. It is a non-profit, non-sectarian, interracial and non-political institution. Its purpose is three-fold:

- To provide training for students in the area of child development.
- To provide quality learning experiences for the children.
- 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 Residential /Commercial Carpentry, Residential/Commercial Plumbing, Residential/Commercial Wiring and Construction Management.

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.

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 C building and at the Chester Center 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.

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, are equipped with computerized diagnostic tune-up and alignment equipment. Students learn troubleshooting and repair using engine, electrical, transmission, and vehicle training aids.

The Automotive Collision Repair program uses off-site facilities to conduct student lab assignments. Students repair damaged vehicles in automotive collision repair shops using the latest equipment meeting I-CAR Collision Repair Standards.

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.

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 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 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:

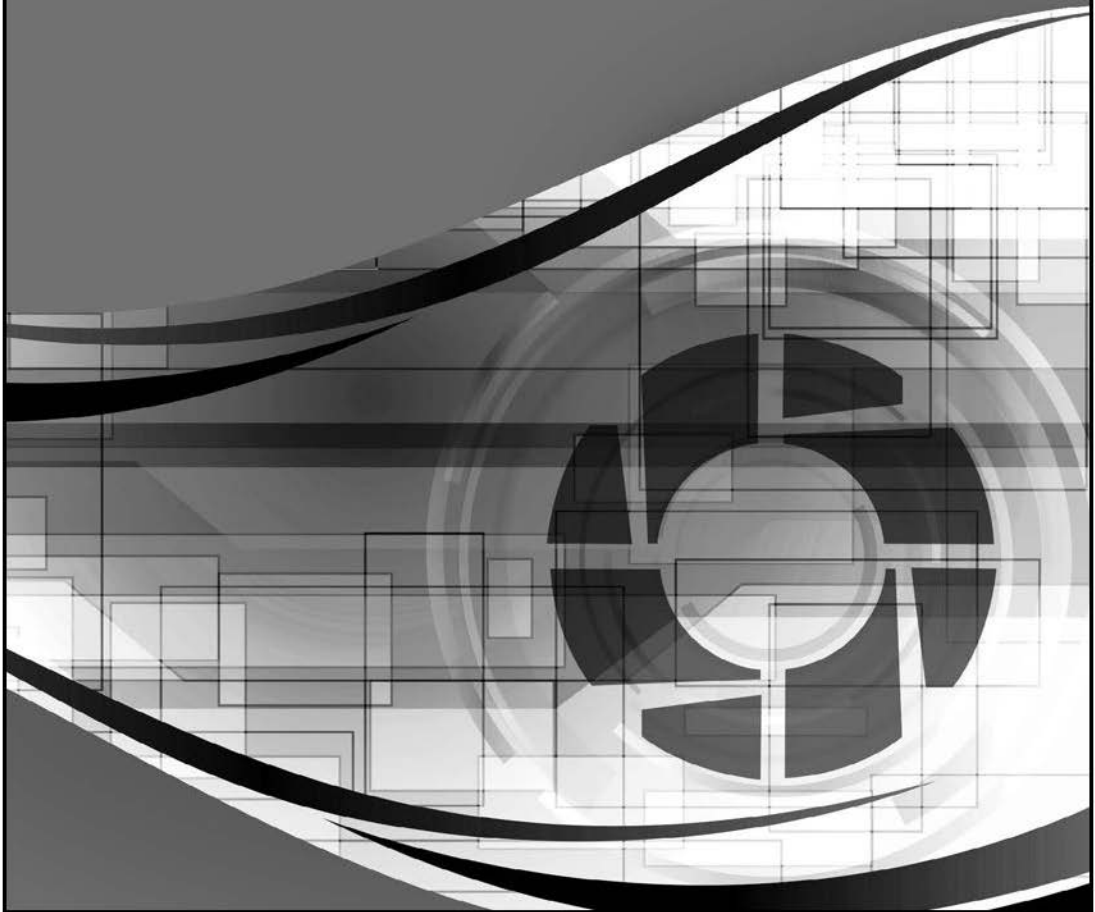
Chester Center

525 College Place
Chester, SC 29706
(803) 385-5884

Kershaw-Heath Springs Center

3855 Fork Hill Road
Kershaw, SC 29067
(803) 475-2418

ADMISSIONS



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 provides General Education Development (GED) instruction on campus using classroom facilities provided by the College. For more information call (803) 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

Citizenship and Legal Presence in the U.S.

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.

Non-high school graduates under the age of 18 may attend York Technical College under the following special conditions:

1. Applicants who are at least 16 years old and currently enrolled in the eleventh or twelfth grade of a secondary school or state approved homeschool, based on the following conditions:
 - a. Students must continue their enrollment in secondary school or homeschool.
 - b. Students must submit written permission of one parent/guardian 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.
 - c. Students must be at least 16 years of age on the first day of class for any desired course.

-
- d. High school students taking dual enrollment courses must meet the same requirements for an individual course as any other college student.
2. 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:
 - a. Students must submit written request of one parent or guardian and the written permission of the public school official in which school the applicant should be enrolled.
 - b. Students must be at least 16 years of age on the first day of class for any desired course.
 - c. Students must be eligible to return to the last high school attended before they can be considered for admission.
 3. Applicants who are 16 years of age or older and who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term with 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 Enrollment Services 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.

PROOF OF VACCINATION

York Technical College is a two-year, non-residential institution, and therefore proof of vaccinations is not required for admission; however, it may be required in certain Health and Human Services programs.

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 (excluding limited enrollment programs) on a space-available basis without payment of tuition. Students may only register under this provision during the three days preceding the first day of the semester. A \$30 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 Enrollment Services 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 Non immigrant Student Status). York Technical College is not authorized to enroll foreign students in F, M, or J categories. For further information, contact the Enrollment Services 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.

ADMISSION PROCEDURES

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

Admission to the College

Complete and submit an application for admission available online at www.yorktech.edu

Admission to Academic Program

1. Accepted to the College for the current term
2. Have official transcript from high school sent to the College
3. 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 Enrollment Services to determine if taking a placement test is necessary.*

4. Take the College placement test (COMPASS) or submit satisfactory SAT or ACT scores.
5. Register and pay for classes, depending on your student status.
 - **First time college students** should visit www.yorktech.edu/nso.php to schedule your New Student Orientation session. New Student Orientation is mandatory for all first-time freshmen.
 - If you've **attended college before**, you will receive an email with instructions about contacting your Academic Advisor for assistance with class selection and registration.
 - If you are a **non-degree seeking student**, contact Enrollment Services at (803) 327-8008 for registration information.

SPECIAL NOTE: *Entry to Health and Human Services programs requires a physical examination in addition to meeting any other departmental requirements.*

There is one more step for those interested in Nursing, Radiologic Technology, Dental Assisting/Hygiene, Surgical Tech, Central Service, Pharmacy Tech, or Medical Assisting. Before your registration or advising appointment, complete the Health & Human Services (HHS) programs requirements found at www.yorktech.edu/AdmissionsHHS.php. Review the information related to your selected program, then print and fill out all the appropriate forms and bring them to Enrollment Services.

Students less than 16 years of age may enroll in non-credit, continuing education courses with their parent or guardian permission. 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.

Transcript Requirements

All applicants are asked to submit a copy of their high school transcripts. These transcripts are used for financial aid, scholarships, academic advisement and other purposes. The transcript is necessary if the applicant:

- Wants to be considered for a LIFE Scholarship or other types of financial programs that may require it.
- Is applying for a program of study in the Health and Human Services Division.
- Wishes to use the high school transcript to provide evidence of SAT or ACT scores (taken within five years of the application date to YTC) in order to qualify for programs of study in the Health and Human Services Division.
- Has been specifically requested to submit it to Enrollment Services.

Transcripts should be sent to:

York Technical College
Enrollment Services
452 S. Anderson Road
Rock Hill, SC 29730

Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program must provide the Enrollment Services Office with documentation of successful GED completion.

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. Technical Standards may be found at www.yorktech.edu/TechnicalStandards. 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 Enrollment Services 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.

GAINFUL EMPLOYMENT DISCLOSURE

Federal law requires career education programs that receive federal student aid to prepare students for gainful employment in a recognized occupation. At York Technical College, Gainful Employment Programs include all certificate and diploma programs which require 16 or more credit hours for completion and are eligible for federal student aid. As required by the Department of Education, York Technical College publishes important consumer information about these programs which includes the on-time graduation rate, job placement of graduates, median loan debt of graduates, average amount of tuition and fees to complete the program in normal time, and the Standard Occupational Classifications (SOCs) associated with these programs. To view the detailed information on York Technical College's Gainful Employment Programs, go to the College's website at www.yorktech.edu/gainful_emp/index.php. Should you have any questions concerning the disclosure statements or any of the programs affected by the gainful employment regulations, please contact the Enrollment Services Office at 803-327-8008.

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 Enrollment Services 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 Enrollment Services Office or visit www.caeconline.org/about/about.html for more information.

TRANSFER AND EXEMPTION CREDIT

Students may earn college credit through transfer or exemption options. The following York Technical College procedures for transfer and exemption credit support the College mission and the maintenance of academic quality and integrity. At least 25 percent of the credit hours required for program completion must be earned through instruction at York Technical College.

College Transfer Credit

York Technical College adheres to the South Carolina Technical College System Procedure 3-5-101.1, Transfer of Student Credits Among Technical Colleges, and uses Transfer Credit Practices of Educational Institutions published by The American Association of Collegiate Registrars and Admissions Officers as a guide for acceptance of transfer credit. York Technical College analyzes credit accepted for transfer in terms of level, content, quality, comparability and degree-program relevance.

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 sent to the College.
2. York Technical College accepts course credit earned at postsecondary institutions accredited at the college level by a nationally recognized regional accrediting agency or by nationally recognized health accrediting agencies for hospital-based transfer credit. Credits may be considered from institutions which are non-regionally accredited; this credit will be reviewed jointly between Academic Records and the Academic Department Chair. Additional documentation may be requested from the student at the time of the review.
3. To receive transfer credit in a program, a course must be required or approved as an elective in the curriculum.
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.
9. Courses accepted for transfer will be assigned a grade of "TR" and will not be calculated in the grade-point ratio (GPR).
10. 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.
11. Students may appeal transfer credit decisions. Please contact Academic Records at 803-327-8008 for additional information.

College Exemption Credit

The following options are available for receiving exemption credit at York Technical College. Procedures may change based on specific needs.

Exemption Exams - All exemption examinations require a test fee. For details, call (803) 981-7176 or check the website at <http://www.yorktech.edu/assess/Fees.php>

1. *Conditions* – Any student who requests an exemption exam must obtain approval of the Department Chair or designated faculty for courses other than those listed in the College's Exemption Test brochure at http://www.yorktech.edu/Academic_Records/exemptionBroc.pdf.
2. *Administration of the 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 exemption exam and pay the testing fee at the Business Office prior to making the appointment for the test. Where is the application available?

Advanced Placement – York Technical College has approved the following course (yorktech.edu/Academic_Records/AP.pdf) for exemption credit if students receive a score 3 or 4 on the exam. Official score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. Other subject areas not listed may receive credit for a score of 3 or more. Students should consult with their academic department chair to determine if the exemption credit can be applied to their program. For further information, students should contact the Academic Records Office.

CLEP – Students may receive credit for selected subject area College Level Examination Program (CLEP) exams if the scores meet the minimum score requirements at York Technical College. Exemption for CLEP subject area exams is only granted for courses for which there is a comparable York Technical College course. Official CLEP score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. The York Technical College Assessment Center administers CLEP for a fee. A list of exams may be viewed at: yorktech.edu/Academic_Records/CLEP.pdf. For further information, students should contact the Academic Records office.

International Baccalaureate- Students may receive college credit for scores 4 or greater on selected International Baccalaureate (IB) higher-level exams. 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. A list of exams may be viewed at yorktech.edu/Academic_Records/IB.pdf.

Military – Students may receive credit for selected formal military course work and training. YTC uses the credit recommendations of the American Council on Education's Guide for the Evaluation Experiences in the Armed Services to evaluate military course work.

Foreign Credentials- Students with foreign college 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.

Other Experiences – Students may receive credit for other experiences such as work experience, professional certificates, or other relevant collegiate or non-collegiate experience. Other experiences will be reviewed by Academic Records in conjunction with the academic department.

COLLEGE TRANSFER: STATE POLICIES AND PROCEDURES

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.

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

5. 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

6. 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

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- 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.
7. 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.
8. 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

9. 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
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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.)

10. 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.
11. 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

12. 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.
13. 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

14. 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

15. 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.”
16. 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.

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17. 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.
18. 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.

19. 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.

20. 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

21. 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.
22. 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.

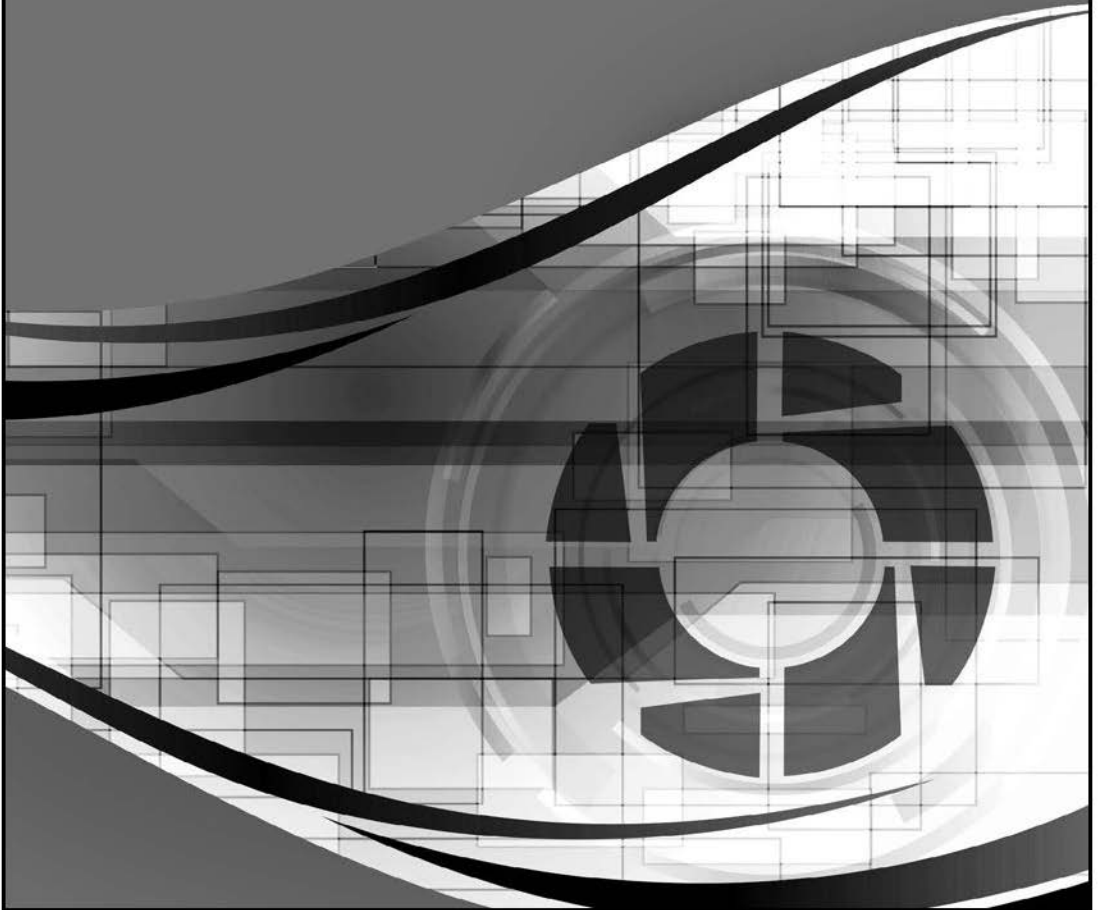
(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this 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 Vice President for Business, Computers, Arts & Sciences. 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) 327-8008, or fax us at (803) 981-7146. 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.

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 reapply at www.yorktech.edu. 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



FINANCIAL AID

The Enrollment Services 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. Enrollment Services 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. Please note that financial aid can only pay for courses that count towards the student's current, eligible program of study. To qualify for Title IV assistance, a student must have a high school diploma or the recognized equivalent.

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 \$574 to \$5,645 per year for tuition, books, and other educational expenses. The lifetime eligibility for the Federal Pell Grant is 600%, which is the equivalent of six years of awards for full-time attendance (12 semesters) at all colleges attended.

Federal Supplemental Educational Opportunity Grant (FSEOG) - FSEOG may provide an additional \$100 - \$1,000 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 \$100 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.

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 up to a maximum of \$5,000 per year. 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 Request e-form by the established deadline. The link is available in WebAdvisor under Student Forms.

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 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 April 30.

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 Loans - Direct 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 Enrollment Services 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 Loans. Please contact the Enrollment Services 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 Enrollment Services 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. If a student earns a grade of F and the last date of attendance is not the last day of the term, the Title IV aid will be reduced.

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.

Distance Delivered Courses (Teleclass, Hybrid and Online formats): 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.

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

anceled. 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 Enrollment Services 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. A program evaluation and academic plan will be required. 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 Enrollment Services 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 Enrollment Services 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. Note: If you are considering changing your program of study, it is best to speak with an Enrollment Services Counselor first to determine the impact to your eligibility.

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.

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
Chapter 31

Montgomery GI Bill
Disabled Veterans (Vocational Rehabilitation)

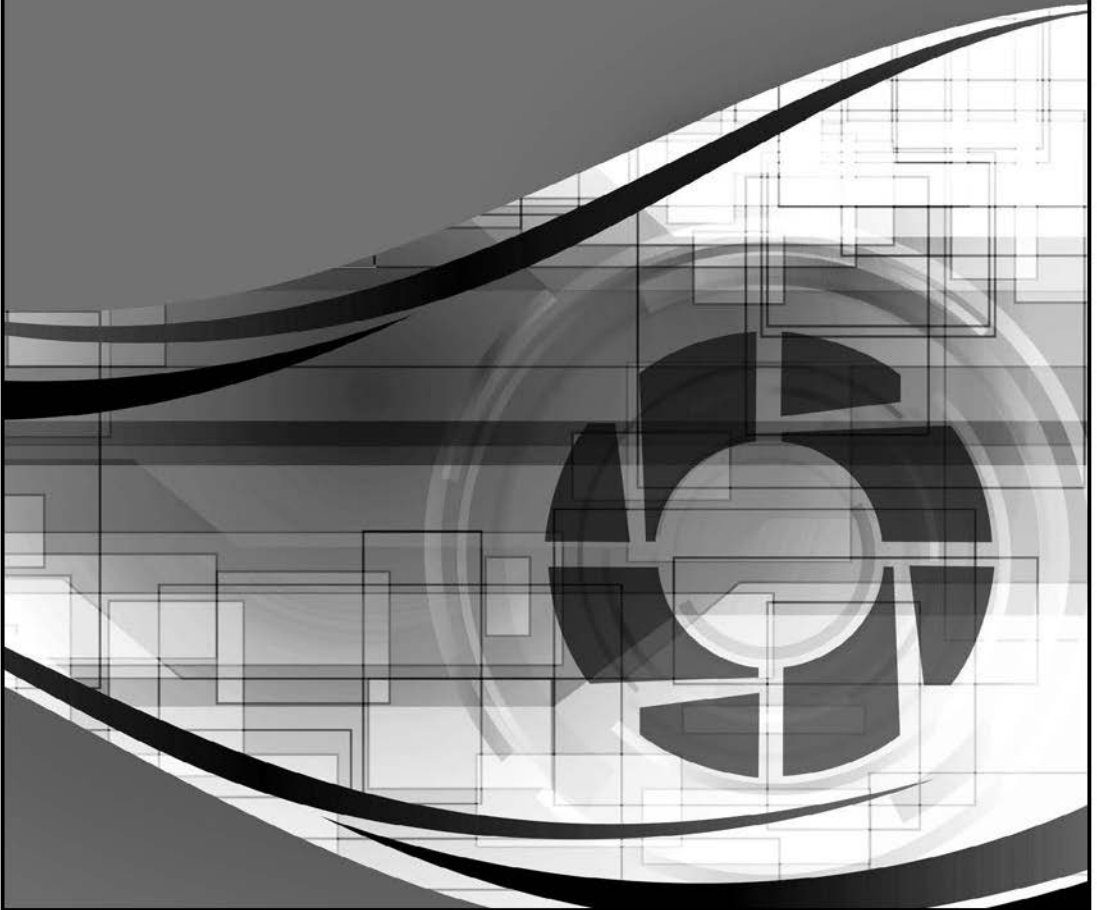
Chapter 32	Veterans Educational Assistance Program (VEAP)
Chapter 33	Post 9/11 GI Bill
Chapter 35	Dependents and Survivors' Benefits
Chapter 1606	Reservists and National Guard Benefits
Chapter 1607	Reserve Educational Assistance Program (REAP)
SC Free Tuition	Vet Dependents
Work-Study & Tutorial Assistance	

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

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 because of a change in residency occurring after the initial date of registration for that semester.

York County Residents	\$152.00 Per credit hour
Out-of-County Residents	\$166.50 Per credit hour
Out-of-State Residents	\$351.00 Per credit hour

Students enrolled in 12 or more credit hours per semester are considered full-time. Students enrolled in less than 12 credit hours are considered part-time.

INSTRUCTIONAL COURSE FEES

Fees for courses taken within the following divisions:

Business, Computer, Arts and Sciences courses	\$12 per credit hour
Health & Human Services courses	\$15 per credit hour
Industrial Engineering Technology courses	\$16 per credit hour

Technology Fee:

\$4 per credit hour (refundable)

OTHER COLLEGE FEES

New Student Fee: \$35 per semester (non-refundable)

Returning Student Fee: \$30 per semester (non-refundable)

Non-matriculated Student Fee: \$30 per semester (non-refundable)

Tuition charges are subject to change. Please visit the York Technical College website at www.yorktech.edu/ta_amounts.php for the most current fee schedule.

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	Pharmacy Technician
Dental Hygiene	Radiologic Technology
Medical Laboratory Technology	Surgical Technology
Nursing (RN and PN)	

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 required for medical-related programs.

Distance Learning

York Technical College does not charge any additional fees for distance education (teleclass, hybrid, and online) courses. However, if a student needs to take a proctored assessment at a location other than one of the three York Technical College assessment centers, the institution where proctoring is provided may charge a fee. The student is responsible for these fees, which may vary from site to site. The Distance Education department will work with the student to secure an assessment site and provide information regarding the associated fees for that site.

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.

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 calculated from the last date of class attendance. No cash refunds will be made.

These policies do not apply to Corporate and Continuing Education classes. See page 66 for Corporate and Continuing Education's fee and refund policy.

Federal and State Refunds

Students receiving a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (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 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, the student's account will be reviewed and if applicable, the student will be offered a post-withdrawal disbursement. If a student earns a grade of F and the last date of attendance is not the last day of the term, the Title IV aid will be reduced. 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 (SCNBG) who withdraw from a term will be reviewed based on the general refund policy.

Refund for Military Personnel Called to Active Duty

When any person is activated for full-time military service during a time of national crisis, and is required to withdraw prior to receiving a grade in one or more courses, a complete refund of tuition and fees may be granted. The refund will be distributed proportionately to the student after considering other resources received by the student. In addition, the institution may provide a reasonable opportunity for completion of the courses after deactivation. Students are required to provide documentation of their call to active duty to the Dean for Students Office to apply for this refund.

