

GATEWAY
to New Frontiers

**AIKEN
TECHNICAL
COLLEGE**

**2004-2005 CATALOG
AND STUDENT HANDBOOK**



accept the challenge

A I K E N
TECHNICAL
COLLEGE



W E L C O M E

2004-2005 CATALOG



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

This catalog, which becomes effective July 2004, is for information only and does not constitute a contract. The College has the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind.

Aiken Technical College is an equal educational opportunity institution. Faculty, staff, and students are admitted, employed, and treated without regard for sex, color, age, religion, national origin, or disability. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Vietnam Era Veterans Re-adjustment Assistance Act as well as other applicable Federal and State laws. Inquiries concerning this statement of non-discrimination may be addressed to: President, Aiken Technical College, P.O. Box 400, Graniteville, S.C. 29829; Director of Human Resources, Aiken Technical College, P.O. Box 400, Graniteville, S.C. 29829; or Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Aiken Technical College makes no claim that a particular course of study will guarantee a certain position of employment.

Aiken Technical College reserves the right to change admission requirements in any manner it deems necessary. The College also reserves the right to drop, add, or change the arrangement of courses,

curricula, academic standards, or requirements for retention or graduation. Changes in regulations go into effect when announced by faculty or the administration. New regulations may govern both continuing and new students without actual notice to individual students. Information on changes will be available from academic advisors or appropriate administrative offices and will be published in subsequent issues of the catalog.

CATALOG RIGHTS

A student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student continuously earns credit each semester, not including summer terms. The maximum time for a student to maintain catalog rights is seven years.

The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission.

Aiken Technical College
2276 Jefferson Davis Highway
Graniteville, S.C. 29829
1-800-246-6198 (Aiken County only)
1-803-593-9231
<http://www.atc.edu>



TABLE OF CONTENTS

Aiken Technical College1-10

Academic Calendar6

Welcome to ATC/History of ATC.....7-9

Vision, Mission, Values, and Purpose10

Admissions and Enrollment11-34

Admission Policies and Procedures.....12-23

 Transfer: State Policies and Procedures16-22

 Technical College Courses Transferable to Public Senior Institutions22-23

Tuition and Fees24-26

Financial Aid.....27-34

Academic Policies.....35-44

Student Life and Resources.....45-55

Student Services46-49

Student Activities50

Academic Support Services.....51-52

General Information53-55

Programs of Study57-106

Associate in Arts/Associate in Science Transfer Degrees58-63

Business64-69

Computer Technology70-75

Engineering Technology76-79

Health80-87

Industrial and Occupational Technology88-95

Office Systems Technology96-98

Public Service99-106

Course Descriptions107-158

Course Lists.....108-109

 Accounting109-110

 Air Conditioning and Refrigeration Technology110

 Allied Health111

TABLE OF CONTENTS continued



Anthropology111

Art111-112

Automotive Technology112-114

Biology114-115

Business115-116

Surveying.....116

Chemistry116-117

College Skills117

Computer Technology.....117-121

Criminal Justice121-123

Cooperative Work Experience123

Dental Assisting123-124

Early Childhood Development124-127

Economics127

Industrial Electricity/Electronics127-128

Electronics Engineering Technology128-130

Engineering Technology130-131

Engineering Graphics Technology131-133

English133-135

Environmental Technology135

French135

Geography135

German135-136

Health Information136-137

History.....137

Human Services137-138

Industrial Maintenance Technology138-139

Information Sciences Technology139-140

Journalism140

Legal Assistant140-142



TABLE OF CONTENTS continued

Mathematics	142-144
Medical Assisting	144
Management.....	144-145
Marketing	145-146
Machine Tool Technology	146-147
Music.....	147
Nuclear Engineering Technology	147
Office Systems Technology	147-149
Philosophy	149
Physics.....	149
Practical Nursing	150-151
Political Science	151
Psychology	151-152
Radiologic Technology	152-154
Reading	154
Religion	154
Sociology.....	155
Spanish	155
Sports Fitness Technology	155
Public Speaking.....	156
Surgical Technology	156-157
Theatre.....	157
Welding Technology	157-158
Workforce and Business Development	159-188
Faculty and Staff.....	189-196
Index	197-208
Student Handbook (Table of Contents on Pages 210-211)	209-256
Campus Maps.....	242-256

2004-2005 ACADEMIC CALENDAR

FALL SEMESTER 2004

Term I (full semester)

Term II (half semester)

Term III (half semester)

August 16-18

August 23

September 6

September 17

October 8

October 11-12

October 13

November 2

November 24-28

December 7

December 8-14

December 23-January 2

August 23 - December 7

August 23 - October 8

October 13 - December 7

Centralized Registration for Terms I, II, and III

First Day of Classes for Terms I and II

College Closed - Labor Day

Last day to apply for graduation this term

Midterm for Term I and Last Day of Classes for Term II

No Classes - Fall Break

First Day of Classes for Term III

No classes (Election Day)

No Classes - Thanksgiving Holiday

Last Day of Weekday Classes for Terms I and III

Final Exams

College Closed - Semester Break

SPRING SEMESTER 2005

Term I (full semester)

Term II (half semester)

Term III (half semester)

January 4-5

January 10

January 17

February 11

February 28

March 1

April 4-9

April 25

April 26-30

May 5

January 10 - April 15

January 10 - February 28

March 1 - April 25

Centralized Registration for Terms I, II, and III

First Day of Classes for Terms I and II

No Classes - Martin Luther King, Jr. Day

Last day to apply for graduation this term

Last Day of Classes for Term II

First Day of Classes for Term III; Midterm, Term I

No Classes - Spring Break

Last Day of Weekday Classes for Terms I and III

Final Exams

Graduation

SUMMER SEMESTER 2005

Term I (full semester)

Term II (half semester)

Term III (half semester)

May 3-4

May 9

May 27

June 9

June 13

July 4

July 5-9

July 24

May 9 - July 21

May 9 - June 9

June 13 - July 21

Centralized Registration for Terms I, II, and III

First Day of Classes for Terms I and II

Last day to apply for graduation this term

Last Day of Classes for Term II; Midterm, Term I

First Day of Classes for Term III

College Closed - Independence Day Holiday

No Classes - Independence Day Holiday break

Last Day of Classes for Terms I and III

*** ATC reserves the right to revise its published calendar as needed. ***

WELCOME TO AIKEN TECHNICAL COLLEGE

Welcome to Aiken Technical College and all the opportunities it will offer you. I am excited that you have selected our college community to assist you in reaching your educational and career goals.

Aiken Technical College truly is a community of faculty and staff working toward one purpose — to bring the best in education and training to you. Your career and educational interests will be fulfilled by one of our many credit and continuing education program offerings. With newly constructed facilities now in use, Aiken Technical College continues to grow and develop new programs for emerging employment needs in the greater Aiken County area and beyond.

In addition to excellent educational programs, Aiken Technical College offers a wide range of support services to address special needs that may arise while you are enrolled at the College. Counselors, academic advisors, financial advisors, and many others stand ready to make your educational experience rewarding and successful. When you are nearing completion of your studies, the placement office will help you prepare for your job search and direct you toward available jobs.

Extracurricular activities round out your experience at Aiken Technical College. You can choose to participate in one or more activities such as the Phi Theta Kappa Honor Society, the Student Government Association, intramural sports, or a variety of student clubs. The men's basketball team and the newly formed women's fastpitch team are competitive and fun to watch.



I hope that you will take advantage of the opportunity to learn outside the classroom as well as inside the classroom.

The entire College community extends its welcome to you. We are pleased that you have chosen Aiken Technical College to be your pathway to success.

Susan A. Graham, Ph.D.
President

HISTORY OF AIKEN TECHNICAL COLLEGE

Classes for what is now Aiken Technical College began in temporary facilities in Aiken in the fall of 1972. One hundred and seventy-seven students enrolled in the first class of what was then the Aiken Technical Education Center. The current campus opened in the winter of 1973.

The original ATC campus consisted of three buildings constructed at a cost of \$2.3 million — \$800,000 provided by Aiken County and the remainder from federal education grants.

Founding President Ashley J. Little led ATC from its beginning as a vocationally based training center to its accreditation as a two-year technical college in 1975. The College's name was changed to Aiken Technical College in 1977. President Little also presided over the campus' second phase expansion, a \$3.5 million addition of buildings, classrooms, laboratories, and a greatly expanded library. President Little served ATC and the South Carolina Technical College system for 14 years before his retirement in 1984.

Dr. Paul L. Blowers became the second president of ATC in July 1984. During the decade that Dr. Blowers presided over the campus, ATC grew from 1,104 academic and continuing education students to more than 3,300 students. ATC also increased its course offerings, added two college transfer degrees, and built a \$3 million Student Activities Center financed by student fees. Dr. Blowers retired in 1994.

Dr. Kathleen A. Noble became the third president of ATC in June 1994. During her tenure, ATC added many allied health, business, and industrial management and safety courses and programs to its curriculum. The College also developed new partnerships that allowed ATC to provide around-the-clock training and

educational services on plant sites. Dr. Noble was a major force in matching College services with areas of the community that might best take advantage of them. The College also broke ground on the \$5.375 million, 40,000-square-foot Dale Phelon Information Technology Center during her tenure. Dr. Noble left ATC in 1999.

Dr. Susan A. Graham became ATC's fourth president in September 1999. She oversaw the construction of the Dale Phelon Information Technology Center that opened for classes in the fall of 2000. She also oversaw the construction of the \$3 million, 30,000-square-foot CSRA Manufacturing and Technology Training Center that came online in the summer of 2001. When classes began in the fall of 2003, students and faculty welcomed the opening of the campus' latest addition under her leadership, a \$7.6 million, 52,671-square-foot Health and Science Building.

Aiken Technical College dedicated its student commons in honor of Senator Tommy L. Moore in the spring of 2004, in recognition of his efforts to ensure that the Health and Science Building remained in the 1999 bond bill, and the the Dale Phelon Information Technology Center remained in the 1997 bond bill.

Renovations to the 700 Building are currently under way. When the building comes back on line in January 2005, it will provide students with an academic success center and a testing center, as well as renew the campus amphitheater, which is often used for community meetings and events.



HISTORY OF AIKEN TECHNICAL COLLEGE continued

While the ATC campus has grown, so has its enrollment. More than 3,400 students enroll in credit courses annually, and ATC's non-credit offerings reach nearly 14,000 people each year.

More than three decades after its founding, ATC has grown into a multi-service, two-year comprehensive college offering numerous educational opportunities in college transfer, health, public service, business, industrial, engineering technology, office systems technology, and computer technology programs.



OUR VISION, MISSION, VALUES, AND PURPOSE

OUR VISION

We envision Aiken Technical College as a catalyst for developing educated, engaged, and employable individuals whose collective energy contributes to the prosperity and quality of life in our diverse communities.

OUR MISSION

Aiken Technical College is a public, open-door, two-year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, social, and personal development. The College educates and trains students to provide an effective work force to support economic growth and community development through its focus on teaching and service.

OUR VALUES

ATC's core values define the College and provide the environment for all decisions and actions. These core values are:

Education — Education is the key to individual improvement and community economic development in a complex technological society.

Commitment to Students — Students deserve the finest instruction, resources, and services to enhance their growth and development.

Excellence — The College promotes excellence in personnel, programs, and work environment while encouraging integrity, accountability, and respect for individuals.

Community — Partnerships which develop solutions to community challenges are important to economic vitality and quality of life.

Diversity — Respect for diversity is an important part of the educational process.

OUR PURPOSE

Consistent with its mission and values, Aiken Technical College is dedicated to achieving the following institutional purposes in an exemplary manner:

- Secure the resources needed to support a projected annual enrollment of 3,500-4,500 credit students and 14,000 non-credit students.
- Offer associate degree, diploma, and certificate programs which provide students with the knowledge and competencies necessary for initial entry into and advancement in engineering technology, industrial technology, information technology, health, environmental, business, and social service careers.
- Prepare students for transfer to four-year institutions.
- Collaborate with secondary and four-year institutions to facilitate transition among educational entities.
- Construct curricula to address core competencies of written and oral communication, math, research, social/interpersonal, problem-solving, computer, and technical skills.
- Develop customized training and technical assistance for public and private sector employers to further economic growth.
- Deliver continuing education courses and special programs to address needs for occupational, vocational, and personal advancement.
- Conduct developmental education to prepare students for the college experience.
- Provide student support and counseling services to further individual student development and success.
- Assist local communities, agencies, and educational institutions to meet specific challenges.



ADMISSIONS

&

ENROLLMENT



G E T S T A R T E D

ADMISSION POLICIES & PROCEDURES

ADMISSION POLICIES

Aiken Technical College has an "open-door" admission policy. "Open-door" admission is defined as a practice which admits to the College all adult citizens who can benefit from available learning opportunities and places into specific courses and programs of study those students whose potential for success is commensurate with expected standards of performance.

All applicants must possess a high school diploma or its equivalent, or they must be at least 18 years old to be considered for admission into curriculum programs and courses offered by the College. Eligible high school students who desire to enroll in one or more college courses concurrently with their high school classes may do so with the written authorization of their parent(s) or guardian(s) and high school principal.

Non-graduates and graduates of South Carolina high schools who have received a "certificate," not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. However, potential students who meet minimum scores on the College's placement exam will be admitted to the College.

All applicants are required to participate in placement testing (assessment) prior to acceptance. Applicants may seek exemption to this policy according to the criteria stated in college procedures on placement testing. Specific requirements have been established for individual program entrance.

Applicants who require additional preparation for college-level work will be required to enroll in developmental courses to develop the necessary basic skills in English, reading, and mathematics or take the classes through the Adult Education Office of the Aiken County School System.

The College reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

ADMISSION PROCEDURES

All applicants must:

1. Complete and return the Application for Admission. There is no application fee. Applications are available from the Admissions and Records Office, Counseling Services, and online.
2. Schedule and complete the placement tests or submit acceptable SAT or ACT scores. The placement tests may be waived for applicants possessing acceptable college work from regionally accredited colleges or universities.

All applicants are asked to submit a copy of their high school transcript. These transcripts are used for financial aid, academic advisement, and other purposes. The transcript is required for admission purposes if the applicant is applying for a LIFE scholarship, entry into Nursing or a Health Sciences program, or wishes to use the high school transcript to provide evidence of SAT or ACT scores (taken within the last four years) to satisfy placement requirements. Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program are asked to provide the Admissions and Records Office with documentation of successful GED completion.

Transcripts should be sent to:

Admissions and Records Office
Aiken Technical College
P.O. Box 400
Graniteville, S.C. 29829





ADMISSION POLICIES & PROCEDURES continued

PLACEMENT TESTS

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores, or Aiken Technical College Placement Tests. Other admission tests and criteria may be required for admission to specific academic programs.

These special requirements are outlined in the Programs of Study section of the catalog on pages 57-107.

Applicants for curriculum programs must be tested for course placement unless exempted. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at a regionally accredited college or university.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Aiken Technical College Placement Tests (COMPASS).
4. The applicant has earned an associate degree or higher from a regionally accredited college or university (must include college-level English and algebra).
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate degree or higher from a regionally accredited college or university.

Students taking the placement tests in the Test Center (page 52) must present their Social Security card for verification.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance by contacting the Counseling Services Office.

PROGRAM ADMISSION REQUIREMENTS

Individual programs may have additional admission requirements. Information about such requirements may be obtained from the Admissions and Records Office or a program advisor.

REGISTRATION FOR CLASSES

Academic registration is designed to establish student/advisor rapport in a relaxed environment and to allow the student to complete the registration process in a non-stressful time frame. Open registration usually begins six to eight weeks before the semester starts.

After acceptance to the College, new students are notified by the Admissions and Records Office to take the placement tests (if other scores and transfer classes are not presented to the Admissions and Records Office) and to meet with their advisor to select courses and register. A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses.

To confirm registration, the student must pay fees and tuition during the regular period stated in the class schedule. A student who has not paid fees by the specified date will have his/her schedule deleted, must re-register for courses and pay the re-enrollment fee.

Centralized registration is held two to three days prior to the beginning of classes. By this time, some classes may no longer be available.

ADMISSION POLICIES & PROCEDURES continued

Therefore, a student is encouraged to register and pay before the end of the open registration period.

Late registration is held during the first few days of the term. A student is assessed an additional fee for late registration.

Enrolled students may change their class schedules during the add/drop period in the first week of the term. Students are responsible for any work covered from the first day of classes.

RESIDENT STATUS

A legal resident of South Carolina is one who has his/her legal domicile in the state for a period of twelve months prior to the first day of the semester.

It is important that each applicant for admission and each enrolled student understand the regulations governing resident status and know his/her resident status for tuition and fee payment. **A person incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees.**

If an incorrect classification results from false or concealed facts, a student may be charged tuition and fees retroactively at the out-of-state rate. Inquiries regarding residency status should be directed to the Admissions and Records Office.

SPECIAL ADMISSION CATEGORIES

Allied Health Students

Students interested in any of ATC's Allied Health Sciences Programs resulting in degrees or diplomas must go through a separate Allied Health application process. Allied Health information packets are available in the Admissions and Records Office.

Many of these programs are highly selective. Students must meet additional requirements in order to qualify for admission.

Career Development Students

An applicant who is not pursuing an academic award and desires to be admitted to take specific courses as a Career Development student must meet course prerequisites or have acquired an associate degree or higher from a regionally accredited college or university. If a student chooses to change to a regular program of study at a later date, placement tests may be necessary. Undecided students not selecting a specific program of study may be placed in Career Development status.

A Career Development student is not eligible for Federal financial aid programs (e.g. Pell Grants), S.C. State financial aid programs, scholarships, or Veterans Benefits.

International Students

In addition to meeting regular college and program admission requirements, international applicants must also meet the following requirements if an Immigration and Naturalization Form I-20 is required:

1. Be 18 years old and present evidence of successful completion of a secondary level program. This evidence must be in the form of a transcript or other traditional document from the institution. The document(s) must be accompanied by a certified English translation, if not in English.
2. Earn a minimum score of 500 (190 on computerized version) on the Test of English as a Foreign Language (TOEFL) and submit an official score report.
3. Provide evidence or affidavit verifying adequate financial support.



ADMISSION POLICIES & PROCEDURES continued

4. Show proof of health insurance with an American insurance carrier.

Additional information about international admissions can be obtained from the Admissions and Records Office. An international student should begin the admission process at least six months prior to the semester for which he/she seeks admission.

Readmission/Readmitted Students

Former Aiken Technical College students who were not enrolled for the preceding two semesters (excluding the summer semester) and who wish to re-enroll **must complete a new application for admission prior to re-entry**. Students who have attended another college during the interim should ask that college to send an official transcript to the Admissions and Records Office.

Applicants for readmission must meet current admissions criteria (including testing and placement requirements) and satisfy graduation requirements in effect at the time of readmission.

Senior Citizens

Applicants who are at least 60 years of age and legal residents of South Carolina may enroll in classes on a space-available basis without paying tuition. These applicants must meet regular admission requirements, submit an application, and pay all applicable fees other than tuition.

Senior citizens who are employed full-time are not eligible for a tuition waiver.

Transfer Students

Applicants who have attended a regionally accredited college or university should request that all colleges previously attended send official transcripts directly to the ATC Admissions and Records Office.

These transcripts will be reviewed to determine whether the placement testing requirement will be waived and if transfer credit may be awarded. Unofficial transcripts are used only for admission purposes and are not evaluated. Transfer students are urged not to enroll in any course(s) for which transfer credit is being sought until the transfer question is resolved.

If a current catalog from the college where previous courses were taken is not on file, the student is responsible for providing a catalog with official descriptions of courses to accompany the transfer request.

Transfer Credit

The Admissions and Records Office evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college, or via electronic data exchange.

The Admissions and Records Office posts the approved course(s) to the student's transcript and sends the student a copy of the evaluation form.

The following criteria are used to determine acceptability of prior college course work for advanced standing:

1. The final grade for the course(s) must be "C" or better.
2. The course(s) must have been taken at a regionally accredited institution; if from a nonregionally accredited foreign post-secondary institution, the courses must have been recommended by the NACES-member external evaluation service.
3. The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.



ADMISSION POLICIES & PROCEDURES continued

4. The course(s) must be college-level; no course that is remedial/developmental in nature will be accepted.
5. A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course to an ATC course.

Transfer Credit Limitation

A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma, or certificate program of study at ATC.

Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at ATC. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.

Transient Students

A student already accepted or enrolled at another college may enroll as a transient student at ATC in order to transfer credits back to the primary college.

The transient student should be advised by the primary college concerning recommended courses to be taken at ATC.

An applicant for transient student status must submit an ATC application for admission along with a form/letter from the primary college specifying courses to be taken at ATC and transferred to the student's "home" college. It is the responsibility of the transient student to request that an ATC transcript be sent to the primary college after completion of ATC courses.

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transfer among these institutions.

TRANSFER POLICIES

The Commission has established transfer policies and procedures which all public institutions must follow. These procedures as issued by the Commission are published on pages 16-23 of this catalog.

Chief Transfer Officer (Counselor)

The chief transfer officer at Aiken Technical College is located in Room 107D of the Ashley J. Little Building and may be reached by calling 803-593-9231, ext. 1521. This office coordinates the advising of transfer students. All students may consult the College Transfer Credit Guide in the Counseling Services Office.

Courses Approved for Transfer

Under the *Statewide Articulation Agreement: technical college courses may be transferable to public senior institutions*. The courses listed on pages 22-23 of this catalog are approved for transfer. Consult the Course Listings section to determine which courses are offered at ATC.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his or her program of study or the chair's designee for questions concerning transfer of courses into that program's curriculum.

For further information regarding transfer, students may access the Commission on Higher Education's web site at <http://che400.state.sc.us> or Aiken Technical College's web site at <http://www.atc.edu>.



ADMISSION POLICIES & PROCEDURES continued



Statewide Agreement on Transfer and Articulation

Preface

On May 2, 1996, the Commission on Higher Education (CHE) approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the Home Page.

Regulations 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 74 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

ADMISSION POLICIES & PROCEDURES continued

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. In September, 2002, CHE expanded the list of 74 transfer course to 86.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already 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

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
 - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
 - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
 - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
 - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
 - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) at the home institution for the courses accepted.
 - F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
 - G. 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 part 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.



ADMISSION POLICIES & PROCEDURES continued



- I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, 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 GPA requirements or other admissions requirements of the institution or program to which application has been made.
 - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system 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.
 4. 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, not withstanding any institutional or system policy, procedure, or regulation to the contrary.

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

 5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina 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 46-48 semester hours.
 - **Business Administration:** Established curriculum block of 46-51 semester hours.
 - **Engineering:** Established curriculum block of 33 semester hours.
 - **Science and Mathematics:** Established curriculum block of 51-53 semester hours.
 - **Teacher Education:** Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - **Nursing:** By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the

ADMISSION POLICIES & PROCEDURES continued

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, consult the chief transfer officer as listed on page 16.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above will 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 Sciences/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional President and Vice President for Academic Affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Science/Math 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.)

Related Reports and Statewide Documents

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

Assurance of Quality

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

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's





ADMISSION POLICIES & PROCEDURES continued

Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet web sites:
 - A. A copy of this entire document.
 - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education will place the following materials on its Internet web site:
 - A. A copy of this entire document.
 - B. Provide to the Commission staff in format suitable for placing on the Commission's web site a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
 - A. Publish these procedures in their entirety (except Appendices).
 - B. Designate a Chief Transfer Officer at the institution who will:
 - Provide information and other appropriate support for students considering transfer and recent transfers.
 - Serve as a clearinghouse for information on issues of transfer in the State of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
- D. Refer interested parties to the institutional Transfer Guide.
- E. Refer interested parties to institutional and Commission on Higher Education's web sites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year

ADMISSION POLICIES & PROCEDURES continued



regional campuses of the University of South Carolina, and the senior institutions.

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

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

The 86 college transfer courses approved by the Commission on Higher Education are listed on pages 22-23.

APPENDIX A: Technical College Courses Transferable to Senior Institutions

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Many of these institutions will accept transfer credits for official transfer courses as well as many other courses taught at Aiken Technical College.

NOTE: Students enrolled in the Associate in Arts, Associate in Science, and General Studies Certificate programs MUST select courses from the official college transfer courses listed below to fulfill degree and certificate requirements.

<u>Course</u>	<u>Title</u>	<u>Credits</u>
Communications Course List		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
Humanities/Fine Arts Course list		
ART 101	History and Appreciation of Art	3
ART 105	Film as Art	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3
ENG 260	Advanced Technical Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization: Post 1689	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

ADMISSION POLICIES & PROCEDURES continued



<u>Course</u>	<u>Title</u>	<u>Credits</u>	Physical/Natural Sciences Course list		
MUS 105	Music Appreciation	3	<u>Course</u>	<u>Title</u>	<u>Credits</u>
PHI 101	Introduction to Philosophy	3	ANT 101	General Anthropology	3
PHI 105	Introduction to Logic	3	BIO 101	Biological Science I	4
PHI 106	Logic II	3	BIO 102	Biological Science II	4
PHI 110	Ethics	3	BIO 210	Anatomy and Physiology I	4
PHI 115	Contemporary Moral Issues	3	BIO 211	Anatomy and Physiology II	4
PHY 201	Physics I	4	BIO 225	Microbiology	4
PHY 221	University Physics I	4	CHM 110	College Chemistry I	4
PHY 222	University Physics II	4	CHM 111	College Chemistry II	4
PHY 223	University Physics III	4	CHM 211	Organic Chemistry I	4
PSC 201	American Government	3	PHY 201	Physics I	4
PSC 215	State and Local Government	3	PHY 202	Physics II	4
PSY 201	Introduction to Psychology	3	PHY 221	University Physics I	4
PSY 203	Human Growth and Development	3	PHY 222	University Physics II	4
PSY 208	Human Sexuality	3	Mathematics Course list		
PSY 212	Abnormal Psychology	3	MAT 110	College Algebra	3
SOC 101	Introduction to Sociology	3	MAT 111	College Trigonometry	3
SOC 102	Marriage and the Family	3	MAT 120	Probability and Statistics	3
SOC 205	Social Problems	3	MAT 122	Finite College Mathematics	3
SOC 206	Social Psychology	3	MAT 130	Elementary Calculus	3
SOC 210	Juvenile Delinquency	3	MAT 140	Analytical Geometry and Calculus I	4
SOC 220	Sociology and the Family	3	MAT 141	Analytical Geometry and Calculus II	4
SOC 235	Thanatology	3			
SPA 101	Beginning Spanish I	4			
SPA 102	Beginning Spanish II	4			
SPA 201	Intermediate Spanish I	3			
SPA 202	Intermediate Spanish II	3			
SPC 205	Public Speaking	3			
SPC 210	Oral Interpretation of Literature	3			
THE 101	Introduction to Theatre	3			

TUITION & FEES

TUITION AND FEES

Tuition and fees are subject to change. The tuition rates listed on the following page are effective as of Spring 2004.

A student must pay all tuition and fees in full before the beginning of each semester by pre-determined published dates.

The charts on the following page show tuition and fees for Aiken County residents, other South Carolina residents, and out-of-state students based on the number of credit hours a student is carrying.

Residents of Richmond and Columbia Counties pay Aiken County tuition plus a \$15 fee. Tuition and fees for auditing a class are the same as for credit classes. Non Aiken County, South Carolina, residents pay Aiken County tuition rate plus a \$10/credit fee.

Beginning Fall 2004, in order to be re-registered for the term, students who register for classes and are dropped their classes due to nonpayment of fees will be a charged a "re-processing fee" of \$30.

Tuition and fees for auditing a class are the same as for credit classes.

A full-time student is enrolled in 12 or more credit hours per semester. During the summer term, a full-time load is considered 9 credits (however, for financial aid purposes 12 credits is considered full-time for all terms).

Tuition for summer term students and part-time students in the fall and spring semesters is calculated on a per-credit hour basis plus non-refundable fees.

Students approved to register for 19 or more credit hours will be charged tuition for each additional credit hour. The rate per additional credit hour is \$109.00 for Aiken County residents, \$119.00 for other

South Carolina residents, and \$313.92 for out-of-state residents.

In addition to tuition and technology fees, students are required to pay several non-refundable fees.

ADDITIONAL FEES

Enrollment Fee (per semester)	\$ 60
Re-enrollment Fee (each time of reinstatement)	\$ 30
Late Registration Fee —	
Begins first day of class	\$ 25
Exemption Exam (per exam)	\$ 30
Bad Check Fee	\$ 30

The enrollment and re-enrollment fees are non-refundable. They are payable each semester (or when the student is reinstated for the semester). These fees are assessed in addition to the student's required tuition and technology fees.

Any student presenting a check to ATC that is returned by the bank will be charged a \$30 processing fee. The students must then pay all fees and collection charges to the 2nd Solicitor's Worthless Check Unit, located at 109 Park Ave., Aiken, S.C.

STUDENT REFUND POLICY

Only students who submit a completed Withdrawal/Add/Drop Form within the specified deadline for the academic term for which the refund is requested may receive a refund. Non-refundable fees are not eligible for refunds.

1. Should the College cancel a class, the College refunds the full tuition with no action required by the student.
2. A student who elects to request an exemption exam for course(s) after the add/drop date is not eligible for a refund since a grade will be issued.
3. When a withdrawal results in the student taking fewer than 12 credit hours, the College recalculates tuition



TUITION & FEES continued



Aiken County Tuition*

Credit hours	Aiken County tuition	Technology fee	Non-refund enrollment fee	Total
15-18	\$1,308.00	\$50.00	\$60.00	\$1,418.00
14	\$1,308.00	\$50.00	\$60.00	\$1,418.00
13	\$1,308.00	\$50.00	\$60.00	\$1,418.00
12	\$1,308.00	\$50.00	\$60.00	\$1,418.00
11	\$1,199.00	\$46.75	\$60.00	\$1,305.75
10	\$1,090.00	\$42.50	\$60.00	\$1,192.50
9	\$981.00	\$38.25	\$60.00	\$1,079.25
8	\$872.00	\$34.00	\$60.00	\$966.00
7	\$763.00	\$29.75	\$60.00	\$852.75
6	\$654.00	\$25.50	\$60.00	\$739.50
5	\$545.00	\$21.25	\$60.00	\$626.25
4	\$436.00	\$17.00	\$60.00	\$513.00
3	\$327.00	\$12.75	\$60.00	\$399.75
2	\$218.00	\$8.50	\$60.00	\$286.50
1	\$109.00	\$4.25	\$60.00	\$173.25

Out-of-State Tuition

Credit hours	Tuition	Technology fee	Non-refund enrollment fee	Total
15-18	\$3767.04	\$144.00	\$60.00	\$3,971.04
14	\$3767.04	\$144.00	\$60.00	\$3,971.04
13	\$3767.04	\$144.00	\$60.00	\$3,971.04
12	\$3767.04	\$144.00	\$60.00	\$3,971.04
11	\$3,453.12	\$132.00	\$60.00	\$3,645.12
10	\$3,139.200	\$120.00	\$60.00	\$3,319.20
9	\$2,825.28	\$108.00	\$60.00	\$2,993.28
8	\$2,511.36	\$96.00	\$60.00	\$2,667.36
7	\$2,197.44	\$84.00	\$60.00	\$2,341.44
6	\$1,883.52	\$72.00	\$60.00	\$2,015.52
5	\$1,569.60	\$60.00	\$60.00	\$1,689.60
4	\$1,255.68	\$48.00	\$60.00	\$1,363.68
3	\$941.76	\$36.00	\$60.00	\$1,037.76
2	\$627.84	\$24.00	\$60.00	\$711.84
1	\$313.92	\$12.00	\$60.00	\$385.92

* Residents of Richmond and Columbia Counties pay Aiken County tuition plus a \$15 fee.

based upon the remaining credit hours. The difference between the tuition after withdrawal and the original charge is the basis for calculating any refund.

4. The College refunds full tuition and fees for the current term to the beneficiary of any student who dies while enrolled as a credit student.
5. The College will provide a 100% tuition refund for any student who withdraws from classes during the late registration/Add-Drop period (for each term/semester). There is no refund for students dropping classes after this period has passed.
6. **Title IV Student Aid (Federal /Pell)**
 - A. A Title IV-sponsored student "earns" his/her aid by successfully attending class. The aid is not fully earned until the 9th week of class. Because a refund will only be processed for students withdrawing during the late registration/Add-Drop period, students who withdraw after this period will owe the College or the federal government if he/she withdraws prior to the 9th week of classes.

In-State (Out-of-County) Tuition

Credit hours	S.C. resident tuition	Technology fee	Non-refund enrollment fee	Total
15-18	\$1,428.00	\$50.00	\$60.00	\$1,538.00
14	\$1,428.00	\$50.00	\$60.00	\$1,538.00
13	\$1,428.00	\$50.00	\$60.00	\$1,538.00
12	\$1,428.00	\$50.00	\$60.00	\$1,538.00
11	\$1,309.00	\$46.75	\$60.00	\$1,415.75
10	\$1,190.00	\$42.50	\$60.00	\$1,292.50
9	\$1,071.00	\$38.25	\$60.00	\$1,169.25
8	\$952.00	\$34.00	\$60.00	\$1,046.00
7	\$833.00	\$29.75	\$60.00	\$922.75
6	\$714.00	\$25.50	\$60.00	\$799.50
5	\$595.00	\$21.25	\$60.00	\$676.25
4	\$476.00	\$17.00	\$60.00	\$553.00
3	\$357.00	\$12.75	\$60.00	\$429.75
2	\$238.00	\$8.50	\$60.00	\$306.50
1	\$119.00	\$4.25	\$60.00	\$183.25

- B. A student who never attends a class in any/all courses is considered to have withdrawn before the start of the term. However, it is the student's responsibility to drop any class he or she does not plan to attend.
- C. A student withdrawing after the late registration, Add-Drop periods receives no refund unless the Vice President of Student Services determines extenuating circumstances were present over which the student had no control and which the student could not reasonably foresee at the time of registration.

TUITION & FEES continued



7. **Continuing Education Fees**
See Workforce and Business Development beginning on page 159.
8. **Veterans Administration Benefits**
A student receiving Veterans Administration benefits while enrolled in a non-degree program receives a pro rata refund of tuition and refundable fees calculated on the number of class days attended.
9. **Refunds Due To Academic Suspension**
A student who has paid tuition and non-refundable fees for an upcoming term and is subsequently placed on academic suspension for that term receives 100 percent refund of tuition and fees paid.

STUDENT REFUND POLICY FOR MILITARY ACTIVATION

The following became law June 24, 2002:

1. When any person is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses, the assistance provided in this section is required with regard to courses not completed. A complete refund of tuition and academic fees as are assessed against all students at the institution shall be granted to the student. The refund shall be distributed proportionately to the student after considering other resources received by the student for paying applicable tuition and fee charges. The proportionate distribution shall take into account appropriate federal and state regulations governing resources received by the student. Students must be offered the maximum price, based on condition, for the textbooks associated with the courses.
2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

FINANCIAL AID

MISSION

The mission of the Aiken Technical College (ATC) Financial Aid Office (FAO) is to offer financial aid information to prospective and continuing students and to provide qualified applicants with financial resources to assist in their cost of education.

STATEMENT OF GOOD PRACTICE

The FAO adheres to the National Association of Student Financial Aid Administrators Statement of Good Practice in the administration of all programs and in the disclosure of information to other parties.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

A student or parent of a dependent student has the right to inspect and review financial aid records pertaining to the student. This information may not be disclosed except to the extent that FERPA authorizes disclosure without written consent.

PRINCIPALS OF FINANCIAL AID

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, ATC participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a scholarship, campus employment, or any combination of these as determined by the policies of the FAO.

The primary principles of administering financial aid programs are as follows:

1. Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives.
2. It is viewed only as supplementary to the efforts of the student and/or family.

FINANCIAL AID



3. It may take the form of a job, grant, scholarship, or a combination of any of these.
4. It is based upon the student's ability to make satisfactory progress according to the College's Financial Aid Standards of Academic Progress (SAP), and
5. Financial aid can be reviewed and cancelled at any time due to changes in the financial or the academic status of the student as determined by the FAO.

To determine whether or not a student is eligible for federal student financial aid programs, the student and his or her family must complete the Free Application for Federal Student Aid (FAFSA) by May 1 each year for priority consideration. Financial aid is not automatically renewable. The FAFSA must be submitted each year and should be completed on-line at www.fafsa.ed.gov. The ATC FAO recommends applying for a PIN number with the Department of Education at www.pin.ed.gov at least one week prior to completing the FAFSA on-line. Applying for a PIN number in advance will expedite the process even faster than applying on-line alone. Students also have the option of completing a paper version of the FAFSA. These forms are available in the financial aid office or at any area high school guidance office. A student should allow three to five weeks for processing of the on-line application and six to eight weeks for processing of the paper application.

Application submission priority dates are as follows:

Term	Date
Fall	June 1
Spring	October 1
Summer	March 1

Applications submitted after the established priority dates will continue to be processed but will not be guaranteed to be ready for payment purposes at registration. Students applying late should prepare to pay for their cost of tuition, fees,

books, and supplies. If a student is deemed eligible after payment has been made, he or she will be reimbursed based on eligibility after mid-term of the semester.

To participate in federal student financial aid programs, ATC is required by federal regulations to maintain a financial aid office that coordinates the delivery to students of all funds from all sources. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

DETERMINATION OF FINANCIAL NEED

ATC's financial aid programs assist students who have financial need determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total costs of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, room and board, personal and transportation expenses. Listed below is an estimated sample budget for the 2004 – 2005 nine-month academic year.

Aiken County Resident

	Living w/Parent	All Others
Tuition & Fees (estimated)*	\$2,800	\$2,800
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$1,500	\$1,500
Total	\$8,500	\$10,750

FINANCIAL AID continued



Out-of-County Resident

	Living w/Parent	All Others
Tuition & Fees (estimated)*	\$3,040	\$3,040
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$3,000	\$3,000
Total	\$10,240	\$12,490

* Tuition and fees are subject to change each year.

**Richmond/Columbia Co. includes the same components of Aiken Co. Resident and Out-of-State Resident includes the same components of Aiken Co. Residents with the exception of Tuition and Fees.

STUDENT ELIGIBILITY REQUIREMENTS

A student must meet the following eligibility requirements to receive federal assistance:

- Have financial need as determined through the completion of the FAFSA.
- Be enrolled or accepted for enrollment in an eligible program of study offering a certificate, diploma, or degree consisting of at least 16 semester credit hours (continuing education and career development are not eligible programs),
- Be a regular student (continuing ed and transient students are not regular students),
- Have a high school diploma, GED or qualifying COMPASS scores to meet Title IV ability-to-benefit regulations,
- Be a U. S. citizen or eligible non-citizen,
- Be registered with Selective Service (males only),
- Not be in default of a Title IV student loan or borrowed in excess of Title IV loan limits,
- Not owe a repayment of Title IV aid such as Pell or FSEOG,
- Maintain satisfactory academic

progress,

- Not enrolled concurrently in an elementary or secondary school and,
- Have a valid social security number.

ELIGIBLE PROGRAMS/COURSES AND ENROLLMENT STATUS

A student must enroll in an eligible program to receive any type of federal aid. Continuing Education and Career Development are not eligible programs. Audited courses will not be considered in determining a student's enrollment status. A student is paid only for those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The original award letter is based on full-time enrollment for the academic year. A student who is not full-time will have his or her award prorated based on the actual hours enrolled and attended. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of 9 – 11 credit hours; half-time status is 6 – 8 credit hours and less than half-time status is one to five credit hours. An example of this is a student that is awarded the Pell Grant for \$2,000 for full-time enrollment but only attends three-quarter time, that student will receive \$1,500 rather than \$2,000. If that student enrolls half-time, he/she will receive \$1,000 or if enrolled less than half-time \$500.

Withdrawals

If you register for a class and do not attend at least one time, you must officially withdraw by the end of the drop/add period to receive a 100% refund. If you do not officially withdraw, you will owe the College for the class and cannot receive financial aid.

FINANCIAL AID continued

If the student notifies the FAO by bringing in the drop form when the adjustment in their course load is made, the FAO will adjust the financial aid award. However, if the student does not notify the FAO, he/she may owe money to the College once the adjustment is made.

HOW YOU RECEIVE YOUR ASSISTANCE

A student who applies on time and is eligible will have his or her direct educational expenses of tuition, fees, books and supplies deducted from the assistance that has been awarded (excluding Federal Work Study awards.) The Business Office will disburse funds available after these expenses have been paid shortly after mid-term of the semester.

A student whose financial aid is not approved in time to pay these fees up front and pays for these costs out-of-pocket will be reimbursed by the Business Office after mid-term based on their enrollment status and eligibility.

Students who receive a federal work-study award and obtain employment through this program are paid once a month via mail. Students also have the option of direct deposit.

TRANSFERRING

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA received to the new college. Students transferring to ATC must request a duplicate student aid report (SAR) if the results of the FAFSA have not been released to ATC. This can easily be done by calling the Federal Processor at 1-800-4FEDAID and requesting that our institution be added. You will be required to provide your social security number, last name, date of birth and Data Release Number (DRN). Your DRN number is located in the upper right portion of your SAR.

SATISFACTORY ACADEMIC PROGRESS

Students receiving financial assistance through a federal or state program must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office monitors the progress of all students receiving financial aid to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

Completion Rate

All students must satisfactorily complete at least 67 percent of the total credit hours attempted at ATC. Grades of F, W, WF, U, and NC are not considered satisfactory; however, they are considered as attempted credit hours and may endanger a student's eligibility for future terms.

Grade Point Average (GPA)

Students who have attempted between 1 and 29 credit hours must maintain at least a 1.75 GPA. Students who have attempted 30 or more credit hours must maintain at least a 2.0 GPA.

Length of Eligibility a/k/a Maximum Time Frame (MTF)

A student may receive financial aid for 1.5 times the published length of the program of study provided the student meets the academic standards outlined in this policy. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted. Transfer hours are included when assessing the MTF. A student may repeat a course but repetitions will count toward the MTF.



FINANCIAL AID continued**Program Changes**

A student is allowed two programs of study changes before completing a degree, diploma or certificate. Additional changes by the student will result in suspension. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. A student considering a change of study should consult with the FAO to discuss the effect of a change on SAP.

Developmental Course Work

Financial aid recipients may take a maximum of 30 credit hours of developmental course work which consists of English, Math and Reading courses numbered 0 – 100. These courses count toward hours attempted and will be considered in determining SAP.

Probation

The completion rate and the GPA standard are assessed at the end of each term. If a student does not meet the minimum grade point average and/or complete the minimum number of credits required, the student is placed on financial aid probation for the next term attended. Financial aid eligibility continues during the probationary term. Continued eligibility for aid is determined at the end of the probationary term. To remain eligible after the probationary period, the student must complete at least 67 percent of the classes for all remaining terms or until the student meets or exceeds the expected completion rate and have a minimum semester GPA of 2.0 for all remaining terms or until the student meets or exceeds the overall cumulative GPA of 2.0. Because students are aware prior to the probationary term that they must meet the probationary stipulations it is advised to resolve their difficulties prior to registering for the probationary term. The student will be removed from financial aid probation once the minimum cumulative 67 percent completion rate is met and the minimum cumulative GPA reaches 2.0.

Suspension

Any student on probation who fails to meet the probationary standards during the probationary term is subject to financial aid suspension/termination. Students may have their aid re-established by submitting a letter of appeal with supporting documentation to the Director of Financial Aid.

A student who has attempted the maximum number of developmental course work, maximum number of credit hours allowed for their program of study or has exceeded the allowed number of program changes is placed on financial suspension.

Each student is notified in writing when placed on probation or suspension. Although the FAO makes every attempt of notifying the student that they have been placed on probation or suspension, it remains the responsibility of the student to be aware of their academic standing. A student that is allowed to return on academic probation through Admissions and Records is not automatically eligible for financial aid.

Appeals

The Director of Financial Aid accepts appeals for students placed on suspension. A letter of appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress and include supporting documentation if applicable. Appeals may be approved reinstating a student's financial aid, however, the FAO reserves the right to place academic conditions on the student if eligibility is reinstated.

A student who is appealing because the length of eligibility has been exhausted or because of the number of program changes should obtain from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the student's appeal.



FINANCIAL AID continued

A student whose appeal is denied by the Director of Financial Aid may appeal to the Vice President of Student Services. The student must submit an appeal to the Vice President of Student Services within five working days of receipt of the denial letter.

Students whose eligibility is not reinstated after the appeals process must pay tuition and fees during registration to enroll at ATC.

TYPES OF FINANCIAL AID

Grants

Federal Pell Grant

The Federal Pell Grant is a student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the students and/or families resources and determined by a formula developed by the U.S. Department of Education. Awards range from \$400 to \$4,050 per academic year for full-time enrollment. Awards are prorated each semester based on a student's enrollment status. Completion of the FAFSA is required to obtain this program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a student aid program from which a student can obtain up to \$4,000 each year depending on their financial need, the availability of these funds and the amount of other aid received. The average award for an ATC student is \$300 per semester. Completion of the FAFSA is required to obtain this program.

South Carolina Need Based Grant (SCNB)

The SCNB program is designed to provide financial assistance to South Carolina's neediest students. The grant assists students who wish to attend public or independent colleges or universities in the state. To be eligible, a student must be a S.C. resident as determined by the Admissions and Records

Office, enrolled in at least six credit hours and have a minimum GPA of 2.0. The maximum award is \$2,500 each year depending on financial need, the availability of these funds and the amount of other aid received. This program is available only for the fall and spring semesters. The average award for an ATC student is \$500 per year. Recipients of this program will be required to complete and return to the FAO a signed affidavit prior to disbursement of funds. Completion of the FAFSA is required to obtain this program.

South Carolina Lottery Tuition Assistance Program (SC-LTAP)

The SC-LTAP is funded by the State of South Carolina. To be eligible for this program, the student must be a South Carolina resident as determined by the Admissions and Records Office and remain enrolled in at least six credit hours. To qualify for the program the student must complete the FAFSA and meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog with the exception of a high school diploma or GED requirement. If a student has attempted 24 credits, they must have a 2.0 GPA to continue eligibility.

Scholarships

Scholarships are offered through a variety of sources with a variety of eligibility requirements. Students can receive scholarships in addition to Federal and State aid. However, the total of all scholarships and financial aid received cannot exceed the cost of attendance as determined by the ATC FAO.

Institutional

The ATC Foundation awards scholarships to students who have demonstrated outstanding academic achievement in high school or college level course work. Some scholarships are based on general academic achievement, while others are based on potential in specific academic areas.



FINANCIAL AID continued

Students are selected primarily during the spring semester (March) for scholarships to be awarded for the following academic year. A second selection process for new or unclaimed scholarships takes place in early fall (October.)

State Legislative Incentive for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina and all applicants must meet the following criteria:

- Must have graduated from a high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 9-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student,
- Must be a legal resident of South Carolina,
- Must be a U.S. citizen or an eligible non-citizen,
- Must have no felony or drug/alcohol convictions,
- Must not owe a repayment to a federal or state grant or be in default of any state or federal student loan,
- Must enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma, or certificate program that meets the U.S. Department of Education's Title IV regulations, and
- Must complete an ATC LIFE Scholarship Application.
- Completion of the F.A.F.S.A is not required but recommended; additional sources of aid may be provided through this application.

To be eligible, a first-time freshman, must meet the above criteria and must have earned

a minimum of a 3.0 high school cumulative grade point average (GPA) on a 4.0 scale. The student must also submit his/her final, official high school transcript to the ATC Admissions and Records Office.

A continuing student may gain eligibility by earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous and achieving a minimum cumulative collegiate GPA of 3.0. If the student has attended another post-secondary institution, official transcript(s) from each institution attended must be submitted to the ATC Admissions and Records Office and a photocopy attached to the completed LIFE Scholarship Application.

A transfer student must have earned at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous and achieved a minimum cumulative collegiate GPA of 3.0. If the student has attended another post-secondary institution, official transcript(s) from each institution attended must be submitted to the ATC Admissions and Records Office and a photocopy attached to the completed LIFE Scholarship Application.

To have the scholarship renewed for a second academic year, the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if the student began during a spring semester), achieve a minimum 3.0 cumulative collegiate GPA (excluding grades for remedial courses), and have terms of eligibility remaining. A student may receive the LIFE Scholarship for 2 semesters if enrolled in a 1-year program or for 4 semesters if enrolled in a 2-year program.

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional)



FINANCIAL AID continued

courses. Zero level and 100 level courses are considered remedial courses. A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credit hours. The student may defer the LIFE Scholarship for up to 1 year because of remediation. A student receiving a Palmetto Fellow Scholarship is not eligible for a LIFE Scholarship. A student receiving a LIFE Scholarship is not eligible for Lottery Tuition Assistance. A student must sign a certification form each year.

Funding for the LIFE Scholarship program is contingent upon State approval each year. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

EMPLOYMENT

Institutional Employment

Institutional employment allows students to work on campus without applying for financial aid. Limited jobs are available year-round and are listed through the Human Resources Office located in Room 114 of the Ashley J. Little Administration Bldg.

Federal Work Study Program (FWS)

The FWS program is a federal student aid program that allows the student an opportunity to work part-time on campus or at other designated sites to help meet their educational expenses. A student can earn up to his or her FWS award during the academic year. Expected earnings are not used toward the student's institutional charges such as tuition, fees and books. Since positions are limited, students should apply early. Available positions are listed on the Human Resources employment board across from Room 113 of the Ashley J. Little Administration Bldg.

Loans

ATC does not participate in any of the federal student or parent loan programs. However,

students can apply for a Career Education Loan through Wells Fargo at www.wellsfargo.com.

OTHER ASSISTANCE

Technical Scholars

Sponsorships cover all college tuition, fees, textbooks, and provide paid part-time jobs for selected students. Students apply for these scholarships must be fully accepted into an appropriate associate degree program, meet scholarship application criteria; agree to comply with all sponsoring employer's interviews and other required screenings. Sponsoring employers make the final decision on who is offered scholarship(s) based upon their needs and the applicant's qualifications. Students interested in Technical Scholars should contact Mr. Stan Schrader in room 107G of the Ashley J. Little Building or by calling (803) 593-9231 ext. 1309.

Single Parent/Displaced Homemaker Program

The Perkins Vocational Educational Act provides funds to single parents and displaced homemakers for limited childcare and transportation expenses. For further details, contact Mrs. Frances Szablewski in room 107H of the Ashley J. Little Building or by calling (803) 593-9231 ext. 1524.

Vocational Rehabilitation

A student with a documented disability or impairment may be eligible for assistance through the county vocational rehabilitation office. The vocational rehabilitation office will require completion of a Form 135. In addition, the student must apply for federal financial aid by completing the FAFSA before being considered for this assistance. Residents of S.C. may call (803) 641-7630 or visit their website at www.scvrd.net for more information. Residents of Georgia may call (706) 650-5638 or visit their website at www.vocrehabga.org.



FINANCIAL AID continued

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or by writing the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, SC 29201. Calls are accepted at (803) 255-4317 or (803) 255-4256.

Workforce Investment Act (WIA)

This program provides job seekers a wide array of career planning, education and employment services. Assistance may include the cost of training for an approved program as well as financial assistance for childcare and transportation to facilitate the customer's attainment of meaningful employment consistent with their interest and abilities. South Carolina residents may visit the ATC One Stop Career Center in room 109 of the Ashley J. Little Building for more information. Georgia residents may call the Richmond-Burke Job Training Authority at (706) 721-1858.

VETERANS ASSISTANCE

Aiken Technical College is approved for veterans' benefits by the South Carolina Commission on Higher Education for training veterans and dependents under Title 38 of the U.S. Code; Chapter 30, Montgomery G.I. Bill; Chapter 31, Disabled Veterans; Chapter 32, VEAP; Chapter 35, children and widows of totally disabled or deceased veterans resulting from service-connected conditions; Title 10 of the U.S. Code; and Chapter 1606, members of the Selected Reserve. See Admissions and Records for further information.

RETURN OF FEDERAL FINANCIAL AID

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = (100\% - \text{percent of earned aid}) \times (\text{amount of federal financial aid disbursed})$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for based on the institutional refund policy. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the ATC Business Office. A student who owes the federal government will be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.



ACADEMIC
POLICIES



S T A Y O N T R A C K

ACADEMIC POLICIES

Aiken Technical College is accredited to award associate degrees. Upon successful completion of program requirements, ATC awards the associate in science, the associate in arts, associate degrees with business or technical majors, diplomas, and certificates.

ACADEMIC AFFAIRS

The General Education Division and the Technical Education Division offer degrees, diplomas, and certificates. The mission of these academic divisions is to serve students by offering quality courses, programs, and instructional support services.

Core Educational Outcomes

Aiken Technical College endorses and promotes the following core educational outcomes for all degree and diploma students:

- Graduates should be able to create and comprehend written communications.
- Graduates should be able to listen for understanding and express their views orally.
- Graduates should be able to use a variety of logic skills to evaluate and solve problems systematically.
- Graduates should be able to perform computational skills appropriate to their area of study.
- Graduates should be able to comprehend appropriate technology commensurate with their area of specialization.
- Graduates should have research and organizational skills necessary to locate, analyze, and synthesize information.
- Graduates should understand contemporary social values and develop an appreciation for cultural diversity.

Degree, Major, and Emphasis or Concentration

The following definitions are offered for clarification:

- **Degree:** A broad area of study within a specialization
- **Major:** A general area of study within a specialization
- **Emphasis or Concentration:** A more specific area of study within a specialization

ADVANCED STANDING

A student who has had similar or equal educational experiences to those required in ATC's curricula may be granted advanced standing upon approval of the courses for transfer and the successful completion of required exemption examinations.

Advanced Placement & CLEP

ATC accepts results from the College Level Examination Program (CLEP) and the Advanced Placement (AP) tests for advanced placement and exemption of classes.

Both the College Board (AP) and Education Testing Service (CLEP) provide guidelines for awarding credit based on their respective tests. These guidelines are followed by ATC in awarding credit.

For each level of credit to be awarded, a specific course prefix and number are listed as an exemption on the student's transcript. The College updates the list of scores as new information is received from the testing agencies. The student must achieve the following scores to receive college credit:

Advanced Placement

Test	Score
American History	3
American Gov't./Politics	3
Biology	3
Chemistry	3
Computer Science	3



ACADEMIC POLICIES continued



Test	Score				
Computer Science: A	3	MAT 110	Algebra	50	3
Computer Science: AB	3	MAT 111	Trigonometry	50	3
English Lang. & Comp.	3	MAT 140	Calculus w/ Elem. Functions	50	4
English Lit. & Comp.	3	MGT 101	Principles of Management	50	3
European History	3	MKT 101	Principles of Marketing	50	3
Macroeconomics	3	PSC 201	American Gov't.	50	3
Math: Calculus AB	3	PSY 201	Intro. Psychology	50	3
Microeconomics	3	PSY 203	Human Growth & Development	50	3
Physics C: Elec. & Mag.	3	PSY 210	Educational Psychology	50	3
Physics C: Mechanics	3	SOC 101	Intro. Sociology	50	3
Psychology	3	SPA 101	Level I Spanish Lang.	50	4
Spanish Language	3	SPA 101 & 102	Level II Spanish Lang.	52	8

Standard for Awarding Credit by Examination (CLEP)

ATC Course	CLEP Exam	Score	Credits
ACC 101 & 102	Principles of Accounting	50	6
BIO 101 & 102	Biology	50	8
BUS 121	Introductory Business Law	50	3
CHM 110	Gen. Chemistry	50	4
CPT 101	Info. Systems & Computer Appl.	50	3
ECO 210	Principles of Macroeconomics	50	3
ECO 211	Principles of Microeconomics	50	3
ENG 101	Freshman College Composition	50	3
ENG 102	Analysis & Inter. of Literature	50	3
ENG 205	English Lit.	50	3
FRE 101	Level I French Lang.	50	4
FRE 101 & 102	Level II French Lang.	52	8
GER 101	Level I German Lang.	50	4
GER 101 & 102	Level II German Lang.	52	8
HIS 101	Western Civ. I	50	3
HIS 102	Western Civ. II	50	3
HIS 201	History of the U.S. I	50	3
HIS 202	History of the U.S. II	50	3

Institutional Credit By Exam

Where approved by the Department Chair, students may take exemption exams for courses in subject matter they believe they have already mastered. Generally, students must apply to the Department Chair and pay the required fee before registering for the class. If the request is denied or the student does not pass the exam, the student must take the course to obtain credit for it.

Military Training Credit

ATC is a member of Service Members' Opportunity College Associate Degree (SOCAD) and awards credit for military training and DANTES test scores based on recommendations made by the American Council on Education in its *Guide to Evaluation of Military Training*. When actual training is verified through the appropriate military documents (DD-214 and DD-295), the training descriptions and recommendations from the Guide may be routed to Academic Affairs so that specific equivalent courses at ATC can be assigned credit on a pass/fail basis.

ACADEMIC POLICIES continued

Tech Prep Articulation

ATC is part of the Aiken County Tech Prep/School-to-Work Consortium. A high school graduate of the Tech Prep program is often eligible for advanced placement in many of the College's technical and industrial programs. Articulation agreements are in place between the Aiken County School District and the College.

These agreements require certification by the high school teacher that the student has mastered the competencies agreed upon. Upon receipt of this certification, the student receives credit for the course(s) as outlined in the articulation agreements.

It is the student's responsibility to obtain the signed certification from the high school teacher and provide it with his/her application to the College Admissions and Records Office.

ADVISEMENT

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career, and personal goals. It is accomplished through the utilization of a full range of college and community resources. To be successful, each student must establish a positive rapport with his or her academic advisor. Together, the student and advisor will develop a program completion plan which will lead to graduation.

To successfully complete an academic program at ATC, each student should be aware that advisees (students) have a number of responsibilities. Advisees must:

1. State and explain personal goals, values, abilities, inabilities, and interests.
2. Contact the assigned advisor periodically to keep the lines of communication open and to keep the

advisor aware of changes, problems, etc.

3. Make appointments for advisement and registration as early as possible to get the classes desired and keep all scheduled appointments with the advisor. As a courtesy, always call to cancel and reschedule if needed.
4. Become aware of the College's policies and procedures as outlined in the ATC Student Handbook beginning on page 209 of the catalog.
5. Bring all essential documents and materials needed for advisement and scheduling.
6. Accept responsibility for all decisions regarding career, educational, and personal goals.

Career Development students are assisted in this process through Counseling Services and credit students are assigned a faculty advisor.

ATTENDANCE REQUIREMENTS FOR SATISFACTORY PROGRESS

It is the policy of Aiken Technical College to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all credit classes. The calculation of absences begins with the date of the first class meeting. (The only exception to this requirement is in those courses which permit enrollment on an ongoing basis.)

1. One absence is defined as failing to attend one hour of class, lab, or shop. For example, if a class meets two hours per day and a student misses one of those hours, then he or she is charged with one absence.
2. A student should attend all class and lab meetings. Individual faculty members are authorized to set attendance standards higher than the 80 percent minimum to reflect the needs



ACADEMIC POLICIES continued



and objectives of a given course. It is the student's responsibility to see the instructor about missed work.

3. Withdrawals — The student is responsible for completing a Withdrawal form to withdraw from one or more courses. Disciplinary and Administrative Withdrawal cases are exceptions to this policy.
4. Violations of attendance requirements may change the eligibility of the student for financial aid or veterans benefits.

AUDITING COURSES

A student who desires to attend classes regularly but does not wish to take examinations or receive grades or credit may register as an audit student.

Once a student has enrolled to audit a course, he or she cannot take the course for credit or vice versa within the same semester. An audit student may choose whether to participate in class discussions and take tests. An audit student must pay the same fees charged students taking the class for credit.

CHANGING SCHEDULES

A student may change schedules through the add/drop period each semester.

To drop or add a course, the student must complete a Withdrawal/Add/Drop Form (available in the Admissions and Records Office), and submit it to the Admissions and Records Office.

COURSE EXEMPTIONS

Exemption exams (Institutional Credit by Exam) are available for any student who wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which he/she has not already registered must complete an Exemption Exam Request Form available through the Admissions and Records Office.

If the exam request is approved, a \$30 fee will be charged for the exam. Upon the successful completion of the exam under the appropriate instructor's supervision, a grade of "E" will be entered on the student's transcript for the class exempted. If the student does not pass the exemption exam, he or she must enroll through normal procedures in order to receive credit. See "Advanced Standing," page 36.

A student already enrolled in a course is also eligible for a course exemption. In such cases, a student may request an exemption exam from the instructor after the fifth class day of the term. If the instructor deems such an exam appropriate, he or she will set a time, date, and location for the exam and report the results to the Admissions and Records Office. To exempt, the student must earn at least a "C" on the exam.

The Admissions and Records Office will enter grades of "A," "B," or "C" on the student's record. A student who earns less than a "C" on the exam must remain in the class to earn credit.

EARLY ALERT

At the end of the fourth week of classes, instructors report to the Director of Admissions and Records the names of students whose work is considered unsatisfactory. A student who is notified that his/her grades are deficient at this time is referred to the Academic Success Center or Counseling Services for assistance. It is up to the student to get the help he or she needs in order to be successful in classes.

GRADE POINT AVERAGE

A grade point average (GPA) is maintained for each credit student. The grade point average is determined by dividing the sum of the grade points earned for each course by the total number of credit hours attempted.

ACADEMIC POLICIES continued

A program grade point average of 2.0 is required for graduation. To determine GPA, numerical values are assigned to final grades as follows:

"A"	=	4 points
"B"	=	3 points
"C"	=	2 points
"D"	=	1 point
"F"	=	0 points

Grades

Aiken Technical College students are awarded one of the following grades for each course in which they are officially enrolled based on the stated criteria:

- * **1. "A"** - Represents excellent work as demonstrated by ability to master course content. "A" is used in GPA calculations, earns credit hours, and carries a value of four grade points for each credit hour.
- * **2. "B"** - Represents above average work as demonstrated by mastery of a significant portion of course content. "B" is used in GPA calculations, earns credit hours, and carries a value of three grade points for each credit hour.
- * **3. "C"** - Represents satisfactory work as demonstrated by an average mastery of course content. "C" is used in GPA calculations, earns credit hours, and carries a value of two grade points for each credit hour.
- * **4. "D"** - Represents work which is below average and shows a minimum comprehension of course content. "D" is used in GPA calculations, earns credit hours, and carries a value of one grade point for each credit hour.
- * **5. "F"** - Represents a failure to meet minimum course objectives. "F" is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.
- 6. "I"** - Represents "Incomplete" and is assigned at the discretion of the faculty member when a student has made satisfactory progress toward meeting the course requirements but (a) has not satisfactorily completed a final project or assignment, (b) has not taken and/or passed all required tests and has been given the option of a makeup test, or (c) has missed the final exam for an acceptable reason but has not made up the exam by the time grades are due. An "I" does not affect GPA calculations, earns no credit hours, generates no grade points, and defaults to "F" automatically after one semester unless the instructor denotes a different grade. It is the student's responsibility to resolve an "I" grade prior to the end of the following semester.
- 7. "E"** - Represents "Exempt" and is used when a student passes an AP, CLEP, or exemption exam for a particular course, or demonstrates proficiency in the skills or content to be mastered in that course through continuing education credits (CEUs), work experience, experiential or military experience training. "E" is not used in GPA calculations and does not generate grade points but does earn credit hours.
- 8. "TR"** - Represents "Transfer Credit" and is assigned for allowable equivalent credit earned at other colleges for which a minimum grade of "C" was earned. "TR" is not used in GPA calculations and generates no grade points but does earn credit hours.
- 9. "AU"** - Represents "Audit" and is not used in GPA calculations, earns no credit hours, and carries no grade points.



ACADEMIC POLICIES continued

10. **“U”** - Represents “Unsatisfactory” and denotes unsatisfactory progress in a developmental or Continuing Education course. “U” does not affect GPA calculations, earns no credit hours or Continuing Education Units (CEUs), and generates no grade points.

11. **“W”** - Represents “Withdrawn” and is used in either of the following cases: (a) a student withdraws after the end of the add/drop period but on or before the midterm date or (b) a student withdraws from classes after midterm because of extenuating circumstances and is passing those classes in which he or she is enrolled. “W” is not used in GPA calculations, earns no credit hours, and generates no grade points.

12. **“WF”** - Represents “Withdrawn Failing” and may be used when a student is failing and formally withdraws from a class after midterm. “WF” is used in GPA calculations, earns no credit hours, and generates no grade points.

*** Note: Grades awarded for developmental courses will not be used in GPA calculations.**

Grade Change

A student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as possible. Failure to act within 10 working days of the next semester disqualifies the student from further consideration.

GRADUATION

Commencement exercises to award associate degrees, diplomas, and certificates are held annually on campus. A student is eligible for graduation when he/she completes the requirements for a degree, diploma, or certificate. The student must complete an

Application for Graduation and turn in the form to the Admissions and Records Office by the deadline for the appropriate semester.

GRADUATION REQUIREMENTS

All students who expect to receive a degree, diploma, or certificate from Aiken Technical College must complete a number of requirements.

Specific course requirements for each major are defined later in this catalog.

Regardless of the level of award, all students must meet the following requirements:

1. Complete all general education requirements specified for the award.
2. Complete all program credit hours.
3. Complete all academic course credit with a minimum of a cumulative 2.0 program grade point average (GPA).
4. Complete all residency requirements (courses taken at ATC) as specified for each award.
5. Complete all financial obligations to the College.
6. Complete all proper applications for graduation by the established deadline.

PROGRAM AWARDS

Aiken Technical College recognizes successful program completion by awarding associate degrees, diplomas, or certificates.

Associate degrees are conferred for satisfactory completion of course work at both the technical and college-transfer level. The time required for completing an associate degree ranges from four to five semesters for full-time students, depending on the program of study and/or the course load. An evening student can expect to attend seven to nine semesters.



ACADEMIC POLICIES continued



Diplomas certifying satisfactory performance of prescribed work are awarded upon completion of the equivalent of at least three semesters of full-time study.

Certificates are awarded to students who complete special training programs with a duration of the equivalent of two full-time semesters or more.

Developmental courses or other prerequisites may add to the time required for a student to graduate.

REPEATING COURSES

When a course is taken more than once, only the last grade earned for the course is calculated in the program and cumulative GPA.

STANDARDS OF PROGRESS

Satisfactory Academic Progress

To remain in good standing, a student enrolled in regular curriculum classes must maintain one of the following minimum credit-hour grade point averages (GPAs). Financial aid students must also meet other Standards of Academic Progress as outlined in the "Award Terms and Conditions" brochure.

A. Degree, Diploma, and Certificate programs:

Semester hours	Required GPA
1-29	1.75
30 and over	2.00

A program GPA of 2.0 is required to graduate from any degree, diploma, or certificate program.

B. Career Development: A student enrolled as Career Development (CD) must comply with the same standards of progress as described above.

C. Developmental Education Courses:

An ATC student enrolled in developmental education courses must make satisfactory academic progress in each discipline in which he or she is enrolled in order to proceed to the next course. This requires a student to earn a grade of "A," "B," or "C" in all developmental education courses.

Academic Warning

The first time a student fails to meet academic standards (semester GPA and/or GPA below the required cutoff hours attempted), he/she faces the following actions:

1. The student receives a "Warning" notice on his or her grade report and the academic advisor is notified.
2. The student is urged to seek study skills assistance or counseling.
3. The student is restricted to taking no more than 12 semester hours in the following semester (9 semester hours during the summer term).

If a student raises his/her semester average above the minimal standards but his/her cumulative GPA remains below standard, the student remains on Academic Warning status with the same limitations noted above.

Academic Probation

If both the semester and cumulative GPAs are still under the required minimum standards after one semester in Academic Warning status, the student faces the following actions:

1. The student must take any needed developmental course(s).
2. The student is limited to 9 semester hours in fall or spring semester (6 during summer session).
3. The student receives a "Probation"

ACADEMIC POLICIES continued

notice on his/her grade report and the student's academic advisor is notified. The student should note the potential for Suspension following the "Probation" semester if he/she does not maintain the required GPA for the term. In addition, if either the semester or cumulative GPA remains below standard, the student will remain on Probation with all of its limitations.

Academic Suspension

If both the cumulative and semester GPAs are below standard after one semester in academic probation status, the student will be suspended for one semester. If the student has made some progress during the semester and believes that he/she has unusual mitigating circumstances, he/she may appeal in writing to the Director of Placement Services (Room 109). A student is not immediately readmitted under normal circumstances.

Actions:

1. The Grade Report notes the student's status.
2. The student receives a letter of suspension and the student's academic advisor is notified.
3. The student is prohibited from enrollment for ONE SEMESTER unless he/she successfully appeals. (Summer term does not count as a suspended semester.)

The initial decision of the designated college official regarding suspension may be further appealed to the Vice President of Student Services. After consultation with the Associate Vice President for General Education or the Associate Vice President for Technical Education (if appropriate), the Vice President of Student Services rules on the student's appeal. The decision of the Vice President of Student Services regarding suspension is final.

If the student is readmitted on appeal or has been readmitted after serving a semester of non-attendance, he/she will be continued/readmitted on PROBATIONARY status with a limit of 9 semester hours.

Academic Dismissal

If a student is readmitted to ATC and fails to maintain academic standards during the readmission semester, he/she will be dismissed from the College.

Actions:

1. The Grade Report notes the student's status.
2. The student receives a letter of dismissal and the faculty advisor is notified.
3. The student is prohibited from further academic enrollment at ATC unless readmitted under the "Fresh Start Policy."

Fresh Start Policy

Aiken Technical College recognizes that a student's circumstances may change through the years. The "Fresh Start Policy" permits a student who has been academically suspended or dismissed to be readmitted after one full academic year of non-attendance. To be readmitted, the student must appeal to the Vice President of Student Services in writing, asking for an interview to explain how his/her circumstance has changed.

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of 9 credit hours. He/she will be permanently dismissed from the College if he/she does not earn a 2.0 GPA for the semester of readmission.