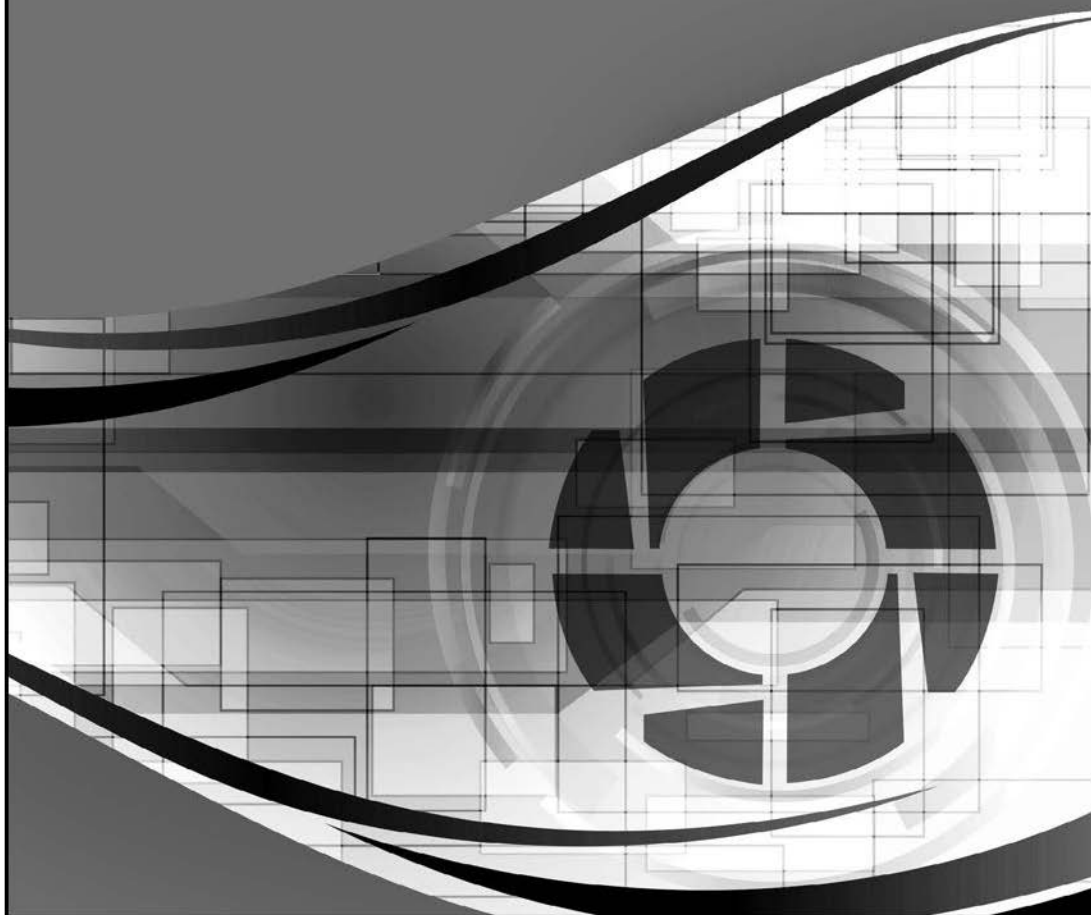
PAST-DUE INDEBTEDNESS

Students are expected to keep their accounts current with the College. Students with past-due indebtedness will not be allowed to obtain grades, transcripts, diplomas, degrees or certificates, or to enroll in subsequent terms. The College reserves the right to cancel the enrollment of a student with past-due indebtedness, however; the cancellation of enrollment does not relieve the student of the incurred debt.

In the event an account becomes delinquent, the College reserves the right to assign the account to an external collection agency. Collection costs and attorney's fee will be assessed. This will result in endangering the student's credit rating on a local and/or national level by being reported to all three credit bureaus (Equifax, TransUnion, Experian).

The College will also exercise its right under the provisions of Sections 12-54-410 through 12-54-500 and 12-53-20 of the SC Code of Laws to request a S. C. State tax refund seizure to offset the outstanding debt.

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" typically indicates student was withdrawn after mid-term and was making unsatisfactory progress at the point of withdrawal (Some exceptions apply in disciplinary sanctions and in certain programs). 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. 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.
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.
4. 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, Nelnet, or HigherOne); 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.

5. 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.
6. 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.

PROTECTING YOUR ELECTRONIC ACCOUNT

York Technical College adheres to the rules and regulations of the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of student information; however, students also have a responsibility to protect their information. Students access college computing systems such as Desire2Learn and WebAdvisor via login information (username and password). Students should NOT share their login information. Giving your college system login information to others may be considered a violation of the Student Code of Conduct. For additional information, please refer to the Distance Learning Privacy Procedures at www.yorktech.edu/Distance_Learning/index.php.

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. Students who meet the conditions below and who want to apply for academic fresh start 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 (consecutive or non-consecutive). 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. Terms in which a student earns only grades of W are included as terms of enrollment.

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 Counseling and Support 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 will be restricted from registering until they meet with a Counseling and Support Services counselor to identify strategies for improving academic performance.

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

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 30-32).

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

Academic advising at York Technical College is a shared relationship between the student (advisee) and his/her advisor that will help the student have a successful experience at the college. The academic advisor will assist the student in developing and adapting an educational plan that matches his/her life goals from the time of acceptance into a program through graduation.

Students will be assigned an academic advisor from their chosen program of study. Students are required to meet with their assigned advisor prior to registering for courses (via Web Advisor) until they meet one of the following criteria:

1. Successfully complete a total of 24 institutional credit hours (excluding developmental education and non-degree coursework and courses transferred in from other colleges/universities) with a grade of "C" or higher

OR

2. Successfully complete a total of 18 credit hours (excluding developmental education and non-degree coursework and courses transferred in from other colleges/universities) with a GPA of 3.0 or higher.

Students may locate their assigned advisor through D2L (Desire2 Learn). To do so, go to the YTC home page, select D2L and login to D2L. Select the advisor tab to see your advisor's name and contact information. Please contact your program division office if you do not have an assigned advisor or if you are unable to reach your advisor.

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 Desire2Learn (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.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course or courses until mid-term with a grade of "W" (Some exceptions apply in disciplinary sanctions and certain programs.). To withdraw from a class, students obtain a Withdrawal From Class form from their instructor or the division office; students may also request that the instructor submit an electronic withdrawal to Academic Records. 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.

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 Enrollment Services. Students may also order transcripts via the internet through the National Student Clearinghouse (www.studentclearinghouse.org). The National Student Clearinghouse charges 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.

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.).

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.

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.

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

York Technical College maintains 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.

USAGE OF COMPUTER FACILITIES

Student access to computing facilities is primarily for use in association with a course of study and activities related to that course. All students who use the College computing facilities must do so in a manner which is ethical, legal, and which does not “disrupt the educational process of the College.” (Student Code and Grievance Procedure, Sept. 2007). Detailed guidelines for use of the College’s computer facilities and the sanctions associated with violation of these guidelines are posted in the computer labs and are available at www.yorktech.edu/computer_use.php.

COPYRIGHT INFRINGEMENT

York Technical College expects all students and employees to adhere to the U.S. Copyright Laws. Copyright infringement is the reproduction, distribution, performance, public display, or derivation of a copyrighted work without the explicit authorization of the copyright owner. Infringement is a serious offense that violates one or more of the exclusive rights granted to copyright owners. Detailed information on the definition of copyright infringement and associated penalties is available at www.yorktech.edu/copyright.php.

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 that 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.

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.

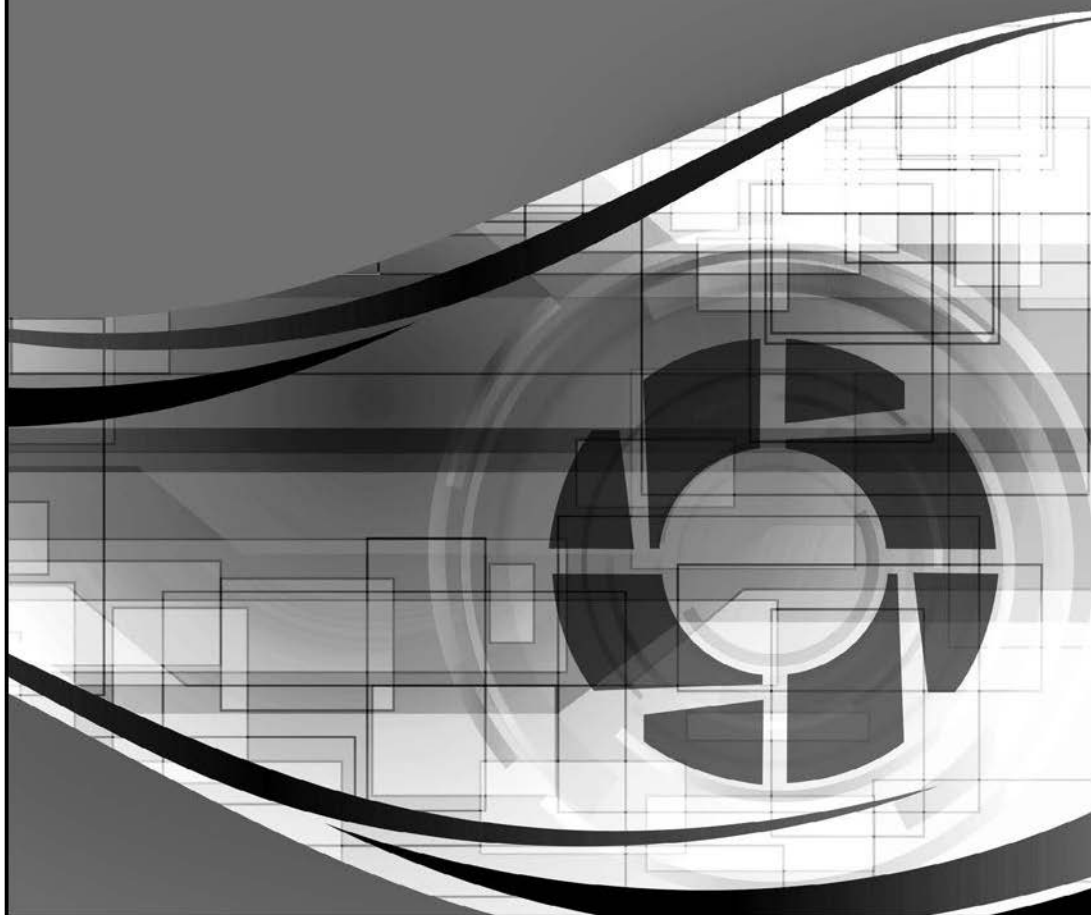
Student Marshals of the College

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 SERVICES & HANDBOOK



STUDENT SERVICES AND HANDBOOK

STUDENT SERVICES DEPARTMENTS

Student Activities

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 Deans' Councils, student organizations, surveys, and focus groups.

Student Clubs & Organizations

The following is a list of clubs and organizations that are currently active at York Technical College. Interested students should contact members concerning participation.

- American Criminal Justice Association – Lambda Alpha Epsilon – (Criminal Justice Club)
- Alpha Beta Gamma (Radiologic Technology Association)
- Aperia 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)

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 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.

Enrollment Services

Located in the Student Services Building, Enrollment Services is comprised of the following service areas:

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.

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.

Financial Aid

See pages 27-32 for detailed information.

Counseling and Support Services

Located in the Student Services Building, Counseling and Support Services is comprised of the following service areas:

Career Services

Career Services offers tools and resources designed to assist individuals in making informed decisions about choosing a program of study consistent with their interests, skills, and values. Career interest assessments are available for individuals to complete and counselors are available to help individuals assess their results and develop a career plan.

Career Services also coordinates on-campus company recruitment, events organizes an annual career fair, assists in the development of employability skills, assists in the preparation of marketable resumes, and provides individual with local job opportunities through a multitude of electronic databases systems, such as CareerLink. CareerLink, available exclusively for York Technical College students and graduates, can be accessed through this link: <http://yorktech-csm.symlicity.com>. Through this job portal, individuals can upload resumes for employers to access, search and apply for employment opportunities, and sign up to receive automatic e-mails when jobs are posted that match criteria.

Counseling Services

The College is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with students 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.

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 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.

Veterans' Services – Veterans' Services is aimed at assisting student veterans with developing meaningful connections at York Technical College. Through engaging students in a variety of activities and support services, Veterans' Services offer opportunities that maximize student success from the point of enrollment through graduation and placement into the workforce.

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, 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.

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.

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 www.yorktech.edu/Student_Life_documents/stu_code.pdf for the Student Code and at www.yorktech.edu/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

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 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.edu/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 to students displaying varying levels of disruptive or distressed behaviors as well as provide training and recommendations to faculty and staff. The BIT members are comprised of representatives from the Dean for Students Office, Academic Instruction, Counseling Services, Disability Services, and Public Safety.

TOBACCO-FREE CAMPUS

York Technical College prohibits the use of all tobacco products, in any form, except in personal vehicles. Individuals must be sitting in the passenger compartment of a personal vehicle to be in compliance with the guidelines. Individuals are expected to dispose of the residue from their tobacco products safely and appropriately in their vehicles. Violations may result in individuals being fined \$25 for each offense at the discretion of the Public Safety Office. Please refer to the Tobacco-Use Guidelines at www.yorktech.edu/tobacco_guidelines/index.php for more detailed information.

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 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.

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 enrollment. 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.

Students needing health insurance may go to healthcare.gov or call 1-800-318-2596 (TTY 1-855-889-4325) 24/7 to find a healthcare plan suitable for their needs. This new health coverage will be available beginning January 2014. Association plans, such as the ones previously provided by the American College Student Association (ACSA), are no longer options under the new healthcare legislation.

STUDENT ID CARDS

York Technical College has partnered with Higher One® to provide every student with a YTC Connect Card, the official York Technical College Student ID and a quick way to receive refunds. Students will need their YTC Connect Card to check-out materials from the library, attend campus events, and Higher One® also offers the option for students to use the YTC Connect Card as a debit card. Students should keep the card with them at all times while on campus. Photos for YTC Connect Cards are made in the Student Center atrium.

HEALTH SERVICES

As a non-residential college, the health services that York Technical College provides are limited. 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. The College's off-campus centers also maintain first-aid kits. Students should contact the staff members in these areas for assistance with accessing the first-aid kits.

The procedure below should be followed for any student involved in an accident on campus requiring professional medical treatment:

1. Contact Public Safety or the 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. Obtain a Verification of Student Accident Insurance form from the Dean for Students' Office to take to the health care facility, if needed.
3. If the student is incapacitated and immediate evacuation is necessary, the Dean for Students' Office will be notified so that the student's emergency contact on record can be informed.
4. 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 Public Safety or 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, this information is 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.edu/Student_Life.php.

CAMPUS SECURITY AND SAFETY

Campus Security Report (Jeanne Clery Act)

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 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 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.

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, emergency notifications will be sent through the College's messaging system called York Tech Alerts (powered by Regroup). The system allows the College to send messaging about emergencies and other important notifications through multiple channels including e-mail, text messaging, and social media sites. Upon admission, students are automatically added to the York Tech Alerts messaging system to receive emergency notifications and are provided more detailed information on how to access the system to update their contact information and modify their preferences. York Technical College's emergency response and evacuation procedures are published in the Campus Security Report located on the College's website at www.yorktech.edu/security/Security_rep.pdf and are publicized and tested annually.

The Crisis Management Team (CMT) of the College will convene, without delay, to make the determination if a situation poses an 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, Vice President for College Advancement, 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 Prevention & Response 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.

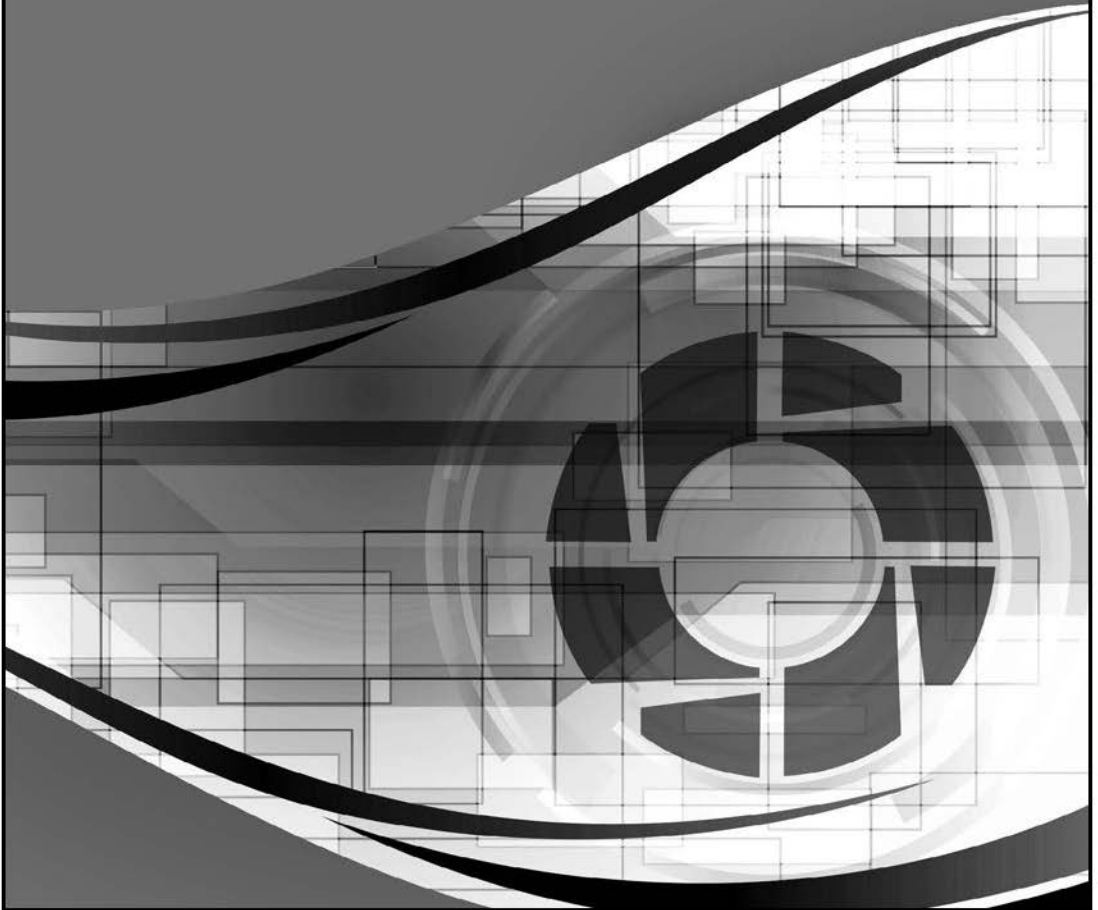
VISITORS

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 be left unattended on campus.

CONTACTING STUDENTS ON CAMPUS

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.

ACADEMIC & INSTRUCTIONAL SERVICES



ACADEMIC AND INSTRUCTIONAL SUPPORT SERVICES

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 Building B, 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 Building A, Room 203, provides testing services for make-up, distance learning, and placement assessments, exemption tests, certification tests, and tests for other Colleges. The York Technical College Testing Center is a member of the Consortium of College Testing Centers and the National College Testing Association. It is an authorized site for CLEP, DSST, NCCT, and other certification exams. For more information about Assessment Center Services, 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 online 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

The Developmental Studies program offers college preparatory courses in reading, English, mathematics, study skills, and college orientation to maximize student success by providing students with foundational skills necessary to be successful in college, employment, and lifelong learning. Support services include the Academic Coaching and Tutoring Center, the Writing Center, and the Assessment Center.

Distance Learning

The college offers classes online 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. Call the Distance Learning Office at (803) 327-8038 or 1-800-922-TECH, or send an e-mail to distancelearning@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.

The Anne Springs Close Library

The Anne Springs Close Library is conveniently located behind A Building and is open during day and evening hours. Extensive resources for study and research are available on the library's website, www.yorktech.edu/library, as well as an online tour and tutorials, which familiarize patrons with the library facility, collections, and services. The library's computer lab has numerous computers available for information retrieval and library research, and computer print-outs can be made for 10 cents a page. Those wishing to use a computer must have a valid York Tech ID with a library barcode sticker on the back. Books, journals, newspapers, reference materials, and DVDs are among the many resources the library carries, and most of these items can be checked out with a valid York Tech ID with a library barcode sticker. A photocopier is available for use, and copies are

10 cents a page. The library offers group study rooms, as well as a “Smart” room that is equipped with a large screen and computer for practicing presentations and other collaborative work. 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.

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 workbasedlearning@yorktech.edu for more information.

DISTANCE LEARNING OPPORTUNITIES

Fees

York Technical College does not charge any additional fees for distance education (teleclass, hybrid, and online) courses. However, if a student needs to take a proctored assessment at a location other than one of the three York Technical College assessment centers, the institution where proctoring is provided may charge a fee. The student is responsible for these fees which may vary from site to site. The Distance Education department will work with the student to secure an assessment site and provide information regarding the associated fees for that site.

Privacy

York Technical College recognizes the importance of keeping your information private. Distance Learning privacy information can be found on our website at <http://etc.yorktech.com/DistanceLearning/Procedures/index.html>. Please contact the Distance Learning Department at distancelearning@yorktech.edu or 803-327-8038 for more information.

State Authorization

York Technical College is authorized to offer distance education (hybrid, teleclass, and online) courses to persons who reside in or will be receiving their learning in South Carolina. Students must take any proctored tests in South Carolina. Students must contact the Distance Learning department at 803-327-8038, 803-981-7245, or send e-mail to distancelearning@yorktech.edu should they need to take a test outside of South Carolina. Please check the Distance Learning website (<http://etc.yorktech.com/DistanceLearning/Procedures/index.html>) for updates. Students receiving their learning outside of the United States may be exempt from this requirement. If you have questions, please contact Academic Records at 803-325-2879 or registrar2@yorktech.edu.

Verification of Identity

York Technical College uses a secure login and password for students to enter our learning management system, Desire2Learn (D2L). D2L is where all course materials for credit online courses will reside. D2L is also used by instructors who deliver their coursework in hybrid, teleclass, and face-to-face formats. In order to keep student coursework private, students should not give any individual their login information (username and passcode). Sharing your login information to any York Technical College system (Desire2Learn, WebAdvisor, Portal, etc.) may be a violation of the Student Code for the South Carolina Technical Education System. (Re: Student Code, Proscribed Conduct, Part III) There are no additional fees for distance learning verification of identity.

Teleclasses

Teleclasses are two-way 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.

WEB-100

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 hours to complete. WEB-100 will help students learn about online courses and

how to use the College's learning management system, Desire2Learn (D2L).

Online Courses

Online courses are taught via the Internet, and it is recommended that students have a computer manufactured no earlier than 2010 with a Windows XP, Vista, Windows 7 or Windows 8 operating system. For more information on supported browsers and system requirements, please be sure to visit www.yorktech.edu/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 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 face-to-face meeting requirements as well as online course requirements. Students will need computer and internet access.

EXCELS

EXCELS (EXcellence through College Enrollment for LearnerS) is a program that provides opportunities for high school juniors and seniors to earn dual credit for high school and college-level courses while still enrolled in high school. Typically, advanced high school courses and entry-level college courses can be coordinated as EXCELS courses. High school students who complete EXCELS courses will receive a college transcript, and many courses may transfer to other two-year and four-year institutions in South Carolina.

CORPORATE AND CONTINUING EDUCATION

The Corporate and Continuing Education Division of York Technical College offers a wide variety of programming for individuals seeking a new career, wanting to upgrade their current skills, or desiring to enrich their life through learning. Programs are scheduled throughout the year in day or evening times and are taught by certified instructors with professional experience. Hundreds of online courses are also offered.

Certifications and Licensures

Professional certifications offer an assurance to employers that you are qualified to perform certain job duties and tasks. In specific fields, certifications are required before candidates will be considered for a position, and in many other fields certifications --while not required--are highly valued and help job seekers gain a competitive edge in a tough job market. Programs that are approved through state agencies (such as DMV or DHEC) meet special occupational licensure requirements. Several occupational programs are also offered online to enable study from the convenience of home.

The following is a list of current instructor-led programs leading to certifications or licensures. For more information about these career options, refer to the Corporate and Continuing Education Catalog, www.yorktech.edu/ce or contact the Division office at (803) 325-2888 or conted@yorktech.edu.

Certifications and Licensures include:

Advanced Manufacturing

- Electrical, Mechanical and CNC
- Certified Production Technician (CPT)
- Certified Logistics Associate (CLA)
- Certified Logistics Technician (CLT)
- Manufacturing Skill Standards Council (MSSC)
- Mechatronics

Business and Computer Technology

- Microsoft® Office
- Supervision & Management
- Quality –Six Sigma Green and Black belt levels
- Apics –(CPIM)
- Human Resources Assistant
- AutoCAD
- SQL
- Linux

Construction Trades, Transportation, & Logistics

- Heavy Equipment Operator
- Highway Construction Flagger
- Industrial Lift Truck Operator
- Welding
- OSHA
- Specialty licensure preparation
- General, HVAC, Residential Contractor
- Electrical
- Plumbing
- Commercial Driver License
- Underground Installation/Line Worker
- Overhead Installation/Line Worker

Energy and Environmental

- Energy Technician
- HAZWOPER/HAZMAT Responder
- Licensed/Certified Pool Operator
- Pulp and Paper Technician/Operator
- Sustainable Agriculture
- Specialty licensure preparation
- EPA Lead-based Paint RRP Worker
- EPA Refrigerant Recovery
- Wastewater/Water Treatment Operator
- Solar Technician Specialist

Health and Human Services

- Nursing Assistant
- EKG Technician
- Emergency Medical Technician (EMT)
- First Responder
- Medication Technician
- Patient Care Technician
- EKG Technician
- Emergency Medical Responder
- Bloodborne Pathogens
- Basic Phlebotomy
- Advanced Skilled Nursing
- CPR
- Early Childhood

Many self-paced, online programs are offered that are preparation for specialized occupational certifications. Job shadowing or internships may be arranged to provide students with work experience.