Acceptable Mitigating Circumstances for Appealing Academic Suspension Are:

1. Hospitalization for an extended period of time (doctor's verification must be attached to appeal).
2. Divorce/separation/family crisis





causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).

3. Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).
4. Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

Non-Acceptable Circumstances for Appealing Academic Suspension Are:

1. A low GPA.
2. Transportation problems.
3. Changes in employment schedule.
4. Failure to withdraw officially from classes.
5. Taking too many courses or taking the wrong courses.
6. Minor illness in immediate family.
7. Childcare problems.

WITHDRAWAL/TERMINATION AND ITS EFFECT ON SATISFACTORY PROGRESS FOR ALL STUDENTS ENROLLED IN CREDIT COURSES

1. The withdrawal period begins on the first day of class after the add/drop period.
2. A student must initiate a withdrawal form on or prior to the midterm date to receive a grade of "W."
3. A student who is failing and withdraws after the midterm date or whose last date of attendance is after the midterm date may be assigned a grade of "WF."
4. A student who is failing and fails to initiate a withdrawal before the final exam period receives a grade of "F" for the course

TRANSFER TO OTHER COLLEGES

Entrance requirements for transfer students vary widely among colleges and universities. The South Carolina Commission on Higher Education has determined that certain courses offered in the Associate in Arts and Associate in Science degree programs will transfer to South Carolina public four-year colleges and universities (see pages 22-23). The College offers many courses which may transfer. **Transfer of credits is a privilege granted by the institution to which the student plans to transfer.**

All applications and requests for transfer of credits are evaluated individually by the receiving college or university.

Each student must complete courses with grades acceptable to the college to which the student seeks transfer.


ATC strongly recommends that a student discuss transferring to a four-year institution with a representative of that institution early in his/her academic career at ATC.

STUDENT
LIFE &
RESOURCES



HERE FOR YOU

STUDENT SERVICES



The mission of the Student Services Division is to help each Aiken Technical College student accept the challenge to reach his/her full potential through the team efforts of Admissions and Records, Counseling, Financial Aid, One Stop Career Center (Placement), and Student Activities staff.

ADMISSIONS AND RECORDS OFFICE SERVICES

The mission of the Admissions and Records Office is to assist the College in fulfilling its mission by recruiting and accepting qualified applicants to the College, monitoring veterans affairs, and maintaining student records according to required policies.

ATC has an “open-door” admissions policy. This policy allows admission of all high school graduates, high school equivalency certificate (GED) recipients, college transfer students, and others who are eighteen years of age or older. For additional information on admissions procedures, see page 12.

Personnel in the Admissions and Records Office assist currently and previously enrolled students in the following ways:

ATC Transcripts

ATC transcripts are issued at no charge. Transcripts are processed and mailed or transmitted for locally approved institutions via electronic data exchange (SPEEDE). The College does not fax transcripts. In addition, transcripts will not be sent for any student who has an unpaid financial obligation to the College.

Confidentiality of Records

The Admissions and Records Office is authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding release of student information. A

student who does not want directory information released should contact the Admissions and Records Office and complete a form for non-release of directory information. Upon proof of dependency, parents or guardians may receive confidential information regarding their dependent student (see Release of Student Information on page 48).

Enrollment Certification

The Admissions and Records Office certifies a student’s enrollment for previous loans (through the National Student Loan Clearinghouse), parental insurance coverage, Department of Social Services requirements, employment, and other purposes.

Graduation

A student who plans to graduate should obtain a graduation application from the Admissions and Records Office. The form must be completed by the student’s academic advisor, signed by the student, and submitted to the Admissions and Records Office according to the specified due dates.

Name/Address Changes

The Admissions and Records Office makes an official change to the addresses on a student’s records only through a student’s written request to the Admissions and Records Office or documentation from the U.S. Postal Service. Address accuracy is essential for the student to receive grade reports and registration information. This office also handles requests for residency changes for tuition purposes.

Verification of Grades/GPA

A student who needs to verify grades/GPA for automobile insurance, company reimbursement of tuition, or other purposes should contact the Admissions and Records Office.

STUDENT SERVICES continued

CAREER AND PLACEMENT SERVICES

Career Services

One of the essential services provided to students through the Counseling Services Office is Career Services. It is designed to assist both prospective and currently enrolled students to understand how an educational program fits into their career goals. Utilizing various assessment instruments, career exploration, and job search activities, the counselors assist students in deciding on a career path. ATC encourages all students to investigate the opportunities available through the Counseling Services Office. Resources to assist in this process include:

- Individual career counseling.
- Assessment of interests and personality.
- Workshops and seminars.
- Occupational information through SCOIS and DISCOVER. (One Stop Center)
- Kuder Career Development Program.

One Stop Career Center

The Lower Savannah Workforce Investment Board in partnership with Aiken Technical College offers students, graduates and the community resources to explore careers, search for employment opportunities, receive assistance with resumes, cover letters, interviewing and dressing for success. The Center is a gateway for applying for assistance through the Workforce Investment Act (WIA).

Career exploration resources include: Career Scope, Discover, and SCOIS. The staff of the Center will assist you in using these inventories and then interpret the results for you and then assist in exploring Labor Market Information for areas of interest.

The One Stop Career Center assists individuals and groups in finding full- or part-time employment. Any person

interested in employment may come to Room 109 in the Ashley J. Little Building to “check” the job board, the job books, and other resources about the availability of jobs in the community. Specific services include weekly job listings, Internet job information, on-campus interviews, employment referrals, and career exploration inventories. The Job Board and the Job Books are kept up-to-date. Patrons may use the Internet to search for jobs in a particular region or local listings that have not come directly to the Center. Additional services offered are:

- Resume preparation, critique and assistance.
- Mailing, e-mailing, or faxing of resumes to employers
- Cover letter preparation
- Referrals to job openings
- Completion of applications
- Workshops on interviewing, job searching, and dressing for success.
- Tips on how to keep a job once you get one.

COUNSELING SERVICES

The mission of Counseling Services at Aiken Technical College is to increase the potential for every student's success by providing services that meet the goals and outcomes identified by the student. ATC maintains a staff of professional counselors who are available both day and evening to counsel any student confidentially regarding academic, professional, personal, or social concerns. A student can meet with a counselor on a walk-in basis or by making an appointment. Specific services include:

- Pre-admission, academic, and career counseling for potential and current students.
- Services for special needs students, i.e., the disabled, single parents, and displaced homemakers.
- Orientation of new students.



STUDENT SERVICES continued

- Coordinating on-campus tours with the Admissions and Records Office.
- Transfer assistance.
- Placement testing information for new students and special-needs students.
- Student emergencies.
- Advising for Career Development students.
- Personal counseling.
- Student advocacy.

ORIENTATION

Two types of orientation are available to a student entering ATC. A new student orientation for both day and evening students is offered prior to the start of each semester. New students entering the fall semester have an opportunity to attend an early orientation event in July. In addition, each semester ATC offers a credit course entitled College Skills (COL 103). This class provides a student with the resources needed to improve study habits, enhance test-taking skills, and explore career opportunities.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes the conditions under which information about a student can be released. It is the policy of Aiken Technical College to follow these guidelines to protect the privacy of students.

The following student rights are covered by the Act and afforded to all eligible students of the College:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. The right to prevent disclosure without consent of personally identifiable information from the student's informational records with certain exceptions.
4. The right to secure a copy of the College's policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the College's policy statement which may be obtained from the Admissions and Records Office.

Directory Information

The College may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released on any student for any purpose at the discretion of the College unless a written request for non-disclosure is on file: name, address, e-mail, telephone number, dates of attendance, major field of study, awards, honors, degree(s) conferred, previous institution(s) attended and e-mail address.

A student who wishes to request non-disclosure of the above items may submit a written request to the Admissions and Records Office. The College may not provide the parent of a student over eighteen years of age any information about the student's progress without the explicit written consent of the student or a copy of IRS tax forms indicating the student is a dependent of the parent seeking such information.

STUDENT SERVICES continued

SPECIAL STUDENT SERVICES

ATC provides special services to students with disabilities. Our goal is to improve the educational development of all students by offering an understanding and supportive campus environment. A counselor is available to provide direct assistance to these students. In order for a student to receive class accommodations based on a disability, the student must complete a form requesting assistance and submit documentation supporting the request. The counselor will review the documentation, determine the appropriate accommodation, and notify the student and faculty.

ATC encourages student independence by creating and maintaining an accessible physical environment and by providing a supportive psychological environment.



STUDENT ACTIVITIES

STUDENT ACTIVITIES

The mission of the Student Activities Office is to provide an opportunity for the ATC student to become involved in campus life by offering a variety of entertainment and special events. A student participating in student activities gains the opportunity to develop and enhance his/her social and leadership skills.

GREGG-GRANITEVILLE STUDENT ACTIVITIES CENTER

The ATC Gregg-Graniteville Student Activities Center provides the student with a central location to spend time between classes. The center houses a cafeteria, a bookstore, a game room, the ATC Wellness Center, and office space for student organizations.

INTRAMURALS

ATC's intramural sports program is designed to offer a variety of challenging and enjoyable activities to all members of the ATC student body.

STUDENT GOVERNMENT

All credit students at ATC are members of the Student Government Association (SGA). The SGA seeks to promote activities for all students and often plans activities and programs which are open to the College community. The SGA's goals are to maintain high standards of scholarship and honor, to preserve the integrity of the institution and its educational environment, to assist in administering regulations, to serve as the liaison between the administration and the student body, and to transact business pertaining to the student body. The offices for SGA are president, vice president, secretary, and treasurer.

STUDENT NEWSPAPER

The ATC *Tribune* gives the student an opportunity to develop skills in writing, photography, advertising, sales, and budget management. Published with support from the journalism class, the *Tribune* serves as a forum for news about students and their activities.

STUDENT ORGANIZATIONS

The College encourages all ATC students to participate in campus organizations. Campus organizations are open to all students without discrimination on the basis of sex, color, age, religion, national origin, or disability. Each student organization is educationally based and has clearly defined goals and objectives.

Student organizations include student publications, men's varsity basketball, women's varsity softball, intramural athletic programs, professional clubs, Tau Alpha Pi (Electronic Engineering), academic clubs, and Phi Theta Kappa (the international scholastic honor society for two-year colleges). Other campus activities provide students with a variety of opportunities for out-of-class learning as well as community service opportunities.

VARSITY SPORTS

The College men's varsity basketball team, the ATC Knights, competes in Region 10 of the NJCAA.

Beginning Fall 2004, the College will field a women's fast pitch softball team, the Lady Knights. The team will also compete in Region 10 of the NJCAA.

Policies involving intercollegiate sports are formulated and monitored through the Athletic Oversight Committee in the College Governance Structure.



ACADEMIC SUPPORT SERVICES

ACADEMIC SUCCESS CENTER

The Academic Success Center offers a variety of services to students in all curricula. Its purpose is to assist the student by providing research and study materials in areas of need such as academic upgrading, writing skills, and research.

A computerized learning lab allows students to work on skills in English grammar, writing, reading comprehension, and mathematics. Official lab hours vary and are posted each semester.

LIBRARY AND LEARNING RESOURCES CENTER

The ATC Library serves students, faculty, staff, and residents of the College's service area. It contains a collection of more than 32,000 items including books, periodicals, government documents, audiovisual materials, annual reports, and college catalogs. Periodical abstracts and some full-text articles are available on computer.

The library supports the academic, technical, and job training programs of the College.

The Library and Learning Resources Center include a full-service media department, areas for study and research, and areas for viewing audiovisual materials. Two fully equipped computer labs are also available for patron use.*

A coin-operated copier and microfiche reader/printers are also available in the library.

Overdue book charges are computed at **25 cents per day** for regular two-week loan items. **Students must present a valid computer-coded identification card to check out materials.**

ATC's library offers traditional and non-traditional library services.

Reference and research assistance

- Interlibrary loan
- Instruction on library research skills
- Self-service photocopying equipment
- Full library services to Distance Learning students

Computerized library technology

- Computer work stations to assist with class research projects *
- USCAN computerized catalog linking to USC system libraries
- Student access to the Internet *

Library Hours

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-5 p.m.
Saturday	8 a.m.-12 noon
Sunday	CLOSED

Variations for holidays, break sessions, and exam periods are posted in the library in advance.

*** Computer Use Statement**

Student computer workstations are reserved for the express purpose of providing access to computer programs and the Internet, and are NOT to be used to store a student's personal or course work information.

Unless an instructor has given specific instructions, a student's personal or class work files must be stored on portable media such as CD-ROM or diskette.

Unauthorized stored files, including those saved on a hard drive, may be deleted without prior notice. The college assumes no liability for the loss of unauthorized stored files.

According to ATC Computer Ethics Procedure (2-2-111.01), the College reserves the right to monitor, manage, and control the usage of computer resources and to make changes in these procedures without prior notice to users. The following is a partial list of the kinds of uses that could subject users to penalties by the



ACADEMIC SUPPORT SERVICES continued

College or an outside authority:

- *Harassment (unwanted communication);*
- *Sexual harassment (including accessing pornographic sites offensive to others);*
- *Violation of another's privacy;*
- *Destruction of equipment or software;*
- *Violation of computer security system;*
- *Unauthorized use of accounts or access codes;*
- *Attempts to capture or break passwords;*
- *Violation of copyright or software agreements (especially downloading multimedia or other documents);*
- *Academic dishonesty (plagiarizing or purchasing online assignments);*
- *Violation of College policy or local, state, or federal law;*
- *Criminal, unethical, or dishonest usage ("spamming," "spoofing," etc.);*
- *Using computing facilities for personal gain without contractual agreement with the College;*
- *Changing computer settings, such as removing, altering, or installing software, wall paper, or screen savers unless instructed to do so as a part of a class, etc.*

Student violation of the above may result in the following disciplinary actions initiated by the Vice President of Student Services:

- *Verbal warning (usually first offense);*
- *The assignment of ten (10) hours of Community Service completed within 2 weeks;*
- *The assignment of a five (5) page paper on Internet ethics due within 2 weeks;*
- *Immediate suspension from ATC classes (administrative withdrawal without refund) if the disciplinary action is not completed or the offense warrants immediate action by the College.*

Media

The Media Department provides media hardware and software to support the College's academic programs. A student

may view software reserved by his/her instructors in the library. The Media Department assists area industries and agencies by lending media software and equipment, providing teleconference facilities, and coordinating these services for industries and agencies. In addition, the Media Department provides various professional development opportunities via C-band, Ku band, and digitized ETV satellite transmissions.

The Media Department offers assistance to the faculty and staff for production of instructional and/or presentation materials including still photos, videotapes, and audiotapes.

TEST CENTER

The Test Center provides a quiet, supervised environment where students can take make-up tests. The Testing Coordinator administers make-up tests, placement tests, and a variety of continuing education and skills certification tests.

Students must present a valid ID card or other form of picture ID to take a test. Test Center hours are Monday and Thursday, 8 a.m.-7 p.m.; Tuesday and Wednesday, 8 a.m.-5 p.m.; and Saturday, 9 a.m.-noon. The Test Center is closed on Friday.

TUTORING SERVICES

The Academic Success Center provides a free tutoring program that offers one-on-one and small group tutoring assistance for students on any level for any class as long as tutors are available. Students should request assistance as soon as they feel they need additional help. Request for Tutoring Assistance forms may be obtained from the Academic Success Center in Room 775. Hours of operation for the Academic Success Center are posted each semester.



GENERAL INFORMATION

BOOKSTORE

The campus bookstore, located in the Gregg-Graniteville Student Activities Center, carries textbooks and materials to support all classes offered by the College. The Bookstore is open from 7:30 a.m.-7 p.m. Monday through Thursday and 7:30 a.m.-3:30 p.m. Friday. In addition to new and used textbooks and other school supplies, the Bookstore offers a large selection of ATC sportswear.

Returns:

Academic Textbooks: 15-calendar days after start of class, a copy of the student's class schedule is required during summer and term III classes.

Non-textbook merchandise: 15-calendar days from date of purchase

No returns on: reference items, clearance items, total testing, special orders and perishable items

Workforce and Business Development textbooks: (1) Textbooks may be refunded up to the start of class; (2) Textbooks must be returned within 48 hours of a dropped class, and a drop slip must be presented; (3) Textbooks must be returned within 48 hours of a class cancellation.

An original cash register must be presented to the bookstore as proof of purchase on all items returned. Textbooks must be in their original shrink-wrap for return. Textbooks must be in original condition free from markings or damage in any manner. Store personnel decisions are final on the condition of the return. Software, multimedia products, and electronics are refundable in their original unopened packaging only.

Refunds:

If you paid by check, a check refund form must be completed. A refund check will be processed and mailed from the ATC business office.

If you paid by credit card, your return will be credited back to your credit card account.

If you paid by a sponsor voucher or Pell Grant, the return will be credited to the sponsor or Pell.

CAMPUS SECURITY AND STUDENT RIGHT TO KNOW

Information regarding campus crime statistics, security information, and overall graduation rate of ATC students is contained in a separate brochure. Students or potential students desiring this information should ask for the brochure in the Counseling Services Office.

DISTANCE LEARNING

A variety of technologies are used to bring courses to the college and deliver them to other locations. Some distance learning courses may be time and place sensitive just like traditional courses. Others may allow students access to instruction at any time of the day or night. Because instructors and other classmates may not be present, it is necessary for students who wish to take courses by distance learning to be good independent learners. More information about distance learning in general is provided in the Student Handbook section of this catalog (see pages 232-235) and at the Distance Learning section of the college's web site (at <http://www.atc.edu>). Specific information about courses is provided in the Schedule of Courses and at the Distance Learning section of the college's web site.



GENERAL INFORMATION continued

Enrollment procedures may be different for distance learning courses than they are for traditional courses. Contact your advisor or Counseling Services for information about distance learning courses offered in your program of study.

DRUG FREE CAMPUS POLICY

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, drugs, or other controlled substances at the workplace and in the educational setting. Unlawful use for these purposes is defined as a violation of federal/state/local regulations, policy, procedures, rules, and legal statutes. Educational setting includes both institutional premises and approved educational sites off campus. Students may be suspended or dismissed from the college for violations of this policy. For the complete policy, see pages 238-241 of the Student Handbook in the back of this catalog.

ENGLISH FLUENCY REQUIREMENTS

ATC maintains procedures to ensure that all permanent and adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor's English fluency. Students should address any concerns about the English fluency requirement to a counselor in the Counseling Services Office.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Although the College does not provide testing for the GED or a program for GED students, a student who wishes to prepare to take the General Educational Development (GED) Test to receive the high school equivalency certificate may take classes in writing, reading, and math. Day and evening classes are available. To

receive a GED, interested parties should contact the Adult Basic Education Office within their local public school district or ATC Counseling Services at 803-593-9231, ext. 1298, for more information.

HEALTH SERVICES AND FIRST AID

Because ATC is a commuter campus, the College provides only basic first aid for minor injuries. However, the College will assist a student who becomes ill in securing transportation home or to a doctor or hospital.

STUDENT CONDUCT

The Student Handbook section of the catalog contains the Student Code and Grievance Procedure (see pages 224-231). It is the responsibility of all students to be aware of their rights and responsibilities while attending ATC.

A student may be dismissed for aggravated or repeated violations of student regulations. A student dismissed because of his/her conduct may be readmitted only upon the recommendation of the Vice President of Student Services and the approval of the College President.

STUDENT INSURANCE

A group policy paid by ATC from student fees provides accident insurance for all registered students. Students are insured while on College premises during scheduled class days and College-sponsored activities and trips. Coverage does not extend to students attending athletic events as spectators or attending other social activities.

STUDENT PARKING

All vehicles on campus must display a current ATC parking permit. Parking permits are for a full academic year (August to August). Students should obtain permits during registration; at other times, parking



GENERAL INFORMATION continued

permits may be obtained from the ATC Public Safety Office. Permits must be clearly visible. Permits may not be altered. Temporary decals may be obtained in the Cashier's Office for students driving a different vehicle on a temporary basis. At no time may an enrolled student park in visitor or faculty parking spaces. Unpaid traffic fines double five working days from issuance. Grades, transcripts, and registration privileges will be withheld until all parking fines are paid. For full information on parking regulations and fines, see page 218 in the Student Handbook section of this catalog.

TELEPHONE CALLS

ATC cannot provide for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose.

Public telephones available for student use are located in the Ashley J. Little Administration Building (100-200), Engineering Building (400), 700-800 Building, and the Gregg-Graniteville Student Activities Center (900). Should a family emergency occur such as death, serious illness, or serious injury, Counseling Services will make every effort to notify the student of the situation.

TELEPHONE DIRECTORY

The main number of Aiken Technical College is 803-593-9231. A student should contact one of these offices for answers to specific questions.

Office	Extension
Admissions	1247
ATC Testing Center	1366
Workforce Business Devel.	1230 or 1242
Counseling/Career Services	1298 or 1524
Credit Transfer	1247
Financial Aid	1248 or 1241

Job Placement	1293
Online Courses	1275
Placement Testing	1520 or 1366
Student Activities	1604
Students with Disabilities	1520
Single Parent Program	1524
Transfer Assistance	1521
Veterans Services	1244

See Student Handbook for More Numbers

TOBACCO PRODUCTS

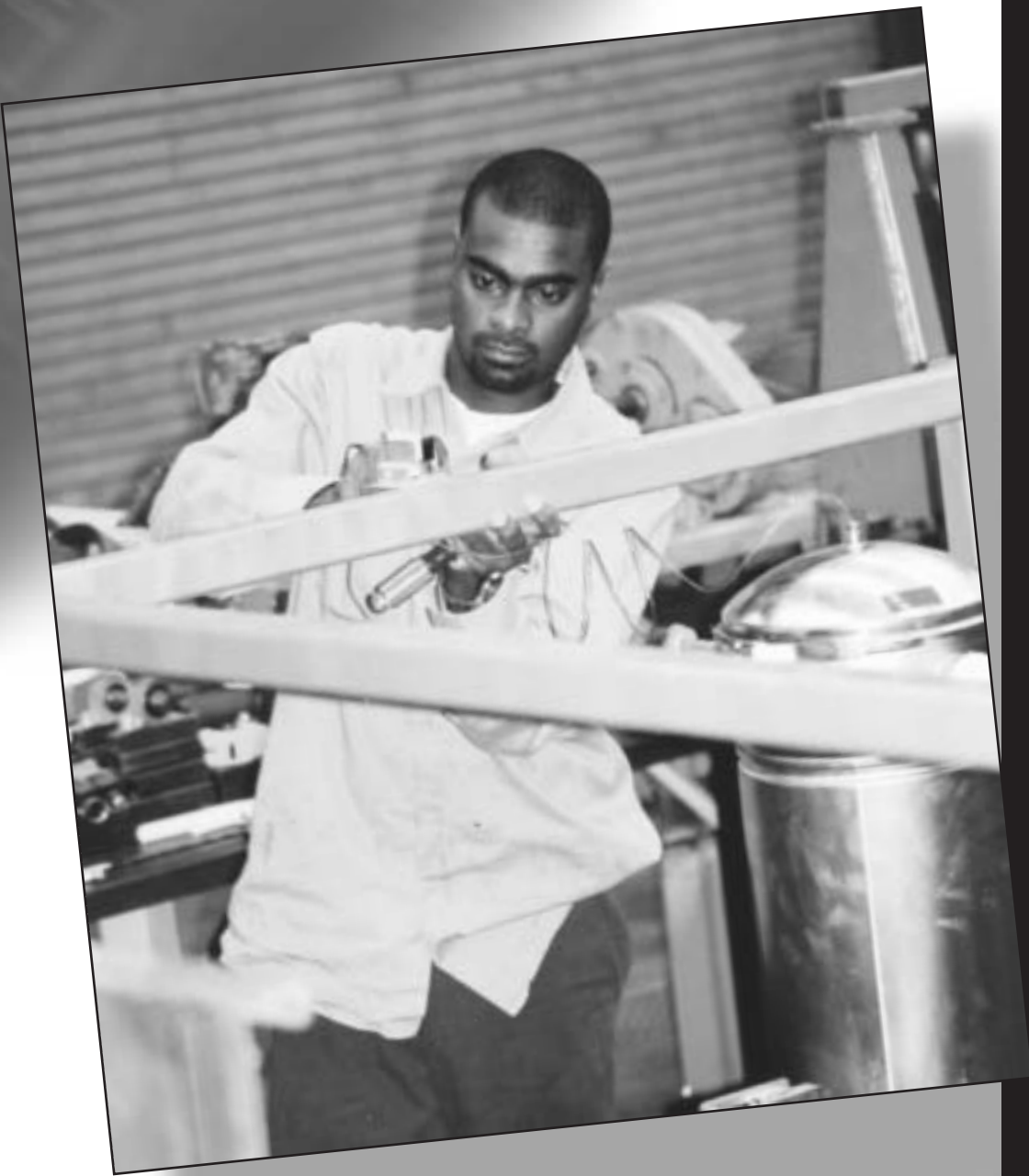
ATC prohibits tobacco use inside any building and within ten feet of any building entrance. This includes any enclosed area, as well as stairwells and high-traffic areas.

VISITORS

Visitors not attending a specific ATC function must check in with Counseling Services upon their arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances should children of students be allowed to enter classrooms or be left unattended on campus. No pets except seeing-eye dogs are allowed on campus. Owners of seeing-eye dogs must make prior arrangements for their animals to accompany them to class.



PROGRAMS
OF STUDY



P A T H S T O S U C C E S S

PROGRAM LISTINGS



ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE TRANSFER DEGREES

Associate in Arts	60
Associate in Science	61
General Studies Certificate	62

BUSINESS

Associate in Business Technology — Major in Accounting.....	64
Certificate: General Accounting.....	64

Associate in Business Technology — Major in Management

Certificate: Basic Business	66
Certificate: Business Administrative Support	66
Certificate: Management Information Systems	66
Certificate: Small Business Management	67

Associate in Business Technology — Major in Marketing.....

Certificate: E-Marketing	68
Certificate: Marketing Specialist	68

COMPUTER TECHNOLOGY

Associate in Computer Technology — Major in Computer Technology — Emphasis in Networking.....	70
Certificate: Computer Networking	70

Associate in Computer Technology — Major in Computer Technology — Emphasis in Programming

Certificate: Internet Programming	73
---	----

Associate in Computer Technology — Major in Computer Technology — Emphasis in Web Development

Certificate: Web Page Design	73
Certificate: Basic Multimedia.....	73
Certificate: Advanced Multimedia	73
Certificate: Computer Applications	74

Associate in Occupational Technology — Major in General Technology — Emphasis in Multimedia and Marketing	74
---	----

ENGINEERING TECHNOLOGY

Associate in Engineering Technology — Major in Electronics Engineering — Emphasis in Computer Electronics	76
Certificate: Computer Electronics	76

Associate in Engineering Technology — Major in Electronics Engineering — Emphasis in Electronics

Certificate: Basic Electronics	78
Certificate: Advanced Electronics	78

Associate in Engineering Technology — Major in Electronics Engineering — Emphasis in Process Control

Certificate: Process Control/Instrumentation	79
--	----

HEALTH SCIENCES

Associate in Health Science — Major in Radiologic Technology	80
--	----

Diploma in Health Science — Major in Expanded Duty Dental Assisting ..	80
Certificate: Pre-Dental Hygiene	81

Diploma in Health Science — Major in Practical Nursing	82
--	----

Diploma in Health Science — Major in Surgical Technology	82
--	----

Certificate: Health Science	83
Certificate: Medical Assistant.....	83
Certificate: Medical Coding.....	84
Certificate: Pre-Pharmacy Technician.....	85
Certificate: Pre-Physical Therapist Assistant.....	86

PROGRAM LISTINGS



INDUSTRIAL/OCCUPATIONAL TECHNOLOGY

**Associate in Industrial Technology —
Major in Machine Tool
Technology88**
Certificate: Computerized Numerical
Control.....88
Certificate: Machine Tool.....89

**Associate in Occupational Technology —
Major in General Technology89**
Certificate: Industrial Process
Technology90

**Associate in Occupational Technology —
Major in General Technology —
Emphasis in Automotive
Technology90**
Certificate: Automotive Drive Train91
Certificate: Automotive Engine Performance
and Repair91
Certificate: Automotive Heating and
Air Conditioning.....91
Certificate: Automotive Shop
Management.92
Certificate: Brakes, Steering, and
Suspension92

**Associate in Occupational Technology —
Major in General Technology —
Emphasis in Engineering Graphics
Technology92**
Certificate: Computer Aided Design93

**Associate in Occupational Technology —
Major in General Technology —
Emphasis in Maintenance.....93**
Certificate: Electrical/Maintenance94
Certificates in Air Conditioning/Refrigeration
Certificate: Basic Air Conditioning/
Refrigeration.....94
Certificate: Advanced Air Conditioning/
Refrigeration.....94
Certificates in Welding
Certificate: Structural and Pipe
Welding95
Certificate: Advanced Pipe Welding96

OFFICE SYSTEMS TECHNOLOGY

**Associate in Business Technology —
Major in Office Systems Technology..96**
Diploma: Automated Office97
Certificate: Desktop Publishing.....97
Certificate: Medical Office
Administrative Assistant98
Certificate: Office Support Assistant98

PUBLIC SERVICE

**Associate in Occupational Technology —
Major in General Technology —
Emphasis in Paralegal Studies.....99**
Certificate: Paralegal99

**Associate in Public Service — Major
in Criminal Justice100**
Certificate: Criminal Justice101

**Associate in Public Service — Major
in Early Care and Education.....101**
Diploma in Early Childhood
Development102
Certificate: Childcare Management103
Certificate: Early Childhood
Development103

**Associate in Public Service — Major
in Human Services104**
Certificate: Alcohol and Drug Abuse105
Certificate: Gerontology105
Certificate: Social Services Assistant105

AA/AS TRANSFER DEGREES



ASSOCIATE IN ARTS

The Associate in Arts program prepares the student to transfer to a four-year college or university to study in the areas of fine arts, education, humanities, social sciences, or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

GENERAL EDUCATION (38 CREDITS)

Communications (9 credits)

	<u>Credits</u>
ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3

Humanities/Fine Arts (6 credits)

Select two transfer courses from the list on page 22-23.

Social/Behavioral Sciences (6 credits)

Select two transfer courses from the list on page 22-23.

Mathematics (6 credits)

MAT 110 College Algebra	3
-------------------------	---

Select one course from:

MAT 111 College Trigonometry	3
MAT 120 Probability and Statistics	3
MAT 122 Finite College Mathematics	3

Physical/Natural Sciences (8 credits)

Select two transfer courses from the list on page 22-23.

Computer Science (3 credits)

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

CPT 101 may transfer to most South Carolina colleges and universities. See your advisor for more information.

MAJOR COURSE REQUIREMENTS (15 CREDITS)

Courses must be selected from those listed on page 22-23. However, you should consult with your advisor to select major course requirements that will meet your particular transfer objectives.

ELECTIVES (8 CREDITS)

Courses must be selected from those listed on pages 22-23. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

TOTAL SEMESTER-HOUR CREDITS 61

Note: All courses taken toward this degree must be selected from the list of college transfer courses on page 22-23. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis.



AA/AS TRANSFER DEGREES

ASSOCIATE IN SCIENCE

The Associate in Science program prepares a student to transfer to a four-year college or university to study in the areas of natural/physical sciences, mathematics, engineering, or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

GENERAL EDUCATION (42 CREDITS)

Communications (9 credits)	Credits
ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3

Humanities/Fine Arts (6 credits)

Select two transfer courses from the list on page 22-23.

Social/Behavioral Sciences (6 credits)

Select two transfer courses from the list on page 22-23.

Mathematics (10 credits)

MAT 110 College Algebra	3
MAT 111 College Trigonometry	3
MAT 140 Analytical Geometry & Calculus I	4

Physical/Natural Sciences (8 credits)

Select two transfer courses from the list on page 22-23.

Computer Science (3 credits)

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

CPT 101 may transfer to most South Carolina colleges and universities. See your advisor for more information.

MAJOR COURSE REQUIREMENTS (15 CREDITS)

Courses must be selected from those listed on page 22-23. However, you should consult with your advisor to select major course requirements that will meet your particular transfer objectives.

ELECTIVES (4 CREDITS)

Courses must be selected from those listed on page 22-23. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

TOTAL SEMESTER-HOUR CREDITS 61

Note: All courses taken toward this degree must be selected from the list of college transfer courses on page 22-23. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis.

AA/AS TRANSFER DEGREES



GENERAL STUDIES CERTIFICATE

The General Studies Certificate provides an integrated option for students who seek an introduction to a variety of academic disciplines but are unable to gain immediate degree-seeking admission into their desired four-year college or university. This certificate is ideal for students who plan to transfer before completing a degree program at ATC.

All courses in this certificate can be applied to the Associate in Arts degree or Associate in Science degree at ATC; however, students who plan to seek a degree from ATC and then transfer are encouraged to enroll first into the General Studies Certificate program.

GENERAL EDUCATION (32 CREDITS)

Communications (6 credits) Credits

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Humanities/Fine Arts (6 credits)

Select two transfer courses from the list on page 22-23.

Social/Behavioral Sciences (6 credits)

Select two transfer courses from the list on page 22-23.

Mathematics (3 credits)

MAT 110	College Algebra	3
---------	-----------------	---

Physical/Natural Sciences (8 credits)

Select two lab science courses in sequence. Choose from the following:

BIO 101	Biological Science and	4
BIO 102	Biological Science II	4
OR		
CHM 110	College Chemistry and	4
CHM 111	College Chemistry II	4
OR		
PHY 201	Physics I and	4
PHY 202	Physics II	4

General Education Elective (3 credits)

Select one college transfer General Education course from the list on page 22-23.

TOTAL SEMESTER-HOUR CREDITS 32

All courses taken toward this certificate must be selected from the list of college transfer courses on pages 22-23.

AA/AS TRANSFER DEGREES

INTERDISCIPLINARY STUDIES

ATC offers several courses in Interdisciplinary Studies (IDS). A student may take these courses as Humanities/Fine Arts choices in all of ATC's Associate Degree programs and the General Studies Certificate. A student may use IDS courses as electives in many of the College's programs. A student should consult his/her program coordinator or advisor about specific program electives. A student who wishes to transfer IDS courses should consult the institution to which he/she plans to transfer.



BUSINESS



ASSOCIATE IN BUSINESS TECHNOLOGY MAJOR IN ACCOUNTING

The Associate Degree in Business with a Major in Accounting prepares the student to record and post transactions, prepare adjusting entries and financial statements, perform general accounting operations, process accounting information through a microcomputer to produce various accounting records, and maintain books for municipalities, state, and government agencies. A graduate will be prepared to work independently or as a team member with management.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

GENERAL EDUCATION (18 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition 3

and

SPC 205 Public Speaking 3

Computer Science (3 credits)

CPT 101 Introduction to Computers 3

OR

CPT 108 Word Processing I 1

and

CPT 156 Spreadsheet I 1

and

IST 105 Internet Search Techniques 1

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

Social/Behavioral Sciences (6 credits)

ECO 210 Macroeconomics 3

And select one course from page 108.