Online Certifications include:

Healthcare

- Billing and Coding – Inpatient and Outpatient
- Complementary Alternative Medicine
- Electronic Medical Records Clerk
- Gerontology
- Medical Transcription Editor
- National Pharmaceutical Representative
- Personal Fitness Trainer (ACE approved)
- Physical Therapy Aid
- Radiography Chiropractic Assistant
- Optician Technician
- Pharmacy Tech
- Medical Secretary
- Legal Nurse Consulting
- Veterinary Assistant
- Electronic Medical Records & Medical Billing
- Type A & B Radiography CE
- Bone Densitometry
- Dental Infiltration Anesthesia
- Dental Nitrous Oxide
- Cosmetology

Information Technology

- Cisco CCNA, A+, Network+, Security++, MCSA, MCSE, MCTS
- Microsoft® Office
- Web Master
- Web Applications Developer
- Video Game Design
- Graphic Design
- Digital Arts
- AutoCAD
- Forensic Computer Examiner
- Help Desk Analyst
- Mobile Web Developer

Business & Office Technology

- Administrative Professional w/ MS Office
- Bookkeeper
- Project Management
- Records Management
- Chartered Tax Professional
- Payroll Manager
- Paralegal
- Global Business Professional
- Mediator
- Alternative Resolution Dispute Specialist
- Non-Profit Management
- Human Resources Professional
- Grant Writing
- Marketing Design

Environmental

- Air Quality Manager
- Indoor Environmentalist
- Green Supply Chain Professional
- Sustainability Professional
- Biofuel Production
- Natural Gas Operations
- Wind Energy

Other Professional

- Freight Broker
- Travel Agent
- Building Analyst
- Purchasing & Supply Chain Entrepreneurship

Programs for Entrepreneurs, Job Seekers, and Employers

Entrepreneurs can take advantage of specialized courses that will prepare them to do business planning, operations, and marketing.

Job seekers can prepare for employment through WorkKeys assessments and skills development training that will improve reading, math, and information locating skills to employable levels or to align with specific employer job requirements.

Corporate training solutions, employee job profiles, or assessments can also be custom designed to fit any employer's workforce needs. Training can be conducted at the company site or at a college location.

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.

Locations

Programs are offered at one or more of our locations: main campus in Rock Hill, Chester and Kershaw Centers, Chester Heavy Equipment Center, and the downtown Chester Workforce and Learning Success Center. Many programs and courses are also available online.

Registration and Payment

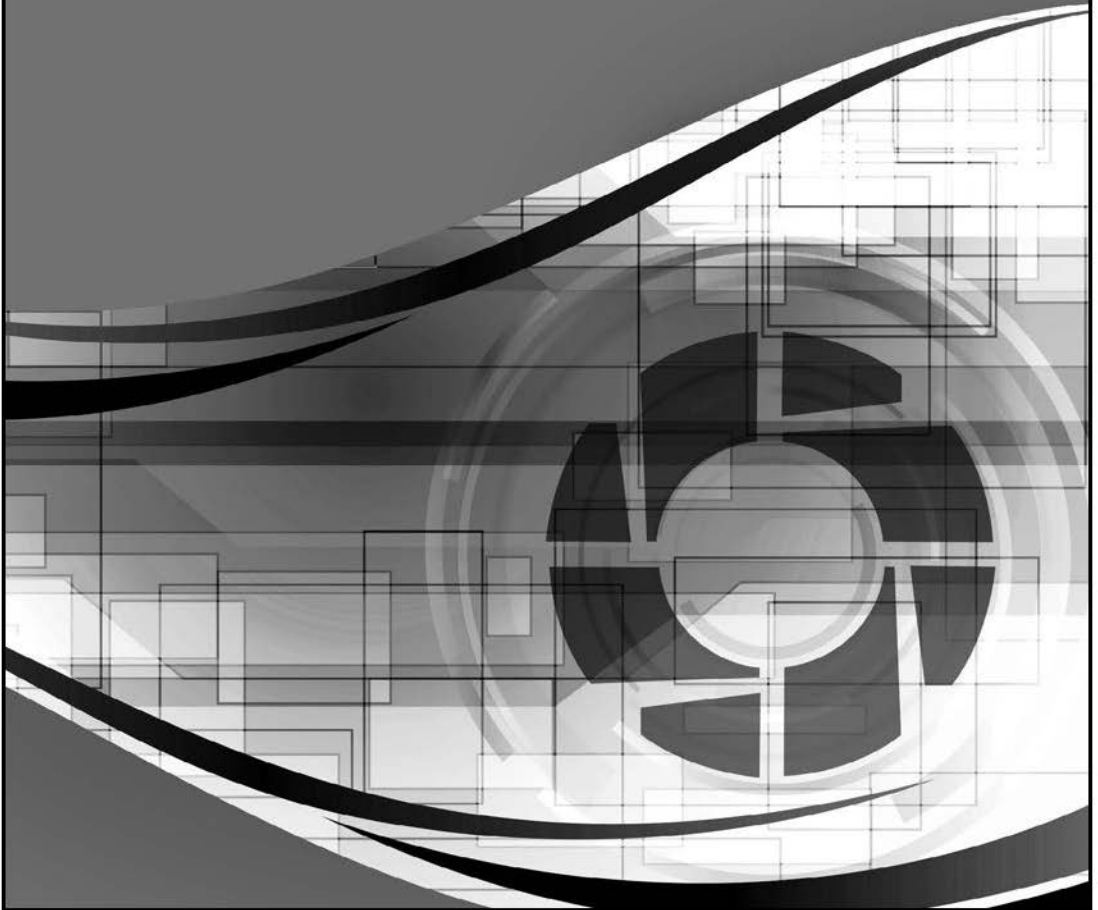
Scheduling an appointment with a program manager to learn more detailed information about an occupational program is recommended. Registration may be made in person, by mail, by telephone at (803) 325-2888, by fax at (803) 981-7327, or online with a credit card. Tuition may be paid by cash, check, MasterCard, Visa, Discover or American Express. Pre-registration and pre-payment are required. Some programs may require special tools and supplies. Tuition fees do not typically include cost of textbooks.

Refunds

Refunds will not be given to persons canceling less than two business days prior to the start of a program. If we are forced to cancel due to low enrollment, full refunds will be made.

NOTE: Some certificate programs may have non-refundable seating fees.

PROGRAMS OF STUDY
BUSINESS,
COMPUTERS,
ARTS & SCIENCES



BUSINESS, COMPUTERS, 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, and Information Technology Departments 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 that 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

The Administrative Office Technology Department offers students the opportunity to learn skills needed to enter the workforce as highly skilled office workers. Courses in this department prepare 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.

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.

Associate in Applied Science major in Administrative Office Technology (AAS.AOT)

The Associate in Applied Science major in Administrative Office Technology is the most comprehensive program of study for those interested in general administrative career fields. Graduates are prepared to work in state-of-the-art offices in roles including administrative assistant, executive secretary, office manager, and others.

A. General Education			Credit Hours
	ECO	101	-
	ECO	210	3.0
*	ENG	155	3.0
*	ENG	156	3.0
	HSS	205	3.0
	MAT	155	3.0
		Basic Economics OR Macroeconomics	-
		Communications I	3.0
		Communications II	3.0
		Technology and Society	3.0
		Contemporary Mathematics	3.0
		Subtotal	15.0

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
*	AOT	267	Integrated Information Processing	3.0
			Subtotal	15.0

C. Other Hours Required for Graduation

	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	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
*	IST	225	Internet Communications	3.0
			Electives	4.0
			Subtotal	33.0
			Total Credit Hours	63.0

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

+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

Associate in Applied Science major in Administrative Office Technology with Paralegal Specialization (AAS.AOT.PARLG)

The Associate in Applied Science major in Administrative Office Technology with Paralegal Specialization builds on the courses taken for the Administration Office Technology degree and focuses on work in a legal setting. Graduates of this program are qualified to work in a legal setting supporting attorneys or other positions related to the legal profession or criminal justice.

				Credit Hours
A. General Education				
	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				
+*	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				
	COL	101	College Orientation	1.0
*	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

Programs of Study: Business, Computers, Arts & Sciences

*	BUS	121	Business Law	3.0
*	IST	225	Internet Communications	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
			Electives	1.0
			Subtotal	33.0
			Total Credit Hours	63.0

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

+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

Administrative Support Diploma (DAS.AOTAS)

The Administrative Support Diploma course of study is for students interested in entry-level administrative office positions. This program offers the right foundational skills for full-time employment in a support role. Coursework includes office technology, accounting, and communication courses to develop a well-rounded graduate.

				Credit Hours
A. General Education				
	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				
	COL	101	College Orientation	1.0
*	AOT	106	Keyboarding Lab	1.0
*	AOT	121	Machine 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 that require a minimum grade of "C."

+AOT 110-Prerequisite AOT 105 or placement/exemption credit.

Customer Service Certificate (CT.AOTCS)

The Customer Service Certificate program is designed for positions requiring strong computer and interpersonal skills to be successful in a customer service environment.

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

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

Data Entry Certificate (CT.AOTDE)

The Data Entry Certificate program provides students with knowledge of widely used information processing and data entry applications.

				Credit Hours
A. Required Core Subject Areas				
*	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 Application	3.0
*	AOT	250	Advanced Information Processing	3.0
*	AOT	267	Integrated Information Processing	3.0
Total Credit Hours				24.0

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

+AOT 110 - prerequisite AOT 105 or placement/exemption credit.

Legal Office Assistant Certificate (CT.AOTLA)

The Legal Office Assistant Certificate program provides students with skills needed to be successful in a law office or within the legal system. Emphasis is placed on technology and applications common in the field.

				Credit Hours
A. Required Core Subject Areas				
+*	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	213	Legal Document Production	3.0
*	AOT	214	Software Applications in the Law Office	3.0
+*	AOT	267	Integrated Information Processing	3.0
*	LEG	125	Introduction to the Legal System	3.0
Total Credit Hours				33.0

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

+AOT 110 - prerequisite AOT 105 or placement/exemption credit.

Medical Office Certificate (CT.AOTMC)

The Medical Office Certificate program provides students with skills needed in an office within the medical field. Courses include medical terminology and transcription, computer software, and medical systems.

				Credit Hours
A. Required Core Subject Areas				
*	ACC	111	Accounting Concepts	3.0
*	AHS	102	Medical Terminology	3.0
*+	AOT	110	Document Formatting	3.0
*	AOT	133	Professional Development	3.0
*	AOT	134	Office Communications	3.0
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	AOT	252	Medical Systems and Procedures	3.0
*	AOT	267	Integrated Information Processing	3.0
*	HIM	102	Introduction to Coding and Classification	1.0
*	HIM	130	Billing and Reimbursement	3.0
*	HIM	266	Computers in Healthcare	3.0
Total Credit Hours				34.0

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

+AOT 110 - prerequisite AOT 105 or placement/exemption credit.

Office Applications Certificate (CT.AOTOA)

The Office Applications Certificate program provides students with well-rounded skills in Microsoft Office products and prepares them for the Microsoft Office Specialist certification exam.

				Credit Hours
A. Required Core Subject Areas				
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	AOT	250	Advanced Information Processing	3.0
*	AOT	265	Desktop Publishing	3.0
*	AOT	267	Integrated Information Processing	3.0
*	IST	225	Internet Communications	3.0
Total Credit Hours				18.0

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

BUSINESS ADMINISTRATION

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. 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, the Accounting Clerk Certificate, or the Payroll/Income Tax Certificate may be eligible to become certified by taking the National Association of Certified Public Bookkeepers (NACPB) certification exams, the Accreditation Council for Accountancy and Taxation (ACAT) certification examinations, or the American Payroll Associations (APA) payroll certification exam. Certification exams available and exam costs vary based on degree/certification achieved.

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.

Associate in Applied Science major in Accounting (AAS.ACC)

The Associate in Applied Science major in Accounting program provides students with the knowledge of accounting theory and commercial accounting software packages necessary for an entry-level accounting position including accounts payable, accounts receivable, bookkeeping, and inventory control.

			Credit Hours	
A. General Education				
	ECO	211	Microeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	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				
*	ACC	101	Accounting Principles I	3.0
*	ACC	111	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				
	COL	101	College Orientation	1.0
*	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
			Elective	1.0
			Subtotal	32.0
			Total Credit Hours	65.0

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

Associate in Applied Science major in General Business with Entrepreneurial Specialization (AAS.BUS.ENTSP)

The Associate in Applied Science major in Business with Entrepreneurial Specialization program provides students with an overall knowledge of business operations, with a focus on the unique challenges of starting and owning a business.

			Credit Hours	
A. General Education				
*	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
	PSY	201	General Psychology	3.0
			Subtotal	15.0
B. Required Core Subject Areas				
*	ACC	111	Accounting Concepts	3.0
*	ACC	101	Accounting Principles I	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
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	130	State Tax Procedures	1.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	242	Small Business Software	1.0
*	ACC	243	Computerized Spreadsheets	1.0
*	AOT	265	Office Desktop Publishing	3.0
*	BUS	101	Introduction to Business	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 and Applications	3.0
			Subtotal	34.0
			Total Credit Hours	67.0

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

Associate in Applied Science major in Management

The Associate in Applied Science major in Management program offers four areas of specialization.

			Credit Hours	
A. General Education				
	ECO	210	Macroeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
*	ENG	155	Communications I	3.0
	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	101	Beginning Algebra	3.0
			Subtotal	15.0
B. Required Core Subject Areas				
*	ACC	111	Accounting Concepts	3.0

*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	101	Principles of Management	3.0
*	MKT	101	Marketing	3.0
			Subtotal	15.0

Environmental Technology Specialization (AAS.MGT.ENVIR)

The Associate in Applied Science major in Management with Environmental Technology Specialization program provides students with the knowledge of principles and theories of science and math necessary to address problems related to environmental protection efforts.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	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
*	BIO	205	Ecology	3.0
*	BIO	206	Ecology Lab	1.0
*	BUS	101	Introduction to Business	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
*	EVT	206	Introduction to Environment Compliance	3.0
*	EVT	254	Industrial Safety and Emergency Response	3.0
*	MGT	201	Human Resource Management	3.0
			Subtotal	36.0
			Total Credit Hours	66.0

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

Fire Science Specialization (AAS.MGT.FRSCI)

The Associate in Applied Science major in Management with Fire Science Specialization program provides students with best practices in management, as well as courses approved by the South Carolina Fire Academy.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	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
*	MGT	201	Human Resource Management	3.0
			Elective	1.0
*			SC Fire Academy Approved Courses	16.0
			Subtotal	36.0
			Total Credit Hours	66.0

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

General Management Specialization (AAS.MGT.GNMG)

The Associate in Applied Science major in Management program provides students with knowledge of sound management techniques and procedures. Students who select this program will focus on general management rather than one of the specialization programs available.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	243	Computerized Spreadsheet	1.0
*	BAF	201	Principles of Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation and Benefits	3.0
*	MGT	201	Human Resource Management	3.0
*	SPC	205	Public Speaking	3.0
			Electives	4.0
			Subtotal	36.0
			Total Credit Hours	66.0

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

Human Resources Specialization (AAS.MGT.HMRES)

The Associate in Applied Science major in Management with Human Resources Specialization program provides students with best practices in management, as well as courses focusing on employment law, compensation and benefits, and other aspects of personnel management.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	243	Computerized Spreadsheet	1.0
*	BAF	201	Principles of Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation and Benefits	3.0
*	MGT	201	Human Resource Management	3.0
*	SPC	205	Public Speaking	3.0
			Electives	4.0
			Subtotal	36.0
			Total Credit Hours	66.0

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

Logistics Specialization (AAS.MGT.LOGST)

The Associate in Applied Science major in Management with Logistics Specialization program provides students with best practices in management, as well as courses related to purchasing, supply chain management, and transportation logistics.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	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
*	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
*	MGT	201	Human Resource Management	3.0
			Elective	2.0
			Subtotal	36.0
			Total Credit Hours	66.0

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

Accounting Clerk Certificate (CT.BUSAC)

The Accounting Clerk Certificate program provides students with the necessary skills to gain entry-level employment as an assistant in the accounting department of virtually any type of company. The program includes accounting theory as well as use of accounting applications.

				Credit Hours
A. Required Core Subject Areas				
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	111	Accounting Concepts	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	240	Computerized Accounting	3.0
*	ACC	245	Accounting Applications	3.0
*	BUS	101	Introduction to Business	3.0
*	CPT	170	Microcomputer Applications	3.0
*	ENG	155	Communications I	3.0
			Total Credit Hours	30.0

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

Advanced Entrepreneurship Certificate (CT.BUSEA)

The Advanced Entrepreneurial Certificate program is intended to be taken with another program of study. This program provides students with foundation courses needed to operate a small business, including courses in accounting, business law, human resources, and business operations.

				Credit Hours
A. Required Core Subject Areas				
*	ACC	111	Basis Accounting Concepts	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	18.0

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

Entrepreneurial Certificate (CT.BUSEC)

The Entrepreneurial Certificate program provides students with foundation courses needed to operate a small business, including courses in accounting, business law, human resources, and business operations.

				Credit Hours
A. Required Core Subject Areas				
+*	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
*	MGT	201	Human Resource Management	3.0
Total Credit Hours				25.0

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

+ACC 101 - prerequisite ACC 111 or exemption credit.

Financial Services Certificate (CT.BUSFS)

The Financial Services Certificate program provides students with knowledge of basic financial principles including accounting, banking, credit and collections, as well as computer applications needed for an entry-level job in the financial services industry.

				Credit Hours
A. Required Core Subject Areas				
*	ACC	101	Accounting Principles I	3.0
*	ACC	111	Accounting Concepts	3.0
*	AOT	180	Customer Service	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
*	SPA	101	Elementary Spanish I	4.0
Total Credit Hours				34.0

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

Human Resource Management Specialist Certificate (CT.BUSHR)

The Human Resource Management Specialist Certificate program provides students with knowledge of the core tenants of human resources including employment law, compensation and benefits, business law, accounting, and computer applications.

				Credit Hours
A. Required Core Subject Areas				
+*	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 that require a minimum grade of "C."

+ACC 101 - prerequisite ACC 111 or exemption credit.

Payroll/Income Tax Certificate (CT.BUSPI)

The Payroll/Income Tax Certificate program provides students with knowledge of accounting principles related to payroll and tax preparation including accounting principles, federal and state tax procedures, wage and salary administration, and computerized accounting.

				Credit Hours
A. Required Core Subject Areas				
**	ACC	101	Accounting Principles I	3.0
*	ACC	111	Accounting Concepts	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
*	CPT	170	Microcomputer Applications	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	MGT	201	Human Resource Management	3.0
Total Credit Hours				34.0

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

**ACC 101 - Prerequisite ACC 111 with a minimum grade of "C."

INFORMATION TECHNOLOGY

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 degree in Computer Technology an appropriate option for them. The degree provides students with two specializations: programming or networking. The degree prepares students to program in various programming languages (C++, Java, VB.Net), 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 Network Security, Advanced Multimedia Specialist, and Advanced Web Programming certificates. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

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.

Computing Resources and Facilities- 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, administrative office, 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, DBMS software, and Ethernet communications.

An Apple® computer lab with Microsoft Office® and the Adobe Creative Suite®.

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Associate in Applied Science in Computer Technology

The Associate in Applied Science in Computer Technology offers two specializations - programming or networking.

				Credit Hours
A. General Education				
	ECO	210	Macroeconomics OR	-
	ECO	211	Microeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Composition	3.0
	HSS	205	Technology and 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				
*	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

Programming Specialization (AAS.CPT.PROG)

The Associate in Applied Science in Computer Technology program provides students with a well-rounded knowledge of commonly used programming languages that will prepare them to design and create a wide range of computerized systems.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	CPT	168	Programming Logic and 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
*	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
*	IST	272	Relational Database	3.0
*One of the following:				-
*	CPT	237	JAVA Programming II	-
*	CPT	238	Internet Scripting	-
*	CPT	246	Introduction to XML	-
*	CPT	213	Visual Basic II	3.0
Subtotal				33.0
Total Credit Hours				72.0

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

Networking Specialization (AAS.CPT.NETWK)

The Associate in Applied Science in Computer Technology program provides students with a well-rounded knowledge of designing, creating, and maintaining computer networks and the ability to analyze computer systems.

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	CPT	168	Programming Logic and 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 and Support	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	260	Network Design	3.0
*	IST	273	Advanced Client/Server Systems	3.0
Subtotal				33.0
Total Credit Hours				72.0

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

Advanced Multimedia Specialist Certificate (CT.CPTMS)

The Advanced Multimedia Specialist Certificate program provides students with skills required to create advanced multimedia content including illustration, web design, photography, and television operations.

				Credit Hours
A. Required Core Subject Areas				
*	ARV	110	Computer Graphics I	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	212	Digital Photography OR	-
*	CGC	105	Basic Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	227	Web Design I	3.0

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*	CGC	278	Typography	3.0
*	RTV	101	Audio Techniques	3.0
*	RTV	103	Field Operations	3.0
*	RTV	105	TV Studio Operation	3.0
*	RTV	107	Producing and Directing	3.0
Total Credit Hours				33.0

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

Advanced Network Security Certificate (CT.ITANS)

The Advanced Network Security Certificate program provides students with skills in cyber-security including configuration and management of both hardware and network.

				Credit Hours
A. Required Core Subject Areas				
*	IST	101	Orientation to IT Professions	1.0
*	IST	103	Security Awareness	1.0
*	IST	188	Hardware Basics and 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	Fundamentals of Network Security I	3.0
*	IST	292	Fundamentals of Network Security II	3.0
*	IST	293	IT and Data Assurance I	3.0
*	IST	294	IT and Data Assurance II	3.0
Total Credit Hours				37.0

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

Advanced Web Programming Certificate (CT.ITAWP)

The Advanced Web Programming Certificate program provides students with skills in designing, building, and maintaining websites utilizing current software and programming languages.

				Credit Hours
A. Required Core Subject Areas				
*	CPT	212	Visual Basic Programming	3.0
*	CPT	213	Advanced Visual Basic Programming	3.0
*	CPT	236	Introduction to JAVA Programming	3.0
*	CPT	237	Advanced JAVA Programming	3.0
*	CPT	238	Internet Scripting	3.0
*	CPT	240	Internet Programming with Databases	3.0
*	CPT	246	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 that require a minimum grade of "C."

Digital Design Certificate (CT.CPTDD)

The Digital Design Certificate program provides students with skills needed to obtain an entry-level position in graphic design using state-of-the-art software and hardware.

				Credit Hours
A. Required Core Subject Areas				
*	ARV	110	Computer Graphics I	3.0
*	ARV	121	Design	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	212	Digital Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	222	Computer Animation	3.0
*	ARV	223	3D Animation I	3.0
*	ARV	227	Web Design I	3.0
*	ARV	281	Design II	3.0
*	CGC	226	Advanced Printing	3.0
*	CGC	278	Typography	3.0
Total Credit Hours				36.0

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

Network Administration Certificate (CT.CPTNA)

The Network Administration Certificate program provides students with knowledge of managing a network using the Microsoft operating system. Graduates are prepared to take certification exams leading to the Microsoft Certified IT Professional Certification.

				Credit Hours
A. Required Core Subject Areas				
*	IST	188	Hardware Basics and Operating Systems	5.0
*	IST	220	Data Communications	3.0
*	IST	221	Advanced Data Communications	3.0
*	IST	251	LAN Networking Technologies	3.0
*	IST	252	LAN System Manager	3.0
*	IST	253	LAN Service & Support	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	260	Network Design	3.0
*	IST	273	Advanced Client/Server System	3.0
Total Credit Hours				29.0

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

Network Operations Certificate (CT.CPTNO)

The Network Operations Certificate program provides students with knowledge of installing and managing LAN and WAN networks. Graduates are prepared to take the Cisco Certified Network Associate exam.

				Credit Hours
A. Required Core Subject Areas				
*	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
Total Credit Hours				12.0

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

PC Technical Support Certificate (CT.CPTPC)

The PC Technical Support Certificate program provides students with skills needed to obtain a position in

a technical support call center. Coursework includes programming, databases, operating systems and data communications.

				Credit Hours
A. Required Core Subject Areas				
*	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
*	CPT	264	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 that require a minimum grade of "C."

SCIENCE

The Science Department offers general education coursework to support numerous programs. The department also offers programs with emphases in biotechnology and chemical operations and environmental sciences.

Biotechnical and Chemical Operator Certificate (CT.BIOCO)

The Biotechnical and Chemical Operator Certificate program provides training and hands-on experience that prepares students for entry-level positions in biotechnological and chemical production industries.

				Credit Hours
A. Required Core Subject Areas				
*	BTN	103	Introduction to Biotechnology and Laboratory	4.0
*	CHM	101	General Chemistry I	4.0
*	CHM	105	General, Organic and Biochemistry	4.0
*	CHM	275	Introduction to Industrial Chemical Processes	3.0
*	ENG	155	Communications I	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 I	4.0
Total Credit Hours				35.0

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

Environmental Science Certificate (CT.ASEVS)

The Environmental Science Certificate program provides training for entry-level jobs such as environmental, safety, and laboratory technicians.