MAJOR COURSE REQUIREMENTS

(39 CREDITS)

ACC 101 Accounting Principles I 3

ACC 102 Accounting Principles II 3

ACC 201 Intermediate Accounting I 3

ACC 202 Intermediate Accounting II 3

ACC 230 Cost Accounting I 3

ACC 231 Cost Accounting II 3

ACC 240 Computerized Accounting 3

BAF 230 Computers in Finance 3

BUS 121 Business Law I 3

BUS 130 Business Communications 3

BUS 140 Business Mathematics 3

BUS 220 Business Ethics 3

MGT 101 Principles of Management 3

ADDITIONAL REQUIREMENTS

(6 CREDITS)

Select two courses from:

ACC 120 Federal Income Tax 3

ACC 150 Payroll Accounting 3

ACC 265 Not-for-Profit Accounting 3

BUS 270 SCWE in Business 3

CPT 172 Microcomputer Database 3

CPT 174 Microcomputer Spreadsheets 3

MGT 120 Small Business Management 3

MGT 121 Small Business Operations 3

TOTAL SEMESTER-HOUR CREDITS 63

CERTIFICATE: GENERAL ACCOUNTING

The General Accounting Certificate program prepares the student for entry-level positions in the fast-growing field of bookkeeping, general accounting, recordkeeping, and payroll.

GENERAL EDUCATION (6 CREDITS)

Communications (3 credits) Credits

Select one course from:

BUS 130 Business Communications 3

ENG 101 English Composition I 3

ENG 160 Technical Communications 3

BUSINESS continued



Computer Science (3 credits)

CPT 101	Introduction to Computers	3
OR		
CPT 108	Word Processing I and	1
CPT 156	Spreadsheet I and	1
IST 105	Internet Search Techniques	1

**MAJOR COURSE REQUIREMENTS
(15 CREDITS)**

ACC 101	Accounting Principles I	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
BAF 230	Computers in Finance	3
BUS 140	Business Mathematics	3

TOTAL SEMESTER-HOUR CREDITS 21

**ASSOCIATE IN BUSINESS TECHNOLOGY
MAJOR IN MANAGEMENT**

The Associate in Business Technology with a Major in Management program prepares the student to perform the basic functions of management including planning, organizing, staffing, directing, and controlling. Students also develop skills enabling them to communicate effectively both orally and in writing; develop and apply business ethics in managerial decision making; analyze and perform accounting operations; recognize and apply legal principles as they relate to business crimes, torts, and contracts; apply the principles of economics to business; and apply the principles of human resource management to the development of a competent business staff.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

GENERAL EDUCATION (18 CREDITS)

Communications (3 credits)		Credits
ENG 160	Technical Communications	3
OR		
ENG 101	English Composition	3

and

SPC 205	Public Speaking	3
---------	-----------------	---

Computer Science (3 credits)

CPT 101	Introduction to Computers	3
OR		
CPT 108	Word Processing I and	1
CPT 156	Spreadsheet I and	1
IST 105	Internet Search Techniques	1

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3

Social/Behavioral Sciences (6 credits)

ECO 210	Macroeconomics	3
---------	----------------	---

And select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(36 CREDITS)**

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 121	Business Law I	3
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3
BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
MGT 121	Small Business Operations	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MKT 101	Marketing	3

BUSINESS continued



ADDITIONAL REQUIREMENTS (9 CREDITS)

Select three courses from:

ACC 102	Accounting Principles II	3
BUS 135	Wage/Salary Administration	3
BUS 210	Intro to E-Commerce in Business	3
BUS 250	Intro to International Business	3
BUS 270	SCWE in Business	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheet	3
MGT 120	Small Business Management	3

TOTAL SEMESTER-HOUR CREDITS 63

CERTIFICATE: BASIC BUSINESS

The Basic Business Certificate program prepares the student to enter the modern business world with an understanding of the fundamental principles of accounting, marketing, finance, first-line supervision, and/or small business operation.

**GENERAL EDUCATION (6 CREDITS)
Communications (3 credits) Credits**

Select one course from:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

Select one course from:

BAF 230	Computers in Finance	3
CPT 101	Introduction to Computers	3

OR

CPT 108	Word Processing I and Spreadsheet I	1
CPT 156	Spreadsheet I and Internet Search Techniques	1

MAJOR COURSE REQUIREMENTS (12 CREDITS)

ACC 101	Accounting Principles I	3
BUS 140	Business Mathematics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
TOTAL SEMESTER-HOUR CREDITS		18

CERTIFICATE: BUSINESS

ADMINISTRATIVE SUPPORT

The Business Administrative Support Certificate program prepares the student to provide the specialized administrative support needed in business organizations. Specialized training includes payroll, purchasing, human resource management, and popular computer software.

**GENERAL EDUCATION (6 CREDITS)
Communications (3 credits)**

Select one course from:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

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

OR

CPT 108	Word Processing I and Spreadsheet I	1
CPT 156	Spreadsheet I and Internet Search Techniques	1

MAJOR COURSE REQUIREMENTS (12 CREDITS)

ACC 101	Accounting Principles I	3
BUS 135	Wage/Salary Administration	3
BUS 140	Business Mathematics	3
MGT 201	Human Resource Management	3
TOTAL SEMESTER HOUR-CREDITS		18

**CERTIFICATE: MANAGEMENT
INFORMATION SYSTEMS**

The Management Information Systems Certificate prepares a student for positions utilizing information systems and business applications which provide management information in accounting, human resources, and other functional areas of business and industry.

BUSINESS continued



GENERAL EDUCATION (6 CREDITS)
Communications (3 credits) Credits

Select one course from:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

CPT 101	Introduction to Computers	3
OR		
CPT 108	Word Processing I and	1
CPT 156	Spreadsheet I and	1
IST 105	Internet Search Techniques	1

MAJOR COURSE REQUIREMENTS (12 CREDITS)

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 140	Business Mathematics	3
MGT 101	Principles of Management	3

ADDITIONAL REQUIREMENTS (6 CREDITS)

Select two courses from:

ACC 240	Computerized Accounting	3
BUS 210	Introduction to E-Commerce in Business	3
CPT 162	Introduction to Web Page Publishing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheet	3

TOTAL SEMESTER-HOUR CREDITS 24

CERTIFICATE: SMALL BUSINESS MANAGEMENT

The Small Business Management Certificate program is designed for the student who is currently working for, operating, or considering starting a small business. Entrepreneurial decision making and opportunity analysis on a practical level are emphasized.

GENERAL EDUCATION (6 CREDITS)
Communications (3 credits) Credits

Select one course from:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

CPT 101	Introduction to Computers	3
OR		
CPT 108	Word Processing I and	1
CPT 156	Spreadsheet I and	1
IST 105	Internet Search Techniques	1

MAJOR COURSE REQUIREMENTS (21 CREDITS)

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 135	Wage and Salary Administration	3
BUS 140	Business Mathematics	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3

Select one course from:

MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3

TOTAL SEMESTER-HOUR CREDITS 27

ASSOCIATE IN BUSINESS TECHNOLOGY MAJOR IN MARKETING

The Associate in Business Technology with a Major in Marketing program prepares the student to perform the basic functions of marketing including advertising, personal sales, public relations, and sales promotion. The student will also develop the skills necessary to communicate effectively both orally and in writing; recognize patterns of consumer behavior; develop and apply basic market planning techniques; and have a general

BUSINESS continued



understanding of fundamental business operations, including accounting, computer applications, and economic principles.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

GENERAL EDUCATION (18 CREDITS)

Communications (3 credits) Credits

- ENG 160 Technical Communications 3
- OR**
- ENG 101 English Composition 3
- and**
- SPC 205 Public Speaking 3

Computer Science (3 credits)

- CPT 101 Introduction to Computers 3
- OR**
- CPT 108 Word Processing I and Spreadsheet I 1
- CPT 156 Spreadsheet I and Internet Search Techniques 1

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

- Select one course from:
- MAT 102 Intermediate Algebra 3
 - MAT 110 College Algebra 3

Social/Behavioral Sciences (6 credits)

- ECO 210 Macroeconomics 3
- And select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (36 CREDITS)

- ACC 101 Accounting Principles I 3
- BAF 230 Computers in Finance 3
- BUS 121 Business Law I 3
- BUS 130 Business Communications 3
- BUS 140 Business Mathematics 3

- BUS 220 Business Ethics 3
- MGT 101 Principles of Management 3
- MKT 101 Marketing 3
- MKT 110 Retailing 3
- MKT 120 Sales Principles 3
- MKT 240 Advertising 3
- MKT 265 Retail Strategies and Applications 3

ADDITIONAL REQUIREMENTS (9 CREDITS)

- Select three courses from:
- ACC 102 Accounting Principles I 3
 - BUS 210 Introduction to E-Commerce in Business 3
 - BUS 250 Introduction to International Business 3
 - BUS 270 SCWE in Business 3
 - CPT 162 Introduction to Web Page Publishing 3
 - MGT 120 Small Business Management 3
 - MGT 121 Small Business Operations 3
 - MKT 270 Internet Research and Marketing 3

TOTAL SEMESTER-HOUR CREDITS 63

CERTIFICATE: E-MARKETING

The E-Marketing Certificate program offers students an extensive learning opportunity in the use of Internet technology in marketing applications. E-Marketing is one of the fastest growing segments in today's business environment, offering numerous employment opportunities for the prepared student.

MAJOR COURSE REQUIREMENTS (15 CREDITS) Credits

- BUS 130 Business Communications 3
- BUS 210 Introduction to E-Commerce in Business 3
- CPT 162 Introduction to Web Page Publishing 3
- IST 238 Advanced Tools for Web Site Design 3

BUSINESS continued



Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
MKT 120	Sales Principles	3
MKT 270	Internet Research and Marketing	3

**ADDITIONAL REQUIREMENTS
(9 CREDITS)**

Select three courses from:

BUS 250	Introduction to International Business	3
BUS 270	SCWE in Business	3
CPT 168	Programming Logic and Design	3
CPT 238	Internet Scripting	3
MKT 110	Retailing	3
MKT 240	Advertising	3

TOTAL SEMESTER-HOUR CREDITS 24

CERTIFICATE: MARKETING SPECIALIST

The Marketing Certificate program prepares the student for entry-level positions in the ever-expanding fields of marketing, retailing, and sales. The program is designed to give the student an understanding of the various basic skills required for a successful job applicant.

GENERAL EDUCATION (6 CREDITS)

Communications (3 credits) Credits

Select one course from:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

Select one course from:

CPT 101	Introduction to Computers	3
OR		
CPT 108	Word Processing I and	1
CPT 156	Spreadsheet I and	1
IST 105	Internet Search Techniques	1

**MAJOR COURSE REQUIREMENTS
(9 CREDITS)**

BUS 140	Business Mathematics	3
MKT 101	Marketing	3
MKT 110	Retailing	3

**ADDITIONAL REQUIREMENTS
(3 CREDITS)**

Select one course from:

BUS 210	Introduction to E-Commerce in Business	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
MKT 270	Internet Research and Marketing	3

TOTAL SEMESTER-HOUR CREDITS 18

COMPUTER TECHNOLOGY



**ASSOCIATE IN COMPUTER TECHNOLOGY
MAJOR IN COMPUTER TECHNOLOGY
EMPHASIS IN NETWORKING**

Graduates of the Associate Degree in Computer Technology program with an Emphasis in Networking receive the skills and training in hardware- and software-specific concepts needed to install, maintain, and troubleshoot today's complex interconnected business systems. This emphasis also allows the student to study programming languages and database management.

GENERAL EDUCATION (15 CREDITS)

- Communications (3 credits) Credits**
- | | | |
|------------|--------------------------|---|
| ENG 160 | Technical Communications | 3 |
| OR | | |
| ENG 101 | English Composition I | 3 |
| and | | |
| SPC 205 | Public Speaking | 3 |

Computer Science (3 credits)

- | | | |
|---------|-------------------------|---|
| CPT 102 | Basic Computer Concepts | 3 |
|---------|-------------------------|---|

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

- Select one course from:
- | | | |
|---------|----------------------|---|
| MAT 102 | Intermediate Algebra | 3 |
| MAT 110 | College Algebra | 3 |

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(32 CREDITS)**

- | | | |
|---------|-------------------------------------|---|
| CPT 162 | Introduction to Web Page Publishing | 3 |
| CPT 168 | Programming Logic and Design | 3 |
| CPT 172 | Microcomputer Database | 3 |
| CPT 209 | Computer Systems Management | 3 |

- | | | |
|---------|---------------------------------|---|
| CPT 212 | Visual Basic Programming | 3 |
| CPT 238 | Internet Scripting | 3 |
| CPT 239 | Active Server Pages | 3 |
| CPT 242 | Database | 3 |
| CPT 257 | Operating Systems | 3 |
| CPT 265 | Advanced Systems and Procedures | 3 |
| OST 101 | Introduction to Keyboarding | 2 |

**ADDITIONAL REQUIREMENTS
(18 CREDITS)**

- | | | |
|---------|------------------------------------|---|
| IST 227 | Internet Operations and Management | 3 |
| IST 241 | Network Architecture I | 3 |
| IST 246 | Integrated Digital Network | 3 |
| IST 253 | LAN Service and Support | 3 |
| IST 274 | Database Administration | 3 |
| IST 275 | Database Administration II | 3 |

TOTAL SEMESTER-HOUR CREDITS 65

CERTIFICATE: COMPUTER NETWORKING

Graduates of the Certificate in Computer Networking program receive the training and skills necessary to design, build and install personal computers and network systems. Personal computer troubleshooting, high-level TCP/IP design, active directory administration, and network security are among the skills taught in this certificate.

**MAJOR COURSE REQUIREMENTS
(18 CREDITS)**

- | | <u>Credits</u> | |
|---------|------------------------------------|---|
| CPT 209 | Computer Systems Management | 3 |
| CPT 257 | Operating Systems | 3 |
| IST 227 | Internet Operations and Management | 3 |
| IST 241 | Network Architecture I | 3 |
| IST 246 | Integrated Digital Network | 3 |
| IST 253 | LAN Support and Services | 3 |

TOTAL SEMESTER-HOUR CREDITS 18

COMPUTER TECHNOLOGY continued



**ASSOCIATE IN COMPUTER TECHNOLOGY
MAJOR IN COMPUTER TECHNOLOGY
EMPHASIS IN PROGRAMMING**

Graduates of the Associate Degree in Computer Technology program with an Emphasis in Programming receive the skills and training in programming languages and software applications needed to create, maintain, and troubleshoot software systems for today's businesses. Students within this emphasis also gain experience with database software and Internet application development.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I 3

and

SPC 205 Public Speaking 3

Computer Science (3 credits)

CPT 102 Basic Computer Concepts 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(32 CREDITS)**

CPT 162 Introduction to Web Page Publishing 3

CPT 168 Programming Logic and Design 3

CPT 172 Microcomputer Database 3

CPT 209 Computer Systems Management 3

CPT 212 Visual Basic Programming 3

CPT 238 Internet Scripting 3

CPT 239 Active Server Pages 3

CPT 242 Database 3

CPT 257 Operating Systems 3

CPT 265 Advanced Systems and Procedures 3

OST 101 Introduction to Keyboarding 2

**ADDITIONAL REQUIREMENTS
(18 CREDITS)**

CPT 213 Advanced Visual Basic Programming 3

CPT 214 Visual Basic Client/Server Development 3

CPT 240 Internet Programming with Databases 3

CPT 243 Advanced Active Server Pages 3

CPT 266 Introduction to C# Programming 3

Select one course from:

ACC 101 Accounting Principles I 3

BUS 210 Introduction to E-Commerce in Business 3

CPT 280 SCWE in Computer Technology 3

MGT 120 Small Business Management 3

MGT 121 Small Business Operations 3

TOTAL SEMESTER-HOUR CREDITS 65

**CERTIFICATE: INTERNET
PROGRAMMING**

The Internet Programming Certificate prepares students with the skills and training in the programming techniques to create, maintain, and troubleshoot web pages and web sites that contain complex programming for e-commerce, dynamic content delivery from databases, and continual updates of the web page layout.

COMPUTER TECHNOLOGY *continued*



**MAJOR COURSE REQUIREMENTS
(24 CREDITS)**

	<u>Credits</u>
CPT 162 Introduction to Web Page Publishing	3
CPT 168 Programming Logic and Design	3
CPT 238 Internet Scripting	3
CPT 239 Active Server Pages	3
CPT 240 Internet Programming with Databases	3
CPT 243 Advanced Active Server Pages	3
IST 238 Advanced Tools for Web Site Design	3

Select one course from:

CPT 172 Microcomputer Database	3
CPT 242 Database	3
IST 274 Database Administration	3

TOTAL SEMESTER-HOUR CREDITS 24

**ASSOCIATE IN COMPUTER TECHNOLOGY
MAJOR IN COMPUTER TECHNOLOGY
EMPHASIS IN WEB DEVELOPMENT**

Graduates of the Associate Degree in Computer Technology program with an Emphasis in Web Development receive the skills and training in programming languages and software applications needed to create, maintain, and troubleshoot web sites for information and electronic commerce.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications	3
----------------------------------	---

OR

ENG 101 English Composition I	3
-------------------------------	---

and

SPC 205 Public Speaking	3
-------------------------	---

Computer Science (3 credits)

CPT 102 Basic Computer Concepts	3
---------------------------------	---

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(32 CREDITS)**

CPT 162 Introduction to Web Page Publishing	3
CPT 168 Programming Logic and Design	3
CPT 172 Microcomputer Database	3
CPT 209 Computer Systems Management	3
CPT 212 Visual Basic Programming	3
CPT 238 Internet Scripting	3
CPT 239 Active Server Pages	3
CPT 242 Database	3
CPT 257 Operating Systems	3
CPT 265 Advanced Systems and Procedures	3
OST 101 Introduction to Keyboarding	2

**ADDITIONAL REQUIREMENTS
(18 CREDITS)**

BUS 210 Introduction to E-Commerce in Business	3
CPT 240 Internet Programming with Databases	3
CPT 290 Multimedia Concepts and Applications	3
IST 238 Advanced Tools for Website Design	3

Select two courses from:

CPT 160 Digital Vector Graphics I	3
CPT 161 Introduction to Digital Raster Graphics I	3
CPT 243 Advanced Active Server Pages	3
CPT 251 Digital Video Production	3
CPT 252 Digital Animation	3
CPT 261 Advanced Digital Raster Graphics II	3

COMPUTER TECHNOLOGY continued



CPT 269	3D Digital Animation	3
CPT 280	SCWE in Computer Technology	3
CPT 292	Microcomputer Multimedia Sound	3
IST 227	Internet Operations and Management	3
IST 241	Network Architecture	3
IST 246	Integrated Digital Network	3
MKT 270	Internet Research and Marketing	3

TOTAL SEMESTER-HOUR CREDITS 65

CERTIFICATE: WEB PAGE DESIGN

The Web Page Design Certificate provides students with the skills and training in the design and programming techniques needed to create, maintain, and troubleshoot web pages and web sites.

MAJOR COURSE REQUIREMENTS

(24 CREDITS)		<u>Credits</u>
CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 168	Programming Logic and Design	3
CPT 238	Internet Scripting	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
IST 238	Advanced Tools for Web Site Design	3
Select <u>one</u> course from:		
CPT 251	Digital Video Production	3
CPT 252	Digital Animation	3
CPT 261	Advanced Digital Raster Graphics II	3
CPT 269	3D Digital Animation	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3

TOTAL SEMESTER-HOUR CREDITS 24

CERTIFICATE: BASIC MULTIMEDIA

The Basic Multimedia Certificate provides students with the skills to work with various media — text, graphics, and HTML — used in computer-based multimedia production.

MAJOR COURSE REQUIREMENTS

(18 CREDITS)		<u>Credits</u>
ARV 121	Design	3
CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
IST 238	Advanced Tools for Web Site Design	3

TOTAL SEMESTER-HOUR CREDITS 18

CERTIFICATE: ADVANCED MULTIMEDIA

The Advanced Multimedia Certificate provides students with the skills to work with various animation, sound, web, and video production used in computer-based multimedia production.

MAJOR COURSE REQUIREMENTS

(18 CREDITS)		<u>Credits</u>
CPT 251	Digital Video Production	3
CPT 252	Digital Animation	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3
Select <u>two</u> courses from:		
CPT 261	Advanced Digital Raster Graphics II	3
CPT 269	3D Digital Animation	3
OST 265	Office Desktop Publishing	3

TOTAL SEMESTER-HOUR CREDITS 18

COMPUTER TECHNOLOGY continued



CERTIFICATE: COMPUTER APPLICATIONS

The Computer Applications Certificate gives students the skills to work with the basic software packages used in business today as well as skills in microcomputer operating systems and Windows environments. This certificate also prepares students for entry into a degree program of their choice in Computer Technology.

MAJOR COURSE REQUIREMENTS (14 CREDITS)

	<u>Credits</u>
CPT 102 Basic Computer Concepts	3
CPT 162 Introduction to Web Page Publishing	3
CPT 172 Microcomputer Database	3
CPT 257 Operating Systems	3
OST 101 Introduction to Keyboarding	2

ADDITIONAL REQUIREMENTS (3 CREDITS)

Select one course from:

CPT 167 Introduction to Programming Logic	3
CPT 168 Programming Logic and Design	3
CPT 174 Microcomputer Spreadsheet	3
CPT 290 Microcomputer Multimedia Concepts and Applications	3
IST 241 Network Architecture	3

TOTAL SEMESTER HOUR CREDITS 17

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY

MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN MULTIMEDIA AND MARKETING

Graduates of the Occupational Technology Program with a Major in General Technology and an Emphasis in Multimedia and Marketing are prepared to be employed in the field of computer-based multimedia production in a marketing environment. The degree provides the student with the skills to work with various media — text, graphics, HTML, animation, sound, web, and video production — to be used in computer-based multimedia production.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I 3

and

SPC 205 Public Speaking 3

Computer Science (3 credits)

CPT 102 Basic Computer Concepts 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

COMPUTER TECHNOLOGY continued

MAJOR COURSE REQUIREMENTS

(42 CREDITS)

Primary Technical Specialty: Multimedia

(30 Credits)

CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 251	Digital Video Production	3
CPT 252	Digital Animation	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3
IST 238	Advanced Tools for Website Design	3
Choose <u>one</u> from:		
CPT 261	Advanced Digital Raster Graphics II	3
CPT 269	3D Digital Animation	3

Secondary Technical Specialty: Marketing

(12 Credits)

BUS 210	Introduction to E-Commerce in Business	3
MKT 101	Marketing	3
MKT 240	Advertising	3
MKT 270	Internet Research and Marketing	3

ADDITIONAL REQUIREMENTS

(6 CREDITS)

ARV 121	Design	3
OST 265	Office Desktop Publishing	3

TOTAL SEMESTER HOUR CREDITS 63



ENGINEERING TECHNOLOGY



**ASSOCIATE IN ENGINEERING
TECHNOLOGY**
**MAJOR IN ELECTRONICS ENGINEERING
TECHNOLOGY**
EMPHASIS IN COMPUTER ELECTRONICS

The Associate Degree in Engineering Technology with a Major in the Electronics Engineering Technology program with an Emphasis in Computer Electronics prepares technicians who install, program, operate, maintain, service, and diagnose computers with operational problems arising from mechanical or electrical malfunctions in either individual units or systems. Also included in the program is instruction in the disciplines of science, mathematics, and electronics necessary for understanding computer design, installation, construction, programming, operation, maintenance, and functional diagnosis as well as the detection, isolation, and correction of malfunctions.

The Associate in Engineering Technology, Major in Electronics Engineering Technology, Emphasis in Computer Electronics program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone 410-347-7700.

GENERAL EDUCATION (32 CREDITS)

Communications (6 credits) Credits

ENG 101 English Composition I 3

AND

ENG 160 Technical Communications 3
or

SPC 205 Public Speaking 3

Computer Science (3 credits)

EGR 112 Engineering Programming 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (9 credits)

MAT 110 College Algebra 3

MAT 111 College Trigonometry 3
MAT 130 Elementary Calculus 3

Physical/Natural Sciences (8 credits)

PHY 201 Physics I 4

Choose one course from:

PHY 202 Physics II 4

CHM 101 General Chemistry I 4

CHM 110 College Chemistry I 4

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(31 CREDITS)**

EET 111 DC Circuits 4

EET 112 AC Circuits 4

EET 131 Active Devices 4

EET 145 Digital Circuits 4

EET 235 Programmable Controllers 3

EET 243 Data Communications 3

EET 251 Microprocessor
Fundamentals 4

EET 273 Electronics Senior Project 1

EGR 281 Introduction to Algorithmic
Design I 4

**ADDITIONAL REQUIREMENTS
(15 CREDITS)**

EET 210 Digital Integrated Circuits 4

EET 253 Microprocessor 4

EET 256 Systems Operation and
Maintenance 4

EGR 110 Introduction to Computer
Environment 3

TOTAL SEMESTER-HOUR CREDITS 78

CERTIFICATE: COMPUTER ELECTRONICS

Admission to the Computer Electronics Certificate Program requires the completion of the prerequisites listed below. Graduates of the Certificate in Computer Electronics program receive the skills and training in digital electronics, microprocessor interfacing, computer hardware/software and networking. Graduates

ENGINEERING TECHNOLOGY continued

should qualify for employment opportunities in electronics technology, computer service, computer networks, and other areas requiring knowledge of electronics and computer systems.

*This Certificate is ideal for those students who have completed the Electronics Engineering Technology with an Emphasis in either electronics or process control programs and want additional skills in this area.

MAJOR COURSE REQUIREMENTS: (18 CREDITS)

EGR 110	Introduction to Computer Environment	3
EET 210	Digital Integrated Circuits	4
EET 243	Data Communications	3
EET 253	Microprocessors	4
EET 256	Systems Operation and Maintenance	4

TOTAL SEMESTER-HOUR CREDITS 18

ASSOCIATE IN ENGINEERING TECHNOLOGY

MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY EMPHASIS IN ELECTRONICS

The Associate Degree in Engineering Technology with a Major in Electronics Engineering Technology program with an Emphasis in Electronics prepares technicians who support electrical/electronics engineers and other technical professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. This major and emphasis also includes instruction in science, mathematics, and the electronics necessary to support learning in practical circuit feasibility, prototype development and testing, systems analysis (including design, selection, installation, calibration, and testing), solid-state and microminiature circuits, and the application of technical data to specific problems in the electronics field. The Associate in Engineering Technology, Major in Electronics Engineering Technology,

Emphasis in Electronics program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone 410-347-7700.

GENERAL EDUCATION (32 CREDITS)

Communications (6 credits) Credits

ENG 101	English Composition I and	3
ENG 160	Technical Communications or	3
SPC 205	Public Speaking	3

Computer Science (3 credits)

EGR 112	Engineering Programming	3
---------	-------------------------	---

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (9 credits)

MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 130	Elementary Calculus	3

Physical/Natural Sciences (8 credits)

PHY 201	Physics I	4
---------	-----------	---

Choose one course from:

PHY 202	Physics II	4
CHM 101	General Chemistry I	4
CHM 110	College Chemistry I	4

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (31 CREDITS)

EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 131	Active Devices	4
EET 145	Digital Circuits	4
EET 235	Programmable Controllers	3
EET 243	Data Communications	3
EET 251	Microprocessor Fundamentals	4



ENGINEERING TECHNOLOGY continued



EET 273	Electronics Senior Project	1
EGR 281	Introduction to Algorithmic Design I	4

**ADDITIONAL REQUIREMENTS
(15 CREDITS)**

EET 220	Analog Integrated Circuits	3
EET 241	Electronic Communications	4
EET 253	Microprocessors	4

Choose one course from:

EET 210	Digital Integrated Circuits	4
EET 231	Industrial Electronics	4
EGR 230	Measurement Principles	4

TOTAL SEMESTER-HOUR CREDITS 78

CERTIFICATE: BASIC ELECTRONICS

The Certificate in Basic Electronics accords students an opportunity to explore engineering technology as a career option without committing to a two-year associate degree program. Included in the certificate are entry-level courses in direct and alternating current principles and circuits, introduction to digital circuits, basic computer programming, industrial safety, and algebra.

**MAJOR COURSE REQUIREMENTS
(19 CREDITS)**

		<u>Credits</u>
EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 145	Digital Circuits	4
EGR 105	Safety in the Workplace	1
EGR 112	Engineering Programming	3
MAT 102	Intermediate Algebra	3

TOTAL SEMESTER-HOUR CREDITS 19

CERTIFICATE: ADVANCED ELECTRONICS

This certificate provides a wide array of knowledge and skills needed for the electronics and computer industry. Specifically, analog and digital circuits design, microprocessor interfacing, computer

networking, and the wireless technologies. This graduate is prepared to install and maintain electronic systems. Additionally, the graduate is prepared to sit for the FCC license and the Network + examinations.

*This Certificate is ideal for those students who have completed the Electronics Engineering Technology with an Emphasis in either computer electronics or process control programs and want additional skills in the area.

Entry into the program is restricted to those having met all prerequisites for the following courses.

**MAJOR COURSE REQUIREMENTS
(18 CREDITS)**

		<u>Credits</u>
EET 210	Digital Integrated Circuits	4
EET 220	Analog Integrated Circuits	3
EET 241	Electronic Communications	4
EET 243	Data Communications	3
EET 253	Microprocessors	4

TOTAL SEMESTER-HOUR CREDITS 18

ASSOCIATE IN ENGINEERING TECHNOLOGY

MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY EMPHASIS IN PROCESS CONTROL

The Associate Degree in Engineering Technology with a Major in Electronics Engineering Technology program with an Emphasis in Process Control prepares technicians who are responsible for keeping complex automated industrial control systems operating properly. They also install and test automated control systems. In addition to those courses in the emphasis area which stress industrial electronics, electrical machinery, and automated control systems, the program also includes instruction in the disciplines of science, mathematics, fundamentals of electricity and electronics, and computer

ENGINEERING TECHNOLOGY continued



programming and applications skills essential for success in the aforementioned courses in the area of emphasis.

GENERAL EDUCATION (32 CREDITS)

Communications (6 credits)

- ENG 101 English Composition I and 3
- ENG 160 Technical Communications 3
- or
- SPC 205 Public Speaking 3

Computer Science (3 credits)

- EGR 112 Engineering Programming 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (9 credits)

- MAT 110 College Algebra 3
- MAT 111 College Trigonometry 3
- MAT 130 Elementary Calculus 3

Physical/Natural Sciences (8 credits)

- PHY 201 Physics I 4

Choose one from:

- PHY 202 Physics II 4
- CHM 101 General Chemistry I 4
- CHM 110 College Chemistry I 4

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (31 CREDITS)

- EET 111 DC Circuits 4
- EET 112 AC Circuits 4
- EET 131 Active Devices 4
- EET 145 Digital Circuits 4
- EET 235 Programmable Controllers 3
- EET 243 Data Communications 3
- EET 251 Microprocessor Fundamentals 4
- EET 273 Electronics Senior Project 1
- EGR 281 Introduction to Algorithmic Design I 4

ADDITIONAL REQUIREMENTS

15 CREDITS)

- EET 227 Electrical Machinery 3
- EET 231 Industrial Electronics 4
- EGR 230 Measurement Principles 4
- EGR 236 Automatic Control Systems 4

TOTAL SEMESTER-HOUR CREDITS 78

CERTIFICATE: PROCESS CONTROL/INSTRUMENTATION

The Process Control/Instrumentation Certificate program is intended to assist the technician/technologist/engineer already employed in high-tech/automated industries in acquiring and updating skills in process control/instrumentation.

*This Certificate is ideal for those students who have completed the Electronics Engineering Technology with an Emphasis in either computer electronics or process control programs and want additional skills in the area. A student with the appropriate math/science/technical background may enroll in this program.

MAJOR COURSE REQUIREMENTS

(18 CREDITS) Credits

- EET 227 Electrical Machinery 3
- EET 231 Industrial Electronics 4
- EET 235 Programmable Controllers 3
- EGR 230 Measurement Principles 4
- EGR 236 Automatic Control Systems 4

TOTAL SEMESTER-HOUR CREDITS 18

HEALTH



ASSOCIATE IN HEALTH SCIENCE MAJOR IN RADIOLOGIC TECHNOLOGY

The Associate Degree in Health Science with a Major in Radiologic Technology program prepares entry-level individuals to take and successfully pass the certification examination administered by the American Registry of Radiologic Technologists (ARRT) and to develop good communication and strong interpersonal skills to be able to competently perform within the healthcare environment.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the RAD courses listed below. See Admissions Office or Program Coordinator for further information.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 101 English Composition I 3

Computer Science (3 credits)

CPT 101 Introduction to Computers 3

Humanities/Fine Arts (3 credits)

SCP 205 Public Speaking 3

Mathematics (3 credits)

MAT 102 Intermediate Algebra 3

Social/Behavioral Sciences (3 credits)

PSY 201 General Psychology 3

MAJOR COURSE REQUIREMENTS (66 CREDITS)

RAD 102 Radiologic Patient Care Procedures 2
 RAD 104 Introduction to Physics 1
 RAD 110 Radiographic Imaging I 3
 RAD 115 Radiographic Imaging II 3
 RAD 121 Radiographic Physics 4

RAD 130 Radiographic Procedures I 3
 RAD 136 Radiographic Procedures II 3
 RAD 155 Applied Radiography I 5
 RAD 165 Applied Radiography II 5
 RAD 175 Applied Radiography III 5
 RAD 201 Radiation Biology 2
 RAD 205 Radiographic Pathology 2
 RAD 230 Radiographic Procedures III 3
 RAD 235 Radiography Seminar I 1
 RAD 258 Advanced Radiography I 8
 RAD 268 Advanced Radiography II 8
 RAD 278 Advanced Radiography III 8

TOTAL SEMESTER-HOUR CREDITS 81

DIPLOMA IN HEALTH SCIENCE MAJOR IN EXPANDED-DUTY DENTAL ASSISTING

The Diploma in Health Science with a Major in Expanded-Duty Dental Assisting prepares the student to work closely with the dentist as a chair-side assistant, office manager, and laboratory assistant providing preventative and restorative care. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. A program graduate is eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the DAT courses listed below. See Admissions Office or Program Coordinator for further information.

GENERAL EDUCATION (9 CREDITS)

Communications (3 credits)

ENG 160 Technical Communications 3

HEALTH continued



Mathematics (3 credits)

MAT 160 Math for Business and Finance 3

Social/Behavioral Sciences (3 credits)

PSY 105 Personal/Interpersonal Psychology 3

MAJOR COURSE REQUIREMENTS

(38 CREDITS)

Credits

AHS 113	Head and Neck Anatomy	1
AHS 155	Special Topics in Health Care	3
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 124	Expanded Functions	1
DAT 127	Dental Radiology	4
DAT 154	Clinical Procedures I	4
DAT 164	Clinical Procedures II	4
DAT 177	Dental Office Experience	7

TOTAL SEMESTER-HOUR CREDITS 47

Note: The student must obtain certification in CPR and provide documentation of a physical exam, TB test, VDRL, Hepatitis B vaccine series, and liability insurance prior to clinical participation.

CERTIFICATE: PRE-DENTAL HYGIENE

The Dental Hygiene program prepares the student to work as a licensed dental professional, oral health educator, and clinician who, in conjunction with the dentist, provides preventative, educational, and therapeutic oral care to patients.

Note: The Dental Hygiene program is a two-phase curriculum. Phase I courses are general education courses provided at ATC and will result in the award of a Pre-Dental

Hygiene Certificate from ATC. The student must complete Phase I courses and maintain a GPA of 2.5 before being considered for Phase II.

To enter Phase II, the student must provide acceptable entry test scores (SAT or ACT), apply to Midlands Technical College, and complete a pre-admission interview.

PHASE I

GENERAL EDUCATION (36 CREDITS)

Communications (6 credits) Credits

ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Computer Science (3 credits)

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

Humanities/Fine Arts (3 credits)

Select one course from list on page 108.

Mathematics (3 credits)

MAT 102	Intermediate Algebra	3
---------	----------------------	---

Physical/Natural Sciences

(15 credits)

BIO 115	Basic Microbiology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
CHM 105	General/Organic/Biochemistry	4

Social/Behavioral Sciences (6 credits)

PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3

PHASE I

TOTAL SEMESTER-HOUR CREDITS 37

PHASE II

Five additional semesters of course work will be required at Midlands Technical College. A student completing Phases I and II will receive an Associate Degree in Dental Hygiene from MTC.

HEALTH continued



**DIPLOMA IN HEALTH SCIENCE
MAJOR IN PRACTICAL NURSING**

The Diploma in Health Science with a Major in Practical Nursing program prepares the student to administer competent, entry-level practical nursing care (basic, therapeutic, and rehabilitative) in a variety of health care settings and to take the National Licensure Exam for Practical Nurses.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the PNR courses listed below. See Admissions Office or Program Coordinator for further information.

GENERAL EDUCATION (13 CREDITS)

Communications (3 credits) **Credits**
ENG 101 English Composition I 3

Mathematics (3 credits)
MAT 102 Intermediate Algebra 3

Physical/Natural Sciences (4 credits)
BIO 210 Anatomy and Physiology I 4

Social/Behavioral Sciences (3 credits)
PSY 201 General Psychology 3

**MAJOR COURSE REQUIREMENTS
(35 CREDITS)**

AHS 126 Health Calculations 1
PNR 110 Fundamentals of Nursing 5
PNR 120 Medical/Surgical Nursing I 5
PNR 122 Pharmacology 3
PNR 130 Medical/Surgical Nursing II 5
PNR 140 Medical/Surgical Nursing III 5
PNR 150 Maternal and Infant Nursing 4
PNR 160 Nursing of Children 4
PNR 170 Nursing of the Older Adult 2
PNR 181 Special Topics in
 Practical Nursing 1

TOTAL SEMESTER-HOUR CREDITS 48

Note: The student must undergo a physical examination, provide documentation of immunization and Hepatitis B vaccine series. A yearly CPR certification, TB skin test, and purchase of liability insurance are required. Each student must undergo a criminal background check prior to the beginning of the program. **Students with a criminal conviction need to check with the Program Coordinator or the State Board of Nursing to determine eligibility for licensure.** A grade of 75 percent or better is required on all PNR and BIO courses. A grade of “C” or better is required on all other courses. Students must maintain a minimum GPA of 2.5.

**DIPLOMA IN HEALTH SCIENCE
MAJOR IN SURGICAL TECHNOLOGY**

The Diploma in Health Science, Major in Surgical Technology program will provide students with the surgical technologist skills needed for employment in medical facilities. Upon successful completion, the student will be eligible to take the national certification exam administered through LCC-ST. Good communication and strong interpersonal skills to be able to perform competently within the healthcare environment are emphasized.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the SUR courses listed below. See Admissions Office or Program Coordinator for further information.

GENERAL EDUCATION (12 CREDITS)
Communications (3 credits) **Credits**
ENG 160 Technical
 Communications 3

HEALTH continued



Computer Science (3 credits)

CPT 101 Introduction to Computers 3

Physical/Natural Sciences (3 credits)

BIO 115 Basic Microbiology 3

Social/Behavioral Sciences (3 credits)

PSY 105 Personal/Interpersonal Psychology 3

MAJOR COURSE REQUIREMENTS (40 CREDITS)

SUR 101 Introduction to Surgical Technology 5
 SUR 102 Applied Surgical Technology 5
 SUR 103 Surgical Procedures I 4
 SUR 104 Surgical Procedures II 4
 SUR 106 Advanced Surgical Procedures 2
 SUR 107 Surgical Specialty Procedures 3
 SUR 111 Surgical Practicum 7
 SUR 114 Surgical Specialty Practicum 7
 SUR 120 Surgical Seminar 2
 SUR 130 Biomedical Science for the Surgical Technologist 1

TOTAL SEMESTER-HOUR CREDITS 52

Note: The student must obtain certification in CPR and provide documentation of a physical exam, TB test, VRDL, Hepatitis B vaccine series, and liability insurance prior to clinical participation.

CERTIFICATE: HEALTH SCIENCE

The Health Science Certificate program is a three-term sequence of courses designed to strengthen the academic skills of the student seeking admission to health-related programs at the post-secondary level. This sequence ensures the student has the necessary prerequisite knowledge and skill to complete mathematics, science, and medical courses. This certificate will prepare students for entry-level positions in the allied health field.

MAJOR COURSE REQUIREMENTS (6 CREDITS)

AHS 102 Medical Terminology 3
 AHS 105 Medical Ethics and Law 2
 AHS 126 Health Calculations 1

ADDITIONAL REQUIREMENTS (14 CREDITS)

Choose 14 credits from from:

AHS 101 Introduction to Health Professions 2
 AHS 113 Head and Neck Anatomy 1
 AHS 116 Patient Care Relations 3
 BIO 110 General Anatomy and Physiology 3
 BIO 112 Basic Anatomy and Physiology 4
 BIO 210 Anatomy and Physiology I 4
 BIO 211 Anatomy and Physiology II 4
 CPT 101 Introduction to Computers 3
 ENG 101 English Composition I 3
 ENG 160 Technical Communications 3
 MAT 102 Intermediate Algebra 3
 MAT 160 Math for Business and Finance 3
 OST 101 Introduction to Keyboarding 3
 OST 105 Keyboarding 3
 PSY 105 Personal/Interpersonal Psychology 3
 PSY 201 General Psychology 3
 SPC 205 Public Speaking 3

TOTAL SEMESTER-HOUR CREDITS 20

Note: Transfer level courses may be substituted for required courses with advisor approval.

CERTIFICATE: MEDICAL ASSISTANT

The Medical Assistant Certificate program prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures.

The Aiken Technical College Medical Assisting Program is accredited by the

HEALTH continued



Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants' Endowment (AAMAE).

After acceptance into the "college," the student must complete an additional application and be accepted into this "program." Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the MED courses listed below. See Admissions Office or Program Coordinator for further information.

GENERAL EDUCATION (7 CREDITS)

Communications (3 credits)

Select <u>one</u> from:		<u>Credits</u>
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

Physical/Natural Sciences

(4 credits)

BIO 112	Basic Anatomy and Physiology	4
---------	------------------------------	---

MAJOR COURSE REQUIREMENTS (33 CREDITS)

AHS 102	Medical Terminology	3
AHS 105	Medical Ethics of Law	2
AHS 116	Patient Care Relations	3
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	5
MED 107	Medical Office Management	4
MED 112	Medical Assisting Pharmacology	3
MED 114	Medical Assisting Clinical Procedures	4
MED 156	Clinical Experience I	6

TOTAL SEMESTER-HOUR CREDITS 40

Note: The student must undergo a physical examination, provide documentation of immunization and Hepatitis B vaccine series. A yearly CPR certification, TB skin test, and purchase of liability insurance are required. Each student must undergo a criminal background check prior to the beginning of the program. A grade of "C" or better is required on all courses.

CERTIFICATE: MEDICAL CODING

The medical coder is a health information specialist trained to assign diagnostic and procedural codes, applying both ICD-9-CM and CPT-IV classification systems for optimal reimbursement in a variety of health care settings. The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems, and operations of third party payors and billing departments. Students completing the program are encouraged to sit for the national coding examination to receive credentials as a Certified Coding Specialist (CSS).

Students must complete all the course requirements with a "C" or better. The student may not repeat more than two courses in the program to obtain a "C."

After acceptance into the "college," the student must complete an additional application and be accepted into this "program." Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the HIM courses listed below. See Admissions Office or Program Coordinator for further information.

HEALTH continued



GENERAL EDUCATION (8 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

Computer Science (2 credits)

OST 101 Introduction to Keyboarding 2

Physical/Natural Sciences (3 credits)

BIO 110 General Anatomy and Physiology 3

MAJOR COURSE REQUIREMENTS (28 CREDITS)

AHS 102 Medical Terminology 3

HIM 101 Introduction to Health Information 1

HIM 102 Introduction to Coding and Classification Systems 1

HIM 110 Health Information Science I 3

HIM 115 Medical Records and the Law 2

HIM 125 Standards and Regulations 2

HIM 135 Medical Pathology 3

HIM 137 Pharmacology for Coders 1

HIM 150 Coding Practicum I 3

HIM 216 Coding and Classification I 3

HIM 225 Coding and Classification II 3

OST 251 Administrative Systems and Procedures 3

TOTAL SEMESTER-HOUR CREDITS 36

CERTIFICATE: PRE-PHARMACY TECHNICIAN

The Pre-Pharmacy Technician Program trains the student to work as a health care specialist under the supervision of a registered pharmacist to properly prepare and dispense medications, perform dosage calculations, maintain patient records/profiles, and enter data into record systems.

The student must provide acceptable entry test scores (HOBET, SAT, or ACT), apply to Midlands Technical College, and complete a pre-admission interview.

Note: The majority of classroom and clinical experience is provided at Aiken Technical College via satellite broadcast as a distance learning cooperative program. Institutional and community pharmacies will be utilized. Laboratory instruction will be held at the Midlands Technical College Airport campus and require a weekly trip to Columbia for at least one full semester. General Education courses are taken concurrently with Distance Learning Pharmacy courses. Upon completion of all course work, a Pre-Pharmacy Certificate is awarded by Aiken Technical College and a Diploma in Health Sciences Major in Pharmacy Technician is awarded by Midlands Technical College.

GENERAL EDUCATION (20 CREDITS)

Communications (3 credits) Credits

ENG 101 English Composition I 3

Computer Science (3 credits)

CPT 101 Introduction to Computers 3

Mathematics (3 credits)

MAT 102 Intermediate Algebra 3

Physical/Natural Sciences (8 credits)

BIO 112 Basic Anatomy and Physiology 4

CHM 105 General Organic and Biochemistry 4

Social/Behavioral Sciences (3 credits)

PSY 201 General Psychology 3

ADDITIONAL REQUIREMENTS (3 CREDITS)

AHS 102 Medical Terminology 3

DISTANCE LEARNING PHARMACY COURSES (25 CREDITS) Credits

PHM 101 Introduction to Pharmacy 3

PHM 109 Applied Pharmacy Practice 2

PHM 111 Applied Pharmacy Practice Lab 1

HEALTH continued



PHM 113	Pharmacy Math	3
PHM 114	Therapeutic Agents I	3
PHM 118	Comm. Pharmacy Seminar	1
PHM 124	Therapeutic Agents II	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 164	Pharmacy Technician Practicum II	4
PHM 173	Pharmacy Technician Practicum III	3

TOTAL SEMESTER-HOUR CREDITS 48

CERTIFICATE: PRE-PHYSICAL THERAPIST ASSISTANT (PTA)

The Physical Therapist Assistant program provides a graduate with the skills to provide patient care, under the supervision of a licensed physical therapist, to individuals who have experienced temporary or permanent disability due to pain, injury, disease, or birth defects.

The student who wishes to earn an Associate in Health Science Degree with a Major in Physical Therapist Assistant must first complete the Phase I certificate at Aiken Technical College. All courses in Phase I must be passed with a grade of "C" or better, and the student must maintain a GPA of at least 2.5 to be considered for Phase II.

On completion of Phase I requirements, students are then eligible to apply for Phase II, a Greenville Technical College program with all classes offered on the ATC campus. Additional requirements for admission to Phase II include attendance at a Career Talk and 20 hours of observation in physical therapy clinics. On acceptance into Phase II, students attend all classes on the ATC campus, and clinical rotations are scheduled within commuting distance of Aiken. Upon completion of the program, graduates are eligible to apply to take the national examination to be licensed to

practice as a physical therapist assistant.

Note: The student must obtain CPR certification and provide documentation of a physical exam, immunization records, and TB test and undergo a criminal background check prior to assignment in a clinical setting.

PHASE I

GENERAL EDUCATION (32 CREDITS)

Communications (9 credits)		Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

Computer Science (3 credits)

CPT 101	Introduction to Computers	3
OR		
CPT 102	Basic Computer Concepts	3

Humanities/Fine Arts Elective (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

MAT 110	College Algebra	3
OR		
MAT 120	Probability and Statistics	3

Physical/Natural Sciences (8 credits)

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4

Social/Behavioral Sciences (6 credits)

PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3

ADDITIONAL REQUIREMENTS (3 CREDITS)

AHS 102	Medical Terminology	3
---------	---------------------	---

PHASE I

TOTAL SEMESTER-HOUR CREDITS 35

HEALTH continued

PHASE II

(Taught by Greenville Technical College PTA Faculty on Aiken Technical College campus)

Fall Semester (14 credits)

PTH 101	Professional Preparation	2
PTH 102	Introduction to PT Intervention	2
PTH 105	Introduction to Kinesiology	3
PTH 115	Pathology for PTAs	3
PTH 118	Physical Agents and Modalities	4

Spring Semester (12 credits)

PTH 220	Patient Assessment Techniques	4
PTH 226	Therapeutic Exercises	3
PTH 228	Manual Therapy Techniques	2
PTH 234	Clinical Education I	3

Summer Semester (9 credits)

PTH 242	Orthopedic Management	4
PTH 246	Neuromuscular Rehabilitation	5

Fall Semester (13 credits)

PTH 264	Clinical Education II	5
PTH 270	Special Topics in PT	3
PTH 274	Clinical Education III	5

PHASE II

TOTAL SEMESTER-HOUR CREDITS 48

Note: After completing Phases I and II, a student will receive an Associate in Health Science with a Major in Physical Therapist Assistant from Greenville Technical College.



INDUSTRIAL/OCCUPATIONAL TECHNOLOGY



ASSOCIATE IN INDUSTRIAL TECHNOLOGY
MAJOR IN MACHINE TOOL TECHNOLOGY

The Associate in Industrial Technology with a Major in Machine Tool Technology provides the student with the skills and knowledge to complete intricate projects. Along with basic machine tool skills, the student also learns tool and die, design and manufacture, machining of different metals, operations of Computerized Numerical Control (CNC) and Computer-Aided Manufacturing (CAM).

GENERAL EDUCATION (15 CREDITS)
Communications (3 credits) Credits

ENG 160	Technical Communications	3
OR		
ENG 101	English Composition I and	3
SPC 205	Public Speaking	3

Computer Science (3 credits)

EGT 152	Fundamentals of CAD	3
---------	---------------------	---

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101	Beginning Algebra	3
MAT 168	Geometry & Trigonometry	3

MAJOR COURSE REQUIREMENTS (42 CREDITS)

MTT 105	Machine Tool Math Applications	3
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
MTT 215	Tool Room Machining I	4

MTT 216	Tool Room Machining II	4
MTT 231	Tool and Die Making I	5
MTT 241	Jigs & Fixtures I	2
MTT 250	Principals of CNC	3
MTT 254	CNC Programming I	3
MTT 255	CNC Programming II	3
MTT 258	Machine Tool CAM	3

ADDITIONAL REQUIREMENTS (12 CREDITS)

EGR 105	Safety in the Workplace	1
EGT 106	Print Reading and Sketching	3
EGT 130	Geometric Dimensioning/ Tolerancing Applications	3
EGT 155	Intermediate CAD	2
WLD	Welding (any course)	3

TOTAL SEMESTER-HOUR CREDITS 69

CERTIFICATE: COMPUTERIZED NUMERICAL CONTROL (CNC)

The Computerized Numerical Control Certificate program is designed for the experienced machinist desiring to upgrade or start CNC programming.

This program includes the principles of CNC and programming as well as Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM).

Note: Twelve (12) semester-hours in Machine Tool or equivalent related experience approved by the Program Coordinator is required for admission.

INDUSTRIAL/OCCUPATIONAL continued



**MAJOR COURSE REQUIREMENTS
(21 CREDITS)**

	<u>Credits</u>
EGT 106 Print Reading & Sketching	3
EGT 130 Geometric Dimensioning/ Tolerancing Applications	3
EGT 152 Fundamentals of CAD	3
MTT 250 Principles of CNC	3
MTT 254 CNC Programming I	3
MTT 255 CNC Programming II	3
MTT 258 Machine Tool CAM	3

TOTAL SEMESTER-HOUR CREDITS 21

CERTIFICATE: MACHINE TOOL

The Machine Tool Certificate program is directed primarily toward the technical aspects of machine tool operations and includes instruction in conventional machine tools, hand tools, basic measuring tools, layout procedure, and inspection.

The student is assigned a series of projects beginning with basic machine tool work and progressing to more complex projects.

**MAJOR COURSE REQUIREMENTS
(27 CREDITS)**

	<u>Credits</u>
EGT 106 Print Reading & Sketching	3
EGT 130 Geometric Dimensioning/ Tolerancing Applications	3
EGT 152 Fundamentals of CAD	2
MTT 111 Machine Tool Theory & Practice I	5
MTT 112 Machine Tool Theory & Practice II	5
MTT 143 Precision Measurements	2
MTT 215 Tool Room Machining I	4
MTT 250 Principles of CNC	3

TOTAL SEMESTER-HOUR CREDITS 27

**ASSOCIATE IN OCCUPATIONAL
TECHNOLOGY**

MAJOR IN GENERAL TECHNOLOGY

The Associate in Occupational Technology with a Major in General Technology program enables a student to acquire expertise in a minimum of two technical specialties and to become multi-skilled.

The program core consists of a primary technical specialty requiring a minimum of 28 semester hours and a secondary technical specialty requiring a minimum of 18 semester hours.

A formal plan of study is agreed upon by the student's advisor (of the primary specialty) and the student prior to beginning the program.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I 3
and

SPC 205 Public Speaking 3

Computer Science (3 credits)

Select one from:

CPT 101 Introduction to Computers 3

EGR 112 Engineering Programming 3

EGT 152 Fundamentals of CAD 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101 Beginning Algebra 3

MAT 168 Geometry & Trigonometry 3

INDUSTRIAL/OCCUPATIONAL continued



MAJOR COURSE REQUIREMENTS

(46 CREDITS)

First Technical Specialty (minimum)	28
Second Technical Specialty (minimum)	12
Other Course Requirements	6

TOTAL SEMESTER-HOUR CREDITS (minimum) 61

CERTIFICATE: INDUSTRIAL PROCESS TECHNOLOGY

The Industrial Process Technology program is designed to quickly prepare students for initial entry-level employment in a variety of local industries. This program includes those basic mathematics and science skills that, when mastered by students, demonstrate potential for further learning through either on-the-job training or additional formal education.

A grade of "C" or better is required in each course to obtain the certificate.

MAJOR COURSE REQUIREMENTS

(24 CREDITS)

	<u>Credits</u>
MAT 102 Intermediate Algebra and	3
MAT 168 Geometry and Trigonometry	3
CHM 101 General Chemistry I and	4
CHM 102 General Chemistry II	4
EVT 271 Special Topics in Env. Engineering Tech. (Corrosion)	3
PHY 201 Physics I	4
Select <u>one</u> course from:	
NET 113 Nuclear Physics	3
CHT 224 Current Topics in Industrial Chemistry (Nuclear Chem.)	4

TOTAL SEMESTER-HOUR CREDITS 24

Note: A higher-level course in the same subject matter may be substituted for a course listed with appropriate approval.

An optional course, EVT-270, Special Topics, that emphasizes employment skills in the IPT field also is offered.

ASSOCIATE IN OCCUPATIONAL TECHNOLOGY MAJOR IN GENERAL TECHNOLOGY EMPHASIS IN AUTOMOTIVE TECHNOLOGY

This program prepares the student to meet entry level technical skills needed to be successful in the automotive service industry. The student learns theory and practical applications used in diagnosing problems and repairing today's highly technical automobiles.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I and

SPC 205 Public Speaking 3

Computer Science (3 credits)

CPT 101 Introduction to Computers 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101 Beginning Algebra 3

MAT 168 Geometry & Trigonometry 3

MAJOR COURSE REQUIREMENTS

(51 CREDITS)

Primary Technical Specialty (39 credits)

AUT 105 Beginning Engine Repair 4

AUT 111 Brakes 3

AUT 122 Suspension & Alignment 4

AUT 132 Automotive Electricity 4

AUT 145 Engine Performance 3

INDUSTRIAL/OCCUPATIONAL continued



AUT 149	Ignition and Fuel Systems	4
AUT 159	Tools, Equipment, and Reference Manuals	3
AUT 160	Intro. to Automotive Technology	1
AUT 165	Environmental Management for Automotive Industry	3
AUT 222	4-Wheel Alignment	2
AUT 241	Automotive Air Conditioning	4
AUT 262	Advanced Auto Diagnosis and Repair	4

MAJOR COURSE REQUIREMENTS (19 CREDITS)		<u>Credits</u>
AUT 116	Manual Transmission and Axle	4
AUT 132	Automotive Electricity	4
AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
AUT 159	Tools, Equipment, and Reference Manuals	3
AUT 160	Introduction to Automotive Technology	1

Secondary Technical Specialty (12 credits)

Select from one of the following prefixes: EEM, MTT, and WLD. Any other prefix selection requires the approval of the Program Coordinator.

**ADDITIONAL REQUIREMENTS
(3 CREDITS)**

Select one additional course from the list below:

AUT 116	Manual Transmission and Axle	4
AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
AUT 157	Shop Management and Supervision	3
AUT 162	Personal Automotive Maintenance	3
AUT 268	Special Topics in Automotive	3

TOTAL SEMESTER-HOUR CREDITS 69

**CERTIFICATE:
AUTOMOTIVE DRIVE TRAIN**

The Automotive Drive Train Certificate program prepares the student to diagnose and repair transmissions/transaxles or related problems.

TOTAL SEMESTER-HOUR CREDITS 19

**CERTIFICATE: AUTOMOTIVE ENGINE
PERFORMANCE AND REPAIR**

The Automotive Engine Performance and Repair Certificate program prepares the student to diagnose and repair engine-related performance problems.

MAJOR COURSE REQUIREMENTS (23 CREDITS)		<u>Credits</u>
AUT 105	Beginning Engine Repair	4
AUT 132	Automotive Electricity	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 159	Tools, Equipment, and Reference Manuals	3
AUT 160	Introduction to Automotive Technology	1
AUT 262	Advanced Auto Diagnosis and Repair	4

TOTAL SEMESTER-HOUR CREDITS 23

**CERTIFICATE: AUTOMOTIVE HEATING
AND AIR CONDITIONING**

The Automotive Heating and Air Conditioning Certificate program prepares the student to diagnose and repair heating and air-conditioning related problems.

INDUSTRIAL/OCCUPATIONAL continued



**MAJOR COURSE REQUIREMENTS
(16 CREDITS)**

	<u>Credits</u>
AUT 132 Automotive Electricity	4
AUT 159 Tools, Equipment, and Reference Manuals	3
AUT 160 Introduction to Automotive Technology	1
AUT 165 Environmental Management for Automotive Industry	3
AUT 241 Automotive Air Conditioning	4
EGR 105 Safety in the Workplace	1

TOTAL SEMESTER-HOUR CREDITS 16

**CERTIFICATE: AUTOMOTIVE SHOP
MANAGEMENT**

The Automotive Shop Management Certificate program provides students with those skills necessary to aspire to and to eventually assume management responsibility in an automotive repair facility. The program provides a firm foundation in both automotive service and small business management. It also addresses environmental concerns.

**MAJOR COURSE REQUIREMENTS
(17 CREDITS)**

	<u>Credits</u>
AUT 157 Shop Management and Supervision	3
AUT 159 Tools, Equipment, and Reference Manuals	3
AUT 160 Introduction to Automotive Technology	1
AUT 165 Environmental Management for Automotive Industry	3
EGR 105 Industrial Safety	1
MGT 120 Small Business Management	3
MGT 121 Small Business Operations	3

TOTAL SEMESTER-HOUR CREDITS 17

**CERTIFICATE: BRAKES, STEERING,
AND SUSPENSION**

The Brakes, Steering, and Suspension Certificate prepares the student to diagnose and repair brakes, steering, suspension, and alignment problems.

**MAJOR COURSE REQUIREMENTS
(17 CREDITS)**

	<u>Credits</u>
AUT 111 Brakes	3
AUT 122 Suspension & Alignment	4
AUT 132 Automotive Electricity	4
AUT 159 Tools, Equipment, and Reference Manuals	3
AUT 160 Introduction to Automotive Technology	1
AUT 222 4-Wheel Alignment	2

TOTAL SEMESTER-HOUR CREDITS 17

**ASSOCIATE IN OCCUPATIONAL
TECHNOLOGY**

**MAJOR IN GENERAL TECHNOLOGY
EMPHASIS IN ENGINEERING GRAPHICS
TECHNOLOGY**

The Associate in Occupational Technology with a Major in General Technology with Emphasis in Engineering Graphics Technology is the combined study of Industrial Drafting, Computer-Aided Drafting, and Computer-Aided Manufacturing.

This program is designed to produce a drafter capable of creating detailed engineering drawings. Emphasis is on computer-generated drawings and programming for Computer-Aided Manufacturing using AutoCAD and INTERGRAPH software for computer-aided drafting and E-Z CAM software for computer-aided manufacturing.

GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I 3

INDUSTRIAL/OCCUPATIONAL continued



and
SPC 205 Public Speaking 3

Computer Sciences (3 credits)

EGT 152 Fundamentals of CAD 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101 Beginning Algebra 3

MAT 168 Geometry & Trigonometry 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(46 CREDITS)**

Primary Technical Specialty (28 credits)

EGT 110 Engineering Graphics I 4

EGT 115 Engineering Graphics II 4

EGT 130 Geometric Dimensioning/
Tolerancing Applications 3

EGT 151 Introduction to CAD 3

EGT 155 Intermediate CAD 2

EGT 157 CAD Techniques 2

EGT 210 Engineering Graphics III 4

EGT 251 Principles of CAD 3

EGT 252 Advanced CAD 3

Secondary Technical Specialty (18 credits)

EGR 105 Safety in the Workplace 1

EGR 176 Manufacturing Industries 3

MTT 111 Machine Tool Theory and
Practice I 5

MTT 250 Principles of CNC 3

MTT 254 CNC Programming I 3

MTT 258 Machine Tool CAM 3

**ADDITIONAL REQUIREMENTS
(7 CREDITS)**

CET 105 Surveying I 3

EGT 215 Mechanical Drawing
Applications 4

TOTAL SEMESTER-HOUR CREDITS 68

CERTIFICATE: COMPUTER AIDED DESIGN

The Computer Aided Design Certificate program provides the person already possessing conventional drafting skills an opportunity to acquire Computer-Aided Drafting skills.

GENERAL EDUCATION (3 CREDITS)

Mathematics (3 credits)

Select one course from: **Credits**

MAT 101 Beginning Algebra 3

MAT 168 Geometry & Trigonometry 3

**MAJOR COURSE REQUIREMENTS
(14 CREDITS)**

EGR 112 Engineering Programming 3

EGT 130 Geometric Dimensioning/
Tolerancing Applications 3

EGT 152 Fundamentals of CAD 3

EGT 155 Intermediate CAD 2

EGT 252 Advanced CAD 3

TOTAL SEMESTER-HOUR CREDITS 17

Note: EGT 151, EGT 157, and EGT 251 may be taken in lieu of EGT 152, EGT 155, and EGT 252.

**ASSOCIATE IN OCCUPATIONAL
TECHNOLOGY**

**MAJOR IN GENERAL TECHNOLOGY
EMPHASIS IN MAINTENANCE**

The Associate in Occupational Technology with a Major in General Technology with Emphasis in Maintenance combines the detailed study of Industrial Electricity/Electronics and Industrial Maintenance Mechanics to prepare the student to be an electromechanical technician capable of the installation, repair, and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design, and problem-solving capabilities to allow him/her to excel as a multi-trade mechanic.

INDUSTRIAL/OCCUPATIONAL continued



GENERAL EDUCATION (15 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I and
and 3

SPC 205 Public Speaking 3

Computer Science (3 credits)

Select one course from:

CPT 101 Introduction to Computers 3

EGT 152 Fundamentals of CAD 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101 Beginning Algebra 3

MAT 168 Geometry & Trigonometry 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

**MAJOR COURSE REQUIREMENTS
(46 CREDITS)**

Primary Technical Specialty (28 credits)

EEM 140 National Electrical Code 3

EEM 151 Motor Controls I 4

EEM 161 Industrial Instruments 4

EEM 166 Commercial &
Industrial Wiring 4

EEM 217 AC/DC Machines with Codes 4

EEM 231 Digital Circuits I 3

EEM 251 Programmable Logic
Controllers 3

EEM 275 Technical Troubleshooting 3

Secondary Technical Specialty (18 credits)

IMT 120 Mechanical Installations 5

IMT 122 Couplings 2

IMT 131 Hydraulics and Pneumatics 4

IMT 151 Piping Systems 3

IMT 161 Mechanical Power Apps 4

ADDITIONAL REQUIREMENTS

(12 CREDITS)

ACR 101 Fundamentals of
Refrigeration 5

EGR 105 Safety in the Workplace 1

EGT 106 Print Reading and Sketching 3

WLD Welding (any course) 3

TOTAL SEMESTER-HOUR CREDITS 73

**CERTIFICATE: ELECTRICAL/
MAINTENANCE**

The Electrical/Maintenance Certificate program develops competencies in electrical and mechanical areas as related to Maintenance Mechanics.

**MAJOR COURSE REQUIREMENTS
(28 CREDITS) Credits**

EEM 140 National Electrical Code 3

EEM 151 Motor Controls I 4

EEM 166 Commercial/Industrial
Wiring 4

EEM 217 AC/DC Machines with Codes 3

IMT 120 Mechanical Installations 5

IMT 122 Couplings 2

IMT 151 Piping Systems 3

IMT 161 Mechanical Power
Applications 4

TOTAL SEMESTER-HOUR CREDITS 28

INDUSTRIAL/OCCUPATIONAL continued



CERTIFICATE: BASIC

AIR CONDITIONING/REFRIGERATION

The Basic Air Conditioning/Refrigeration Certificate program provides students with the fundamental skills necessary for entry-level employment in the heating, air conditioning, and refrigeration service industry.

**MAJOR COURSE REQUIREMENTS
(16 CREDITS)**

	<u>Credits</u>
ACR 101 Fundamentals of Refrigeration	5
ACR 106 Basic Electricity for HVAC/R	4
ACR 130 Domestic Refrigeration	4
ACR 140 Automatic Controls	3

TOTAL SEMESTER-HOUR CREDITS 16

**CERTIFICATE: ADVANCED
AIR CONDITIONING/REFRIGERATION**

The Advanced Air Conditioning/Refrigeration Certificate program provides students with those additional skills necessary for the installation, repair, and calibration of air conditioning, refrigeration, and heating systems.

**MAJOR COURSE REQUIREMENTS
(18 CREDITS)**

	<u>Credits</u>
ACR 107 Wiring Diagrams	2
ACR 110 Heating Fundamentals	4
ACR 120 Basic Air Conditioning	4
ACR 131 Commercial Refrigeration	4
ACR 210 Heat Pumps	4

TOTAL SEMESTER-HOUR CREDITS 18

**CERTIFICATE: STRUCTURAL AND
PIPE WELDING**

The Structural and Pipe Welding Certificate program provides the student the opportunity to develop skills in the major welding processes. The student must perform qualification testing on plate and pipe according to AWS and ASME standards.

The program includes study in weld testing, blueprint reading, and applied mathematics.

**MAJOR COURSE REQUIREMENTS
(30 CREDITS)**

	<u>Credits</u>
EGT 106 Print Reading and Sketching	3
MAT 101 Beginning Algebra	3
WLD 108 Gas Metal ARC Welding I	4
WLD 111 ARC Welding I	4
WLD 113 ARC Welding II	4
WLD 115 ARC Welding III	4
WLD 117 Specialized ARC Welding	4
WLD 152 Gas Tungsten ARC Welding	4

TOTAL SEMESTER HOUR CREDITS 30

**CERTIFICATE: ADVANCED PIPE
WELDING AND INSPECTION**

The Advanced Pipe Welding and Inspection Certificate program is designed for the student who has completed the Structural and Pipe Welding Certificate or has the appropriate experience. It incorporates skills already learned with new techniques to provide the student with the skills required for welding alloy piping. The program includes study in welding inspection, destructive testing, non-destructive testing, and metallurgy.

**MAJOR COURSE REQUIREMENTS
(20 CREDITS)**

	<u>Credits</u>
WLD 134 Inert Gas Welding Non Ferrous	3
WLD 136 Advanced Inert Gas Welding	2
WLD 154 Pipe Fitting & Welding	4
WLD 170 Qualification Welding	4
WLD 204 Metallurgy	3
WLD 212 Destructive Testing	2
WLD 214 Non-destructive Testing	2

TOTAL SEMESTER-HOUR CREDITS 20

OFFICE SYSTEMS TECHNOLOGY



ASSOCIATE IN BUSINESS TECHNOLOGY
MAJOR IN OFFICE SYSTEMS
TECHNOLOGY

The Associate Degree in Business with a Major in Office Systems Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). Students are prepared to work in computerized environments where they manage and process information. Graduates are skilled in business computer applications, communication, customer service, information management, integration of office productivity software, Internet, office skills, and presentation skills.

Note: Certified Professional Secretaries receive advanced placement based on test scores.

GENERAL EDUCATION (15 CREDITS)
Communications (3 credits) Credits

- ENG 160 Technical Communications 3
- OR**
- ENG 101 English Composition I 3
- and**
- SPC 205 Public Speaking 3

Computer Science (3 credits)

- CPT 101 Introduction to Computers 3

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

- MAT 102 Intermediate Algebra 3
- MAT 160 Math for Business and Finance 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS
(42 CREDITS)

- ACC 101 Accounting Principles I 3

- BUS 121 Business Law 3
- CPT 174 Microcomputer Spreadsheet 3
- MGT 101 Principles of Management 3
- OST 105 Keyboarding 3
- OST 110 Document Formatting 3
- OST 121 Machine Transcription 3
- OST 134 Office Communications 3
- OST 161 Information Management 3
- OST 163 Information Processing 3
- OST 210 Document Production 3
- OST 250 Advanced Information Processing 3
- OST 251 Administrative Systems and Procedures 3
- OST 267 Integrated Information Processing 3

ADDITIONAL REQUIREMENTS
(6 CREDITS)

Select 6 credits from:

- AHS 102 Medical Terminology 3
- AHS 116 Patient Care Relations 3
- CPT 172 Microcomputer Database 3
- IST 281 Presentation Graphics 3
- OST 106 Keyboarding Lab I 1
- OST 107 Keyboarding Lab II 1
- OST 108 Keyboarding Lab III 1
- OST 123 Legal Machine Transcription 3
- OST 265 Office Desktop Publishing 3
- OST 269 Internet Skills for Work 3
- OST 270 SCWE in Office Systems 3

TOTAL SEMESTER-HOUR CREDITS 63



OFFICE SYSTEMS TECHNOLOGY continued

DIPLOMA IN AUTOMATED OFFICE

The Diploma in the Automated Office program is designed for the student seeking short-term skills in an ever-changing technological administrative environment. Students are trained to transcribe, enter, extract, and manage information. Emphasis is on business computer application skills such as word processing, spreadsheets, databases, desktop publishing, and software integration.