				Credit Hours
A. Required Core Subject Areas				
*	BIO	205	Ecology AND	-
*	BIO	206	Ecology Lab OR	-

*	BIO	101	Biological Science I	4.0
*	CHM	105	General, Organic, and Biochemistry	4.0
*	ENG	155	Communications I	3.0
#*	EVT	110	Introduction to Treatment Facilities	3.0
*	EVT	111	Introduction to Water and Wastewater Treatment Laboratory	1.0
*	EVT	201	Environmental Science	3.0
*	EVT	206	Introduction to Environmental Compliance	3.0
+*	EVT	254	Industrial Safety and Emergency Response	3.0
*	MAT	101	Intermediate Algebra	3.0
*			Elective	1.0
Total Credit Hours				28.0

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

+EVT 254 provides 40 Hour Hazwoper Certification.

#EVT 110 is an introduction to the operation of water and wastewater treatment facilities.

UNIVERSITY TRANSFER

The University 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 may earn the Associate in Arts, the Associate in Science Degree, or the University Studies Certificate. Students completing the requirements for these programs 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 University Transfer programs with the knowledge that by working with a University 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 University Transfer advisor to plan appropriate course work at York Technical College.

Associate in Arts (AA.ARTS)

The Associate in Arts program provides students with the first two years of university coursework that they can then transfer to the university of their choice to earn a Bachelor's degree. The Associate in Arts program is best suited for students pursuing a degree in the humanities, business, education or liberal arts.

				Credit Hours
A. General Education (Minimum 28.0 credit hours)				
9.0 hours Communication (Written and Oral) and/or Literature				
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
Select one course:				
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, SPC 205				3.0
12.0 hours in Humanities and/or Social Science				
Select two courses:				
ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101				6.0
Select two courses:				
ECO 210, ECO 211, PSC 201, PSY 201, SOC 101				6.0
7.0 credit hours in Mathematics and/or Natural Sciences (Lab)				
Select one course:				
MAT 103, MAT 110, MAT 120, MAT 165				3.0

Select one course:

AST 101, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222 4.0

B. Required Core Subject Areas (Minimum 15.0 credit hours)

*Select a minimum of 15.0 credit hours from Communication, Humanities, or Social Sciences

ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, 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 15.0

C. Other Hours Required for Graduation (Minimum 18.0 credit hours)

COL 101 College Orientation 1.0

Select a minimum of 17.0 credit hours from the following courses:

ACC 101, ACC 102, ART 101, AST 101, BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, BUS 101, BUS 121, CHM 101, CHM 105, CHM 110, CHM 111, CHM 275, CPT 101, CRJ 101, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242, ECD 101, ECD 107, ECD 108, ECD 109, ECE 101, ECE 102, ECE 205, ECE 211, ECE 212, ECE 221, ECE 222, ECE 240, ECE 245, ECO 210, ECO 211, EGR 260, EGR 264, EGR 266, EGR 270, EGR 275, EGR 281, EGR 283, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, IST 101, IST 103, IST 104, IST 105, IST 106, IST 201, IST 202, IST 203, IST 204, JOU 101, JOU 201, MAT 103, MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, MGT 101, MKT 101, MUS 105, PHI 101, PHI 110, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SCI 150, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101. 17.0

Total Credit Hours 61.0

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

No course may be used to fulfill a requirement in more than one area. All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

Associate in Science (AS.SCIEN)

The Associate in Science program provides students with the first two years of university coursework that they can then transfer to the university of their choice to earn a Bachelor's degree. The Associate in Science program is best suited for students pursuing a degree in science, technology, engineering or math.

	Credit Hours
A. General Education (Minimum 28.0 credit hours)	
9.0 hours Communication (Written and Oral) and/or Literature	
* ENG 101 English Composition I	3.0
* ENG 102 English Composition II	3.0
Select one course:	
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, SPC 205	3.0
12.0 hours in Humanities and/or Social Science	
Select two courses:	
ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101	6.0
Select two courses:	
ECO 210, ECO 211, PSC 201, PSY 201, SOC 101	6.0

11.0 credit hours in Mathematics and/or Natural Sciences (Lab)

Select one course:

MAT 103, MAT 110, MAT 120, MAT 165 3.0

Select two courses:

AST 101, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222 8.0

B. Required Core Subject Areas (Minimum 15.0 credit hours)

*Select a minimum of 15.0 credit hours from mathematics and/or Natural Sciences

AST 101, BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, CHM 101, CHM 105, CHM 110, CHM 111, CHM 275, MAT 103, MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, SCI 150 15.0

C. Other Hours Required for Graduation (Minimum 16.0 credit hours)

COL 101 College Orientation 1.0

Select a minimum of 15.0 credit hours from the following courses:

ACC 101, ACC 102, ART 101, AST 101, BIO 101, BIO 102, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, BUS 101, BUS 121, CHM 101, CHM 105, CHM 110, CHM 111, CHM 275, CPT 101, CRJ 101, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242, ECD 101, ECD 107, ECD108, ECD 109, ECE 101, ECE 102, ECE 205, ECE 211, ECE 212, ECE 221, ECE 222, ECE 240, ECE 245, ECO 210, ECO 211, EGR 260, EGR 264, EGR 266, EGR 270, EGR 275, EGR 281, EGR 283, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, IST 101, IST 103, IST 104, IST 105, IST 106, IST 201, IST 202, IST 203, IST 204, JOU 101, JOU 201, MAT 103, MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, MGT 101, MKT 101, MUS 105, PHI 101, PHI 110, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SCI 150, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101. 15.0

Total Credit Hours 63.0

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

No course may be used to fulfill a requirement in more than one area. All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

University Studies Certificate (CT.UNSTU)

The University Studies Certificate program provides students with a foundation of core courses that they can then transfer to a university.

			Credit Hours
A. Required Core Subject Areas			
*	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 credit hours from Mathematics			
	MAT	103, MAT 110, MAT 120, MAT 165	3.0
*Choose at least 6.0 credits from Humanities/Fine Arts			
	ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101		6.0

Programs of Study: Business, Computers, Arts & Sciences

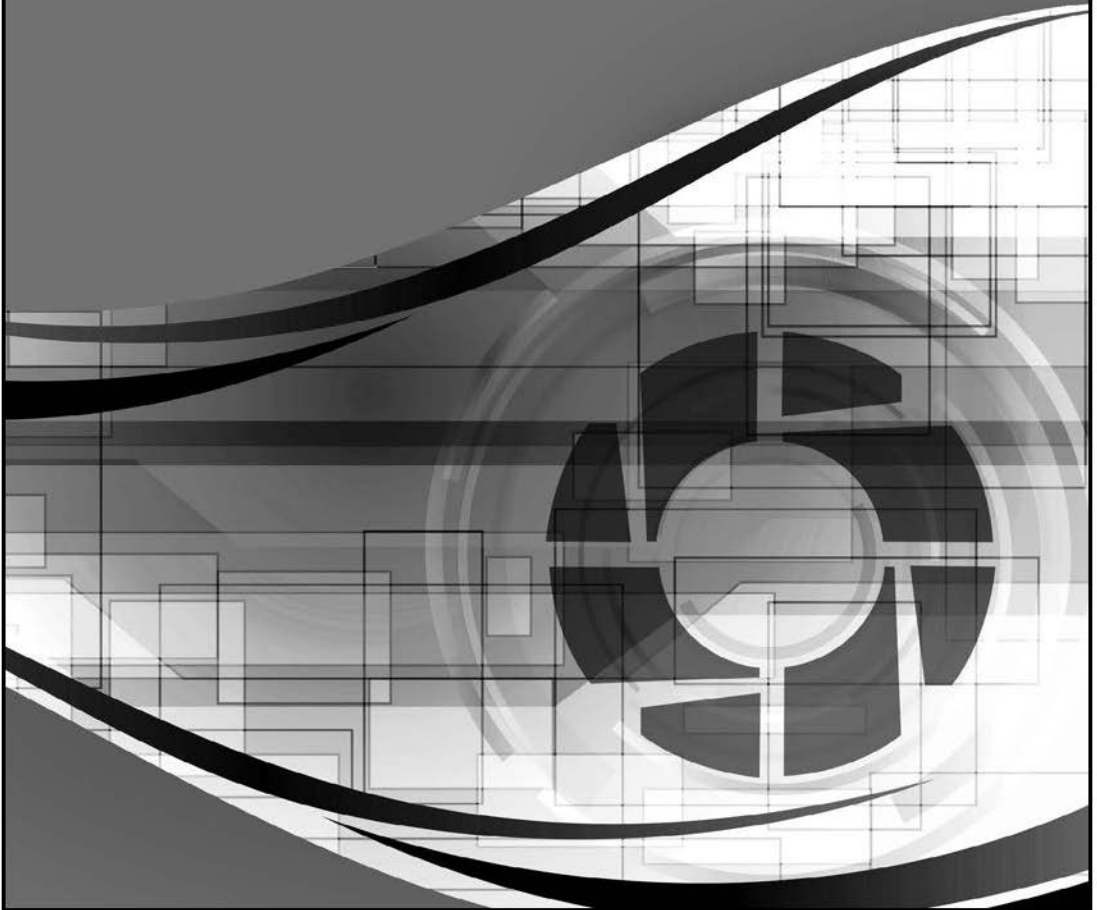
*Choose at least 4.0 credits from Sciences: AST 101, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222	4.0
*Choose at least 3.0 credits from Social Sciences ECO 210, ECO 211, PSC 201, PSY 201, SOC 101	3.0
*Choose at least 6.0 credits of transferable credit. At least one foreign language is recommended. Electives	6.0
Total Credit Hours	31.0

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

No course can be used to fulfill a requirement in more than one area.

All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

PROGRAMS OF STUDY
HEALTH &
HUMAN SERVICES



HEALTH AND HUMAN SERVICES DIVISION

The goal of the Health and Human Services Division is to educate students to provide high-quality services in the Nursing, Allied Health, and 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



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 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 indecency; 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.

Associate in Applied Science major in Early Care and Education (AAS.ECED)

The Associate in Applied Science major in Early Care and Education program is designed to prepare graduates at the associate degree level for careers in early childhood agencies or settings that serve children birth through age 8 in child care centers, preschools, and public/private schools.

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 20005-4101, Telephone: (202) 232-8777 or (800) 424-2460, Email: webmaster@naeyc.org

			Credit Hours
A. General Education			
AOT	105	Keyboarding OR	
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition OR	
ENG	155	Communications I	3.0
MAT	101	Beginning Algebra OR	
MAT	155	Contemporary Mathematics	3.0
PSY	105	Personal/ Interpersonal Psychology OR	-
PSY	201	General Psychology	3.0
HIS	105	Western Civilization II OR	
HSS	205	Technology and Society	3.0
		Subtotal	15.0
B. Required Core Subject Areas			
*	ECD	101 Introduction to Early Childhood	3.0
*	ECD	102 Growth and Development I	3.0
*	ECD	105 Guidance and Classroom Management	3.0

Programs of Study: Health & Human Services

*	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	3.0
			Subtotal	21.0

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	ECD	108	Family and Community Relations	3.0
*	ECD	109	Administration and Supervision	3.0
*	ECD	131	Language Arts	3.0
*	ECD	132	Creative Experiences	3.0
*	ECD	133	Science and Math	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
			Elective (minimum of 2 courses)	4.0
			Subtotal	29.0
			Total Credit Hours	65.0

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

Child Care Management Certificate (CT.ECDCM)

The Child Care Management Certificate program is designed to prepare graduates for an administrative role in a child care setting. It focuses on management, health, safety, nutrition, curriculum, and family/community relations.

				Credit Hours
A. Required Core Subject Areas				
*	AOT	105	Keyboarding	3.0
*	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
			Total Credit Hours	30.0

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

Early Childhood Development Certificate (CT.ECD)

The Early Childhood Development Certificate program is designed to prepare graduates for entry-level roles in early childhood development. It focuses on basic knowledge of child growth and development.

				Credit Hours
A. Required Core Subject Areas				
*	ECD	101	Introduction to Early Childhood	3.0
*	ECD	102	Growth and Development I	3.0
*	ECD	203	Growth and Development II	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
Total Credit Hours				27.0

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

Infant and Toddler Development Certificate (CT.ECDIT)

The Infant and Toddler Development program is designed to prepare graduates for child care roles working with children birth through 3 years. It focuses on curriculum and growth and development.

Credit
Hours

A. Required Core Subject Areas

ECD	101	Introduction to Early Childhood	3.0	
ECD	102	Growth and Development I	3.0	
ECD	200	Curriculum Issues in Infant & Toddler Development	3.0	
ECD	205	Socialization and Group of Infants and Toddlers	3.0	
ECD	207	Inclusive Care for Infants and Toddlers	3.0	
ECD	251	Supervised Field Experiences in Infant/Toddler Environment	3.0	
Total Credit Hours				18.0

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

CRIMINAL JUSTICE TECHNOLOGY AND HUMAN SERVICES

The field of criminal justice and human services is a broad one in which graduates may find a variety of options for employment. The program's objective is to prepare students, those currently serving in a profession related to the criminal justice field or individuals who like to work with people and who have a strong desire to become employed in a helping profession, as well as those interested in pursuing a related career, with the necessary knowledge, skills, and abilities essential for success in the field.

Associate in Applied Science major in Criminal Justice Technology (AAS.CRJ)

The Associate in Applied Science major in Criminal Justice Technology is designed to prepare graduates for employment in law enforcement agencies, courts, corrections, detention centers, and corporate/industrial security.

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, each of which is at the expense of the student, before students are allowed to participate in practicum or internship 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 are subject to criminal background investigations in addition to polygraph examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements. Personal characteristics such as a strong desire to help others, effective communication skills, highly moral and ethical conduct, and respect for maintaining confidentiality are especially important in the field.

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

Credit
Hours

A. General Education

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I OR	-
ENG	155	Communications I	3.0

Programs of Study: Health & Human Services

HHS	205	Technology and Society OR	-
HIS	202	American History: 1877 to Present	3.0
MAT	101	Beginning Algebra OR	-
MAT	155	Contemporary Mathematics	3.0
PSC	201	American Government OR	-
PSC	215	State and Local Government	3.0
PSY	201	General Psychology OR	-
SOC	101	Introduction to Sociology	3.0
Subtotal			18.0

B. Required Core Subject Areas

*	CRJ	101	Introduction to Criminal Justice	3.0
*	CRJ	115	Criminal Law I	3.0
*	CRJ	125	Criminology	3.0
*	CRJ	236	Criminal Evidence	3.0
*	CRJ	242	Correctional Systems	3.0
Subtotal			15.0	

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	CRJ	202	Criminalistics OR	3.0
*	SCI	150	Forensic Science	-
*	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
	SPC	205	Public Speaking	3.0
	Electives (take 2 courses below)			6.0
	*CRJ 130 Police Administration			
	*CRJ 230 Criminal Investigation			
	*CRJ 237 Defensive Tactics for Law Enforcement			
	*CRJ 246 Special Problems in Criminal Justice			
Subtotal			34.0	
Total Credit Hours			67.0	

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

Law Enforcement Certificate (CT.CRJLE)

The Law Enforcement Certificate program is designed to prepare graduates for entry-level roles in law enforcement and corrections. Employees of law enforcement agencies are subject to criminal background investigations in addition to polygraph examinations and drug screenings. Agencies may also stipulate physical fitness and driving license requirements.

				Credit Hours
A. Required Core Subject Areas				
*	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	202	Criminalistics OR	3.0
*	SCI	150	Forensic Science	-

*	CRJ	218	Crisis Intervention	3.0
*	CRJ	222	Ethics in Criminal Justice	3.0
*	CRJ	224	Police Community Relations	3.0
Total Credit Hours				24.0

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

Human Services Certificate (CT.HUMSR)

The Human Services Certificate program is designed to prepare graduates for roles in helping professions. Graduates might work in social services, law enforcement, treatment facilities, nursing/care facilities, or facilities for mentally or physically disabled individuals. Employees of human services agencies are often subject to criminal background investigations. Concentration options include Criminal Justice Technology, Early Care and Education, Gerontology, and Substance Abuse.

				Credit Hours
A. General Education				
*	ENG	101	English Composition I	3.0
*	PSY	201	General Psychology	3.0
*	SOC	101	Introduction to Sociology	3.0
Subtotal				9.0
B. Required Core Subject Areas				
*	HUS	101	Introduction to Human Services	3.0
*	HUS	102	Personal & Professional Development in Helping Professions	3.0
*	HUS	150	Supervised Field Placement I	3.0
*	HUS	230	Interviewing Techniques	3.0
Subtotal				12.0
C. Other Hours Required for Graduation				
Select one Grouping				
<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
Subtotal				6.0
Total Credit Hours				27.0

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

DENTAL HEALTH PROFESSIONS

The Dental Hygiene and Expanded Duty Dental Assisting programs are 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.

Associate in Applied Science major in Dental Hygiene (AAS.DHG)

The Associate in Applied Science major in Dental Hygiene program is designed to prepare graduates for a role as a licensed dental hygienist. Licensed dental hygienists might work in private and public dental facilities,

health departments, hospitals, or military facilities.

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.

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.

Admission Criteria: 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. 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 following methods:

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.

AND

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.

Students must have a minimum DHG Program GPA of 2.00 in classes taken at York Technical College that can be applied towards the Dental 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.

AND

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

AHS 108	Nutrition	HSS 205	Technology & Society
BIO 210	Anatomy & Physiology I	PSY 201	General Psychology
BIO 211	Anatomy & 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.

Students must have a minimum DHG Program GPA of 2.00 in classes taken at York Technical College that can be applied towards the Dental Hygiene program;

OR

Completion of a baccalaureate degree from a regionally accredited College and documentation of minimum reading requirement.

			Credit Hours	
A. General Education				
*	ENG	101	English Composition I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	201	General Psychology	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	15.0
B. Required Core Subject Areas				
*	AHS	113	Head and Neck Anatomy	1.0
*	BIO	134	Fundamentals of Microbiology	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				
	COL	101	College Orientation	1.0
*	AHS	108	Nutrition	3.0
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	CHM	105	General, Organic & Biochemistry	4.0
*	DHG	115	Medical and Dental Emergencies	2.0
*	DHG	154	Pre-clinical Dental Hygiene	4.0
*	DHG	265	Clinical Dental Hygiene IV	5.0
*	SOC	101	Introduction to Sociology	3.0
*			Elective	3.0
			Subtotal	33.0
			Total Credit Hours	84.0

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

Expanded Duty Dental Assisting Diploma (DAS.EDDA)

The Diploma in Applied Science major in Expanded Duty Dental Assisting program is designed to prepare graduates for to become an essential member of the dental team. Graduates are eligible to complete certification to become a Certified Dental Assistant (C.D.A.).

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.

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.

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 Requirements: Admission to the Expanded Duty Dental Assisting Program requires a high school diploma or equivalent and one of the following:

Test Scores

Compass		Asset			
Pre-Algebra	54	Numerical	43	and Algebra	31
Reading	81	Reading	42		
Writing	70	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 032 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.

Students must have a minimum EDDA Program GPA of 2.00 in classes taken at York Technical College that can be applied towards the Dental Assisting program.

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.

				Credit Hours
A. General Education				
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	Dental Office Experience	7.0

Subtotal	20.0
Total Credit Hours	47.0

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

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technology is a profession that combines the challenges and rewards of both medicine and science. A Medical Laboratory Technician (MLT) is concerned with the accurate performance of laboratory tests to determine the absence, presence, extent and cause of disease. Various types of sophisticated, computerized instruments are utilized to analyze blood and body fluids. As a vital member of the health care team, he/she provides vital information used to diagnose, treat, and monitor the progress of patients.

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.naacls.org

Associate in Applied Science major in Medical Laboratory Technology (AAS.MLT)

The Associate in Applied Science major in Medical Laboratory Technology program is designed to prepare graduates for work in hospital laboratories, doctors' offices, minor emergency centers, and industrial labs.

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.

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.

Admission Requirements: 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 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.

Students must have a minimum MLT program GPA of 2.00 in classes taken at York Technical College that can be applied towards the MLT program.

Students may also qualify by completion of a baccalaureate degree from a regionally accredited College and documentation of minimum reading requirement.

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.

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.

			Credit Hours	
A. General Education				
*	BIO	112	Basic Anatomy & Physiology	4.0
	CHM	105	General, Organic & Biochemistry	4.0
	ENG	101	English Composition I	3.0
	HSS	205	Technology & Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	20.0
B. Required Core Subject Areas				
*	MLT	105	Medical Microbiology	4.0
*	MLT	110	Hematology	4.0
*	MLT	120	Immunohematology	4.0
*	MLT	125	Clinical Chemistry	4.0
			Subtotal	16.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	MLT	101	Introduction to MLT	2.0
*	MLT	108	Urinalysis & Body Fluids	3.0
*	MLT	112	Introduction to Parasitology	2.0
*	MLT	242	Survey in MLT	5.0
*	MLT	243	Advanced Survey in MLT	5.0
*	MLT	251	Clinical Experience I	5.0
*	MLT	252	Clinical Experience II	5.0
*	MLT	253	Clinical Experience III	5.0
*	MLT	254	Clinical Experience IV	5.0
			Elective (Not less than 2 credit hours)	2.0
			Subtotal	40.0
			Total Credit Hours	76.0

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

Medical Assisting Certificate (CT.MA)

The Medical Assisting Certificate program is designed to prepare graduates for a role as a multi-skilled member of the health care team who assists in patient care management and clinical 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.

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

This certificate is not accredited by AAMA (American Association of Medical Assistants). Students graduating from this certificate program are **NOT** eligible to sit for the CMA (Certified Medical Assistant) exam.

Admission Requirements: Admission to the Medical Assisting Certificate Program requires that the student have qualifying scores on the College's placement test (Compass Writing 70, Compass Reading 81, Compass Pre-Algebra 54). Keyboarding skills (AOT 105 or exemption) 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.

				Credit Hours
A. Required Core Subject Areas				
*	AHS	102	Medical Terminology	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
*	BIO	112	Basic Anatomy and Physiology	4.0
*	HIM	130	Billing and Reimbursement	3.0
*	MED	113	Basic Medical Laboratory Techniques	3.0
*	MED	114	Medical Assisting Clinical Procedures	4.0
*	MED	117	Clinical Practice	5.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
Total Credit Hours				37.0

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

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 fully accredited by the ACEN - Accreditation Commission for Education in Nursing (formerly the National League for Nursing Accrediting Commission - NLNAC) 343 Peachtree Road NE, Suite 850, Atlanta Georgia 30326, 404-975-5000 or (fax) 404-975-5020, or www.acenursing.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.

Associate in Applied Science major in Nursing (AAS.NUR)

The Associate in Applied Science major in Nursing program is designed to prepare graduates for work as a nurse in a variety of settings including hospitals, doctors' offices, long-term care facilities, and community health agencies. Graduates of the program are prepared to take the licensing exam to become a Registered Nurse (RN).

The graduate of an associate degree nursing program functions in three basic roles within the health care delivery system, which is the framework for the nursing program: provider of care; manager of care; and member within the discipline. The graduate will also be able to demonstrate caring, communication, critical thinking, teaching/learning professional behaviors and the nursing process within each role. 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 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.

Admission Requirements: 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 score a proficient level on the Test of Essential Skills (TEAS) test.
5. 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. Students who are unsuccessful on the 2nd BIO attempt are not eligible to apply to the nursing program for five (5) years. Academic forgiveness will be given five (5) years after the second BIO attempt and then the student will be eligible to apply to the nursing program.
6. 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 & 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 Elective

Required biological science courses (BIO 210/BIO 211/BIO 225) that are more than 7 years old, must be repeated or renewed before entering the nursing program. 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 they were admitted into the nursing program.

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 dean of nursing from the previous school attended stating that he/she left in good standing and is eligible for readmission into their nursing program.
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.

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.

Admission by transfer is on a space available basis.

Program Requirements

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 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).

			Credit Hours	
A. General Education				
*	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
			Elective (Humanities/Fine Arts)	3.0
			Subtotal	15.0
B. Required Core Subject Areas				
*	NUR	104	Nursing Care Management	4.0
*	NUR	159	Nursing Care Management II	6.0
*	NUR	206	Clinical Skills	2.0
*	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				
	COL	101	College Orientation	1.0
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	BIO	225	Microbiology	4.0
*	NUR	106	Pharmacologic Basics	2.0
*	NUR	214	Mental Health Nursing	4.0
*	NUR	219	Nursing Management Leadership	4.0
*	NUR	229	Nursing Care Management IV	6.0
			Elective	3.0
			Subtotal	32.0
			Total Credit Hours	68.0

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

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 availability 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. Students must meet current admission requirements when applying for readmission.