GENERAL EDUCATION (12 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition I 3

and

SPC 205 Public Speaking 3

Computer Science (3 credits)

CPT 101 Introduction to Computers 3

Mathematics (3 credits)

Select one course from:

MAT 102 Intermediate Algebra 3

MAT 160 Business Mathematics 3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (27 CREDITS)

OST 105 Keyboarding 3

OST 110 Document Formatting 3

OST 121 Machine Transcription 3

OST 134 Office Communications 3

OST 161 Information Management 3

OST 163 Information Processing 3

OST 210 Document Production 3

OST 251 Administrative Systems and Procedures 3

OST 265 Office Desktop Publishing 3

ADDITIONAL REQUIREMENTS (6 CREDITS)

Select six credits from:

CPT 172 Microcomputer Database 3

CPT 174 Microcomputer Spreadsheet 3

IST 281 Presentation Graphics 3

OST 106 Keyboarding Lab I 1

OST 107 Keyboarding Lab II 1

OST 108 Keyboarding Lab III 1

OST 250 Advanced Information Processing 3

OST 267 Integrated Information Processing 3

OST 269 Internet Skills for Work 3

OST 270 SCWE in Office Systems 3

TOTAL SEMESTER-HOUR CREDITS 45

CERTIFICATE: DESKTOP PUBLISHING

The Desktop Publishing Certificate program is designed to prepare students for entry-level positions in desktop publishing. Emphasis is placed on development of basic secretarial skills combined with training in desktop publishing. Desktop publishing involves creating and producing high-quality, printed documents (such as forms, newspapers, brochures, business cards, or fliers) that combine text and graphics.

MAJOR COURSE REQUIREMENTS (21 CREDITS)

Credits

IST 281 Presentation Graphics 3

OST 105 Keyboarding 3

OST 110 Document Formatting 3

OST 163 Information Processing 3

OST 265 Office Desktop Publishing 3

Select two courses from:

CPT 160 Digital Vector Graphics I 3

CPT 161 Introduction to Digital Raster Graphics I 3

CPT 162 Introduction to Web Page Publishing 3

IST 238 Advanced Tools for Website Design 3

OFFICE SYSTEMS TECHNOLOGY continued



OST 250	Advanced Information Processing	3	OST 161	Information Management	3
			OST 163	Information Processing Software	3
TOTAL SEMESTER-HOUR CREDITS			21		
			TOTAL SEMESTER-HOUR CREDITS		
			16		

CERTIFICATE: MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

The Medical Office Administrative Assistant Certificate is designed to provide the student entry-level medical administrative skills needed for medical offices, hospitals, medical insurance companies, and other medical environments.

MAJOR COURSE REQUIREMENTS

(24 CREDITS)		<u>Credits</u>
AHS 102	Medical Terminology	3
AHS 116	Patient Care Relations	3
OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 134	Office Communications	3
OST 161	Information Management	3
OST 163	Information Processing	3

Select one course from:

BUS 140	Business Mathematics	3
MAT 160	Math for Business and Finance	3

TOTAL SEMESTER-HOUR CREDITS **24**

CERTIFICATE: OFFICE SUPPORT ASSISTANT

The Office Support Assistant Certificate program provides skills and knowledge to prepare students for entry-level positions as a file clerk, receptionist, or a beginning or re-entry office employee in business and industry.

MAJOR COURSE REQUIREMENTS

(16 CREDITS)		<u>Credits</u>
OST 105	Keyboarding	3
OST 106	Keyboarding Lab I	1
OST 110	Document Formatting	3
OST 134	Office Communications	3

PUBLIC SERVICE



**ASSOCIATE IN OCCUPATIONAL
TECHNOLOGY**
MAJOR IN GENERAL TECHNOLOGY
EMPHASIS IN PARALEGAL STUDIES

The Associate in Occupational Technology with a Major in General Technology with Emphasis in Paralegal Studies program prepares the student to assist attorneys in their professional responsibilities. As a paralegal, the student may have responsibility for legal research, claims investigations, client interviews, document preparation, and litigation support. Employment opportunities exist in such diverse areas as insurance, real estate, banking, and the public sector.

GENERAL EDUCATION (18 CREDITS)

Communications (6 credits) Credits

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

Computer Science (3 credits)

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

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 102	Intermediate Algebra	3
MAT 155	Contemporary Math	3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS

Primary technical specialty

(30 CREDITS)

Select ten courses from:

LEG 120	Torts	3
LEG 121	Business Law I	3
LEG 122	Business Law II	3
LEG 135	Introduction to Law and Ethics	3

LEG 212	Workers' Compensation	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 215	Bankruptcy Law	3
LEG 230	Legal Writing	3
LEG 231	Criminal Law	3
LEG 233	Wills, Trusts, and Probate	3
LEG 234	Title Exam Procedures I	3
LEG 250	Legal Internship	3
OST 123	Legal Machine Transcription	3

Secondary Technical Specialty
(12 CREDITS)

Select four courses from:

OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 134	Office Communications	3
OST 161	Information Management	3
OST 163	Information Processing	3
OST 250	Advanced Information Processing	3

TOTAL SEMESTER-HOUR CREDITS 60

CERTIFICATE: PARALEGAL

The Paralegal Certificate Program prepares a student to work under the direct supervision of an attorney. As a paralegal, the student will prepare legal documents, interview clients, and provide litigation support. The terms *Paralegal* and *Legal Assistant* are synonymous.

MAJOR COURSE REQUIREMENTS

(18 CREDITS)

Credits

LEG 121	Business Law I	3
LEG 135	Introduction to Law and Ethics	3
LEG 230	Legal Writing	3

Select three courses from:

OST 105	Keyboarding	3
OST 134	Office Communications	3
OST 161	Information Management	3
OST 163	Information Processing	3
OST 250	Advanced Information Processing	3

PUBLIC SERVICE *continued*



**ADDITIONAL COURSE REQUIREMENTS
(9 CREDITS)**

Select three courses from:

LEG 120	Torts	3
LEG 122	Business Law II	3
LEG 212	Workers' Compensation	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 215	Bankruptcy Law	3
LEG 231	Criminal Law	3
LEG 233	Wills, Trusts, and Probate	3
LEG 234	Title Exam Procedures I	3

TOTAL SEMESTER HOUR CREDITS: 27

**ASSOCIATE IN PUBLIC SERVICE
MAJOR IN CRIMINAL JUSTICE
TECHNOLOGY**

The Associate Degree in Public Service with a Major in Criminal Justice is designed for the student currently working in the Criminal Justice field who wants to complete a degree program that will allow him/her to transfer to a senior institution and for the student who does not want to transfer to a senior institution, but seeks to complete a formal educational process in his/her chosen professional field. It is also designed for the student who is seeking an introduction to higher education in the field of Criminal Justice. An articulation agreement with the South Carolina Criminal Justice Academy offers opportunities for re-certification credits in a higher education environment.

Note: Options are listed for both transfer and non-transfer program tracks. The student should discuss these options with his/her advisor.

**GENERAL EDUCATION
(18 CREDITS)**

Credits

Communications (3* or 6 credits)

ENG 160*	Technical Communications	3
----------	--------------------------	---

OR

ENG 101	English Composition and Public Speaking	3
SPC 205	Public Speaking	3

Computer Science (3 credits)

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

Humanities/Fine Arts (3 credits)

Choose one course from the list on page 108.

Mathematics (3 credits)

MAT 160	Math for Business and Finance	3
---------	-------------------------------	---

OR

MAT 110	College Algebra	3
---------	-----------------	---

Social/Behavioral Sciences (6 credits)

Choose two courses from the list on page 108 other than PSY 201 or SOC 101.

**MAJOR COURSE REQUIREMENTS
(36 CREDITS)**

CRJ 101	Intro to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 130	Police Administration	3
CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
CRJ 220	The Judicial Process	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3

PUBLIC SERVICE continued



**ADDITIONAL REQUIREMENTS
(6 CREDITS)**

Choose two courses from:
 CRJ 246 Special Problems in Criminal Justice 3

OR

CRJ 250 Criminal Justice Internship I 3

AND

CRJ 251 Criminal Justice Internship II 3

TOTAL SEMESTER-HOUR CREDITS 60

* Indicates courses that are approved for non-transfer track only.

CERTIFICATE: CRIMINAL JUSTICE

The Criminal Justice Certificate is designed to meet the needs of the working professional in the field of criminal justice. The course also serves as a short introduction to the field for the entering student who has not made a career decision as well as a method of meeting some degree requirements for the Human Services student interested in working in a law enforcement setting.

All courses offered in the certificate may transfer into the Associate in Arts, Associate in Science, or Associate in Public Service degree.

GENERAL EDUCATION (6 CREDITS)

Communications (3 credits) Credits

ENG 160 Technical Communications 3

OR

ENG 101 English Composition and 3

SPC 205 Public Speaking 3

Social/Behavioral Sciences (3 credits)

PSY 201 General Psychology 3

**MAJOR COURSE REQUIREMENTS
(9 CREDITS)**

CRJ 101 Introduction to Criminal Justice 3

CRJ 115 Criminal Law 3

Select one course from:

CRJ 246 Special Problems in Criminal Justice 3

or

CRJ 250 Criminal Justice Internship I 3

**ADDITIONAL COURSE REQUIREMENTS
(9 CREDITS)**

Choose three courses from additional Criminal Justice offerings other than internships.

TOTAL SEMESTER-HOUR CREDITS 24

**ASSOCIATE IN PUBLIC SERVICE
MAJOR IN EARLY CARE AND
EDUCATION**

The Associate Degree in Public Service with a Major in Early Care and Education program prepares the student to work with children and families in child development centers, family and group homes, and agencies serving children and families.

This degree is designed as an occupational degree. It is not intended as a transfer degree or articulation into four-year programs. This degree does not lead to teacher certification. Employment opportunities include Lead Teacher, Teaching Assistant, Paraprofessional, Education Specialist, Family Service Worker, Director, and Assistant Director.

PUBLIC SERVICE continued



GENERAL EDUCATION (21 CREDITS)

Communications (3 credits) Credits

- Select one course from:
- ENG 160 Technical Communications 3
 - or
 - ENG 101 English Composition I 3
and
 - SPC 205 Public Speaking 3

Computer Science (3 credits)

- Select three credits from:
- CPT 101 Introduction to Computers 3
 - OR**
 - CPT 108 Word Processing I 1
and
 - CPT 156 Spreadsheets I 1
and
 - IST 105 Internet Search Techniques 1

Humanities/Fine Arts (6 credits)

- HIS 202 American History: 1877-Present 3

And select one course from the list on page 108.

Mathematics (3 credits)

- Select one course from:
- MAT 101 Beginning Algebra 3
 - MAT 110 College Algebra 3
 - MAT 160 Business Math 3

Social/Behavioral Sciences (6 credits)

- PSY 105 Personal/Interpersonal Psychology 3

OR

- PSY 201 General Psychology 3

And select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (21 CREDITS)

- ECD 101 Introduction to Early Childhood 3
- ECD 102 Growth and Development I 3
- ECD 105 Guidance and Classroom Management 3
- ECD 107 Exceptional Children 3

- ECD 135 Health, Safety, and Nutrition 3
- ECD 203 Growth and Development II 3
- ECD 243 Supervised Field Placement 3

ADDITIONAL REQUIREMENTS (12 CREDITS)

- ECD 106 Observation of Young Children 3
- ECD 108 Family and Community Relations 3
- ECD 201 Professionalism and Ethics 3
- ECD 252 Diversity Issues 3

ECD ELECTIVES (6 CREDITS)

Choose from ECD 109, ECD 131, ECD 132, ECD 133, ECD 138, ECD 210, ECD 220, and ECD 237.

TOTAL SEMESTER-HOUR CREDITS 60

DIPLOMA IN PUBLIC SERVICE MAJOR IN EARLY CHILDHOOD DEVELOPMENT

The Diploma in Public Service with a Major in Early Childhood Development program provides the student with the skills to evaluate and assume the role and responsibilities of a person employed in the early childhood profession, to explain and demonstrate how the knowledge of early childhood development influences a classroom teacher, to assume the personal qualities necessary for effective care giving, to demonstrate an awareness of a curriculum which is developmentally appropriate for young children ages 0 to 8, and to implement effective parent involvement activities in an early childhood program.

GENERAL EDUCATION (9 CREDITS) Communications (3 credits) Credits

- Select one course from:
- ENG 101 English Composition I 3
 - ENG 160 Technical Communications 3



PUBLIC SERVICE continued

Mathematics (3 credits)

Select one course from:

MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance	3

Social/Behavioral Sciences (3 credits)

Select one course from:

PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3

MAJOR COURSE REQUIREMENTS (36 CREDITS)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3

TOTAL SEMESTER-HOUR CREDITS 45

Note: The student must undergo a S.C. State Law Enforcement Division records check, provide current TB test results, and undergo a health assessment when entering the Early Childhood Development program. The student must obtain certification in CPR and First Aid prior to graduation.

CERTIFICATE: CHILDCARE MANAGEMENT

The Childcare Management Certificate program provides the student with the basic knowledge of management, supervisory, and administrative skills for early childhood environments, introduces concepts related to small business management, assists in developing skills to manage multi-age groups of diverse children, and assists in developing human relations skills in working with children, parents, colleagues, and the community.

MAJOR COURSE REQUIREMENTS (36 CREDITS)

		<u>Credits</u>
CPT 101	Introduction to Computers	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 106	Observation of Young Children	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3

Select one course from:

MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance	3

Select one course from:

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3

TOTAL SEMESTER-HOUR CREDITS 36

PUBLIC SERVICE continued



Note: The student must undergo a S.C. State Law Enforcement Division records check, provide current TB test results, and undergo a health assessment on entering the Early Childhood Development Childcare Management Certificate Program. The student must obtain certification in CPR and First Aid prior to graduation.

CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development Certificate program provides the student with the skills to assume the role and responsibilities of a person employed in the early childhood profession, to assume the personal qualities necessary for effective care giving, and to demonstrate an awareness of a curriculum which is developmentally appropriate for young children.

MAJOR COURSE REQUIREMENTS (27 CREDITS)

	<u>Credits</u>
ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Management	3
ECD 107 Exceptional Children	3
ECD 131 Language Arts	3
ECD 132 Creative Experiences	3
ECD 133 Science and Math Concepts	3
ECD 135 Health, Safety, and Nutrition	3
ECD 203 Growth and Development II	3

TOTAL SEMESTER-HOUR CREDITS 27

Note: The student must undergo a S.C. State Law Enforcement Division records check, provide current TB test results, and undergo a health assessment on entering the Early Childhood Development program. The student must obtain certification in CPR and First Aid prior to graduation.

ASSOCIATE IN PUBLIC SERVICE MAJOR IN HUMAN SERVICES

The Associate Degree in Public Service with a Major in Human Services program prepares the student to work as a paraprofessional in agencies that provide services to a variety of populations. The program combines classroom work with supervised real-world experiences.

Graduates may find employment opportunities with federal, state, and local government, social services agencies and programs, and with private organizations. The program is designed to give the student the opportunity to earn specialty certificates in Alcohol and Drug Abuse, Criminal Justice, Early Childhood Development, Gerontology, or Social Services Assistant while obtaining the Associate Degree in Human Services.

GENERAL EDUCATION (18 CREDITS)

Communications (6 credits)		<u>Credits</u>
ENG 101 English Composition I		3
SPC 205 Public Speaking		3

Computer Science (3 credits)

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

Humanities/Fine Arts (3 credits)

Select one course from the list on page 108.

Mathematics (3 credits)

Select one course from:

MAT 101 Beginning Algebra	3
MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3

Social/Behavioral Sciences (3 credits)

Select one course from the list on page 108.

MAJOR COURSE REQUIREMENTS (30 CREDITS)

HUS 101 Introduction to Human Services	3
HUS 150 Supervised Field	

PUBLIC SERVICE continued



	Placement I	3
HUS 151	Supervised Field Placement II	3
	OR	
HUS 251	Supervised Field Placement II	4
HUS 152	Supervised Field Placement III	3
	OR	
HUS 255	Supervised Field Placement III	4
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3

ADDITIONAL REQUIREMENTS (17 CREDITS)

Select six courses from CRJ, ECD, HUS, and PSY courses which are not used to meet a requirement in the degree. Field placement and internship courses cannot be used to meet this requirement.

TOTAL SEMESTER-HOUR CREDITS 65

Note: The student must obtain certification in CPR and First Aid prior to graduation.

CERTIFICATE: ALCOHOL AND DRUG ABUSE

As part of the Associate in Public Service Major in Human Services degree, the Alcohol and Drug Abuse Certificate program prepares the student to work as a paraprofessional with agencies involved in the prevention, intervention, and treatment of addictions. The program combines classroom work with supervised real-world experiences in rehabilitation centers and state or private agencies which treat alcohol and drug abuse problems.

MAJOR COURSE REQUIREMENTS (28 CREDITS)

		<u>Credits</u>
CRJ 145	Juvenile Delinquency	3
HUS 208	Alcohol and Drug Abuse	3
HUS 255	Supervised Field Placement III	4
PSY 105	Personal/Interpersonal Psychology	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3
PSY 235	Group Dynamics	3
PSY 237	Crisis Management	3
PSY 240	Ethnicity and Minority Issues	3

TOTAL SEMESTER-HOUR CREDITS 28

Note: The student must obtain certification in CPR and First Aid prior to graduation.

CERTIFICATE: GERONTOLOGY

As part of the Associate in Public Service Major in Human Services degree, the Gerontology Certificate program prepares the student to work as a paraprofessional with agencies involved in delivering services to the elderly. The program combines classroom work with supervised real-world experiences in hospital settings, nursing homes, hospice, assisted living facilities, state or home care agencies, and private settings.

MAJOR COURSE REQUIREMENTS (27 CREDITS)

		<u>Credits</u>
HUS 112	Services for the Elderly	2
HUS 134	Activity Therapy	3
HUS 205	Gerontology	3
HUS 206	Death and Dying	3
HUS 251	Supervised Field Placement II	4
PSY 105	Personal/Interpersonal Psychology	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3
PSY 235	Group Dynamics	3

TOTAL SEMESTER-HOUR CREDITS 27

PUBLIC SERVICE continued



Note: The student must obtain certification in CPR and First Aid prior to graduation.

CERTIFICATE: SOCIAL SERVICES

ASSISTANT

The Social Services Assistant Certificate prepares the student for entry-level positions in a variety of human services and mental health agencies. It provides opportunities for those who are already employed or are seeking employment in the field. Students may also select this certificate as part of the Associate in Public Service, Major in Human Services degree. The program combines classroom work with supervised field placement experience.

MAJOR COURSE REQUIREMENTS

(24 CREDITS)		<u>Credits</u>
HUS 101	Introduction to Human Services	3
HUS 150	Supervised Field Placement I	3
HUS 209	Case Management	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 231	Counseling Techniques	3
PSY 237	Crisis Management	3
SOC 205	Social Problems	3
TOTAL SEMESTER-HOUR CREDITS		24

Note: The student must obtain certification in CPR and First Aid prior to graduation.

C O U R S E
D E S C R I P T I O N S



M A N Y C H O I C E S

COURSE LISTS

Students in technical programs may select any of the courses listed below to satisfy program requirements for courses in the Humanities/Fine Arts category and/or courses in the, Social/Behavioral Sciences, category.

Note: Students enrolled in the Associate in Arts, Associate in Science, and General Studies Certificate programs MUST select courses from the official list of transfer courses on pages 22-23 to fulfill degree and certificate requirements.

HUMANITIES/FINE ARTS COURSE LIST

<u>Course</u>	<u>Title</u>	<u>Credits</u>
ART 101	History/Appreciation of Art	3
ART 105	Film As Art	3
ARV 121	Design	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 160	Technical Communications	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3
ENG 260	Advanced Technical Comm.	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization: Post 1689	3
HIS 201	American History: Discovery to 1877	3

<u>Course</u>	<u>Title</u>	<u>Credits</u>
HIS 202	American History: 1877 to Present	3
JOU 101	Introduction to Journalism	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
RDG 101	College Reading	3
REL 103	Comparative Religion	3
SPA 101	Beginning Spanish I	4
SPA 102	Beginning Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

SOCIAL/BEHAVIORAL SCIENCES COURSE LIST

<u>Course</u>	<u>Title</u>	<u>Credits</u>
ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
HUS 101	Intro. to Human Services	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3

SPECIAL NOTE: Courses listed in the above Humanities/Fine Arts and Social/Behavioral

ACC 100 - ACC 231

Sciences categories may be applied **only once** to satisfy curriculum requirements. They may NOT be applied to both categories at any time.

ACCOUNTING (ACC)

ACC 100 Basic Accounting (Non-Degree Credit)

(3.0-0.0-3.0)

This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit credit procedure, journals, ledgers, and trial balances. This is a developmental course and does not count toward degree credit.

Prerequisite(s): MAT 032 and RDG 038

ACC 101 Accounting Principles I

(3.0-0.0-3.0)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements.

Prerequisite(s): MAT 032 and RDG 038

ACC 102 Accounting Principles II

(3.0-0.0-3.0)

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(s): ACC 101

ACC 120 Federal Income Tax

(3.0-0.0-3.0)

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

Prerequisite(s): ACC 101 or approval of Program Coordinator

ACC 150 Payroll Accounting

(3.0-0.0-3.0)

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. Computer simulation included.

Prerequisite(s): ACC 101 or approval of Program Coordinator

ACC 201 Intermediate Accounting I

(3.0-0.0-3.0)

This course explores the fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s): ACC 102

ACC 202 Intermediate Accounting II

(3.0-0.0-3.0)

This course covers the applications of accounting principles and concepts in account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

Prerequisite(s): ACC 201

ACC 230 Cost Accounting I

(3.0-0.0-3.0)

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

Prerequisite(s): ACC 102

ACC 231 Cost Accounting II

(3.0-0.0-3.0)

This course is a study of the accounting principles involving processing and standard cost systems.

Prerequisite(s): ACC 230



(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ACC 240 - ACR 210

ACC 240 Computerized Accounting

(3.0-0.0-3.0)

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(s): ACC 101 and either CPT 101 or CPT 108, CPT 156, and IST 105

ACC 265 Not-For-Profit Accounting

(3.0-0.0-3.0)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s): ACC 101 or approval of Program Coordinator

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (ACR)

ACR 101 Fundamentals of Refrigeration

(3.0-6.0-5.0)

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components.

Prerequisite(s): None

ACR 106 Basic Electricity for HVAC/R

(3.0-3.0-4.0)

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning, and/or refrigeration systems.

Prerequisite(s): None

ACR 107 Wiring Diagrams

(2.0-0.0-2.0)

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

Prerequisite(s): None

ACR 110 Heating Fundamentals

(2.0-6.0-4.0)

This course covers the basic concepts of oil, gas, and electric heat, as well as their components and operation.

Prerequisite(s): ACR 101 and ACR 106

ACR 120 Basic Air Conditioning

(2.0-6.0-4.0)

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit.

Prerequisite(s): ACR 101 and ACR 106

ACR 130 Domestic Refrigeration

(3.0-3.0-4.0)

This course is a study of domestic refrigeration equipment.

Prerequisite(s): ACR 101 and ACR 106

ACR 131 Commercial Refrigeration

(2.0-6.0-4.0)

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisite(s): ACR 101 and ACR 106

ACR 140 Automatic Controls

(2.0-3.0-3.0)

This course is a study of the adjustment, repair, and maintenance of a variety of pressure- and temperature-sensitive automatic controls.

Prerequisite(s): ACR 101 and ACR 106

ACR 210 Heat Pumps

(3.0-3.0-4.0)

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s): ACR 101 and ACR 106

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

AHS 101 - ART 105



ALLIED HEALTH (AHS)

AHS 101 Introduction to Health Professions

(2.0-0.0-2.0)

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

Prerequisite(s): None

AHS 102 Medical Terminology

(3.0-0.0-3.0)

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

Prerequisite(s): ENG 038 and RDG 038

AHS 105 Medical Ethics and Law

(2.0-0.0-2.0)

This course provides a study of ethical conduct and legal responsibilities related to health care.

Prerequisite(s): None

AHS 106 Cardiopulmonary Resuscitation

(1.0-0.0-1.0)

This course provides a study of the principles of cardiopulmonary resuscitation.

Prerequisite(s): None

AHS 113 Head and Neck Anatomy

(0.0-3.0-1.0)

This course provides a detailed study of the structure of the head and neck with emphasis on structure as it pertains to the study of dental science.

Prerequisite(s): BIO 110 or approval of Program Coordinator

AHS 116 Patient Care Relations

(3.0-0.0-3.0)

This course includes a study of the psychological and emotional effects of illness, hospitalization, and recuperation upon the patient, the health care providers, and others.

Prerequisite(s): RDG 038

AHS 126 Health Calculations

(0.0-3.0-1.0)

This course is a study of the mathematical concepts needed in health science studies.

Prerequisite(s): MAT 032

AHS 151 Health Care Procedures I

(5.0-0.0-5.0)

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

Prerequisite(s): Approval of Program Coordinator

AHS 155 Special Topics In Health Care

(3.0-0.0-3.0)

This course emphasizes specialized job-related education in health care.

Prerequisite(s): Approval of Program Coordinator

ANTHROPOLOGY (ANT)

ANT 101 General Anthropology

(3.0-0.0-3.0)

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology, and ethnology.

Prerequisite(s): High school biology recommended

ART (ART and ARV)

ART 101 Art History and Appreciation

(3.0-0.0-3.0)

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

Prerequisite(s): ENG 039 and RDG 038 or acceptable placement test scores

ART 105 Film As Art

(3.0-0.0-3.0)

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

Prerequisite(s): ENG 038 and RDG 038

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ART 108 - AUT 149

ART 108 History of Western Art

(3.0-0.0-3.0)

This course is a visual and historical survey of western art form from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Prerequisite(s): ENG 039 and RDG 039

ARV 121 Design

(3.0-0.0-3.0)

This course covers basic theories, vocabulary, principles, techniques, media, and problem-solving in basic design.

Prerequisite(s): ENG 039 and RDG 039

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 105 Beginning Engine Repair

(2.0-6.0-4.0)

A basic study of minor engine repairs, this course includes in-frame repairs, cylinder head reconditioning, and timing belt replacement. Also included in the course is the study of basic engine systems.

Prerequisite(s): None

AUT 111 Brakes

(2.0-3.0-3.0)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems including cylinder and caliper service and machining of rotors and drums.

Prerequisite(s): None

AUT 116 Manual Transmission & Axle

(3.0-3.0-4.0)

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Prerequisite(s): None

AUT 122 Suspension and Alignment

(3.0-3.0-4.0)

This course is a study of suspension and steering systems including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

Prerequisite(s): None

AUT 132 Automotive Electricity

(2.0-6.0-4.0)

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated. Component operation and diagnosis is included.

Prerequisite(s): None

AUT 145 Engine Performance

(2.0-3.0-3.0)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and manuals. Logical thinking is also included in the course. Heavy emphasis is placed on emission-related problems.

Prerequisite(s): AUT 132 and AUT 149 or approval of Program Coordinator

AUT 149 Ignition & Fuel Systems

(3.0-3.0-4.0)

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation, including widely used electronic ignition and fuel injection operation, diagnosis, and repair.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

AUT 152 - AUT 241



AUT 152 Automatic Transmission

(2.0-6.0-4.0)

This course is a basic study of power flow and hydraulics, including torque converter operation.

Prerequisite(s): None

Corequisite(s): AUT 153 or approval of Program Coordinator

AUT 153 Automatic Transmission Diagnosis

(2.0-3.0-3.0)

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns, repair, and overhaul procedures.

Prerequisite(s): None

Corequisite(s): AUT 152 or approval of Program Coordinator

AUT 157 Shop Management and Supervision

(2.0-3.0-3.0)

This course covers shop management and supervision skills, including shop morale, quality control, and customer relations.

Prerequisite(s): None

AUT 159 Tools, Equipment, and Reference Manuals

(2.0-3.0-3.0)

This course is a study of the proper selection, care, and use of tools and equipment, including proper use of service and reference manuals and guides and diagnostic procedures.

Prerequisite(s): None

AUT 160 Introduction to Automotive Technology

(1.0-0.0-1.0)

This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

Prerequisite(s): None

AUT 162 Personal Automotive Maintenance

(2.0-3.0-3.0)

This is a basic course in the study of personal care and maintenance of a vehicle for the do-it-yourself individual.

Prerequisite(s): None

AUT 165 Environmental Management

(3.0-0.0-3.0)

This course is designed to promote environmental compliance through education as it applies to the automotive service industry.

Prerequisite(s): None

AUT 222 Four Wheel Alignment

(1.0-3.0-2.0)

This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.

Prerequisite(s): None

AUT 241 Automotive Air Conditioning

(2.0-6.0-4.0)

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1)** Number of class hours per week
- 2)** Number of lab hours per week
- 3)** Credits awarded for successful completion of the class

AUT 262 - BIO 115

AUT 262 Advanced Automotive Diagnosis and Repair

(1.0-9.0-4.0)

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

Prerequisite(s): Approval of Program Coordinator

AUT 268 Special Topics in Automotive

(2.0-3.0-3.0)

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

Prerequisite(s): Approval of Program Coordinator

BIOLOGY (BIO)

BIO 101 Biological Science I

(3.0-3.0-4.0)

This course is the first in 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.

Laboratory exercises supplement lectures.

Prerequisite(s): High school biology is recommended

BIO 102 Biological Science II

(3.0-3.0-4.0)

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

Laboratory exercises supplement lectures.

Prerequisite(s): BIO 101

BIO 105 Principles of Biology

(3.0-3.0-4.0)

This is an introductory biology course, unifying biology concepts and principles at all levels. Emphasis is on environmental issues and ecological principles.

Prerequisite(s): High school biology is recommended

BIO 110 General Anatomy and Physiology

(2.0-3.0-3.0)

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.

Prerequisite(s): ENG 031; Concurrent enrollment in AHS 102 is recommended

BIO 112 Basic Anatomy and Physiology

(3.0-3.0-4.0)

This course is a basic integrated study of the structure and function of the human body. Topics include the molecular theory of life, the cell and its functions, the skeletal structure, and muscles and their physiology. Laboratory sessions relate closely to lecture material.

Prerequisite(s): BIO 110 or ENG 038 and RDG 038 or approval of Program Coordinator

BIO 115 Basic Microbiology

(2.0-3.0-3.0)

This is a general course in microbiology including epidemiology and presence, control, and identification of microorganisms. The student performs routine microbiologic laboratory procedures with emphasis on practical application of classroom studies.

Prerequisite(s): BIO 101 or BIO 110

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

BIO 150 - BUS 135



BIO 150 Anatomy Review for Kinesiology

(1.0-0.0-1.0)

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. Prerequisite(s): BIO 210 and BIO 211

BIO 210 Anatomy and Physiology I

(3.0-3.0-4.0)

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. Laboratory sessions emphasize microscopic studies and dissections. Corequisite: ENG 101 or ENG 160; BIO 112 or other college biology or chemistry course is strongly recommended.

BIO 211 Anatomy and Physiology II

(3.0-3.0-4.0)

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and discussions. Prerequisites: BIO 210

BIO 225 Microbiology

(3.0-3.0-4.0)

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. Prerequisites: BIO 101 or BIO 110 or approval of the Program Coordinator

BUSINESS (BAF, BUS)

BAF 230 Computers in Finance

(3.0-0.0-3.0)

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications — including amortization schedules, capital budgeting, and times value problems — is utilized. Quickbooks software application for the small business entrepreneur is utilized. Prerequisite(s): ACC 101

BUS 121 Business Law I

(3.0-0.0-3.0)

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; and conditions and warranties. Prerequisite(s): ENG 038 and RDG 039

BUS 123 Business Law II

(3.0-0.0-3.0)

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(s): ENG 038 and RDG 039

BUS 130 Business Communications

(3.0-0.0-3.0)

This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisite(s): ENG 038

BUS 135 Wage and Salary Administration

(3.0-0.0-3.0)

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. Payroll computations, both manual and computer-generated, are included. Prerequisite(s): ACC 101

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

BUS 140 - CHM 101

BUS 140 Business Mathematics

(3.0-0.0-3.0)

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds, and other accepted business practices. Prerequisite(s): MAT 032

BUS 210 Introduction to E-Commerce in Business

(3.0-0.0-3.0)

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.

Prerequisite(s): ENG 038 and RDG 038

BUS 220 Business Ethics

(3.0-0.0-3.0)

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

Prerequisite(s): ENG 038 and RDG 038

BUS 250 Introduction to International Business

(3.0-0.0-3.0)

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic, and political factors faced in operating an international business.

Prerequisite(s): MGT 101

BUS 268 Special Projects in Business

(3.0-0.0-3.0)

This course includes research, reporting, and special activities for successful employment in the business world. Prerequisite(s): BUS 250 and completion of 50% of Major Course Requirements in the Associate in Business Technology degree programs

BUS 270 SCWE in Business

(0.0-15.0-3.0)

This course includes the integration of business skills within an approved work site related to business and industry. Prerequisite(s): 50% completion of associate degree or approval of Program Coordinator

SURVEYING (CET)

CET 105 Surveying I

(2.0-3.0-3.0)

This course includes surveying theory and practice, care and use of instruments, traversing procedures, and computation of closure.

Prerequisite(s): MAT 168

CHEMISTRY (CHM, CHT)

CHM 101 General Chemistry I

(3.0-3.0-4.0)

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.

Prerequisites: MAT 101

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CHM 102 - CPT 101

**CHM 102 General Chemistry II**

(3.0-3.0-4.0)

This is a continuing study of fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, equilibria, solubility, concentrations, pH, buffers, and hydrolysis of salts.

Prerequisite: CHM 101

CHM 105 General/Organic/Biochemistry

(3.0-3.0-4.0)

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry.

Prerequisite(s): MAT 101

CHM 110 College Chemistry I

(3.0-3.0-4.0)

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. Laboratory work reinforces principles discussed in class and prepares students for advanced courses.

Prerequisite(s): MAT 101

CHM 111 College Chemistry II

(3.0-3.0-4.0)

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and state of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. An introduction to qualitative analysis is also included.