LPN /ADN Transition Advance Placement (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;

1. Has a current, active LPN License
2. Meets admission requirements of York Technical College
3. Meets admission requirements of the Associate Degree Nursing Program
4. A score of 70 or better on the ATI Step test (one attempt only)
5. Successful completion of the skills check-off (one attempt only)
6. 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:

1. Must have completed health form.
2. Current Healthcare Provider CPR certification.

3. Proof of health insurance.
4. Proof of liability insurance (through York Technical College).
5. Criminal Background check required for clinical rotations.
6. LPNs who have been out of school for a year or more and are 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.
7. 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.

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 Diploma (DAS.NURPN)

The Diploma in Applied Science major in Practical Nursing program is designed to prepare graduates for work as a practical nurse in hospitals, doctors' offices, and long-term care facilities. Graduates of the program are prepared to take the licensing exam to become a Licensed Practical Nurse (LPN).

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 850, 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. Students who are unsuccessful on the 2nd BIO attempt are not eligible to apply to the nursing program for five (5) years. Academic forgiveness will be given five (5) years after the second BIO attempt and then the student will be eligible to apply to the nursing program;

4. Students must score a proficient level on the Test of Essential Skills (TEAS) test.

One of the following:

COMPASS Scores		ACT Scores		SAT Scores	
Pre-Algebra	54 or above	English	21 or above	Critical Reading	480 or above
Writing	70 or above	Math	23 or above	Math	540 or above
Reading	88 or above				

ASSET Scores		Previous Courses	
Numerical	43 or above	RDG 101	C or above
Elementary Algebra	31 or above	ENG 100	C or above
Writing	41 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 dean of nursing 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.

				Credit Hours
A. General Education				
*	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	159	Nursing Care Management II	6.0
*	NUR	206	Clinical Skills	2.0
*	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				
	COL	101	College Orientation	1.0
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	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."

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.

Practical nursing classes include campus and clinical laboratory hours. Students are required to drive to various campuses for classes and 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 and may be purchased through York Technical College.

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

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 (CT.PHTEC)

The Pharmacy Technician Certificate program is designed to prepare graduates for work in a variety of pharmacy settings assisting pharmacists where they fill prescriptions, mix medications, inventory drugs, and handle administrative tasks.

The Pharmacy Technician Certificate Program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, 201-664-8877 or www.ashp.org.

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.

Classes for the pharmacy technician program include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the pharmacy technician courses. Students may be assigned to morning or early afternoon clinical experiences anywhere in the tri-county area (York, Chester, and Lancaster) . Clinical hours may range from 4-10 hours per clinical day.

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 Scores

Pre-Algebra	54 or above
Writing	70 or above
Reading	81 or above

ASSET Scores

Numerical	43 or above
Writing	41 or above
Reading	42 or above

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

				Credit Hours
A. Required Core Subject Areas				
*	PHM	101	Introduction to Pharmacy	3.0
*	PHM	110	Pharmacy Practice	4.0
*	PHM	113	Pharmacy Technician Math	3.0
*	PHM	114	Therapeutic Agents I	3.0
*	PHM	124	Therapeutic Agents II	3.0
*	PHM	152	Pharmacy Technician Practicum I	2.0
*	PHM	164	Pharmacy Technician Practicum II	4.0
Total Credit Hours				22.0

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

PRE-PHYSICAL THERAPIST ASSISTANT

Pre-Physical Therapist Assistant Certificate (CT.PTA)

The Pre-Physical Therapist Assistant Certificate program is designed for students who want to complete general education requirements before transferring to an institution offering an 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 Requirements: 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.

				Credit Hours
A. Required Core Subject Areas				
*	AHS	102	Medical Terminology	3.0
*	BIO	150	Anatomy Review for Kinesiology	1.0
*	BIO	210	Anatomy & Physiology I	4.0
*	BIO	211	Anatomy & Physiology II	4.0
*	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	30.0

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

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.

RADIOLOGIC TECHNOLOGY

The 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.

Associate in Applied Science major in Radiologic Technology (AAS.RAD)

The Associate in Applied Science major in Radiologic Technology program is designed to prepare students for careers as a Radiologic Technologist. Graduates of this program are prepared to take the ARRT certification exam to become a Registered Technologist, Radiography, R.T.(R).

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 e-mail 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 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.

Admission 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 Scores

Algebra	66 or above
Writing	70 or above
Reading	88 or above

ASSET Scores

Numerical	45 or above
Writing	41 or above
Reading	46 or above

Track 2: SAT or ACT Scores

SAT: 480 Critical Reading and 540 Math **OR** ACT: 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 and accompanied by 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 in the certificate). 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.

NOTE: Applicants must qualify by one track only. Test scores cannot be mixed (i.e. SAT V and 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 prior to the start date is required.

Upon accepting entry into your first summer semester of the program, a completed medical physical examination and documentation forms must be completed within 3 months prior to the clinical portion of program and must be turned into the Program Director.

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) titer is required and hepatitis B is recommended. Proof of a 2-step PPD within the last 3 months must also be provided upon entering the program. All documentation will be reviewed at a mandatory orientation in the spring prior to your

summer start date. 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 TECH are Mammography, Diagnostic Ultrasound, Angiography, CT, MRI, PET, Radiation Therapy and Health Education. For more information, call the Radiologic Technology Program Director.

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.

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

				Credit Hours
A. General Education				
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	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
				Subtotal
				20.0
B. Required Core Subject Areas				
*	RAD	102	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				
*	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
*	Elective			3.0
				Subtotal
				47.0
Total Credit Hours				90.0

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

Health Science Certificate (CT.HS)

The Health Science Certificate program is designed for students interested in exploring career options in healthcare. These students can then transfer these credits to the health science program of their choice.

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.

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 and do not count toward credit in the program.

				Credit Hours
A. Required Core Subject Areas				
*	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 & Physiology	4.0
	COL	101	College Orientation	1.0
	CPT	170	Microcomputer Applications	3.0
*	ENG	101	English Composition I	3.0
	HSS	205	Technology & Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
	SPC	205	Public Speaking	3.0
Total Credit Hours				30.0

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

SURGICAL TECHNOLOGY

The Surgical Technology 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, as an entry-level surgical technologist.

The goal of the Surgical Technology Program at York Technical College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Further, the Surgical Technology department will provide students with the opportunity to develop the skills and knowledge necessary to gain employment as a surgical technologist and become a contributing member of the healthcare team.

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
- Minimum Surgical Technology program GPA of 2.0 in classes taken at York Technical College that can be applied towards the Surgical Technology program.
- 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.
- 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.

Surgical Technology Diploma (DAS.SUR)

The Diploma in Applied Science major in Surgical Technology program is designed to prepare graduates for entry-level surgical technology careers. The program combines classroom work with clinical rotations. Graduates are prepared to the certification exam offered by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

			Credit Hours
A. General Education			
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 Science for The Surgical Technologist	1.0
		Subtotal	8.0
		Total Credit Hours	49.0

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

Central Service Certificate (CT.SURCS)

The Central Service Certificate program is designed to prepare graduates to be knowledgeable about safe handling, processing, and sterilization of all types of medical materials and equipment. The program combines classroom work with clinical rotations.

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 Central Service Certificate program is offered 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)
- Minimum Central Service Certification Program GPA of 2.0 in classes taken at York Technical College that can be applied towards the Central Service Certificate Program.
- 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.

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.

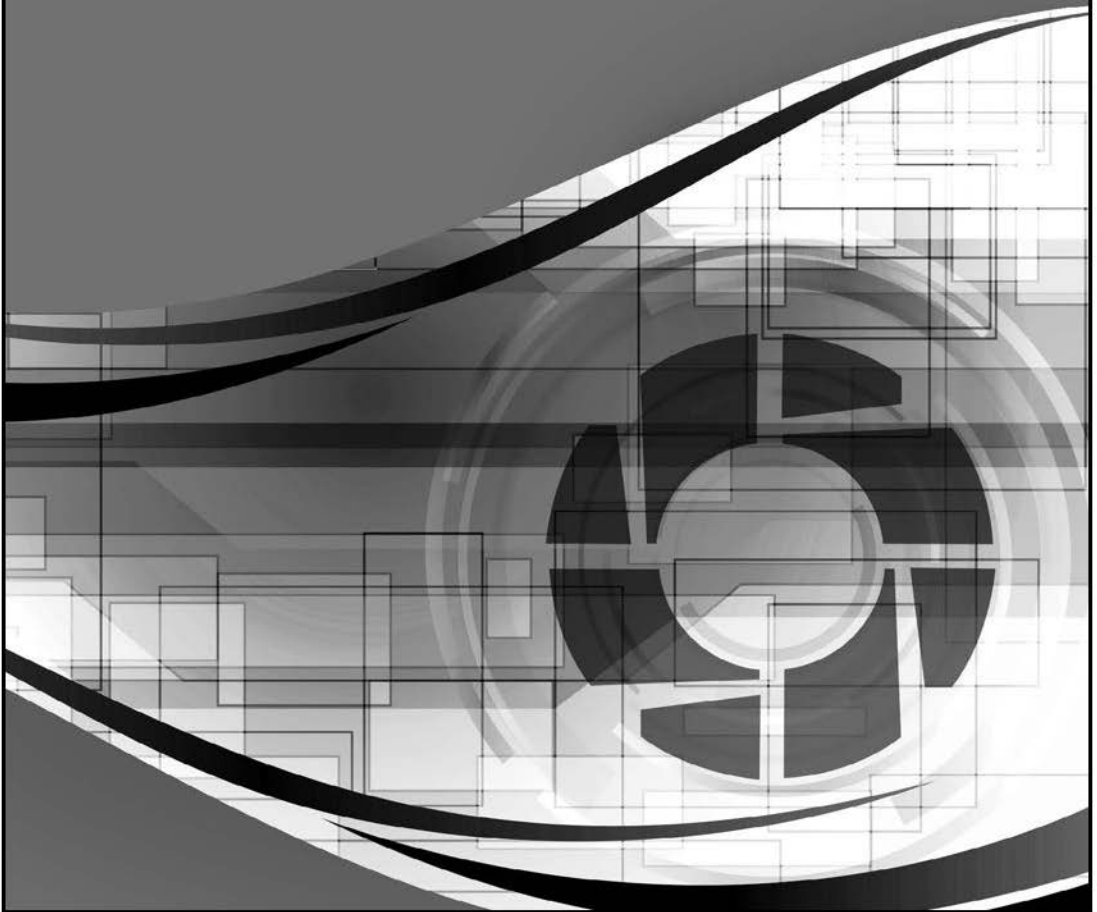
Credit
Hours

A. Required Core Subject Areas

*	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 that require a minimum grade of "C."

**PROGRAMS OF STUDY
INDUSTRIAL &
ENGINEERING
TECHNOLOGIES**



INDUSTRIAL AND ENGINEERING TECHNOLOGIES

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.

Associate in Applied Science major in Automotive Technology (AAS.AUT)

The Associate in Applied Science major in Automotive Technology program is designed to prepare graduates for jobs in vehicle maintenance and repair positions. The program is certified by the National Automotive Technicians Educational Foundation (NATEF), and graduates are prepared to begin the process to become an Automotive Service Excellence (ASE) Certified Mechanic.

				Credit Hours
A. General Education				
*	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
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
*	AUT	241	Automotive Air Conditioning	4.0
			Subtotal	21.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0

*	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 and Repair	4.0
*	AUT	158	Automotive Diagnosis	3.0
*	AUT	247	Electrical Fuel Systems	4.0
*	AUT	252	Advanced Automatic Transmissions	4.0
			Subtotal	34.0
			Total Credit Hours	70.0

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

Automotive Mechanics Diploma (DAS.AUT)

The Automotive Mechanics Diploma program is designed to give graduates well-rounded skills in maintaining, diagnosing, and repairing the major systems of a vehicle.

				Credit Hours
A. General Education				
	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 & Steering	3.0
*	AUT	131	Electrical Systems	3.0
			Subtotal	17.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	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	158	Automotive Diagnosis	3.0
*	AUT	241	Automotive Air Conditioning	4.0
			Subtotal	22.0
			Total Credit Hours	48.0

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

Automotive Brakes, Steering, and Suspension Certificate (CT.AUTAB)

The Automotive Brakes, Steering, and Suspension Certificate program is designed to give graduates the knowledge needed to diagnose and repair these automotive systems and maintain them for operation at peak efficiency.

				Credit Hours
A. Required Core Subject Areas				
*	AUT	112	Braking System	4.0

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*	AUT	121	Suspension and Steering	3.0
*	AUT	156	Automotive Diagnosis and Repair	4.0
Total Credit Hours				11.0

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

Automotive Collision Repair Certificate (CT.AUTCR)

The Automotive Collision Repair Certificate program is designed in conjunction with the Automotive Technology program and addresses all aspects of auto body repairs, detailing, polishing, metalworking, plastic repairs, panel replacements, refinishing, structural repair, electrical accessories, hazardous material safety, and damage estimating. The program follows the Inter-industry Conference on Auto Collision Repair (I-CAR) and the National Automotive Technician Education Foundation (NATEF) curriculum standards.

				Credit Hours
A. Required Core Subject Areas				
*	AUT	131	Electrical Systems	3.0
+*	AUT	133	Electrical Fundamentals	3.0
*	AUT	241	Automotive Air Conditioning	4.0
*	ABR	100	Introduction to Autobody Hazardous Materials	1.0
*	ABR	101	Structural Repair	5.0
*	ABR	102	MIG Welding	3.0
*	ABR	103	Sheet Metal Repair I	4.0
*	ABR	108	Refinishing I	3.0
*	ABR	111	Structural Repair II	5.0
*	ABR	113	Sheet Metal Repair II	4.0
*	ABR	118	Refinishing II	3.0
*	ABR	119	Estimating Repairs	2.0
Total Credit Hours				40.0

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

+AUT 133 is a prerequisite for AUT 131.

Automotive Electrical and Air Conditioning Certificate (CT.AUTAE)

The Automotive Electrical and Air Conditioning Certificate program is designed to give graduates the knowledge needed to diagnose and repair these automotive systems and maintain them for operation at peak efficiency.

				Credit Hours
A. Required Core Subject Areas				
*	AUT	131	Electrical Systems	3.0
*	AUT	133	Electrical Fundamentals	3.0
*	AUT	241	Automotive Air Conditioning	4.0
*	AUT	247	Electrical Fuel Systems	4.0
Total Credit Hours				14.0

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

Automotive Engine and Engine Repair Certificate (CT.AUTER)

The Automotive Engine and Engine Repair Certificate program is designed to give graduates the knowledge needed to diagnose and repair these automotive systems and maintain them for operation at peak efficiency.

			Credit Hours	
A. Required Core Subject Areas				
*	AUT	105	Beginning Engine Repair	4.0
*	AUT	107	Advanced Engine Repair	4.0
Total Credit Hours				8.0

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

Automotive Fuel Systems Certificate (CT.AUTAF)

The Automotive Fuel Systems Certificate program is designed to give graduates the knowledge needed to diagnose and repair these automotive systems and maintain them for operation at peak efficiency.

			Credit Hours	
A. Required Core Subject Areas				
*	AUT	146	Emission Systems	3.0
*	AUT	147	Fuel Systems	4.0
*	AUT	158	Automotive Diagnosis	3.0
Total Credit Hours				10.0

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

Automotive Power Trains Certificate (CT.AUTAP)

The Automotive Power Trains Certificate program is designed to give graduates the knowledge needed to diagnose and repair these automotive systems and maintain them for operation at peak efficiency.

			Credit Hours	
A. Required Core Subject Areas				
*	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 that require a minimum grade of "C."

BUILDING 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 a diploma in Air Conditioning/Refrigeration Mechanics, and seven certificates; HVAC Installer Certificate, HVAC Service Technician Certificate, HVAC Systems Design Certificate, Residential/Commercial Carpentry, Residential/Commercial Plumbing, Residential/Commercial Wiring, and Building Construction Management Certificate. Students must complete one of the above mentioned certificates before entering the Building Construction Management Certificate. Students may also choose an Associate in Applied Science Degree with a major in General Technology specializing in Building Construction Trades. Please refer to the General Technology requirements.

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 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.

Air Conditioning/Refrigeration Mechanics Diploma (DAS.ACR)

The Air Conditioning/Refrigeration Mechanics Diploma program is designed to prepare graduates for jobs installing, maintaining, and repairing high-tech HVAC systems in residential, commercial, and industrial buildings.

			Credit Hours	
A. General Education				
	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 and 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 and Ordinances	2.0
*	EEM	105	Basic Electricity	2.0
			Subtotal	22.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	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
*	EGR	110	Introduction to Computer Environment	3.0
			Subtotal	14.0
			Total Credit Hours	45.0

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

Building Construction Management Certificate (CT.BCTMG)

The Building Construction Management Certificate program is designed to prepare graduates for entry-level jobs in residential building construction. This program is based on standards set forth by the Home Builders Institute.

			Credit Hours	
A. Required Core Subject Areas				
*	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
			Total Credit Hours	32.0

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

HVAC Installer Certificate (CT.ACRIN)

The HVAC Installer Certificate program is designed to prepare graduates for jobs installing HVAC systems in residential, commercial, and industrial buildings.

Credit
Hours

A. Required Core Subject Areas

*	ACR	102	Tools and Service Techniques	3.0
*	ACR	150	Basic Sheetmetal	2.0
*	ACR	224	Codes and Ordinances	2.0
*	BCT	112	Construction Print Reading	2.0
*	EEM	105	Basic Electricity	2.0
Total Credit Hours				11.0

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

HVAC Service Technician Certificate (CT.ACRST)

The HVAC Service Technician Certificate program is designed to prepare graduates for jobs troubleshooting and repairing HVAC systems in residential, commercial, and industrial buildings.

Credit
Hours

A. Required Core Subject Areas

*	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
Total Credit Hours				15.0

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

HVAC Systems Design Certificate (CT.ACRSD)

The HVAC Systems Design Certificate program is designed to prepare graduates for jobs designing HVAC systems for residential, commercial, and industrial buildings.

Credit
Hours

A. Required Core Subject Areas

*	ACR	220	Advanced Air Conditioning	4.0
*	ACR	221	Residential Load Calculations	2.0
*	EGR	110	Introduction to Computer Environment	3.0
Total Credit Hours				9.0

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

Residential/Commercial Carpentry Certificate (CT.BCTCP)

The Residential/Commercial Carpentry Certificate program is designed to prepare graduates for entry-level jobs in residential and commercial building construction. This program is based on standards set forth by the Home Builders Institute.

Credit
Hours

A. Required Core Subject Areas

*	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

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*	BCT	112	Construction Print Reading	2.0
*	BCT	206	Roof Construction	2.0
Total Credit Hours				18.0

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

Residential/Commercial Plumbing Certificate (CT.BCTPL)

The Residential/Commercial Plumbing Certificate program is designed to prepare graduates for entry-level jobs in maintenance and repair of plumbing in residential and commercial buildings.

				Credit Hours
A. Required Core Subject Areas				
*	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 that require a minimum grade of "C."

Residential/Commercial Wiring Certificate (CT.EEMRC)

The Residential/Commercial Wiring Certificate program is designed to prepare graduates for entry-level jobs in maintenance and repair of wiring within residential and commercial buildings.

				Credit Hours
A. Required Core Subject Areas				
*	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
*	EEM	165	Residential/Commercial Wiring	4.0
Total Credit Hours				16.0

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

ENGINEERING TECHNOLOGIES

Engineering technicians use the principles and theories of science, engineering, and mathematics to solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance. Their work is more narrowly focused and application-oriented than that of scientists and engineers. Many engineering technicians assist engineers and scientists, especially in research and development. Others work in quality control, inspecting products and processes, conducting tests, or collecting data. In manufacturing, they may assist in product design, development, or production. Engineering technicians, who work in research and development, help engineers or scientists by building or setting up equipment, preparing and conducting experiments, collecting data, calculating or recording results, making prototype versions of newly designed equipment among other useful activities. They also assist in design work, often using computer-aided design and drafting (CADD) equipment. Most employers prefer to hire engineering technologists with at least a 2-year associate degree in engineering technology.

The Engineering Technology Department offers four programs of study: Engineering Graphics Technology, Mechanical Engineering Technology, Computer Engineering Technology, and Electronics Engineering Technology. These programs are accredited by the Engineering Technical Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore MD 21202-4012 or Phone (410)347-7700.

In addition to the four programs mentioned above, the Engineering Technologies Department also offers the Associate of Applied Science in General Engineering Technology.

These curricula have 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.

It is the mission of the Engineering Technology Department to provide high-quality technical and life-long learning opportunities to students in the York, Lancaster and Chester areas that will lead to immediate success in the workplace or to succeed in future studies at a senior institution.

Associate in Applied Science major in Computer Engineering Technology (AAS.ECT)

The Associate in Applied Science major in Computer Engineering Technology program is designed to prepare graduates for jobs as computer technicians who install, maintain, test, troubleshoot, and repair computers and computer peripheral equipment.

			Credit Hours	
A. General Education				
	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				
*	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
	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 Elective(s)	5.0
			Subtotal	34.0
			Total Credit Hours	68.0

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

Approved Electives:

CPE 220, 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

Associate in Applied Science major in Electronics Engineering Technology (AAS.EET)

The Associate in Applied Science major in Electronics Engineering Technology program is designed to prepare graduates for jobs as electronic technicians who install, maintain, test, troubleshoot, repair, and calibrate electronic equipment.

			Credit Hours	
A. General Education				
	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				
*	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	212	Industrial Robotics	3.0
	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	5.0
			Subtotal	33.0
			Total Credit Hours	67.0

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

Approved Electives:

CPE 110, CPE 224, EET 241, EET 243, TEL 101, TEL 103, TEL 104, TEL 105, TEL 110, TEL 201, TEL 220, TEL 240

Associate in Applied Science major in Engineering Graphics Technology (AAS.EGT)

The Associate in Applied Science major in Engineering Graphics Technology program is designed to prepare graduates for jobs that are between drafter and an engineer. They are trained in the latest computer-aided design software.

			Credit Hours	
A. General Education				
	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

	CPT	170	Microcomputer Applications	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

	COL	101	College Orientation	1.0
*	CHM	101	General Chemistry I	4.0
	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
			Electives	4.0
			Subtotal	30.0
			Total Credit Hours	71.0

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

Approved Electives:

EGR 260, EGR 264, EGR 266, MET 214, MET 219, MET 231, MET 235

Associate in Applied Science major in General Engineering Technology

The Associate in Applied Science major in General Engineering Technology program is designed for students who want to earn their foundation courses before transferring to a four-year college/university to complete a Bachelor of Science in engineering.

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. 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.

				Credit Hours
A. General Education				
*	ECO	210	Macroeconomics OR	-
*	PSY	201	General Psychology	3.0
*	ENG	101	English Composition I	3.0
*	HIS	101	Western Civilization to 1689	3.0
*	MAT	140	Analytical Geometry and Calculus I	4.0
*	PHY	221	University Physics I	4.0
			Subtotal	17.0

To complete the Associate in Applied Science with a major in General Engineering technology, choose one area of interest:

Electrical/Computer Engineering Technology (AAS.GET.ELCOM)

B. Required Core Subject Areas

*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
	EGR	175	Manufacturing Processes	3.0
*	EGR	194	Statics and Strength of Materials	4.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	16.0

C. Other Hours Required for Graduation

*	CHM	110	College Chemistry I	4.0
*	ECE	101	Electrical and Electronics Engineering	3.0
*	ECE	102	Instrument Control	3.0
*	ECE	211	Intro to Computer Engineering I	3.0
*	ECE	212	Intro to Computer Engineering II	3.0
*	EGR	281	Intro to Algorithmic Design I	4.0
*	EGR	283	Intro to Algorithmic Design II	4.0
*	ENG	102	English Composition II	3.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0
*	PHY	222	University Physics II	4.0
			Subtotal	43.0
			Total Credit Hours	76.0

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

Engineering Transfer (AAS.GET.EGRTR)

B. Required Core Subject Areas

*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
	EGR	175	Manufacturing Processes	3.0
*	EGR	194	Statics and Strength of Materials	4.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	16.0

C. Other Hours Required for Graduation

*	CHM	110	College Chemistry I	4.0
*	CHM	111	College Chemistry II	4.0
*	EGR	270	Intro to Engineering	3.0
*	ENG	102	English Composition II	3.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0
*	PHY	222	University Physics II	4.0
			Electives	3.0
			Subtotal	33.0
			Total Credit Hours	66.0

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

Approved Electives: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSC 220, THE 101

Mechanical Engineering (AAS.GET.MECH)

B. Required Core Subject Areas

*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
	EGR	175	Manufacturing Processes	3.0
*	EGR	260	Engineering Statics	3.0
*	EGR	264	Intro to Engineering Mechanics of Solids	3.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	18.0

C. Other Hours Required for Graduation

*	CHM	110	College Chemistry I	4.0
*	CHM	111	College Chemistry II	4.0
*	EGR	266	Engineering Thermodynamics Fundamentals	3.0
*	EGR	270	Intro to Engineering	3.0
*	ENG	102	English Composition II	3.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0
*	PHY	222	University Physics II	4.0
			Subtotal	33.0
			Total Credit Hours	68.0

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

Associate in Applied Science major in Mechanical Engineering Technology (AAS.MET)

The Associate in Applied Science major in Mechanical Engineering Technology program is designed to prepare graduates for jobs where they provide technical support and planning in a range of areas including machine design, plant engineering, testing, research, production, sales, and safety.

				Credit Hours
A. General Education				
	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	170	Microcomputer Applications	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				
	COL	101	College Orientation	1.0
*	CHM	101	General Chemistry I	4.0
*	EGR	190	Statics	3.0
*	EGT	115	Engineering Graphics II	4.0

Programs of Study: Industrial & Engineering Technologies

MAT	120	Probability and Statistics	3.0
MET	214	Fluid Mechanics	3.0
MET	222	Thermodynamics	4.0
MET	231	Machine Design	4.0
MTT	101	Introduction to Machine Tool	2.0
		Approved Electives	2.0
		Subtotal	30.0
		Total Credit Hours	69.0

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

Approved Electives:

EGR 260, EGR 264, EGR 266, EGT 105, EGT 210, EGT 225, EGT 252, MET 219, MET 235

Engineering Graphics Diploma (DAS.EG)

The Engineering Graphics Diploma program is designed for the student interested in a career in engineering drafting with full utilization of CAD software. Graduates will find their skills applicable to fields that include architectural, civil, mechanical, structural, electrical, piping, and welding.

			Credit Hours
A. General Education			
	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			
	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 Drawing	2.0
	EGT 225	Architectural Drawing Applications	4.0
		Elective	4.0
		Subtotal	17.0
		Total Credit Hours	43.0

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

INDUSTRIAL MAINTENANCE TECHNOLOGY

Industrial operations depend heavily upon well-trained personnel condition to support production. Employees involved in maintenance, repairs, and improvement of industrial operations must be well versed in such areas as safety, electricity, automation, Programmable Logic and Automation Controls (PLCs and PACs), 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.



American Welding Society

Educational Institution Member

Associate in Applied Science major in Industrial Maintenance Technology (AAS.IMT04)

The Associate in Applied Science major in Industrial Maintenance Technology program is designed to prepare graduates for jobs in maintenance, repair, and improvement of industrial equipment. The program also focuses on safety, interpretation of blueprints, mathematics, and effective communication.

			Credit Hours
A. General Education			
	ECO	101	Basic Economics OR
	PSY	105	Personal/Interpersonal Psychology
	CPT	101	Introduction to Computers
	ENG	155	Communications I
	HSS	205	Technology and Society
	MAT	155	Contemporary Mathematics
			Subtotal
			15.0
B. Required Core Subject Areas			
*	IMT	114	Benchwork and Assembly
*	IMT	120	Mechanical Installations
*	IMT	131	Hydraulics and Pneumatics
*	IMT	161	Mechanical Power Applications
			Subtotal
			15.0
C. Other Hours Required for Graduation			
	COL	101	College Orientation
*	EEM	117	DC/AC Circuits
*	EEM	121	Electrical Measurements
*	EEM	140	National Electrical Code
*	EEM	145	Control Circuits
*	EEM	215	DC/AC Machines
*	EEM	250	Programmable Logic Controllers
*	IMT	102	Industrial Safety
*	IMT	104	Schematics
*	WLD	142	Maintenance Welding
*			Directed Electives
			Subtotal
			10.0
			38.0
			Total Credit Hours
			68.0
*Courses in this program that require a minimum grade of "C."			
Directed Electives			
<i>Industrial Electricity</i>			
*	CIM	241	Automated Manufacturing Equipment
*	EEM	221	DC/AC Drives
*	EEM	251	Programmable Controllers
*	EEM	252	Programmable Controllers Applications
*	EEM	271	Sensors & Systems Interfacing
			Subtotal
			15.0
<i>Industrial Maintenance</i>			
*	ACR	108	Refrigeration Fundamentals
*	ACR	110	Heating Fundamentals
*	IMT	123	Air Compressors
*	IMT	151	Benchwork and Assembly
*	IMT	163	Mechanical Installations
			Subtotal
			15.0

Programs of Study: Industrial & Engineering Technologies

Machine Tool

*	MTT	111	Machine Tool Theory & Practice I	5.0
*	MTT	124	Machine Tool Practice II	4.0
*	MTT	126	Machine Tool Practice III	4.0
				13.0

Welding

*	WLD	136	Advance Inert Gas Welding	2.0
*	WLD	152	Tungsten Arc Welding	4.0
*	WLD	154	Pipe Fitting and Welding	4.0
				10.0

Industrial Electricity/Electronics Diploma (DAS.EEM)

The Industrial Electricity/Electronics Diploma program is designed to prepare graduates for entry-level jobs maintaining and repairing electrical and electronic equipment in an industrial setting.

				Credit Hours
A. General Education				
	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				
*	EEM	117	DC/AC 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				
	COL	101	College Orientation	1.0
*	CIM	241	Automated Manufacturing Equipment	4.0
*	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 & Systems Interfacing	2.0
			Subtotal	26.0
			Total Credit Hours	48.0

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

Industrial Maintenance Technology Diploma (DAS.IMT03)

The Industrial Maintenance Technology Diploma program is designed to prepare graduates for entry-level jobs in mechanical maintenance and repair of industrial equipment.

				Credit Hours
A. General Education				
	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				
*	IMT	120	Mechanical Installations	5.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
			Subtotal	13.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	ACR	108	Refrigeration Fundamentals	3.0
*	ACR	110	Heating Fundamentals	4.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0
*	IMT	114	Benchwork and 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 that require a minimum grade of "C."

Welding Diploma (DAS.WLD)

The Welding Diploma program is designed to provide graduates with skills in gas, arc, TIG, and MIG welding. The program is based on the recommended practices of the American Welding Society (AWS). Students receive extensive hands-on experience for a variety of applications.

				Credit Hours
A. General Education				
	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 that require a minimum grade of "C."

Basic Electricity Certificate (CT.EEMBE)

The Basic Electricity Certificate program is designed to provide graduates with basic skills and understanding of electricity including AC/DC circuits and complying with National Electrical Code.

Credit
Hours

A. Required Core Subject Areas

*	EEM	117	AC/DC Circuits	4.0
*	EEM	121	Electrical Measurements	3.0
*	EEM	140	National Electrical Code	3.0
Total Credit Hours				10.0

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

Basic Welding Certificate (CT.WLDBW)

The Basic Welding Certificate program is designed to provide basic skills in gas and arc welding in a variety of applications.

Credit
Hours

A. Required Core Subject Areas

*	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 that require a minimum grade of "C."

Mechatronics Technology I Certificate (CT.MT1)

The Mechatronics Technology I Certificate program is designed to provide basic skills in the field of mechatronics, which combines mechanical, electrical, control, and computer technologies. Graduates will be prepared to work with robotic, automated control, hydraulic, and pneumatic equipment.

Credit
Hours

A. Required Core Subject Areas

*	AMT	105	Robotics and Automated Control I	3.0
*	EEM	117	AC/DC Circuits I	4.0
*	EEM	151	Motor Controls I	4.0
*	EGR	104	Engineering Technology Foundation	3.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0
*	IMT	112	Hand Tool Operations	3.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
*	MAT	155	Contemporary Mathematics	3.0
Total Credit Hours				32.0

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

Mechatronics Technology II Certificate (CT.MT2)

The Mechatronics Technology II Certificate program is designed to provide advanced skills in mechatronics including programmable controllers, advanced robotics, sensors, system interfaces, and statistical process control.

Credit
Hours

A. Required Core Subject Areas

*	AMT	205	Robotics and Automated Control II	3.0
*	EEM	162	Introduction to Process Control	3.0
*	EEM	201	Electronic Devices I	3.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	252	Programmable Controller Applications	3.0
*	EEM	271	Sensors and System Interfacing	2.0
*	EEM	274	Technical/Systems Troubleshooting	4.0
*	IMT	142	Electric Motors	2.0
*	IMT	170	Statistical Process Control	3.0
Total Credit Hours				26.0

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

MIG, TIG, and Pipe Welding Certificate (CT.WLDMT)

The MIG, TIG, and Pipe Welding Certificate program focuses on more advanced welding applications for those who have basic welding skills.

Credit
Hours

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 that require a minimum grade of "C."

Motors and Controls Certificate (CT.EEMMC)

The Motors and Controls Certificate program is designed to prepare graduates to work with control circuits, DC/AC machines, and DC/AC drives.

Credit
Hours

A. Required Core Subject Areas

*	EEM	145	Control Circuits	3.0
*	EEM	215	DC/AC Machines	3.0
*	EEM	221	DC/AC Drives	3.0
Total Credit Hours				9.0

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

Programmable Controllers Certificate (CT.EEMPC)

The Programmable Controllers Certificate program is designed to provide specialized training in designing and maintaining programmable logic controllers used in industrial applications.

Credit
Hours

A. Required Core Subject Areas

*	EEM	250	Programmable Logic Controllers	4.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	252	Programmable Controllers Applications	3.0
Total Credit Hours				10.0

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

MACHINE TOOL TECHNOLOGY

The Machine Tool Technology curriculum prepares the student for career opportunities in modern computer integrated manufacturing environments as machinist, tool & die makers, manufacturing process technicians, quality control technicians, CNC programmers, CNC setup and operation technician.



National Institute for Metalworking Skills®

Students receive practical hands-on experience in machine tool labs using standard machine tool equipment and CNC equipment. This helps to train them to meet high quality standards in manufacturing intricate precision components in modern manufacturing environments. In addition, students also receive training in metallurgical heat treatment, blue print reading, GD&T (Geometrical Dimensioning and Tolerancing), CAD/CAM systems and precision measuring instruments.

The Machine Tool Technology curriculum offers a General Technology degree program, a Diploma program, and an Advanced CNC Certificate program. Admission to the Advanced CNC program requires completion of the Machine Tool Diploma with a minimum GPA of 3.0 or granted permission based on appropriate work experience.

Machine Tool Diploma (DAS.MTT)

The Machine Tool Diploma program is designed to prepare students for careers working in modern manufacturing environments where intricate precision is achieved using computer controlled equipment as well as conventional equipment.

			Credit Hours	
A. General Education				
	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	111	Machine Tool Theory & Practice I	5.0
*	MTT	124	Machine Tool Practice II	4.0
*	MTT	126	Machine Tool Practice III	4.0
			Subtotal	15.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	EGT	212	Machine Tool Print Topics	2.0
*	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
*	MTT	255	CNC Programming II	3.0
			Subtotal	22.0
			Total Credit Hours	46.0

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

Advanced CNC Machinist Certificate (CT.ACNC)

The Advanced CNC Machinist Certificate program is designed to provide the student with skills using automated manufacturing and robotics including geometric dimensioning and tolerancing, and operation, set-up, and programming of CNC machines.

				Credit Hours
A. Required Core Subject Areas				
*	EGT	128	Machine Tool Print Layout	2.0
*	EGT	130	Geometric Dimensioning and Tolerancing Applications	3.0
*	EGT	151	Introduction to CAD	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	MTT	111	Machine Tool Theory & Practice I	5.0
*	MTT	145	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	Operating and Programming of Coordinate Measuring Machines	3.0
Total Credit Hours				34.0

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

TELEPRODUCTION TECHNOLOGY

The ever expanding fields of video, television and motion picture industries depend on highly trained and disciplined individuals who have received a sound education from an institution of higher education. It is the mission of the Teleproduction Technology Department at York Technical College to provide life-long learning opportunities in the areas of television and video production that promote personal and economic development within York, Chester, and Lancaster counties.

Teleproduction Technology Diploma (DAS.TPT)

The Teleproduction Technology Diploma program is designed to prepare students for entry-level positions in commercial and cable broadcasting or industrial video production. The program is mostly hands-on using state-of-the-art technology.

				Credit Hours
A. General Education				
	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				
	COL	101	College Orientation	1.0
*+	CGC	115	Digital Photography	3.0
*	RTV	108	Digital Multimedia I	3.0
*	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

Programs of Study: Industrial & Engineering Technologies

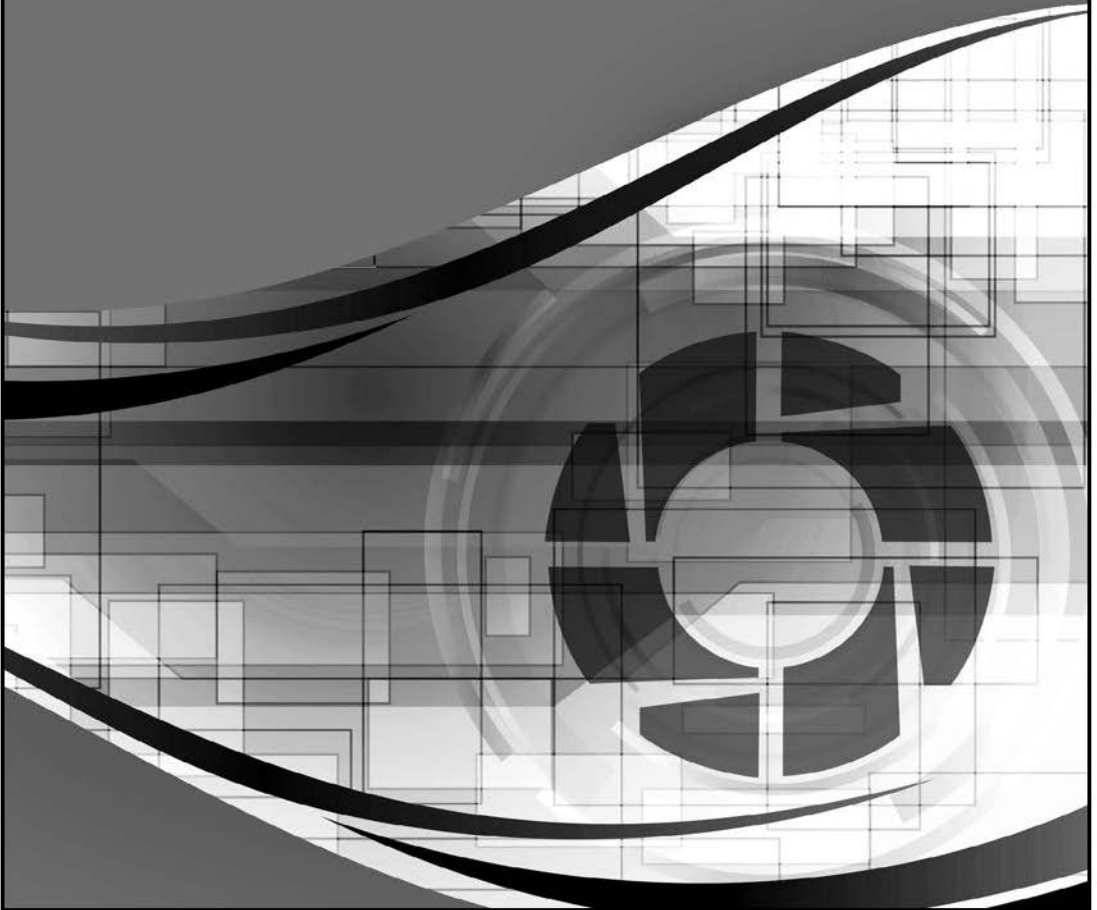
*	RTV	205	Broadcast Electronics	3.0
			Elective	3.0
			Subtotal	21.0
			Total Credit Hours	45.0

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

+CGC 115 requires student-provided digital camera.

++RTV 101 requires student-provided digital voice recorder.

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 that 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.

ABR-100 INTRODUCTION TO AUTOBODY HAZARDOUS MATERIALS 1.0 CR.
This course is a basic study of the proper handling of hazardous materials found in auto body repair centers. Types of hazardous materials, handling of the materials and their proper disposal will be covered.

ABR-101 STRUCTURAL REPAIR I 5.0 CR.
This course is an introduction to modern uni-body and full frame structural repair and alignment.

ABR-102 MIG WELDING 3.0 CR.
This course is an introduction to the welding of high strength steels used in modern uni-body vehicles.

ABR-103 SHEET METAL REPAIR I 4.0 CR.
This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

ABR-108 REFINISHING I 3.0 CR.
This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.

ABR-111 STRUCTURAL REPAIR II 5.0 CR.
This course covers the application of procedures for measuring, straightening, aligning, and replacing necessary structural and cosmetic parts.

ABR-113 SHEET METAL REPAIR II 4.0 CR.
This course covers the application of sheet metal replacement alignment.

ABR-118 REFINISHING II 3.0 CR.
This course covers overall refinishing with the newest type paints.

ABR-119 ESTIMATING REPAIRS 2.0 CR.
This course covers writing estimates on damaged vehicles using collision repair guides.

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. (Prerequisite: ACC 123 - Minimum grade of "C")		
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. (Co-requisite: ACC 111)		
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 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 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. (Co-requisite: ACC 102)		
ACC 265	NOT-FOR-PROFIT ACCOUNTING	3.0 CR
This course introduces the special accounting needs of municipalities, countries, states, the federal government and governmental agencies, and other not-for-profit organizations.		
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)		
ACR 150	BASIC SHEETMETAL	2.0 CR
This course covers the tools and procedures required in the fabrication of duct work. (Prerequisite: RDG 031 or equivalent)		
ACR 210	HEAT PUMPS	4.0 CR
This course is a study of theory and operational principles of the heat pump. (Prerequisite or co-requisite: ACR 120)		
ACR 220	ADVANCED AIR CONDITIONING	4.0 CR
This course is an advanced study of air conditioning systems. (Prerequisite: ACR 120)		
ACR 221	RESIDENTIAL LOAD CALCULATIONS	2.0 CR
This course is a study of heat losses/gains in residential structures. (Prerequisite: RDG 031 or equivalent)		
ACR 224	CODES AND ORDINANCES	2.0 CR
This course covers instruction on how to reference appropriate building codes and ordinances and where they apply to installation of heating and air conditioning equipment. (Prerequisite: RDG 031 or equivalent)		
AET 103	INTERNATIONAL BUILDING AND RESIDENTIAL CODES	3.0 CR
This course is an introduction to the international building codes and the international residential codes, as well as local code requirements. (Prerequisite: RDG 031 or equivalent)		
AHS 101	INTRODUCTION TO HEALTH PROFESSIONS	2.0 CR
This course provides a study of the health professions and the health care industry.		
AHS 102	MEDICAL TERMINOLOGY	3.0 CR
This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. (Prerequisite: RDG 100, ENG 100 or equivalent)		
AHS 108	NUTRITION	3.0 CR
This course is a study of nutrition and diet therapy as related to health care. (Pre-requisite RDG 101 or equivalent, Eng 101 or equivalent.)		
AHS 113	HEAD AND NECK ANATOMY	1.0 CR
This course provides a detailed study of the structure of the head and neck with a specific emphasis on structure as it pertains to the student of dental science. (Prerequisites: DHG 154, DHG 125, DHG 115; Co-requisites: DHG 165, DHG- 121)		
AHS 116	PATIENT CARE RELATIONS	3.0 CR
This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.		
AHS 117	THE CARE OF PATIENTS	4.0 CR
This course includes a study of concepts required to assist in nurse assisting.		
AHS 120	RESPONDING TO EMERGENCIES	2.0 CR
This course is a study of emergency care procedures utilizing first aid and CPR principles.		
AHS 121	PHARMACOLOGY	2.0 CR
This course covers the nature of drugs, their action(s) in the body and their side effects. (Prerequisite: RDG 101 or equivalent)		
AHS 135	PRINCIPLES OF TEACHING USED IN HEALTH CARE SETTINGS	3.0 CR
This course explores the skills necessary to be an effective educator in a variety of health care settings. Basic teaching skills, including assessment of the learner, development of teaching plans, and evaluation of overall teaching effectiveness, will be presented.		

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.		
AMT 105	ROBOTICS AND AUTOMATED CONTROL I	3.0 CR
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.		
AMT 205	ROBOTICS AND AUTOMATED CONTROL II	3.0 CR
This course covers installation, testing, troubleshooting, and repairing of automated systems.		
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) (Co-requisite: 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)		
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.(Prerequisites: AOT 105 and MAT 032)		
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")		
ARV 121	DESIGN	3.0 CR
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. (Prerequisites: ARV 110, ARV 123, ENG 100 and RDG 100 or equivalent -- Minimum grades of "C") (Recommended Co-requisite: ARV 205)		
ARV 123	COMPOSITION AND COLOR	3.0 CR
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.		
ARV 205	GRAPHIC ILLUSTRATION	3.0 CR
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.		

ARV 210	COMPUTER GRAPHICS II	3.0 CR
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery. (Prerequisite: ARV 110, CGC 278 – Minimum grade of “C”)		
ARV 212	DIGITAL PHOTOGRAPHY	3.0 CR
This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. (Prerequisite: ARV 110-- Minimum grade of “C”)		
ARV 219	MULTIMEDIA TECHNIQUES	3.0 CR
This course is an introduction to the production of current audio-visual media.		
ARV 222	COMPUTER ANIMATION	3.0 CR
This course introduces techniques of creating the illusion of motion and three-dimensional space. (Prerequisites: MAT 032, ARV 121, ARV 205 - Minimum grade of “C”)		
ARV 223	3D ANIMATION I	3.0 CR
This course covers advanced techniques used in creating three-dimensional animation software.		
ARV 227	WEB DESIGN I	3.0 CR
This course is an introduction to the production of an interactive worldwide web site. (Suggested prerequisite: ARV 205 - Minimum grade of “C”)		
ARV 281	DESIGN II	3.0 CR
This course is the study of advanced theories, vocabulary, principles, techniques, media and problem-solving in design. (Prerequisites: ARV 121, CGC 278 – Minimum grade of “C”)		
AST 101	SOLAR SYSTEM ASTRONOMY	4.0 CR
This is the first in a sequence of astronomy courses and is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are also included in the course. Topics include solar system astronomy, a review of the history of astronomy, basic motion, and optics. (Prerequisite: ENG 100 and MAT 032 or above)		
AUT 105	BEGINNING ENGINE REPAIR	4.0 CR
This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.		
AUT 107	ADVANCED ENGINE REPAIR	4.0 CR
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures. (Prerequisite: AUT 105)		
AUT 112	BRAKING SYSTEMS	4.0 CR
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.		
AUT 115	MANUAL DRIVE TRAIN/AXLE	3.0 CR
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle setup.		
AUT 121	SUSPENSION AND STEERING	3.0 CR
This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints, and related parts. (Prerequisite: RDG 031 or equivalent)		
AUT 131	ELECTRICAL SYSTEMS	3.0 CR
This course is a study of the individual systems and components that, when combined, form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics. (Prerequisites: AUT 133 and RDG 031 or equivalent)		
AUT 133	ELECTRICAL FUNDAMENTALS	3.0 CR
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.		