Prerequisite(s): CHM 110

CHM 211 Organic Chemistry I

(3.0-3.0-4.0)

This is the first in a sequence of courses that includes nomenclature, structure, and the properties and reaction mechanisms of basic organic chemistry with an introduction to biochemistry.

Laboratory work reinforces the classroom discussions and gives practice in handling organic glassware. Prerequisite(s): CHM 102 or CHM 111

CHT 224 Current Topics in Industrial Chemistry (Emphasis: Nuclear Chemistry)

(4.0-0.0-4.0)

This course is an introduction to nuclear chemistry and the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, isotopes, and induced nuclear reactions.

Prerequisite(s): CHM 101 or CHM 110

COLLEGE SKILLS (COL)**COL 103 College Skills**

(3.0-0.0-3.0)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success in college. It is designed to help students gain confidence in their ability to learn and succeed in college.

Prerequisite(s): None

COMPUTER TECHNOLOGY (CPT)**CPT 101 Introduction to Computers**

(3.0-0.0-3.0)

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, databases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, e-mail, and the Windows operating system.

Prerequisite(s): RDG 038

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CPT 102 - CPT 172



CPT 102 Basic Computer Concepts

(3.0-0.0-3.0)

This course covers basic uses of a computer with an overview of computer terminology and provides a basic foundation in software applications. Applications covered include MS Excel, MS Word, MS PowerPoint and e-mail.

Prerequisite(s): RDG 038

CPT 108 Word Processing I

(1.0-0.0-1.0)

This course is a basic, hands-on, Windows-based introduction on how to create, format, store, retrieve, edit, and print documents.

Prerequisite(s): RDG 038

CPT 156 Spreadsheet I

(1.0-0.0-1.0)

This course is a hands-on introduction to Windows-based spreadsheet applications.

Prerequisite(s): RDG 038

CPT 160 Digital Vector Graphics I

(3.0-0.0-3.0)

This course is a study of the principles, terminology, techniques, and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers.

Software used is Adobe Illustrator.

Prerequisite(s): RDG 038

CPT 161 Introduction to Digital Raster Graphics I

(3.0-0.0-3.0)

This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer graphic files. Topics include selection techniques, adding type, managing layers, applying special effects, and using painting tools. Software used is Adobe Photoshop.

Prerequisite(s): RDG 038

CPT 162 Introduction to Web Page Publishing

(3.0-0.0-3.0)

This course is a study of the fundamentals of web page design and implementation. This course teaches the foundation concepts of the HTML language.

Prerequisite(s): RDG 038

CPT 167 Introduction to Programming Logic

(3.0-0.0-3.0)

This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudocode and flowcharting is emphasized. Solutions are developed using the basic control structures of sequential, decision, and iteration.

Prerequisite(s): MAT 031, RDG 038

CPT 168 Programming Logic & Design

(3.0-0.0-3.0)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation.

Prerequisite(s): MAT 101, RDG 038, and CPT 167 or permission of Department Chair or Program Coordinator

CPT 172 Microcomputer Database

(3.0-0.0-3.0)

This course introduces microcomputer database concepts, including generating reports from a database and creating, maintaining, and modifying databases. Practical experience will be given in MS Access.

Prerequisite(s): RDG 038

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CPT 174 - CPT 239



CPT 174 Microcomputer Spreadsheets

(3.0-0.0-3.0)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Hands-on experience will be gained in MS Excel. Prerequisite(s): MAT 032 and RDG 038

CPT 208 Special Topics in Computer Technology

(3.0-0.0-3.0)

This course focuses on changes in computer technology, including topics of special interest not covered by other courses. Prerequisite(s): Approval of Program Coordinator

CPT 209 Computer Systems Management

(3.0-0.0-3.0)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. Prerequisite(s): RDG 038

CPT 212 Visual Basic Programming

(3.0-0.0-3.0)

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(s): CPT 102 and CPT 168

CPT 213 Advanced Visual Basic Programming

(3.0-0.0-3.0)

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(s): CPT 212 and at least one of the following: CPT 172 or CPT 242

CPT 214 Visual Basic Client/Server Development

(3.0-0.0-3.0)

This course is a study of client/server development in Visual Basic, including such topics as: instantiating and managing objects using collections, building multi-tier programs with classes, developing user controls, and implementing Web Services. Prerequisite(s): CPT 212 and at least one of the following: CPT 172 or CPT 242

CPT 238 Internet Scripting

(3.0-0.0-3.0)

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 focuses on JavaScript. Prerequisite(s): CPT 162, CPT 168

CPT 239 Active Server Pages

(3.0-0.0-3.0)

This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases. Prerequisite(s): CPT 162, CPT 168, and at least one of the following: CPT 172, CPT 242

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CPT 240 - CPT 265



CPT 240 Internet Programming with Databases

(3.0-0.0-3.0)

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 the client browser. This course continues the study of ASP.

Prerequisite(s): CPT 239

CPT 242 Database

(3.0-0.0-3.0)

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database. The course content is implemented with Oracle Database Management System.

Prerequisite(s): CPT 102, CPT 172

CPT 243 Advanced Active Server Pages

(3.0-0.0-3.0)

This course is an examination of advanced topics including XML for ASP, components, User Controls, three-tier application design, custom server controls, .NET Assemblies, web services, and user authentication.

Prerequisite(s): CPT 239

CPT 251 Digital Video Production

(3.0-0.0-3.0)

This course is the study of basic aspects of digital video production. Topics include planning the project, asset creation and acquisition, management of assets, digital editing techniques, transition, titles, audio, and other effects. Also includes export of product to various media, including web export. Software used is Adobe Premiere.

Prerequisite(s): RDG 038

CPT 252 Digital Animation

(3.0-0.0-3.0)

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. Software used is Macromedia Flash.

Prerequisite(s): RDG 038

CPT 257 Operating Systems

(3.0-0.0-3.0)

This course examines the theory of operating systems and how operating system theory is implemented in current operating systems.

Prerequisite(s): RDG 038

CPT 261 Advanced Digital Raster Graphics II

(3.0-0.0-3.0)

This course is the study of advanced tools and techniques used in digital image enhancement of raster computer graphic files. Topics include understanding color models, optimizing files for the web, creating masks, applying filters, retouching, and color correction. Software used is Adobe Photoshop.

Prerequisite(s): CPT 161

CPT 265 Advanced Systems and Procedures

(3.0-0.0-3.0)

This course uses a complete case study to show the design, development, and implementation of a business system. The case study will be developed using a team approach to problem solving and systems development. This is the capstone course for all CPT degree emphasis areas.

Prerequisite(s): CPT 172 or CPT 242 and at least two of the following: CPT 213, CPT 239, CPT 257 and either IST 246 or IST 253. Corequisite: CPT 240 and permission of Program Coordinator.

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CPT 266 - CRJ 101



CPT 266 Introduction to C# Programming

(3.0-0.0-3.0)

This course is an introduction to C# programming. It introduces the .NET framework and the features of C# programming including data types, control statements, preprocessor directives, boxing and unboxing, and events.

Prerequisite(s): CPT 168

CPT 269 3D Digital Animation

(3.0-0.0-3.0)

This course is a study of 3D computer graphics and animation. Topics include philosophy of 3D space, 3D modeling, texturing, lighting, materials, particles, dynamics, animation, cameras and rendering.

Prerequisite(s): RDG 038

CPT 280 SCWE in Computer Technology I

(0.0-15.0-3.0)

This course integrates computer technology skills within an approved work site related to the computer industry.

Prerequisite(s): Approval of Program Coordinator

CPT 290 Microcomputer Multimedia Concepts and Applications

(3.0-0.0-3.0)

This course covers introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development, and creation of multimedia presentations.

Prerequisite(s): RDG 038

CPT 292 Microcomputer Multimedia Sound

(3.0-0.0-3.0)

This course examines the theory and practical application of digital sound. It is a study of the terminology, techniques, and software tools used to create and modify digital audio. The course will demonstrate how digital sound is implemented in current multimedia applications and computer systems. Software used is Sonic Foundry Sound Forge and Sonic Foundry ACID.

Prerequisite(s): RDG 038

CPT 293 Advanced Microcomputer Multimedia Applications

(3.0-0.0-3.0)

This course covers advanced topics for microcomputer multimedia development utilizing advanced techniques in the use of text, graphics, animation, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia presentations are included. Software used is Macromedia Director.

Prerequisite(s): CPT 290 and either CPT 160 or CPT 161

CRIMINAL JUSTICE (CRJ)

CRJ 101 Introduction to Criminal Justice

(3.0-0.0-3.0)

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(s): ENG 039

(3.0-0.0-3.0)

The numbering system indicates:

- 1)** Number of class hours per week
- 2)** Number of lab hours per week
- 3)** Credits awarded for successful completion of the class

CRJ 115 - CRJ 246

CRJ 115 Criminal Law I

(3.0-0.0-3.0)

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(s): ENG 039

CRJ 125 Criminology

(3.0-0.0-3.0)

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(s): ENG 039

CRJ 130 Police Administration

(3.0-0.0-3.0)

This course is a study of the organization, administration, and management of law enforcement agencies.

Prerequisite(s): None

CRJ 145 Juvenile Delinquency

(3.0-0.0-3.0)

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency and modern trends in prevention and treatment.

Prerequisite(s): None

Corequisite: CRJ 101 or HUS 101

CRJ 218 Crisis Intervention

(3.0-0.0-3.0)

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

Prerequisite(s): PSY 201 and CRJ 101

CRJ 220 The Judicial Process

(3.0-0.0-3.0)

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

Prerequisite(s): None

Corequisite: CRJ 115

CRJ 222 Ethics in Criminal Justice

(3.0-0.0-3.0)

This course is a study of the application of ethical theories to the criminal justice profession.

Prerequisite(s): None

CRJ 242 Correctional Systems

(3.0-0.0-3.0)

This course is an introduction to aspects of correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Prerequisite(s): None

CRJ 246 Special Problems in Criminal Justice

(3.0-0.0-3.0)

This course examines issues within the criminal justice community/profession which are of special concern to students and practitioners due to such elements as timeliness, local concern, legalistics, and/or other dynamic factors of such issues.

Students already employed in a professional capacity in Criminal Justice may substitute this course for CRJ 250.

Prerequisite(s): Approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

CRJ 250 - DAT 122



CRJ 250 Criminal Justice Internship I

(0.0-9.0-3.0)

This course includes practical experience in a criminal justice or private security setting. Prerequisite(s): Certified Peace Officer or CRJ 101, CRJ 115, clear background check and approval of Program Coordinator

CRJ 251 Criminal Justice Internship II

(0.0-9.0-3.0)

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisite(s): CRJ 250 or CRJ 246

CRJ 260 Seminar in Criminal Justice

(3.0-0.0-3.0)

This course includes a study of new trends in criminal justice.

Prerequisite(s): Approval of Program Coordinator

COOPERATIVE WORK EXPERIENCE (CWE)

CWE 101-264 Cooperative Work Experience

(Credit hours will vary)

CWE opportunities are available in a variety of college programs. The student should have completed approximately half of his/her course work, have a good academic average, and be accepted by the applicable business or industry. See your academic advisor for details.

EXPANDED DUTY DENTAL ASSISTING (DAT)

DAT 113 Dental Materials

(3.0-3.0-4.0)

This course is a study of the physical and chemical properties of matter, and identification, characteristics, and manipulation of dental materials.

Prerequisite(s): Successful completion of AHS 102 and BIO 110 or approval of Program Coordinator

DAT 115 Ethics and Professionalism

(1.0-0.0-1.0)

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.

Prerequisite(s): Successful completion of AHS 102 and BIO 110 or approval of Program Coordinator

DAT 118 Dental Morphology

(1-0-3.0-2.0)

This course emphasizes the development, eruption, and individual characteristics of each tooth and the surrounding structures. An overview of basic oral embryology and oral histology is also given.

Prerequisite(s): Successful completion of AHS 102 and BIO 110 or approval of Program Coordinator

DAT 121 Dental Health Education

(1.0-3.0-2.0)

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.

Prerequisite(s): Successful completion of AHS 102 and BIO 110 or approval of Program Coordinator

DAT 122 Dental Office Management

(2.0-0.0-2.0)

This course provides a study of the business aspect of a dental office.

Prerequisite(s): Successful completion of all fall semester DAT courses and MAT 160

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

DAT 123 - ECD 102

DAT 123 Oral Medicine/Oral Biology

(3.0-0.0-3.0)

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 124 Expanded Functions/Specialties

(0.0-3.0-1.0)

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

Prerequisite(s): Successful completion of all fall and spring semester DAT courses

DAT 127 Dental Radiography

(3.0-3.0-4.0)

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 use of radiation, radiographic film, exposure factors, interpretation of radiographs, and radiation hygiene.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 154 Clinical Procedures I

(2.0-6.0-4.0)

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 assistant's role in dental instrumentation. Also included: aseptic technique; infection control protocol; use and care of all dental equipment within the scope of the dental assistant's responsibilities.

Prerequisite(s): Successful completion of AHS 102 and BIO 110 or approval of Program Coordinator

DAT 164 Clinical Procedures II

(2.0-6.0-4.0)

This course introduces the instruments and chair-side procedures of the dental specialities. Students also participate in off campus clinicals.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 177 Dental Office Experience

(0.0-21.0-7.0)

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in clinical dentistry and office management.

Prerequisite(s): DAT 164

EARLY CHILDHOOD DEVELOPMENT (ECD and SAC)

ECD 101 Introduction to Early Childhood

(3.0-0.0-3.0)

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course.

Prerequisite(s): None

ECD 102 Growth and Development I

(2.0-3.0-3.0)

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(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ECD 105 - ECD 133



ECD 105 Guidance-Classroom Management

(3.0-0.0-3.0)

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed in the course.

Prerequisite(s): None

ECD 106 Observation of Young Children

(2.0-3.0-3.0)

This course includes a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments. Focus is on the practical and appropriate use of these skills and techniques.

Prerequisite(s): None

ECD 107 Exceptional Children

(3.0-0.0-3.0)

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 federal legislation affecting exceptional children.

Prerequisite(s): None

ECD 108 Family and Community Relations

(3.0-0.0-3.0)

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(s): None

ECD 109 Administration and Supervision

(3.0-0.0-3.0)

This course is a study of the roles and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, licensing requirements, and relations among the public, staff, and parents.

Prerequisite(s): None

ECD 131 Language Arts

(3.0-0.0-3.0)

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing 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(s): None

ECD 132 Creative Experiences

(2.0-3.0-3.0)

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite(s): None

ECD 133 Science and Math Concepts

(3.0-0.0-3.0)

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 using a variety of methods and materials.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ECD 135 - ECD 237

ECD 135 Health, Safety, and Nutrition

(3.0-0.0-3.0)

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

Prerequisite(s): None

ECD 138 Movement and Music for Young Children

(3.0-0.0-3.0)

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. The emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment.

Prerequisite(s): None

ECD 201 Principles of Ethics and Leadership in Early Care and Education

(3.0-0.0-3.0)

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(s): None

ECD 203 Growth and Development II

(2.0-3.0-3.0)

This course is in 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(s): None

ECD 210 Early Childhood Intervention

(3.0-0.0-3.0)

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 interaction.

Prerequisite(s): ECD 101, ECD 102, ECD 107 an ECD 203

ECD 220 Social Studies Curriculum in Early Education

(3.0-0.0-3.0)

This course is an in-depth study and research into planning and implementing a developmentally appropriate social studies curriculum in the early childhood classroom.

Prerequisite(s): None

ECD 237 Methods and Materials

(2.0-3.0-3.0)

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.

Prerequisite(s): 18 semester hours of ECD or approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ECD 243 - EEM 161



ECD 243 Supervised Field Experience I

(1.0-6.0-3.0)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. Prerequisite(s): 27 semester-hours of ECD courses and approval of Program Coordinator

ECD 252 Diversity Issues in Early Care and Education

(3.0-0.0-3.0)

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age, and socio-economic levels.

Prerequisite(s): None

SAC 200 Introduction to School Age Child Care

(3.0-0.0-3.0)

This course is designed to give an overview of aspects of providing for school age children in a child care setting. Emphasis is placed on the need for proper supervision of children ages 5-8, aspects of group care, and implications for children and families.

Prerequisite(s): ECD 101

ECONOMICS (ECO)

ECO 210 Macroeconomics

(3.0-0.0-3.0)

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(s): MAT 032 and RDG 039

ECO 211 Microeconomics

(3.0-0.0-3.0)

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(s): MAT 032 and RDG 0391

INDUSTRIAL ELECTRICITY/ ELECTRONICS (EEM)

EEM 140 National Electrical Code

(2.0-3.0-3.0)

This course is a study of the National Electrical Code and is based on the latest code as published by the National Fire Protection Association. The student is exposed to the practical and technical demands of hazardless wiring. The course prepares students to take state electrical exams and impresses upon the student the necessity of excellent workmanship.

Prerequisite(s): None

EEM 151 Motor Controls I

(3.0-3.0-4.0)

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Prerequisite(s): None

EEM 161 Industrial Instruments

(3.0-3.0-4.0)

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

EEM 166 - EET 145

EEM 166 Commercial/Industrial Wiring (3.0-3.0-4.0)

This course is a study of wiring methods and practice in commercial and industrial applications. The installation of miscellaneous raceway, conductor, and cable systems with relative mechanical fittings and electrical devices are examined.

Prerequisite(s): None

EEM 217 DC/AC Machines (3.0-3.0-4.0)

This course is a study of AC and DC machines to include operational theory, applications, and construction. Relevant sections of the National Electrical Code will be covered.

Prerequisite(s): None

EEM 231 Digital Circuits I (2.0-3.0-3.0)

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Students will predict and verify output logic based on input conditions.

Prerequisite(s): EEM 151 or approval of Program Coordinator

EEM 251 Programmable Controllers (2.0-3.0-3.0)

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. Programs are designed and tested in response to problem solving.

Prerequisite(s): None

Corequisite(s): EEM 151

EEM 275 Technical Troubleshooting (2.0-3.0-3.0)

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s): None

ELECTRONICS ENGINEERING TECHNOLOGY (EET, MET)

EET 111 DC Circuits I (3.0-3.0-4.0)

This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws, and Circuit Theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): MAT 101

EET 112 AC Circuits I (3.0-3.0-4.0)

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.

Prerequisite(s): EET 111, MAT 110

EET 131 Active Devices (3.0-3.0-4.0)

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors and transistor circuits, and other components. These circuits are modeled, constructed, and tested.

Prerequisite(s): EET 111

EET 145 Digital Circuits (3.0-3.0-4.0)

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.

Prerequisite(s): MAT 101

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

EET 210 - EET 251



EET 210 Digital Integrated Circuits

(3.0-3.0-4.0)

This course is a study of digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices, and programmable logic devices. Circuits are modeled, constructed, and tested. Counters, registers, multivibrators, 555 timer, arithmetic operations are also covered. Prerequisite(s): EET 145

EET 220 Analog Integrated Circuits

(2.0-3.0-3.0)

This course covers constructing and troubleshooting a series of applicable circuits using integrated circuit chips and other components, including the use of data-books and test measuring and diagnostic equipment. Prerequisite(s): EET 131

EET 227 Electrical Machinery

(2.0-3.0-3.0)

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications, and control. Devices are tested and verified using electrical instruments. Prerequisite(s): EET 112 or approval of Program Coordinator

EET 231 Industrial Electronics

(3.0-3.0-4.0)

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested. Prerequisite(s): EET 227, or approval of Program Coordinator

EET 235 Programmable Controllers

(2.0-3.0-3.0)

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers. Prerequisite(s): EET 112, EET 145

EET 241 Electronic Communications

(3.0-3.0-4.0)

This course is a study of the theory of transmitters and receivers with an emphasis on the receivers, mixers, IF amplifiers, and detectors. Also covered are modulation techniques, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized. The course also prepares students for FCC and Certified Electronics Technician tests. Prerequisite(s): EET 145, EET 220

EET 243 Data Communications

(2.0-3.0-3.0)

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. Prerequisite(s): EGR 112 or EGR 110

EET 251 Microprocessor Fundamentals

(3.0-3.0-4.0)

This course is a study of binary numbers; microprocessor 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. Prerequisite(s): EET 145

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

EET 253 - EGR 110

EET 253 Microprocessors

(3.0-3.0-4.0)

This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested. Emphasis is on such interfacing techniques as the peripheral interface adapter, UART, and sensing and control circuits.

Prerequisite(s): EET 251

EET 256 Systems Operation and Maintenance

(3.0-3.0-4.0)

This course introduces students to the technical aspects of maintaining and troubleshooting microcomputer hardware and software. Emphasis will be on preparing students for the A+ Certification Core exam.

Prerequisite(s): EGR 110

EET 273 Electronics Senior Project

(0.0-3.0-1.0)

This course includes the construction and testing of an instructor-approved project. Students are required to present the results of their projects to their peers and/or invited guests.

Prerequisite(s): EET 131, EET 251, MAT 111

MET 224 Hydraulics and Pneumatics

(2.0-3.0-3.0)

This course covers basic hydraulics and pneumatics principles and circuits. System components such as pumps, compressors, piping, valves, cylinder fluid motors, accumulators, and receivers are discussed. Also covered in the course are basic design and troubleshooting techniques for hydraulic and pneumatic systems.

Prerequisite(s): MAT 183 **OR**

Corequisite(s): MAT 110 or MAT 112 or PHY 201

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ENGINEERING TECHNOLOGY (EGR)

EGR 101 Introduction to Engineering Technology

(1.0-0.0-1.0)

This course is an introduction to computers and reporting formats. It also covers such topics as the difference between engineering technology and engineering, opportunities in engineering technology, the English and international systems of measure, conversion factors, unit analysis, and the scientific approach to problem solving.

Prerequisite(s): MAT 032

EGR 105 Safety in Workplace

(1.0-0.0-1.0)

This course is a survey of safety regulations and personal safety. Emphasis is placed on industrial settings but will include general safety considerations such as eye protection, ergonomics, falls, general electrical hazards, bloodborne pathogens, MSDS, and OSHA requirements.

Prerequisites: None

EGR 106 Science & Technology I

(4.0-0.0-4.0)

This course will cover the relationships of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concepts in mechanical, electrical, fluid, and thermal systems.

Prerequisites: MAT 111 or MAT 112 or MAT 168

EGR 110 Introduction to Computer Environment

(2.0-3.0-3.0)

This course provides an overview of computer hardware, available software, operating systems, and applications. Emphasis will be on preparing students for the A+ Certification OS exam.

Prerequisite(s): None

EGR 112 - EGT 110



EGR 112 Engineering Programming

(2.0-3.0-3.0)

This course covers interactive computing and the basic concepts of programming. Emphasis is placed on writing programs to assist with computations in the Engineering Technology curricula.

Prerequisite(s): None

EGR 120 Engineering Computer Applications

(2.0-3.0-3.0)

This course includes the utilization of applications software to solve engineering technology problems. Students will be introduced to graphical programming.

Prerequisite(s): EGR 112

EGR 150 Troubleshooting

(2.0-3.0-3.0)

This course is designed to develop effective approaches to systematic troubleshooting and to plan how to apply them in a range of engineering technologies.

Prerequisite(s): Approval of Program Coordinator

EGR 176 Manufacturing Industries

(3.0-0.0-3.0)

This course introduces the concepts and principles of manufacturing industries and technologies. Plant visits supplement study of industrial organizations, economics, management, production, and products.

Prerequisite(s): None

EGR 230 Measurement Principles

(3.0-3.0-4.0)

This course is a study of basic control circuits and the common sensing elements, components, and instruments which are used to measure temperature, pressure, flow, level, and related phenomena.

Prerequisite(s): EGR 112

EGR 236 Automatic Control Systems

(3.0-3.0-4.0)

This course is a study of feedback control systems, methods of compensation, and problem-solving techniques. Also emphasized in the course are analog and digital controls in both open and closed loop systems, process control/instrumentation diagrams, and terminology and modes of control.

Prerequisite(s): EGR 230

EGR 281 Introduction to Algorithmic Design I

(3.0-3.0-4.0)

This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles.

Prerequisite(s): EGR 112

ENGINEERING GRAPHICS TECHNOLOGY (EGT)

EGT 106 Print Reading & Sketching

(3.0-0.0-3.0)

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial presentations.

Prerequisite(s): None

EGT 110 Engineering Graphics I

(2.0-6.0-4.0)

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. Topics covered include the use of drafting equipment, lettering, sketching, geometric construction, orthographic drawing, sections, shop processes, and dimensioning.

Prerequisite(s): None

Corequisite(s): EGT 152

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

EGT 115 - EGT 215

EGT 115 Engineering Graphics II

(2.0-6.0-4.0)

This course in engineering graphics science includes additional drawing techniques for industrial applications. Topics covered include detail and assembly drawing, fasteners and threads, and conventional and geometric tolerancing. Also included are drawings for sheet metal, piping, and welding industries.

Prerequisite(s): EGT 110

Corequisite(s): EGT 155

EGT 130 Geometric Dimensioning and Tolerancing Applications

(3.0-0.0-3.0)

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

Prerequisite(s): MAT 101 or MAT 168, and EGT 106 or EGT 110

EGT 151 Introduction to CAD

(2.0-3.0-3.0)

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This is an introductory course in Intergraph (Microstation).

Prerequisite(s): None

EGT 152 Fundamentals of CAD

(2.0-3.0-3.0)

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will interact with the computer terminal, digitizer, and plotter to produce engineering drawings. This is an introductory course in AutoCAD.

Prerequisite(s): None

EGT 155 Intermediate CAD

(1.0-3.0-2.0)

This course covers advanced Computer-Aided Drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.

(AutoCAD)

Prerequisite(s): EGT 152 and either EGT 110 or EGT 106 or work-related experience and approval of Department Chair

EGT 157 CAD Techniques

(1.0-3.0-2.0)

This course is a study of advanced CAD/CAM techniques on the IBM-RT. Topics include work with auxiliary views, detail pages, and symbol libraries in addition to attributes and the powerful overlay function. (Microstation)

Prerequisite(s): EGT 151 and EGT 110 or work-related experience and approval of Department Chair

EGT 210 Engineering Graphics III

(2.0-6.0-4.0)

This advanced course in engineering graphics science covers the production of technical working drawings. This course is designed to have the student apply the basic skills acquired in EGT 110 and EGT 115 to an architectural project. All types of construction drawings will be covered including site plans, floor plans, elevations and sections, structural, building mechanics, and perspectives.

Prerequisite(s): EGT 115 and EGT 155

Corequisite(s): EGT 252

EGT 215 Mechanical Drawing Applications

(3.0-3.0-4.0)

This advanced drawing course covers industrial applications including basic design using the AutoCAD Inventor software.

Prerequisite(s): EGT 252

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

EGT 251 - ENG 102



EGT 251 Principles of CAD

(2.0-3.0-3.0)

This course includes the additional use of CAD software for production of technical drawings and related documentation.

Topics include basic modeling concepts, 3-D wire frame construction, solid models, and rendering. (Microstation)

Prerequisite(s): EGT 115 and EGT 157 or work-related experience and approval of Program Coordinator

EGT 252 Advanced CAD

(2.0-3.0-3.0)

This course covers advanced concepts of CAD software and applications. Covered topics include user coordinate systems, wire frame models, solid models, and shading. (AutoCAD)

Prerequisite(s): EGT 115 and EGT 155 or work-related experience and approval of Program Coordinator

ENGLISH (ENG)

ENG 038 Developmental English

(3.0-0.0-3.0)

This course is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. The course is a basic study of paragraph development.

Prerequisite(s): Acceptable placement test scores

Note: This course does not accrue credit toward a degree.

ENG 039 Developmental English

(3.0-0.0-3.0)

This course is a study of basic writing and different modes of composition and may include a review of usage. It focuses on unity, support, coherence, and sentence skills in basic writing. These principles are applied in the development of five-paragraph essays.

Prerequisite(s): ENG 038 or acceptable placement test scores

Note: This course does not accrue credit toward a degree.

ENG 101 English Composition I

(3.0-0.0-3.0)

This is a college transfer course in which the following topics are presented: study of composition in conjunction with appropriate literary selections and frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite(s): ENG 039 or writing sample placement in ENG 101 and RDG 039 or acceptable placement test scores

ENG 102 English Composition II

(3.0-0.0-3.0)

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included.

Prerequisite(s): ENG 101 with a grade of "C" or better

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ENG 160 - ENG 222

ENG 160 Technical Communications

(3.0-0.0-3.0)

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. It emphasizes communication essential to job effectiveness and professionalism. Both oral and written communications are emphasized.

Prerequisite(s): ENG 039 or writing sample placement in ENG 101 and RDG 039 or acceptable placement test scores

ENG 182 Integrated Communications II

(3.0-0.0-3.0)

This problem-based course reinforces written and oral communication skills. Students learn to gather, organize, and present information in a collaborative, technical workplace environment.

Prerequisite(s): ENG 181

Corequisite(s): Concurrent enrollment in EGR 182, MAT 182, and PHY 182

ENG 201 American Literature I

(3.0-0.0-3.0)

This course is a study of American literature from the colonial period to the Civil War.

Prerequisite(s): ENG 101 and RDG 039 or acceptable placement test scores

ENG 202 American Literature II

(3.0-0.0-3.0)

This course is a study of American literature from the Civil War to the present.

Prerequisite(s): ENG 101 and RDG 039 or acceptable placement test scores

ENG 205 English Literature I

(3.0-0.0-3.0)

This is a college transfer course which covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.

Prerequisite(s): ENG 101

ENG 206 English Literature II

(3.0-0.0-3.0)

This is a college transfer course which covers the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisite(s): ENG 101

ENG 208 World Literature I

(3.0-0.0-3.0)

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. It includes literary analysis and research.

Prerequisite(s): ENG 101

ENG 209 World Literature II

(3.0-0.0-3.0)

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 101

ENG 214 Fiction

(3.0-0.0-3.0)

This course is a study of fiction from several cultures. Emphasis on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 101

ENG 218 Drama

(3.0-0.0-3.0)

This course is a study of dram from several cultures. Emphasis on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 101

ENG 222 Poetry

(3.0-0.0-3.0)

This course is a study of poetry from several cultures. Emphasis on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 101

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

ENG 230 - GER 101



ENG 230 Women in Literature

(3.0-0.0-3.0)

This course is a critical study of women's writings examined from historical, social, and psychological points of view.

Prerequisite(s): ENG 101

ENG 236 African-American Literature

(3.0-0.0-3.0)

This course is a critical study of African-American literature examined from historical, social, and psychological perspectives.

Prerequisite(s): ENG 101

ENVIRONMENTAL TECHNOLOGY (EVT)

EVT 270 Special Topics in Environmental Engineering Technology

(2.0-0.0-2.0)

This course covers topics related to environmental and industrial process technology. Issues covered are pertinent to the Industrial Process Technology Certificate, including the Cold War, job classifications, and employment practices.

Prerequisite(s): Approval of Program Coordinator

EVT 271 Special Topics in Environmental Engineering Technology (Corrosion Chemistry)

(3.0-0.0-3.0)

This course covers topics related to environmental and industrial process technology. Among these topics are corrosion chemistry, industrial process monitoring, and instrumentation as well as other pertinent local chemical, environmental, and industrial processing fields.

Prerequisite(s): Approval of instructor or Program Coordinator

FRENCH (FRE)

FRE 101 Elementary French I

(4.0-0.0-4.0)

This course consists of a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to French culture.

Prerequisite(s): ENG 039 or writing sample placement in ENG 101 and RDG 039 or acceptable placement test scores

FRE 102 Elementary French II

(4.0-0.0-4.0)

This course continues the development of basic language skills and includes a study of French culture.

Prerequisite(s): FRE 101

GEOGRAPHY (GEO)

GEO 101 Introduction to Geography

(3.0-0.0-3.0)

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): RDG 039

GEO 102 World Geography

(3.0-0.0-3.0)

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic, and political systems.

Prerequisite(s): RDG 039

GERMAN (GER)

GER 101 Elementary German I

(4.0-0.0-4.0)

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(s): ENG 039 or writing sample placement in ENG 101 and RDG 039 or acceptable placement test scores

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

GEO 102 - HIM 216

GER 102 Elementary German II

(4.0-0.0-4.0)

This course continues the development of the four basic language skills and the study of German culture.

Prerequisite(s): GER 101

HEALTH INFORMATION (HIM)

HIM 101 Introduction to Health Information

(0.0-2.0-1.0)

This course provides an introduction to the health information science profession.

Prerequisite(s): Entry in the Medical Coding Program

HIM 102 Introduction to Coding and Classifications Systems

(0.0-2.0-1.0)

This course provides an introduction to classification systems including ICD-9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED; the role of coding in reimbursement, indexing, and statistics; and the beginning foundations of the study of disease and procedural coding.

Prerequisite(s): HIM 101 or approval of Program Coordinator

HIM 110 Health Information Science I

(2.0-3.0-3.0)

This course provides an in-depth study of the content, retrieval, control, and retention of health information systems.

Prerequisite(s): Entry in the Medical Coding Program

HIM 115 Medical Records and the Law

(2.0-0.0-2.0)

This course provides an introduction to the study of laws applicable to the health care field, with emphasis on health information practices.

Prerequisite(s): Entry in the Medical Coding Program

HIM 125 Standards and Regulations

(2.0-3.0-3.0)

This course provides the student with a study of regulations and standards for health facilities with emphasis in health information systems.

Prerequisite(s): None

Corequisite(s): HIM 101

HIM 135 Medical Pathology

(3.0-0.0-3.0)

This course is a study of disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical interventions, and terminology.

Prerequisite(s): AHS 102 and HIM 101

Corequisite(s): HIM 137

HIM 137 Pharmacology for Coders

(1.0-0.0-1.0)

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues.

Prerequisite(s): None

Corequisite(s): HIM 135

HIM 150 Coding Practicum I

(0.0-9.0-3.0)

This course provides clinical practice in the application of basic coding and classification system guidance in selected health care facilities.

Prerequisite(s): HIM 102

Corequisite(s): HIM 135, HIM 137, and HIM 216

HIM 216 Coding and Classifications I

(2.0-3.0-3.0)

This course includes a study of disease, procedural coding, and classification systems.

Prerequisite(s): AHS 102 and HIM 101

Corequisite(s): HIM 135, HIM 137, and HIM 150

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

HIM 225 - HUS 150



HIM 225 Coding and Classifications II (2.0-3.0-3.0)

This course provides a study of advanced coding and classification systems.

Prerequisite(s): HIM 102 and HIM 216

HISTORY (HIS)

HIS 101 Western Civilization to 1689 (3.0-0.0-3.0)

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.

Course content includes the contribution and heritage of Western civilization.

Prerequisite(s): ENG 039 and RDG 039

HIS 102 Western Civilization: Post 1689 (3.0-0.0-3.0)

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. Course content includes the contribution and heritage of modern European civilization.

Prerequisite(s): ENG 039 and RDG 039

HIS 201 American History: Discovery to 1877

(3.0-0.0-3.0)

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. Course content emphasizes the contribution of the Declaration of Independence and the Constitution to America's democratic traditions.