AUT 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. (Prerequisite: MAT 101) (Co-requisite: ACC 102)		
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 is a study of principles, equipment, and methods used to perform site layouts and distance measurements. (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; Co-requisite: BCT 105)		
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 105)		
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)		
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)		
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 BCT 105 and BCT 112)		

BCT 221	CONSTRUCTION BUILDING CODE	3.0 CR
This course is a study of local, state, and national building code requirements as they apply to residential and 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 MAT 032)		
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)		
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. (Prerequisite: ENG 100 or equivalent - Minimum grade of "C")		
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. (Prerequisite: ENG 100 or equivalent - Minimum grade of "C")		
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 150	ANATOMY REVIEW FOR KINESIOLOGY	1.0 CR
This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.		
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. (It is recommended that students with no chemistry background take CHM 101 before taking BIO 210. Prerequisite: ENG 100 or equivalent and RDG 100 or equivalent - Minimum grade of "C")		
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 & 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.		
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 115	DIGITAL PHOTOGRAPHY	3.0 CR
This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical and technical aspects will be considered. Topics include: information on types and purchasing digital cameras, theory, mechanics and the art of digital imagery. Additionally, this course covers the fundamentals of the photographic process including principles of picture composition, camera operation, and publishing techniques. Co-requisite: RTV 105		
CGC 226	ADVANCED PRINTING	3.0 CR
This course covers a variety of advanced printing projects. (Prerequisites: CGC 278, ARV 121 - Minimum grade of "C")		
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")		
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 (Prerequisite: MAT 101 or MAT 155 or equivalent - Minimum grade of "C")		
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 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-requisite: 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 Co-requisites: 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 - Minimum grade of “C”)		
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”)		
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 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. (Prerequisite: CPT 168 - Minimum grade 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-reading, 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) (Co-requisite: 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 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)		
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)		
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 202	CRIMINALISTICS	3.0 CR
This course covers an introduction to investigative techniques that stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations.		
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 247	LAW ENFORCEMENT AND THE LATINO COMMUNITY	3.0 CR
This course is designed to assist criminal justice personnel in Spanish language and culture to facilitate their interaction with a Hispanic population.		
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.		
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)		
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
<p>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)</p>		
ECD 133	SCIENCE AND MATH CONCEPTS	3.0 CR
<p>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)</p>		
ECD 135	HEALTH, SAFETY AND NUTRITION	3.0 CR
<p>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)</p>		
ECD 200	CURRICULUM ISSUES IN INFANT & TODDLER DEVELOPMENT	3.0 CR
<p>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)</p>		
ECD 201	PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & ED.	3.0 CR
<p>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)</p>		
ECD 203	GROWTH AND DEVELOPMENT II	3.0 CR
<p>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)</p>		
ECD 205	SOCIALIZATION & GROUP CARE OF INFANTS & TODDLERS	3.0 CR
<p>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)</p>		
ECD 207	INCLUSIVE CARE FOR INFANTS AND TODDLERS	3.0 CR
<p>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)</p>		
ECD 210	EARLY CHILDHOOD INTERVENTION	3.0 CR
<p>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)</p>		
ECD 237	METHODS AND MATERIALS	3.0 CR
<p>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)</p>		
ECD 243	SUPERVISED FIELD EXPERIENCE	3.0 CR
<p>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 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)</p>		

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.)		
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
This course is 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) (Co-requisite: 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 151	MOTOR CONTROLS	4.0 CR
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.		
EEM 162	INTRODUCTION TO PROCESS CONTROL	3.0 CR
This course is an introduction to control systems theory and process control characteristics.		
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)		
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)		
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)		

EEM 274	TECHNICAL/SYSTEMS INTERFACING	4.0 CR
This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.		
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) (Co-requisite: 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 and MAT 111 or equivalent with minimum grade of "C")		
EET 141	ELECTRONIC CIRCUITS	4.0 CR
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 111 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. (Prerequisites: MAT 101 or equivalent; and EET 111)		
EET 212	INDUSTRIAL ROBOTICS	3.0 CR
This course is the study of the systems design, modeling and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics. Prerequisite: EET 111 with minimum grade of "C."		
EET 221	BROADBAND COMMUNICATION SYSTEMS	3.0 CR
This course is 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") (Co-requisite: EET 112 or equivalent)		
EET 231	INDUSTRIAL ELECTRONICS	4.0 CR
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested. (Prerequisites: EET 111 or equivalent with minimum grade of "C") (Co-requisite: 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 - Minimum grade of "C")		
EET 241	ELECTRONIC COMMUNICATIONS	4.0 CR
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations are also covered. (Prerequisites: EET 112 or equivalent and EET 141 - 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
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed, and tested. (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 - Minimum grade of "C")		
EGR 194	STATICS & STRENGTH OF MATERIALS	4.0 CR
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.		
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
This course is 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
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. (Prerequisites: ENG 100 or equivalent and RDG 101 or equivalent)		
EGR 275	INTRODUCTION TO ENGINEERING/COMPUTER GRAPHICS	3.0 CR
This course is 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; Co-requisite: 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; Co-requisite: 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 - Minimum grade of "C" or equivalent)		
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 APPLICATIONS	3.0 CR
This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. (Prerequisite: RDG 031 or equivalent, EGT-128)		
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 - Minimum grade of "C" 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
This is 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 - Minimum grade of "C")		
EGT 290	COMPUTER AIDED DESIGN I	1.0 CR
This course focuses on AutoCad basic skills. It covers how to create two dimensional drawings using CAD commands: Draw, edit, display, layer, settings, dimensions, blocks, plotting, creating and editing text entities and associative crosshatching techniques. By permission of department.		
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)		
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 & 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 102	INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS	1.0 CR
This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics, and the beginning foundation of the study of disease.		
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)		
HIM 226	HEALTH INFORMATION SEMINAR	1.0 CR
This course includes specific assigned management project(s).		
HIS 101	WESTERN CIVILIZATION TO 1689	3.0 CR
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. (Prerequisite: ENG 100 or equivalent)		
HIS 102	WESTERN CIVILIZATION POST 1689	3.0 CR
This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. (Prerequisite: ENG 100 or equivalent)		
HIS 201	AMERICAN HISTORY: DISCOVERY TO 1877	3.0 CR
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)		
HIS 202	AMERICAN HISTORY: 1877 TO PRESENT	3.0 CR
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. (Prerequisite: ENG 100 or equivalent)		
HSS 205	TECHNOLOGY AND SOCIETY	3.0 CR
This course is an investigation of the impact of 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. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent.)		
HUS 102	PERSONAL & PROFESSIONAL DEVELOPMENT IN HELPING PROFESSIONS	3.0 CR
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 (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. (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. (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. (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 POPULATIONS	3.0 CR
This course discusses theoretical etiologies, current thinking, and current trends in the field of health and wellness in gerontology and developmental disabilities. (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 addictions. Topics to be discussed include causes and diagnoses of addictions, and treatment modalities. (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. (Prerequisite: MAT 032, ENG 100 - Minimum grade of "C" or equivalent and RDG 100 - Minimum grade of "C" or equivalent)		
IMT 102	INDUSTRIAL SAFETY	2.0 CR
This course covers safety awareness and practices found in industry. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 104	SCHEMATICS	2.0 CR
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 112	HAND TOOL OPERATIONS	3.0 CR
This course covers the use of hand tools and their applications in industrial and service areas.		
IMT 114	BENCHWORK AND ASSEMBLY	2.0 CR
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 120	MECHANICAL INSTALLATIONS	5.0 CR
This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 123	AIR COMPRESSORS	2.0 CR
This course covers methods used to install and/or maintain various types of air compressors. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 131	HYDRAULICS AND PNEUMATICS	4.0 CR
This course covers the basic hydraulic terminology and principles of hydraulics and pneumatics. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 142	ELECTRIC MOTORS	2.0 CR
This course covers theory, operations, and maintenance of AC/DC motors as used in industry.		
IMT 151	PIPING SYSTEMS	3.0 CR
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 161	MECHANICAL POWER APPLICATIONS	4.0 CR
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 163	PROBLEM SOLVING FOR MECHANICAL APPLICATIONS	3.0 CR
This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
IMT 170	STATISTICAL PROCESS CONTROL	3.0 CR
This course is a study of the concepts and charts used in quality control.		
IST 101	ORIENTATION TO IT PROFESSIONS	1.0 CR
This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.		

IST 103	SECURITY AWARENESS	1.0 CR
This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.		
IST 104	INTRODUCTION TO THE INTERNET	1.0 CR
This course is an introduction to the Internet and the World Wide Web, and includes FTP, Telnet, Archie, Gopher, and E-mail functions.		
IST 105	INTERNET SEARCH TECHNIQUES	1.0 CR
This course is designed as a guide to effective Internet search techniques and tools.		
IST 106	WEBSITES 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 INTERNETWORKING 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. (Co-requisite: IST 188)		
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 prerequisites: IST 106 and CPT 168 - Minimum grade of "C")		
IST 251	LAN NETWORKING TECHNOLOGIES	3.0 CR
This course provides software-specific concepts of local area network (LAN) communications, networking and connectivity. (Co-requisite: 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. (Co-requisite: 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)		
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”)		
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 performed 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 MED113, 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. (Co-requisite: EGR 190 - Minimum grade of “C”)		
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 are stressed. (Prerequisite: MAT 110 or equivalent) (Co-requisite: MET 214)		
MET 226	APPLIED HEAT PRINCIPLES	4.0 CR
This course covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed		

on the optimization of thermal efficiency through the study of various thermodynamic cycles. (Prerequisite: 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) (Co-requisite: 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.

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 130 CUSTOMER SERVICE PRINCIPLES 3.0 CR

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

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 250 CONSUMER BEHAVIOR 3.0 CR

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

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 101	INTRODUCTION TO MACHINE TOOL	2.0 CR
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.		
MTT 111	MACHINE TOOL THEORY& PRACTICE I	5.0 CR
This course is an introduction to the basic operation of machine shop equipment (Prerequisite: RDG 031 or equivalent) (Co-requisite EGT-128)		
MTT 124	MACHINE TOOL PRACTICE II	4.0 CR
This course covers the practical application of the principles in Machine Tool Theory II. (Prerequisites: MTT 111)		

MTT 126	MACHINE TOOL PRACTICE III	4.0 CR
This course covers the practical application of the principles in Machine Tool Theory III (Prerequisites: MTT -111)		
MTT 141	METALS AND HEAT TREATMENT	3.0 CR
This course is a study of the properties, characteristics, and heat treatment procedures of metal.		
MTT 145	MACHINING OF METALS	3.0 CR
This course covers theoretical and practical training in the physical 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 124 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. Prerequisite: EGT-151, MAT-155, MTT-111)		
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). Prerequisite: EGT-130, MTT-111, EGT-151, MAT-155		
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, Co-requisite - 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, Co-requisite - 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, Co-requisite - 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 Admission to the Nursing Program and 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, Co-requisite - 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 Co-requisite - 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 Co-requisites - 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, Co-requisites 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, Co-requisite - 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, Co-requisite - 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)		
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. Co-requisite – PHM 114, PHM 113, PHM 152		
PHM 110	PHARMACY	4.0 CR
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Prerequisite – PHM 101, PHM 113, PHM 114, PHM 152 (Co-requisite – PHM 124, PHM 164)		

PHM 113	PHARMACY TECHNICIAN MATH	3.0 CR
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Co-requisite – PHM 101, PHM 114, PHM 152		
PHM 114	THERAPEUTIC AGENTS I	3.0 CR
This course provides an introductory study of therapeutic drug categories. Co-requisite – PHM 101, PHM 113, PHM 152		
PHM 124	THERAPEUTIC AGENTS II	3.0 CR
This course includes a study of therapeutic drug categories. Prerequisite – PHM 101, PHM 113, PHM 114, PHM 152; Co-requisite – PHM 110, PHM 164		
PHM 152	PHARMACY TECHNICIAN PRACTICUM I	2.0 CR
This course provides a practical introduction to the pharmacy environment. Co-requisite – PHM 101, PHM, 113, PHM 114		
PHM 164	PHARMACY TECHNICIAN PRACTICUM II	4.0 CR
This course provides practical application of pharmacy skills in pharmacy environments. Prerequisite – PHM 101, PHM 113, PHM 114, PHM 152; Co-requisite – PHM 101, PHM 113, PHM 114, PHM 152		
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) (Co-requisites: 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. (Co-requisite: 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)		
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.		
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.		
RTV 103	FIELD OPERATIONS	3.0 CR
This course introduces the setup, operation, and application of video equipment for field production.		
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.		
RTV 107	PRODUCING AND DIRECTING	3.0 CR
Includes the processes involved in creating and organizing an idea to the final video product.		
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
This course covers combining writing and video production skills as applied to television production.		
RTV 202	TELEPRODUCTION EXTERNSHIP I	1.0 CR
This course includes individually assigned production experiences at television production locations.		
RTV 203	TELEPRODUCTION EXTERNSHIP II	2.0 CR
This course includes production experiences at television production locations.		
RTV 204	TELEPRODUCTION EXTERNSHIP III	2.0 CR
This course includes production experiences at television production locations.		
RTV 205	BROADCAST ELECTRONICS	3.0 CR
This course covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting.		

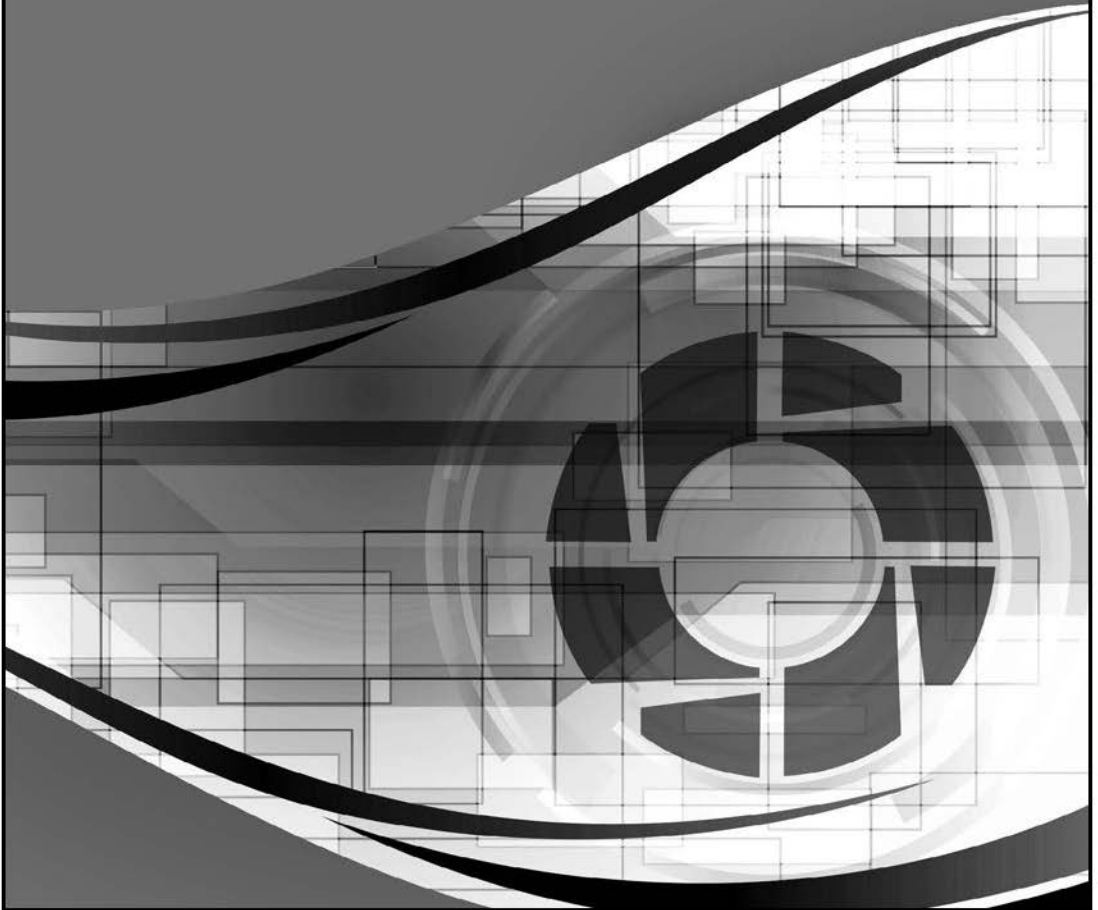
SAC 101	BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS	3.0CR
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments (South Carolina School Age Credential).		
SCI 150	FORENSIC SCIENCE I	4.0 CR
This course is a study of how 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)		
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 THE 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 CABLES 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 a 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
This course 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)		

Course Descriptions

WLD 113	ARC WELDING II	4.0 CR
This course is a study of arc welding of ferrous and/or non-ferrous metals. (Prerequisite: RDG 031 or equivalent and WLD 111)		
WLD 136	ADVANCED INERT GAS WELDING	2.0 CR
This course covers the techniques for all positions of welding ferrous and non-ferrous metals. (Prerequisite: RDG 031 or equivalent)		
WLD 142	MAINTENANCE WELDING	3.0 CR
This course covers gas and arc welding processes used in maintenance shops. (Prerequisites: RDG 031 or equivalent; MAT 032 or equivalent)		
WLD 152	TUNGSTEN ARC WELDING	4.0 CR
This course covers gas tungsten arc welding of carbon-steel filler metal and carbon-steel metals with stainless-steel filler metals. (Prerequisite: RDG 031 or equivalent)		
WLD 154	PIPE FITTING & WELDING	4.0 CR
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. (Prerequisites: RDG 031 or equivalent; WLD 111 and WLD 113)		
WLD 201	WELDING METALLURGY	2.0 CR
This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties.		
WLD 206	ORBITAL WELDING I	2.0 CR
This course is the study of safety, basic theory, and practice for ferrous and nonferrous metals for orbital welding.		
WLD 208	ADVANCED PIPE WELDING	3.0 CR
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. (Prerequisites: RDG 031 or equivalent and WLD 154)		
WLD 212	DESTRUCTIVE TESTING	2.0 CR
This course covers the destructive testing methods used in the evaluation of welds. (Prerequisites: RDG 031 or equivalent and WLD 113)		
WLD 214	NON-DESTRUCTIVE TESTING	2.0 CR
This course covers non-destructive testing processes used in the evaluation of welds.		
WLD 235	ROBOTIC WELDING I	2.0 CR
This course covers basic theory and practice for robotic welding.		
WLD 240	ROBOTIC WELDING AND MANUFACTURING	4.0 CR
This course covers robotic welding systems, safety, operations and applications.		

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Ph.D., University of Texas at Austin

Jennifer S. Gammon

Administrative Coordinator

B.S., University of North Carolina at Wilmington

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Edwina Roseboro-Barnes

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B.S., University of South Carolina

M.L.A., Winthrop University

Candee Brakefield

Benefits Manager

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Brittany Burton

Employment Manager

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M.A., Columbia College

Ann Geter

Human Resources Assistant

A.A., Midlands Technical College

Roslyn Hughes

Human Resources Assistant

A.B., York Technical College

INSTITUTIONAL EFFECTIVENESS & RESEARCH

Mary Beth Schwartz

Director

B.A., Antioch College

M.P.A., University of Pittsburgh

Ph.D., University of South Carolina

Vicki Stewart

Data Coordinator

A.B., York Technical College

B.S., Limestone College

M.B.A., Strayer University

PLANNING & SPECIAL PROJECTS

Jacquelyn H. Nesbitt

Director

A.B., York Technical College

B.S., Limestone College

M.B.A., Winthrop University

Barbara Lewis

Administrative Coordinator

B.A., Montclair State University

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Marianne Borders

Area Director

B.S., Winthrop University

Janet Bedenbaugh

Program Assistant

B.S., Winthrop University

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Marc Tarplee

Vice President for Business Services

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M.S.E.E., Rochester Institute of Technology

Ph.D., University of South Carolina

Debra Bailey

Administrative Coordinator

B.S., Virginia Intermont College

ACCOUNTING/PROCUREMENT/INVENTORY CONTROL

Melissa Granacher

Director, Accounting, Procurement, & Inventory Control

B.S., Winthrop University

Maureen Gore

Accountant

A.B., York Technical College

B.S., Limestone College

Kim Farris

Accountant

A.A., York Technical College

Lisa Kimbrell

Fiscal Technician

Wanda Langley

Property and Inventory Control Specialist, Shipping and Receiving

Becky Moon

Senior Accountant

A.B., York Technical College

B.S., Winthrop University

E.M.B.A., Winthrop University

Melinda Moore*Accountant*

A.B., York Technical College
 B.S., Limestone College
 M.S.A., University of Phoenix

Julie O'Dell*Accountant*

A.B., York Technical College

Janice Patton*Accounting Technician Supervisor*

B.S., Johnson C. Smith University

Lowanna Y. Turner*Accountant*

A.B., York Technical College
 B.S., Limestone College

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B.A., Ohio University

Rhonda Cauthen*Administrative Specialist*

Diploma, York Technical College

Phillip Haynes*Facility Coordinator***FACILITIES MANAGEMENT****Robert L. Brown***Director*

B.S., University of North Carolina at Charlotte
 B.S., Winthrop University

Barry Adams*Custodial***Robbie Ayers***Trades Specialist***Ben Bowen***Assistant Chief, Campus Security***Tim Bowers***Trades Specialist***Wanda Buchanan***Custodial***Bryan Carter***Custodial***Laura Carver***Campus Security Officer/EMT***Kasey Grey***Trades Specialist***Roosevelt Dixon***Custodial Manager*

B.A. Southern Wesleyan University

Alzina Dukes*Custodial***Elizabeth Ferguson***Custodial***Rick Hallam***Trades Specialist***Darnell Hayden***Custodial***Joe Ingram***Custodial***Brenda Kennon***Custodial***Betty McMurray***Custodial***Scott Mosley***Trades Specialist*

B.S., Lander University

M.Div., Reformed Theological Seminary

Steve Osborne*Trades Specialist***Mechelle Pate***Custodial***Harold Patterson***Day-Shift Custodial Supervisor***Roy Polk***Grounds Supervisor***James Reeves***Maintenance Supervisor*

Diploma, York Technical College

A.S., York Technical College

Randy Rose*Trades Specialist***Donald Root***Campus Security Officer***Paul Shaffer***Trades Specialist***Willie Simms***Night-Shift Custodial Supervisor***Bruce Stair***Campus Security Officer***Tim Turney***Chief, Campus Security*

Maggie Walker
Administrative Coordinator

Evelyn Young
Custodial

INFORMATION SERVICES

Vickie Brecht
Applications Analyst
A.C.T., York Technical College

Kelly Estes
Applications Analyst
B.S., Limestone College

Brian Gallien
Systems Support Manager
A.E., York Technical College

T'rone Gibson
Technology Support Coordinator
A.S., Aiken Technical College

Ralph Hanahan
Senior Applications Analyst
B.A., University of South Carolina

Ashik Kumar
Application Analyst
B.S., University Institute of Technology
M.B.A., Charles Strut University
M.C.A., Madurai Kamaraj University

Brian McNaughton
Senior Systems Engineer

Charlene Ogle, CPS
Applications Analyst
A.B., York Technical College

Bradley Rollings
Technology Specialist
A.C.T., York Technical College

Jeffrey Wade
Computer Services Manager
A.E. York Technical College
B.S., Limestone College

Shakkia Walker
Systems Support Technician
B.S., Clafin University

PRINTING SERVICES

Steve Mauney
Services Manager

VICE PRESIDENT FOR COLLEGE ADVANCEMENT

Melanie E. Jones
Vice President for College Advancement
B.S., Spelman College
M.A., Tennessee Technological University

Angela Shirley
Administrative Assistant
A.B., York Technical College

DEVELOPMENT & ALUMNI SERVICES

Beth A. Scruggs
Advancement Services Coordinator
B.A., Lycoming College
M.S., Bay Path College

STRATEGIC COMMUNICATIONS AND MARKETING

Monique Perry
Director
B.A., North Carolina Central University
M.A., Seton Hall University

Michael McAllister
Coordinator
A.A.S., Randolph Community College
B.A., University of North Carolina at Chapel Hill

Steve Ward
Creative Services and New Media Manager
B.A., University of North Carolina at Charlotte

EXECUTIVE VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS

Carolyn Stewart
Executive Vice President
B.S.N., University of North Carolina at Chapel Hill
M.A., Appalachian State University
Ed.S., University of South Carolina
Ph.D., University of South Carolina

Susan S. Feemster
Administrative Assistant
A.B., York Technical College

INSTRUCTIONAL DIVISIONS

BUSINESS, COMPUTERS, ARTS & SCIENCES DIVISION

Jack N. Bagwell

Associate Vice President for Academic Affairs

B.S., Winthrop University
M.S., Winthrop University
Ph.D., University of Nebraska - Lincoln

Edie Dille

Associate Dean for Business and Information Technology

B.S., Winthrop University
M.B.A., Winthrop University
Ph.D., University of South Carolina

ADMINISTRATIVE SUPPORT FOR BUSINESS, COMPUTERS, ARTS & SCIENCES

Michael Graham

Office Manager

B.S., Winthrop University

Joann Kelly

Administrative Specialist

B.A., Georgia Southern University

Terry A. Mobley

Administrative Specialist

A.B., York Technical College

Cynthia Williams

Administrative Specialist

Certificate, York Technical College

ADMINISTRATIVE OFFICE TECHNOLOGY

Gwendolyn C. Wilson

Department Chair

B.S., Winthrop University
M.A.T., Winthrop University

Kiwanna Brackett

Instructor

B.A., Winthrop University
M.A., Webster University

Regina Clawson

Instructor

B.H.S., Medical University of South Carolina
M.B.A., Winthrop University
B.H.S., Medical University of South

Stephanie Long

Instructor

B.S., University of Arkansas at Pine Bluff
B.S., Parker College of Chiropractic
M.B.A., Webster University
D.C., Parker College of Chiropractic

Mark Morrell

Instructor

B.S., University of South Carolina
M.B.A., Winthrop University
J.D., University of South Carolina

Mina Williams

Instructor

B.A., New College of California
M.A., San Francisco State University

BUSINESS ADMINISTRATION

Ivan Lowe

Department Chair

A.A., Northwood University
B.A., Northwood University
M.B.A., Baker College

Chris Ardis

Instructor

B.S., Winthrop University
M.B.A., Winthrop University

Anita Leslie

Instructor

B.S., Winthrop University
M.B.A., Winthrop University

Dane Loflin

Instructor

B.S., Limestone College
M.B.A., University of Phoenix

Kevin Parker

Instructor

B.S., Winthrop University
M.A., Winthrop University

R. Douglas Parker

Instructor

B.S., Western Carolina University
M.A., Western Carolina University

ENGLISH/LANGUAGES

William Folden

Instructor

B.A., Winthrop University
M.A., Winthrop University

Martin Grant

Instructor

B.A., Erskine College
M.A., Winthrop University

Karen Hedgepeth

Instructor

B.A., Clemson University
M.Ed., Clemson University

Tracy Hudson

Instructor

B.A., Winthrop University
M.A., Winthrop University

Martha Macdonald

Instructor

B.A., Erskine College
M.A., University of Maryland
Ph.D., Walden University

Kurt Muellner

Instructor

B.S., University of Wisconsin - Stevens Point
M.A., University of Wisconsin - Stevens Point

Richard Orr

Instructor, English/German

B.A., East Carolina University
M.A., The University of Tulsa

Love Sanchez-Suarez

Instructor Spanish/French

B.A., Grove City College
M.A., Syracuse University

HUMANITIES

Rob Sturgis

Department Chair

B.A., Winthrop University
M.A., Winthrop University

Pete Baldwin

Instructor, History

B.A., Winthrop University
M.A., Winthrop University

Jeffrey Page

Instructor, History and Political Science

M.A., Winthrop University
M.L.A., Winthrop University

Rick Whisonant

Instructor, History and Political Science

B.A., Winthrop University
M.A., Winthrop University

INFORMATION TECHNOLOGY

James Thomas

Department Chair

B.S., Western Carolina University
M.S., University of North Carolina at Charlotte

Kathryn Floyd

Instructor

A.S., York Technical College
B.S., Limestone College
M.S., South University

Michael Gayk

Instructor

B.F.A., Center for Creative Studies
M.F.A., University of Washington

Dexter Harlee

Instructor

B.S., Indiana University
M.A., Webster University
Ph.D., Capella University

John VanAssen

Instructor

A.S., Brookdale Community College
B.S., Kean University
M.S., Stevens Institute of Technology

MATHEMATICS

Andu Agbor

Instructor

M.S., University of North Carolina
Ph.D., University of North Carolina at Charlotte

David Bain

Instructor

B.S., University of North Carolina at Chapel Hill
M.S., Winthrop University

Leah Hollingsworth

Instructor

B.S., University of North Carolina at Charlotte
M.S., University of North Carolina at Charlotte

Sandra Morrissey

Instructor

M.S., University of South Carolina

Steven Richardson

Instructor

B.S., West Virginia University
M.S., West Virginia University

Wesley Spinks

Instructor

B.A.Ed., Glenville State College
M.A., University of North Carolina at Charlotte

Catherine Whitley*Instructor*

B.S., Johnson State College
M.A., The Citadel

SCIENCE**John McGill***Department Chair*

B.S., Presbyterian College
M.S., Winthrop University

Jose Cardoza*Instructor, Physics*

B.S., State University of New York
M.S., University of Utah

Jennifer Morgan*Instructor, Biology*

B.S., Winthrop University
Ph.D., University of South Carolina

Janie Sigmon*Instructor, Biology*

B.A., Winthrop University
Ph.D., Clemson University

Robert Jared Smith*Instructor, Chemistry and Biology*

B.S., College of Charleston
B.A., College of Charleston
M.S., Saint Joseph College

David A. Whitley*Instructor*

B.S., North Carolina State University
Ph.D., North Carolina State University

Elizabeth Wyatt*Instructor, Biology*

R.N. Diploma, Presbyterian Hospital School
of Nursing
B.S.N., Medical University of South Carolina
M.A.T., Winthrop University

SOCIAL SCIENCES**Andrea Phronebarger***Department Chair*

B.S., College of Charleston
M.A., University of North Carolina at Charlotte

Tai M. McMiller*Instructor, Psychology*

B.S., University of South Carolina
M.A., Webster University

Rocky Ratteree*Instructor, Sociology*

B.A., University of North Carolina Charlotte
M.A., University of North Carolina Charlotte

Laura Ross Sturgis*Instructor, Economics*

B.A., Winthrop University
M.S., Winthrop University

Lisa Washington*Instructor, Sociology/Psychology*

A.A., Anderson College
B.S., College of Charleston
B.A., North Carolina Central University
M.A., North Carolina Central University

CENTER FOR TEACHING & LEARNING**Kathy Hoellen***Dean*

B.M.A., University of South Carolina
M.H.R.D., Clemson University

Shannon Godwin*Instructional Developer*

B.A., University of South Carolina
M.A., Winthrop University
Ph.D., Capella University

ADMINISTRATIVE SUPPORT FOR CENTER FOR TEACHING & LEARNING**Teresa H. Faile, CAP***Administrative Specialist*

A.C.T., York Technical College
A.B., York Technical College
B.S., Limestone College

Shelly Myers*Administrative Specialist***DEVELOPMENTAL STUDIES, ASSESSMENT CENTER, ACADEMIC COACHING AND TUTORING CENTER****Taunya Paul***Department Chair*

B.S., Mansfeld University
M.S., Mansfeld University

Krista Bradshaw

Instructor, Developmental Studies
B.A., Winthrop University
M.Ed., Winthrop University

Y. Michelle Campbell*Instructor, Developmental Studies*

B.A., Winthrop University
M.Ed., Winthrop University
M.Ed., Columbia College

Gale Moore

Instructor, Developmental Studies
B.S., Winthrop University
M.Ed., Winthrop University
Ed.S., University of Georgia

Amanda Mosley

Instructor, Developmental Studies
B.S., Louisiana Tech University
M.A., Winthrop University

Cassonda Thompson

Instructor, Developmental Studies
A.S., Gaston College
B.A., Belmont Abbey College
M.Ed., Columbia College

Sally Westmoreland

Program Assistant, Assessment Center
A.A.S., Winthrop University

DISTANCE LEARNING

Ginger Dewey

Department Chair
B.A., Winthrop University
M.A.T., Winthrop University
Ed.S., University of South Carolina

Ashley Segal

*Cooperative Work Experience and Apprenticeship
Coordinator*
B.S., Clemson University
M.S.O.M., Pfeiffer University

EDUCATION TECHNOLOGY CENTER

Denise Smith

Department Manager
B.S., Winthrop University

Rickey Wages

Technology Specialist
A.E.T., York Technical College

LIBRARY

Erinnae Baker

Director of Library Services
B.S., Liberty University
M.L.S., State University of New York-Buffalo

Phyllis Hefney

Library Specialist
B.S., Limestone College

**CORPORATE & CONTINUING
EDUCATION**

Sidney E. Valentine, Jr.

*Associate Vice President for Corporate & Continuing
Education (Interim)*
B.S.E.E., West Virginia University Institute of
Technology
M.S.C.E., University of South Carolina
Ph.D., University of South Carolina

**ADMINISTRATIVE SUPPORT FOR
CORPORATE & CONTINUING EDUCATION**

Cynde Marshall

Office Manager

Becky Cannon

Administrative Specialist
Diploma, York Technical College

Janie Liggins

Administrative Specialist
Certificate, York Technical College
A.A., York Technical College

Andrea Wray

Administrative Specialist
A.A., York Technical College

PROGRAM MANAGERS/COORDINATORS

Linda Bolick

Program Manager, Health & Human Services
A.D.N., Central Piedmont Community College

Thomas Greg Robinson

Program Coordinator, Health & Human Services
A.S., Regents College

Brenda Odom

*Program Manager, Centers for Business Excellence,
Computer Technology & Enterprise Zone*
B.S., University of South Carolina

Robert M. Baker

Instructor
Advanced Manufacturing Certificate, ECPI
Computer Institute

Greg Nalewajek

Instructor
Advanced Manufacturing Certificate, Connecticut
School of Electronics

Ken Strickland

*Program Manager, Construction
Trades, Transportation and Logistics*
A.S., Midlands Technical College

Ben Ross

Program Coordinator, Construction Trades, Transportation and Logistics
A.A., York Technical College

James Mroz

Lead Instructor, Truck Driving

George Russell

Program Manager, Center for Advanced Manufacturing, Energy and Environmental
B.S., North Carolina State University

Sonia Young

Program Manager, Personal Interest, Career/ Certifications, Information Technologies, Workforce Development
B.S., Clemson University

HEALTH & HUMAN SERVICES DIVISION

Linda Weaver-Griggs

Associate Vice President for Academic Affairs
B.S., Winthrop University
M.Ed., University of South Carolina

ADMINISTRATIVE SUPPORT FOR HEALTH & HUMAN SERVICES

Teresa Smith

Office Manager
A.A., York Technical College
B.S., Limestone College
M.B.A., Pfeiffer University

Alberta Robinson

Administrative Specialist
A.B., York Technical College

EARLY CHILDHOOD DEVELOPMENT

Julie Durham

Department Chair
B.A., Winthrop University
M.S., Winthrop University
M.Ed., The Citadel

Deborah Dukes

Instructor
B.S. Western Carolina University
M.S., Western Carolina University

Deborah Tertinger

Instructor
B.S., Southern Illinois University
M.A., Southern Illinois University

CHILD DEVELOPMENT CENTER

John Hayes

Director
B.S., Francis Marion University
M.Ed., University of South Carolina

Tammy Pate

Assistant Director
Diploma, York Technical College
A.P.S., York Technical College

VaShanda Al-Dhaheri

Lead Teacher
B.S., Benedict College

Kisa Alexander

Lead Teacher
Diploma, York Technical College
A.P.S., York Technical College

Lisa Beegle

Lead Teacher
A.P.S., York Technical College

Teffiany Broome

Assistant Teacher
Credential, York Technical College
A.P.S., York Technical College

Patricia DeCoursey

Assistant Teacher
A.P.S., York Technical College

Patti McKeown

Assistant Teacher
A.A.S, York Technical College

Sharon McNie

Lead Teacher
B.S., Eastern Michigan University

Melissa Moss

Assistant Teacher
A.A.S., York Technical College

Vivian Myers

Assistant Teacher
B.S., Pembroke University

Joanne Reed

Lead Teacher
B.S., University of Maine

Kayla Robinson

Lead Teacher
B.S., Winthrop University

Kathy Thomas

Lead Teacher
Diploma, York Technical College
A.P.S., York Technical College

Jennifer West

Assistant Teacher
A.P.S., York Technical College

CRIMINAL JUSTICE TECHNOLOGY & HUMAN SERVICES

Patricia D. Hovis

Department Chair
B.S., Columbus State University
M.P.A., Columbus State University

LeGrand Guerry

Instructor
B.S., Winthrop University
M.B.A., Winthrop University

DENTAL HEALTH PROFESSIONS

Edna Martin

Department Chair
A.H.S., Midlands Technical College
B.S., Clafin University
M.Ed., University of Phoenix

Charles Crosby

Instructor/Clinical Supervisor
B.S., Andrews University
D.D.S., Meharry Medical College
J.D. Nashville School of Law

Pamela Sherer

Instructor
Diploma, York Technical College
A.A.S., Central Piedmont Community College
B.H.S., Medical University of South Carolina

Wanda Hayes

Instructor
Diploma, Florence – Darlington Technical College
B.S.D.H., Medical University of South Carolina

Virginia West

Business Office Manager
Diploma, York Technical College
B.H.S., Medical University of South Carolina

MEDICAL LABORATORY TECHNOLOGY & MEDICAL ASSISTING

R. Lynne Fantry

Department Chair
B.S.M.T., Medical University of South Carolina
M.L.A., Winthrop University

Michelle Gagan

Instructor/Education Coordinator
B.S.M.T, Medical University of South Carolina
M.S.H.S., University of Medicine and Dentistry of New Jersey

NURSING AND HEALTH CAREERS

Sharlene Plyler

Department Chair
A.D.N., York Technical College
B.S.N., Medical University of South Carolina
M.N., University of South Carolina

Carol Crain

Instructor
B.S.N., Medical University of South Carolina
M.S.N., University of North Carolina-Charlotte

Jane Fleischer

Program Coordinator
B.S.N., University of Texas
M.S.N., University of Colorado

Claudine Jones

Instructor
B.S.N., Clemson University
M.S.N., University of Phoenix

Gina Misle

Instructor
A.D.N., York Technical College
B.S.N., University of South Carolina-Spartanburg
M.S.N., University of Phoenix

Amy Newton

Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University

Denise Roberts

Instructor
A.D.N., USC-Lancaster
B.S.N., Wingate University
M.S.N., University of Phoenix

Jan Sinfield

Instructor
A.D.N., Belmont Technical College
B.S.N., Gardner - Webb University
M.S.N., University of Phoenix
M.B.A., University of Phoenix

RADIOLOGIC TECHNOLOGY

Michele R. Wells

Department Chair
Certificate, Community Hospital School of Radiologic Technology
B.S. - HCM, Pfeiffer University
M.S.L., Pfeiffer University

Jacqueline Walters

Clinical Coordinator
A.H.S., York Technical College
B.S., Medical University of South Carolina
M.S.L., Pfeiffer University

SURGICAL TECHNOLOGY**Sandra Farley***Department Chair*

A.O.T., Spartanburg Technical College

Ivy Moore*Clinical Coordinator*

Diploma, York Technical College

INDUSTRIAL & ENGINEERING TECHNOLOGIES DIVISION**Sidney E. Valentine, Jr.***Associate Vice President for Academic Affairs*

B.S.E.E., West Virginia University Institute of Technology

M.S.C.E., University of South Carolina

Ph.D., University of South Carolina

Michael Brumbach*Associate Dean (Interim), Industrial and Engineering Technologies Division*

A.S., Ryder Technical Institute

Von P. Robertson*Office Manager*

A.B., York Technical College

B.S., Limestone College

BUILDING CONSTRUCTION TRADES**Ed Moore***Department Chair*

A.S., Central Piedmont Community College

B.S.M.E.T., University of North Carolina at Charlotte

M.S., East Carolina University

S.C. Mechanical Contractor (Plumbing)

Home Energy Rating Systems (HERS) Rater/
Trainer**Steve McArthur***Instructor*

S.C. Mechanical Contractor

Eugene Roach*Instructor, Air Conditioning/Refrigeration Mechanics*

A.O.T., York Technical College

ENGINEERING TECHNOLOGIES**Cree Stout***Department Chair*

B.A., University of South Florida

M.S.E.E., University of South Florida

Ed.D., Clemson University

Mohammad Hossain*Instructor*

B.S.M.E., University of Rajshahi

M.S.M.E., Bucknell University

M.S.E.M., Penn State University

Ph.D., Clemson University

Gopal Mohan*Instructor*

B.S.E.E., University of Madras, India

M.S.E.E., University of Arkansas

Viji Padmanabhan*Instructor*

B.S.E.E., University of Kerala, India

M.S.E.E., NC A & T State University

M.S.C.S., NC A & T State University

Susan V. Sherlock*Instructor*

A.S., York Technical College

B.S.E.T. University of North Carolina at Charlotte

M.S., Norwich University

Karl Strieby*Instructor*

B.S.M.E., Clemson University

Registered Professional Engineer

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Diploma, York Technical College

A.O.T., York Technical College

A.I.T., York Technical College

S.C. Master Electrical Contractor's License

Hezekiah Barnette*Instructor, Welding*

A.O.T., York Technical College

Richard T. Childers*Instructor*

A.I.T. York Technical College

Dewey Glick*Instructor*

B.S.E.T., Wentworth College of Technology

Dahmon King*Instructor*

B.S.E.E.T., South Carolina State University

M.B.A., University of Phoenix

Richard Santoro*Instructor, Welding*American Welding Society - Certified Welding
InstructorAmerican Welding Society - Certified Welding
Educator

MACHINE TOOL TECHNOLOGY

Michael McClain

Department Chair

A.O.T., York Technical College
NIMS Certification

Anthony Brooks

Instructor

A.E.T., York Technical College

TELEPRODUCTION TECHNOLOGY

Shahram Mazhari

Department Chair

A.O.T., York Technical College

TRANSPORTATION

Jamey Abercrombie

Department Chair

A.I.T., York Technical College

Chuck Greene

Instructor

A.I.T., York Technical College
B.S., Clemson University

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M.B.A., University of Phoenix

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Enrollment Services Counselor

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Angela P. Fowler

Financial Aid Systems Analyst

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B.A., South Carolina State University

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Debbie Williams*Administrative Specialist***COUNSELING AND SUPPORT SERVICES****Kerri L. McGuire***Director*

B.A., Winthrop University

M.Ed., Winthrop University

National Certified Counselor

Yolanda A. Atkinson-Feaster*Counselor, Counseling Services*

B.A., Clemson University

M.A., Clemson University

Bea Beaty*Coordinator, Adults in Transition and Challenge*

B.A., Winthrop University

M.A., Winthrop University

Chris Cimino*Department Manager, Career Services*B.P.S., State University of New York Institute of
Technology

M.L.A., Winthrop University

Sherina Dubose-Tillman*Disability Services Specialist*

B.S., Limestone College

M.S., Capella University

Linda Tennant*Career Development Coordinator*

B.A., Winthrop University

M.L.A., Winthrop University

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Bobby Plair*Counselor*

B.M.E., Winthrop University

M.Ed., Winthrop University

Penny Ward*Administrative Specialist*

Certificate, York Technical College

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B.A., Winthrop University

Linda Lee, LBSW*Case Manager*

B.A., Winthrop University

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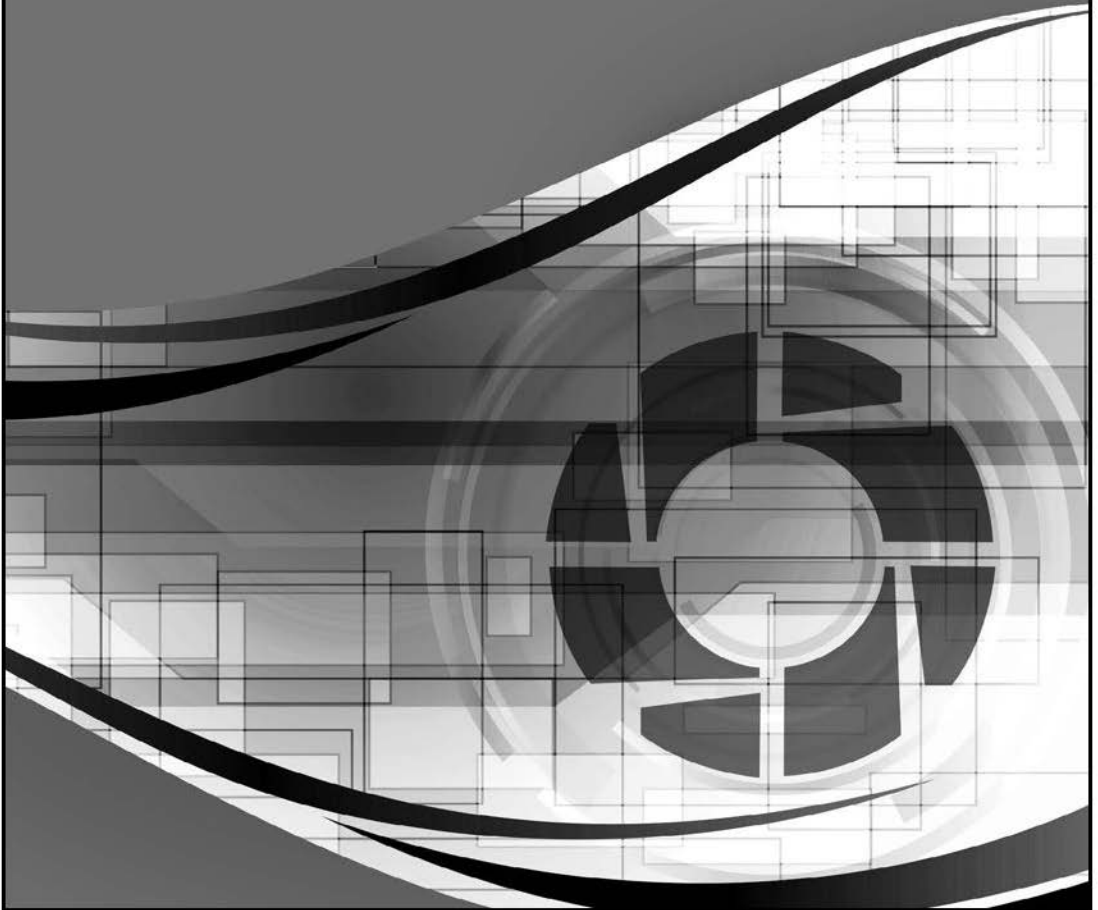
B.A., University South Carolina

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Jan Patterson*Administrative Assistant*

A.A.S., York Technical College

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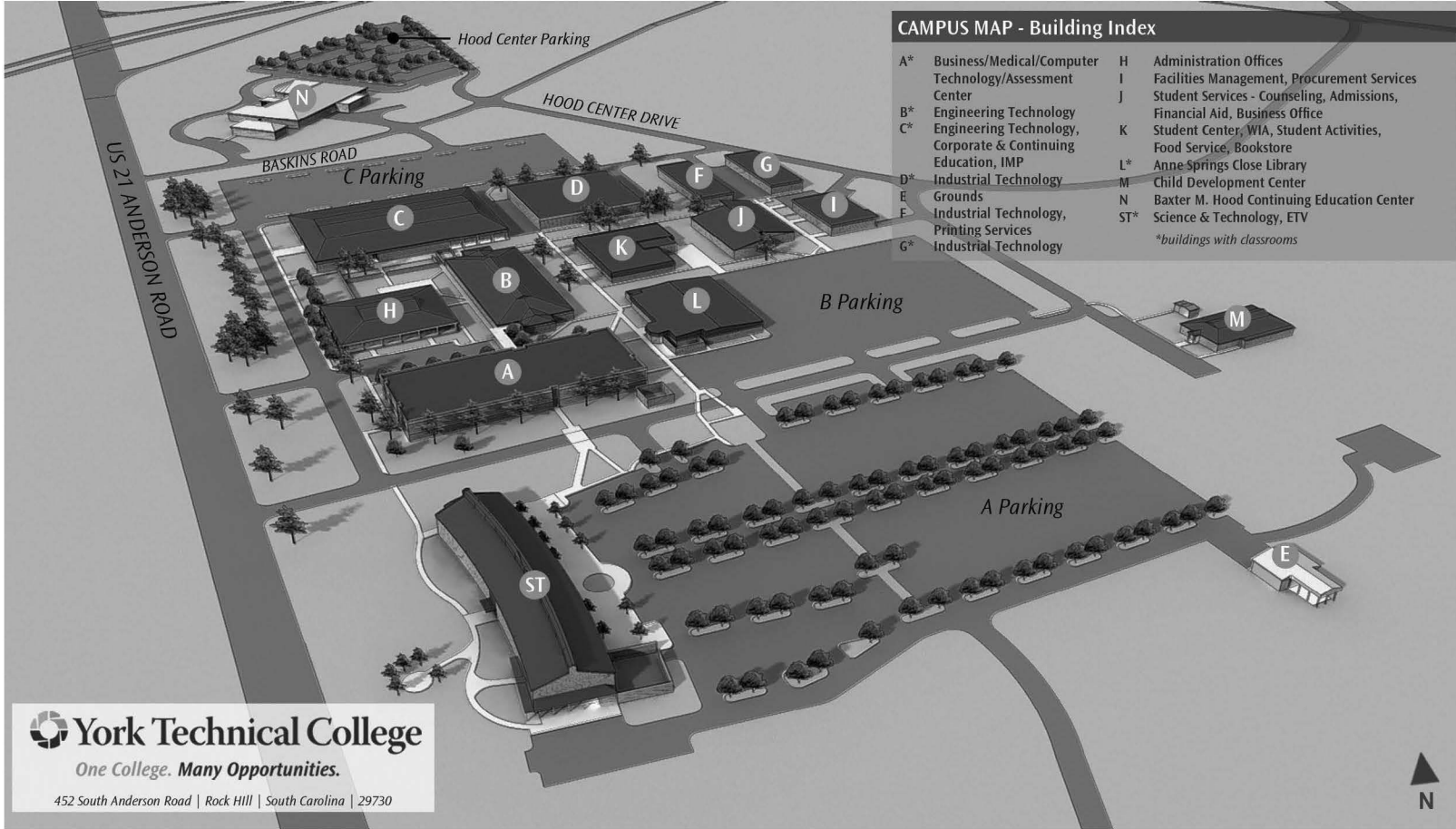
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CAMPUS MAP - Building Index

A*	Business/Medical/Computer Technology/Assessment Center	H	Administration Offices
B*	Engineering Technology	I	Facilities Management, Procurement Services
C*	Engineering Technology, Corporate & Continuing Education, IMP	J	Student Services - Counseling, Admissions, Financial Aid, Business Office
D*	Industrial Technology	K	Student Center, WIA, Student Activities, Food Service, Bookstore
E	Grounds	L*	Anne Springs Close Library
F	Industrial Technology, Printing Services	M	Child Development Center
G*	Industrial Technology	N	Baxter M. Hood Continuing Education Center
		ST*	Science & Technology, ETV

**buildings with classrooms*

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