Prerequisite(s): ENG 039 and RDG 039

HIS 202 American History: 1877 to Present

(3.0-0.0-3.0)

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. Course content emphasizes America's development as an industrial and technological power and its emergence as an international leader.

Prerequisite(s): ENG 039 and RDG 039

HUMAN SERVICES (HUS)

HUS 101 Intro to Human Services

(3.0-0.0-3.0)

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Prerequisite(s): None

HUS 112 Services for the Elderly

(2.0-0.0-2.0)

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services.

Prerequisite(s): None

HUS 134 Activity Therapy

(3.0-0.0-3.0)

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

Prerequisite(s): None

HUS 150 Supervised Field Placement I

(1.0-8.0-3.0)

This course includes work experience assignments by students in selected human services agencies. This is applicable to the Human Services degree program or the Social Services Assistant certificate program.

Prerequisite(s): HUS 101, PSY 105 or Approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

HUS 151 - IMT 120



HUS 151 Supervised Field Placement II (1.0-8.0-3.0)

This course includes work assignments in selected human services agencies. This is applicable to the Human Services degree program.

Prerequisite(s): HUS 150, PSY 105 or Approval of Program Coordinator

HUS 152 Supervised Field Placement III (1.0-8.0-3.0)

This course includes work assignments in selected human services agencies. This is applicable to the Human Services degree program.

Prerequisite(s): HUS 150, PSY 105 or Approval of Program Coordinator

HUS 205 Gerontology

(3.0-0.0-3.0)

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 aged 55 and over are studied in the course.

Prerequisite(s): None

HUS 206 Death and Dying

(3.0-0.0-3.0)

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

Prerequisite(s): None

HUS 208 Alcohol and Drug Abuse

(3.0-0.0-3.0)

This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental, and social implications; and programs in rehabilitation and preventive education. Also included is the disease concept of addiction.

Prerequisite(s): None

HUS 209 Case Management

(3.0-0.0-3.0)

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

Prerequisite(s): None

HUS 251 Supervised Field Placement II (1.0-10.0-4.0)

This course includes assignments in selected human services agencies. This is applicable to the Gerontology Certificate Program.

Prerequisite(s): HUS 150, PSY 105 or Approval of Program Coordinator

HUS 255 Supervised Field Placement III

(1.0-10.0-4.0)

This course includes work assignments in selected human services agencies. This is applicable to the Alcohol & Drug Abuse certificate program.

Prerequisite(s): HUS 150, PSY 105 or Approval of Program Coordinator

HUS 260 Human Services Special Topics

(3.0-0.0-3.0)

This course is a study of special topics of interest to particular populations and locations.

Prerequisite(s): Approval of Program Coordinator

INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)

IMT 120 Mechanical Installations

(3.0-6.0-5.0)

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. This will include mechanical fasteners, packing, seals, and screw threads. Included in this course will be the operation and maintenance of pumps and air compressors.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

IMT 122 - IST 241



IMT 122 Couplings

(1-0-3.0-2.0)

This course covers methods used to install various types of couplings, both flexible and rigid, used to transmit energy.

Prerequisite(s): None

IMT 131 Hydraulics and Pneumatics

(3.0-3.0-4.0)

This course covers the basic technology and principles of hydraulics and pneumatics. Upon completion of this course, the student should understand basic terminology, symbols, and principles and be able to maintain a basic fluid power system.

Prerequisite(s): None

IMT 151 Piping Systems

(2.0-3.0-3.0)

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. The student learns to thread pipe, solder/flare copper tubing, and make up plastic pipe joints.

Prerequisite(s): None

IMT 161 Mechanical Power Applications

(2.0-6.0-4.0)

This course covers mechanical transmission devices including procedures for installation, removal, and maintenance. The student studies lubricants, bearings, belts, chains, gears, gearboxes, brakes, clutches, and the proper use of industrial tools.

Prerequisite(s): None

INFORMATION SCIENCES TECHNOLOGY (IST)

IST 105 Internet Search Techniques

(1.0-0.0-1.0)

This course is designed as a guide to effective Internet search techniques and tools.

Prerequisite(s): RDG 038

IST 227 Internet Operations and Management

(3.0-0.0-3.0)

This course covers the duties/responsibilities of an Internet webmaster; appropriate hardware, software, and telecommunications technology; designing, implementing, and maintaining a web site; and utilizing security mechanisms. This course covers network security from an administrator's viewpoint, including various hacking and intrusion techniques and tools, with an emphasis on how to counteract these threats, laying an overall security-aware foundation for network administration.

Prerequisite(s): CPT 257 or IST 241

IST 238 Advanced Tools for Web Site Design

(3.0-0.0-3.0)

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in web site design and web project management.

Prerequisite(s): CPT 162

IST 241 Network Architecture

(3.0-0.0-3.0)

This course is a study of how computer architecture relates to the interconnecting of various network components, the environment in which applications processes execute, and the overall plan defining services to be provided in a distributed environment.

Prerequisite(s): RDG 038

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

IST 246 - LEG 122

IST 246 Integrated Digital Network

(3.0-0.0-3.0)

This course discusses the characteristics and operation of packet and networking technologies such as ISDN, Frame Relay, and ATM. This course covers the theoretical and practical aspects of creating an Active Directory network, including various Active Directory components such as IntelliMirror, DNS, disk imaging, replication, and troubleshooting.

Prerequisite(s): CPT 257 or IST 241

IST 253 LAN Service and Support

(3.0-0.0-3.0)

This course focuses on installing, maintaining, and troubleshooting Local Area Networks (LAN) in a lab environment.

Prerequisite(s): CPT 257 or IST 241

IST 274 Database Administration

(3.0-0.0-3.0)

This course is a study of the duties and responsibilities of a Database Administrator. The course covers setting up, maintaining, and troubleshooting a distributed, multi-user database.

Prerequisite(s): CPT 102 or CPT 172

IST 275 Database Administration II

(3.0-0.0-3.0)

This course is a study of the duties and responsibilities of a Database Administrator. The course covers complete and incomplete database backups, restorations and network administration of databases.

Prerequisite(s): CPT 102 or CPT 172

IST 281 Presentation Graphics

(3.0-0.0-3.0)

This course covers the state-of-the-art presentation graphics software packages.

Prerequisite(s): RDG 038

JOURNALISM (JOU)

JOU 101 Introduction to Journalism

(3.0-0.0-3.0)

This course covers the basics of writing for publication in newspapers or magazines. The course will focus on news writing, but includes material that will serve the student well in any written communication.

Prerequisite(s): ENG 101 and RDG 039 or acceptable placement test scores

LEGAL ASSISTANT (LEG)

LEG 120 Torts

(3.0-0.0-3.0)

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 121 Business Law I

(3.0-0.0-3.0)

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Prerequisite(s): None

LEG 122 Business Law II

(3.0-0.0-3.0)

This course is an in-depth study of the Uniform Commercial Code, with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

Prerequisite(s): BUS 121 or LEG 121 or approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

LEG 135 - LEG 234



LEG 135 Introduction to Law and Ethics

(3.0-0.0-3.0)

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Prerequisite(s): None

LEG 212 Workers' Compensation

(3.0-0.0-3.0)

This course is a study of the history of workers' compensation case laws, statutes, and regulations, and procedures in handling claims.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 213 Family Law

(3.0-0.0-3.0)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption custody, and the juvenile.

Prerequisite(s): None

LEG 214 Property Law

(3.0-0.0-3.0)

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 215 Bankruptcy Law

(3.0-0.0-3.0)

Topics included in this course are an overview of the Bankruptcy Code, voluntary and involuntary petitions, bankruptcy "estate," stays, distribution and discharge, tax implications, local rules, and discovery.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 230 Legal Writing

(3.0-0.0-3.0)

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. Students are required to conduct legal research at off-campus governmental sites.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 231 Criminal Law

(3.0-0.0-3.0)

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 233 Wills, Trust, and Probate

(3.0-0.0-3.0)

This course provides a detailed study of testacy and intestacy, preparation of wills and codicils, and the fundamentals of execution of trust and probate administration.

Prerequisite(s): LEG 135 or approval of Program Coordinator

LEG 234 Title Examination Procedures I

(3.0-0.0-3.0)

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices. Students are required to conduct legal research at off-campus governmental sites.

Prerequisite(s): LEG 135 and LEG 214 or approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

LEG 250 - MAT 110

LEG 250 Internship for Legal Assistant/Paralegal

(0.0-9.0-3.0)

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge used in a law office or other suitable location where paralegals are employed.

Prerequisite(s): Approval of Program Coordinator

MATHEMATICS (MAT)

MAT 011 Developmental Mathematics Basics Workshop

(1.0-0.0-1.0)

This course provides support for mastery of MAT 031 competencies (e.g., may include but is not limited to laboratory work, computerized instruction, and/or projects).

MAT 012 Developmental Mathematics Workshop

(1.0-0.0-1.0)

This course provides support for mastery of MAT 032 competencies (e.g., may include but is not limited to laboratory work, computerized instruction, and/or projects).

MAT 031 Developmental Mathematics Basics

(3.0-0.0-3.0)

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.

Prerequisite(s): Acceptable placement scores

Note: This course does not accrue credit towards a degree

MAT 032 Developmental Mathematics

(3.0-0.0-3.0)

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(s): MAT 031 or Acceptable placement scores.

Note: This course does not accrue credit toward a degree.

MAT 101 Beginning Algebra

(3-0.0.0-3.0)

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. Prerequisite(s): MAT 032 or acceptable placement scores.

MAT 102 Intermediate Algebra

(3.0-0.0-3.0)

This course includes the following topics: properties of numbers, fundamental operations with algebraic expressions, polynomials, systems of equations, ratio and proportion, factoring, functions, graphs, solutions of linear inequalities, and linear and quadratic equations.

Prerequisite(s): MAT 101

MAT 110 College Algebra

(3.0-0.0-3.0)

This course includes the following topics: polynomials; rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Graphing calculator is required.

Prerequisite(s): MAT 102

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

MAT 111 - MAT 155



MAT 111 College Trigonometry

(3.0-0.0-3.0)

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. Graphing calculator is required.

Prerequisite(s): MAT 110

MAT 112 Precalculus

(5.0-0.0-5.0)

This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.

Prerequisite(s): MAT 102

MAT 120 Probability & Statistics

(3.0-0.0-3.0)

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 hypotheses for large and small samples; types I and II errors; linear regression; and correlation. Graphing calculator is required.

Prerequisite(s): MAT 102 with a grade of "C" or higher

MAT 122 Finite College Mathematics

(3.0-0.0-3.0)

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. Graphing calculator is required.

Prerequisite(s): MAT 110

MAT 130 Elementary Calculus

(3.0-0.0-3.0)

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite(s): MAT 110

MAT 140 Analytical Geometry and Calculus I

(4.0-0.0-4.0)

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. Graphing calculator is required.

Prerequisite(s): MAT 110 and MAT 111 or MAT 112

MAT 141 Analytical Geometry and Calculus II

(4.0-0.0-4.0)

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. Graphing calculator is required.

Prerequisite(s): MAT 140

MAT 155 Contemporary Math

(3.0-0.0-3.0)

This course includes techniques and applications for the following topics: elementary number theory; algebra; geometry; measurement; graph sketching; and interpretation and descriptive statistics.

Prerequisite(s): MAT 101 or acceptable placement test scores

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

MAT 160 - MGT 120

MAT 160 Math for Business & Finance (3.0-0.0-3.0)

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): Acceptable placement test scores

MAT 168 Geometry & Trigonometry (3.0-0.0-3.0)

This course includes the following topics: points, lines, angles and angle measure, triangles, polygons, circles, geometric solids, trigonometric solution of triangles, graph of the sine function, and vectors.

Prerequisite(s): MAT 101 or acceptable placement test scores

MEDICAL ASSISTING (MED)

MED 103 Medical Assisting Introduction (3.0-0.0-3.0)

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Prerequisite(s): ENG 039 and approval of the Program Coordinator

MED 105 Medical Office Skills I (4.0-3.0-5.0)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

Prerequisite(s): AHS 116 and MED 103

MED 107 Medical Office Management (4.0-0.0-4.0)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s): MED 103

Corequisite(s): MED 105

MED 112 Medical Assisting Pharmacology

(1.0-3.0-2.0)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medicines.

Prerequisite(s): AHS 126, BIO 112, and MED 114

MED 114 Medical Assisting Clinical Procedures

(3.0-3.0-4.0)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

Prerequisite(s): AHS 102, AHS 116, BIO 112, and MED 103

MED 156 Clinical Experience

(1.0-15.0-6.0)

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisite(s): MED 105, MED 107, and MED 114

Corequisite(s): AHS 105 and MED 112

MANAGEMENT (MGT)

MGT 101 Principles of Management (3.0-0.0-3.0)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisite(s): ENG 038 and RDG 038

MGT 120 Small Business Management (3.0-0.0-3.0)

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

Prerequisite(s): ENG 038 and RDG 038

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

MGT 121 - MKT 265



MGT 121 Small Business Operations

(3.0-0.0-3.0)

This course is a study of the daily operations of an established small business, emphasizing staffing, record keeping, inventory control, and marketing.

Prerequisite(s): ENG 038, MAT 032, and RDG 038

MGT 150 Fundamentals of Supervision

(3.0-0.0-3.0)

This course is a study of supervising principles and techniques required to effectively manage human resources in an organization. First line management is emphasized.

Prerequisite(s): MGT 101

MGT 201 Human Resources Management

(3.0-0.0-3.0)

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection, and assessment of personnel; and wage, salary, and benefit administration.

Prerequisite(s): MGT 101

MGT 240 Management Decision Making

(3.0-0.0-3.0)

This course is a study of various structured approaches to managerial decision making.

Prerequisite(s): ACC 101, MGT 101, MKT 101, and completion of 50% of Major Course Requirements for the Associate Degree in Business/Major in Management program

MARKETING (MKT)

MKT 101 Marketing

(3.0-0.0-3.0)

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Prerequisite(s): ENG 038 and RDG 038

MKT 110 Retailing

(3.0-0.0-3.0)

This course is a study of the importance of retailing in American business covering the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

Prerequisite(s): MKT 101 or BUS 210

MKT 120 Sales Principles

(3.0-0.0-3.0)

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisite(s): MKT 101 or BUS 210

MKT 240 Advertising

(3.0-0.0-3.0)

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, the way advertising is created, agency functions, and regulatory aspects of advertising.

Prerequisite(s): MKT 101

MKT 265 Retailing Strategies and Applications

(3.0-0.0-3.0)

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, and store organization and layout.

Prerequisite(s): MGT 101, MKT 101, and either CPT 101 or CPT 108, CPT 156, IST 105, and completion of 50% of the Major Course Requirements for the Associate Degree in Business/Major in Marketing program

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

MKT 270 - MTT 250

MKT 270 Internet Research and Marketing

(3.0-0.0-3.0)

This course is a study of utilizing the Internet for research and marketing. The course includes the use of analytical skills, database, searches, and organization/presentations.

Prerequisite(s): MKT 101 or BUS 210, and either CPT 101 or CPT 102 or CPT 108, CPT 156 and IST 105

MACHINE TOOL TECHNOLOGY (MTT)

MTT 105 Machine Tool Math Applications

(3.0-0.0-3.0)

This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of the manufacturing primarily through demonstrations.

Prerequisite(s): None

MTT 111 Machine Tool Theory and Practice I

(3.0-6.0-5.0)

This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s): None

MTT 112 Machine Tool Theory and Practice II

(3.0-6.0-5.0)

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s): MTT 111 or approval of Program Coordinator

MTT 143 Precision Measurements

(1.0-3.0-2.0)

This course is a study of precision measuring instruments. Instruments related to the machine tool industry will be demonstrated along with hands-on use by the student to obtain accurate readings.

Prerequisite(s): None

MTT 215 Tool Room Machining I

(1.0-9.0-4.0)

This course covers advanced machine tool operations, including an introduction to basic die making. Extreme accuracy will be stressed at all times.

Prerequisite(s): MTT 111

MTT 216 Tool Room Machining II

(1.0-9.0-4.0)

This course covers advanced machine tool operations, including complex die operations. An overview of injection molding will also be presented.

Prerequisite(s): MTT 111

MTT 231 Tool & Die Making I

(3.0-6.0-5.0)

This course covers the manufacture and use of a simple blanking or piercing die or tools.

Prerequisite(s): MTT 111

MTT 241 Jigs & Fixtures I

(1.0-3.0-2.0)

This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): MTT 111

MTT 250 Principles of CNC

(3.0-0.0-3.0)

This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinate, will also be taught. The program Feature CAM will be used.

Prerequisite(s): MTT 111 or approval of Program Coordinator

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

MTT 254 - OST 110



MTT 254 CNC Programming I

(3.0-0.0-3.0)

This course is a study of CNC programming, including machine language and computer-aided programming.

Prerequisite(s): MTT 250

MTT 255 CNC Programming II

(3.0-0.0-3.0)

This course includes CNC programming with simulated production conditions.

The course will be taught using the latest version of Feature CAM software.

Prerequisite(s): MTT 258

MTT 258 Machine Tool CAM

(3.0-0.0-3.0)

This course is a study of computer-aided manufacturing graphics systems needed to create CNC programs. The program Feature CAM will be used.

Prerequisite(s): MTT 254

MUSIC (MUS)

MUS 105 Music Appreciation

(3.0-0.0-3.0)

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(s): ENG 039 and RDG 039

NUCLEAR ENGINEERING TECHNOLOGY (NET)

NET 113 Nuclear Physics

(3.0-0.0-3.0)

This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides, and induced nuclear reactions.

Prerequisite(s): MAT 101

OFFICE SYSTEMS TECHNOLOGY (OST)

OST 101 Introduction to Keyboarding

(2.0-0.0-2.0)

This is an introductory course in using correct keyboarding techniques and basic formatting techniques. The course is designed for those who have no previous keyboarding skills.

Prerequisite(s): RDG 039

OST 105 Keyboarding

(3.0-0.0-3.0)

This course focuses on the mastery of keyboarding and the formatting principles of business documents and MLA and APA research papers.

Prerequisite(s): RDG 038

OST 106 Keyboarding Lab I

(0.0-3.0-1.0)

This lab focuses on improving keyboarding speed and accuracy.

Prerequisite(s): RDG 038

OST 107 Keyboarding Lab II

(0.0-3.0-1.0)

This lab focuses on improving keyboarding speed and accuracy through the use of intensive skill-building drills.

Prerequisite(s): OST 105, OST 106 or Program Coordinator approval

OST 108 Keyboarding Lab III

(0.0-3.0-1.0)

This lab focuses on continued improvement in keyboarding speed and accuracy.

Prerequisite(s): OST 107, OST 110 or Program Coordinator approval

OST 110 Document Formatting

(3.0-0.0-3.0)

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite(s): OST 105

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

OST 121 - OST 267



OST 121 Machine Transcription

(3.0-0.0-3.0)

This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.

Prerequisite(s): OST 105 and OST 134

OST 123 Legal Machine Transcription

(3.0-0.0-3.0)

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment.

Prerequisite(s): LEG 135, OST 105 and OST 134

OST 134 Office Communications

(3.0-0.0-3.0)

This course develops proficiency in proof-reading and other specialized applications of communications in the office environment.

Prerequisite(s): ENG 039 and OST 105

OST 161 Information Management

(3.0-0.0-3.0)

This course emphasizes information management functions and various types of information systems, technology and procedures. The course includes the development, organization and maintenance of records.

Prerequisite(s): CPT 101 and OST 105

OST 163 Information Processing

(3.0-0.0-3.0)

This course introduces the basic concepts of information processing. Proficiency in Core certification skills in Microsoft Word is emphasized.

Prerequisite(s): None

Corequisite(s): OST 105

OST 210 Document Production

(3.0-0.0-3.0)

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s): OST 110

OST 250 Advanced Information Processing

(3.0-0.0-3.0)

This course emphasizes complex applications of information processing software using advanced features and concepts. Emphasis is on production.

Prerequisite(s): OST 163

OST 251 Administrative Systems and Procedures

(3.0-0.0-3.0)

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks.

Prerequisite(s): OST 110, OST 121, OST 134, OST 161, and OST 163

OST 265 Office Desktop Publishing

(3.0-0.0-3.0)

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisite(s): OST 163 or one of CPT 160 or CPT 161

OST 267 Integrated Information Processing

(3.0-0.0-3.0)

This course covers the applications of integrated computer software.

Prerequisite(s): CPT 101, OST 110, and OST 163

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

OST 269 - PHY 222



OST 269 Internet Skills for Work

(3.0-0.0-3.0)

This course is designed to enhance work place productivity through the use of the Internet. Emphasis will be placed on the following topics: downloading from the Internet, "netiquette," and an introduction to web page design.

Prerequisite(s): OST 105

OST 270 SCWE in Office Systems

(0.0-12.0-3.0)

This course integrates office skills within an approved work site related to Office Systems Technology.

Prerequisite(s): OST 134, OST 161, OST 110, OST 163, and approval of Program Coordinator

PHILOSOPHY (PHI)

PHI 101 Introduction to Philosophy

(3.0-0.0-3.0)

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(s): RDG 039

PHI 110 Ethics

(3.0-0.0-3.0)

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning

Prerequisite(s): Qualification for RDG 101

PHI 115 Contemporary Moral Issues

(3.0-0.0-3.0)

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

Prerequisite(s): RDG 039

PHYSICS (PHY)

PHY 201 Physics I

(3.0-3.0-4.0)

This course is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s): MAT 112 or MAT 110 and MAT 111

PHY 202 Physics II

(3.0-3.0-4.0)

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s): PHY 201 and MAT 112 or MAT 110 and MAT 111

PHY 221 University Physics I

(3.0-3.0-4.0)

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(s): MAT 140

PHY 222 University Physics II

(3.0-3.0-4.0)

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.

Prerequisite(s): MAT 140 and PHY 221

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

PNR 110 - PNR 150

PRACTICAL NURSING (PNR)

PNR 110 Fundamentals of Nursing

(3.0-6.0-5.0)

This course provides an introduction to the basic principles and beginning skills necessary in the nursing process. Concepts are integrated relating to physiological and psychological needs of the individual. Legal and ethical roles of the practical nurse are emphasized. The course is offered to those who have already been accepted into the Practical Nursing program.

Prerequisite(s): Approval of Program Coordinator

Corequisite(s): BIO 112, MAT 155, and PNR 170

PNR 120 Medical/Surgical Nursing I

(3.0-6.0-5.0)

This course is a beginning study utilizing the nursing process. Concepts include the physiological, psychosocial, nutritional, health, and safety needs of the adult. Clinical experiences address selected commonly occurring health problems with predictable outcomes. This is a block course which is taught during the last 7 weeks of the semester.

Prerequisite(s): PNR 110

Corequisite(s): BIO 112, MAT 155, PNR 170

PNR 122 Pharmacology

(3.0-0.0-3.0)

This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented. Nursing implications are stressed for utilization within the framework of the nursing process.

Prerequisite(s): AHS 126, BIO 112, MAT 155, PNR 120, and PNR 170

Corequisite(s): PNR 130 and PNR 140

PNR 130 Medical/Surgical Nursing II

(3.0-6.0-5.0)

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional, health, and safety needs of the adult. Clinical experiences address selected commonly occurring health problems with predictable outcomes.

Prerequisite(s): AHS 126, BIO 112, MAT 155, PNR 120, and PNR 170

Corequisite(s): PNR 122

PNR 140 Medical/Surgical Nursing III

(3.0-6.0-5.0)

This course is a continuation of the study of the nursing process. Concepts studied include physiological, psychosocial, nutritional, health, and safety needs of the adult. Clinical experiences address selected commonly occurring health problems with predictable outcomes.

This is a block course which is taught during the last 8 weeks of the semester.

Prerequisite(s): PNR 30

Corequisite(s): PNR 122

PNR 150 Maternal & Infant Nursing

(2.0-6.0-4.0)

This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the healthy mother from conception through postpartum and the care of the normal newborn.

Prerequisite(s): PNR 122 and PNR 140

Corequisite(s): PNR 180

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class



PNR 160 - PSY 208



PNR 160 Nursing of Children

(2.0-6.0-4.0)

This course is a study utilizing the nursing process as it relates to the care of children. Clinical experiences address the care of children with commonly occurring illnesses. Concepts of growth and development, pharmacology, nutrition, and mental health are integrated.

Prerequisite(s): PNR 150

Corequisite(s): PNR 180

PNR 170 Nursing of the Older Adult

(1.0-3.0-2.0)

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, health, and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems with predictable outcomes. Community resources for the elderly are stressed.

Prerequisite(s): Approval of Program Coordinator

Corequisite(s): BIO 112 and PNR 110

PNR 181 Special Topics to Practical Nursing

(0.0-3.0-1.0)

This course covers special topics in practical nursing.

Prerequisite(s): PNR 122 and PNR 140

Corequisite(s): PNR 150 and PNR 160

POLITICAL SCIENCE (PSC)

PSC 201 American Government

(3.0-0.0-3.0)

This course is a study of national governmental institutions with emphasis on the Constitution; the functions of the executive, legislative, and judicial branches; civil liberties; and the role of the electorate.

Prerequisite(s): ENG 039

PSC 215 State and Local Government

(3.0-0.0-3.0)

This course is a study of state, county, and municipal government systems including interrelationships between these systems and within the federal government.

Prerequisite(s): ENG 039 or ENG 160

PSYCHOLOGY (PSY)

PSY 105 Personal/Interpersonal Psychology

(3.0-0.0-3.0)

This course emphasizes the principles of psychology in the study of self-awareness, interpersonal adjustment, and behavior in contemporary society.

Prerequisite(s): ENG 038

PSY 201 General Psychology

(3.0-0.0-3.0)

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s): ENG 039

PSY 203 Human Growth and Development

(3.0-0.0-3.0)

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s): ENG 039; PSY 201 is recommended

PSY 208 Human Sexuality

(3.0-0.0-3.0)

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite(s): ENG 039; PSY 201

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

PSY 212 - RAD 104

PSY 212 Abnormal Psychology

(3.0-0.0-3.0)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s): PSY 201 or approval of the Program Coordinator

PSY 218 Behavior Modification

(3.0-0.0-3.0)

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.

Prerequisite(s): ENG 039; PSY 201 is recommended

PSY 220 Psychology of Personality

(3.0-0.0-3.0)

This course is the study of classical and modern theories of personality. Research implications are evaluated.

Prerequisite(s): ENG 039; PSY 201 is recommended

PSY 230 Interviewing Techniques

(3.0-0.0-3.0)

This course develops skills necessary for interviewers in various organization settings.

Prerequisite(s): ENG 039; PSY 201 is recommended

PSY 231 Counseling Techniques

(3.0-0.0-3.0)

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.

Prerequisite(s): ENG 039; PSY 201 and PSY 230 are recommended

PSY 235 Group Dynamics

(3.0-0.0-3.0)

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings.

Prerequisite(s): PSY 231

PSY 237 Crisis Management

(3.0-0.0-3.0)

This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.

Prerequisite(s): ENG 039; PSY 201 is recommended

PSY 240 Ethnicity & Minority Issues

(3.0-0.0-3.0)

This course is a study of cultural and minority characteristics influencing individual and interpersonal behaviors, with emphasis on social, educational, economic, and environmental factors.

Prerequisite(s): ENG 039; PSY 201 is recommended

RADIOLOGIC TECHNOLOGY (RAD)

RAD 102 Radiology Patient Care Procedures

(1.0-3.0-2.0)

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Prerequisite(s): None

RAD 104 Introduction to Physics

(0.0-3.0-1.0)

This course provides an overview of mathematical applications, unit conversions, and a basic overview of theory and principles as they relate to physics.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

RAD 110- RAD 230



RAD 110 Radiographic Imaging I

(2.0-3.0-3.0)

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): RAD 104 and RAD 155

RAD 115 Radiographic Imaging II

(2.0-3.0-3.0)

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): RAD 110

RAD 121 Radiographic Physics

(3.0-3.0-4.0)

This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s): RAD 115 and RAD 176

RAD 130 Radiographic Procedures I

(2.0-3.0-3.0)

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included.

Prerequisite(s): None

RAD 136 Radiographic Procedures II

(2.0-3.0-3.0)

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): RAD 130

RAD 155 Applied Radiography I

(0.0-15.0-5.0)

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Prerequisite(s): None

RAD 165 Applied Radiography II

(0.0-15.0-5.0)

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): RAD 155

RAD 175 Applied Radiography III

(0.0-15.0-5.0)

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s): RAD 165

RAD 201 Radiation Biology

(2.0-0.0-2.0)

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.

Prerequisite(s): RAD 230

RAD 205 Radiographic Pathology

(2.0-0.0-2.0)

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): RAD 102, RAD 130

RAD 225 Selected Radiography Topics

(2.0-0.0-2.0)

This course is a study of selected areas related to radiography.

Prerequisite(s): RAD 268

RAD 230 Radiographic Procedures III

(2.0-3.0-3.0)

This course is a study of special radiographic procedures.

Prerequisite(s): RAD 136

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

RAD 235 - REL 103

RAD 235 Radiography Seminar I

(0.0-3.0-1.0)

This course includes selected areas of radiography that require additional study or application.

Prerequisite(s): Approval of Program Coordinator

RAD 258 Advanced Radiography I

(0.0-24.0-8.0)

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): RAD 176

RAD 268 Advanced Radiography II

(0.0-24.0-8.0)

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): RAD 258

RAD 278 Advanced Radiography III

(0.0-24.0-8.0)

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): RAD 268

READING (RDG)

RDG 038 Developmental Reading

(3.0-0.0-3.0)

This course is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This intermediate reading course focuses on vocabulary development and

comprehension improvement. Extensive guided practice in reading skills is provided.

Prerequisite(s): Acceptable placement test scores

Note: This course does not earn credit toward a degree.

RDG 039 Developmental Reading

(3.0-0.0-3.0)

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Emphasis is on the essential reading and study skills needed for success in college work. Vocabulary improvement, reading comprehension, and study skills are included.

Prerequisite(s): RDG 038 or acceptable placement test scores

Note: This course does not earn credit toward a degree.

RDG 101 College Reading

(3.0-0.0-3.0)

This course is designed to enhance reading efficiency by effectively processing and analyzing information. Practice and application of techniques are provided through college text selections. This is an upper level reading course which focuses on how to process and analyze reading information.

Prerequisite(s): RDG 039 or acceptable placement test scores

RELIGION (REL)

REL 103 Comparative Religion

(3.0-0.0-3.0)

This course is an analysis of the religious experience of various persons and groups, Eastern and Western, in their traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Prerequisite(s): RDG 039

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

SFT 109 - SPA 202



SPORTS FITNESS TECHNOLOGY (SFT)

SFT 109 Lifetime Fitness and Wellness
(3.0-0.0-3.0)

This course is the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based. Students will examine the relationship that exists between wellness and lifestyle behaviors.

Prerequisite(s): None

SOCIOLOGY (SOC)

SOC 101 Introduction to Sociology
(3.0-0.0-3.0)

This course emphasizes the fundamental concepts and principles of sociology including culture, socialization, interaction, social groups and stratification, and effects of population growth and technology on society and social institutions.

Prerequisite(s): RDG 039

SOC 102 Marriage and the Family
(3.0-0.0-3.0)

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(s): RDG 039

SOC 205 Social Problems
(3.0-0.0-3.0)

This course is an analysis of contemporary social problems, both in the United States and around the world. The focus includes specific social problems such as crime, violence, inequalities, economic changes, health services, population growth, environmental pollution, eco-terrorism, substance abuse, socializing institutions, and policy decisions.

Prerequisite(s): ENG 039

SPANISH (SPA)

SPA 101 Beginning Spanish I

(4.0-0.0-4.0)

This course is a study of the four basic language skills: Listening, Speaking, Reading, and Writing, including an introduction to the Spanish culture.

Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): ENG 101 with a grade of "C" or better or permission of the instructor

SPA 102 Beginning Spanish II

(4.0-0.0-4.0)

This course continues development of the basic language skills and the study of the Spanish culture. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): SPA 101 with a grade of "C" or better

SPA 201 Intermediate Spanish I

(3.0-0.0-3.0)

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): SPA 102 with a grade of "C" or better

SPA 202 Intermediate Spanish II

(3.0-0.0-3.0)

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): SPA 201 with a grade of "C" or better

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

SCP 205 - SUR 111



PUBLIC SPEAKING (SPC)

SPC 205 Public Speaking

(3.0-0.0-3.0)

This course is an introduction to principles of public speaking with application of speaking skills. It provides a comprehensive approach to the preparation and delivery of effective oral messages.

Prerequisite(s): ENG 101 or ENG 160 and RDG 039 or acceptable placement test scores

SPC 209 Interpersonal Communication

(3.0-0.0-3.0)

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisite(s): ENG 101 or ENG 160 and RDG 039 or acceptable placement test scores

SURGICAL TECHNOLOGY (SUR)

SUR 101 Introduction to Surgical Technology

(4.0-3.0-5.0)

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.

Prerequisite(s): None

SUR 102 Applied Surgical Technology

(2.0-9.0-5.0)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): None

SUR 103 Surgical Procedures I

(2.0-6.0-4.0)

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. The course includes the study of the structures of the human body and the normal function of its specialized systems with emphasis placed on surgical anatomy.

Prerequisite(s): None

SUR 104 Surgical Procedures II

(2.0-6.0-4.0)

This course is a study of various specialties of surgical procedures. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. The course includes the study of the structures of the human body and normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s): BIO 115, SUR 103

SUR 106 Advanced Surgical Procedures

(2.0-0.0-2.0)

This course is a study of advanced surgical procedures.

Prerequisite(s): SUR 104

SUR 107 Surgical Specialty Procedures

(3.0-0.0-3.0)

This course is a study of various surgical specialties.

Prerequisite(s): SUR 104

SUR 111 Basic Surgical Practicum

(0.0-21.0-7.0)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s): SUR 101, SUR 102, SUR 103

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

SUR 114 - WLD 152



SUR 114 Surgical Specialty Practicum

(0.0-21.0-7.0)

This course includes the correlation of the principles of theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s): SUR 111

SUR 120 Surgical Seminar

(2.0-0.0-2.0)

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s): SUR 111

SUR 130 Biomedical Science for the Surgical Technologist

(1.0-0.0-1.0)

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

Prerequisite(s): BIO 115, CPT 101

THEATER Introduction to Theatre

(3.0-0.0-3.0)

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s): ENG 039 and RDG 039

WELDING TECHNOLOGY (WLD)

WLD 108 Gas Metal ARC Welding I

(2.0-6.0-4.0)

This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals with GMAW on fillet weld.

Prerequisite(s): None

WLD 111 ARC Welding I

(2.0-6.0-4.0)

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(s): None

WLD 113 ARC Welding II

(2.0-6.0-4.0)

This course is a study of SHIELDED METAL ARC WELDING of ferrous and/or nonferrous metals. Welding of V-groove plate and pipe will be required.

Prerequisite(s): WLD 111

WLD 115 ARC Welding III

(2.0-6.0-4.0)

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Prerequisite(s): WLD 113

WLD 117 Specialized ARC Welding

(3.0-3.0-4.0)

This course covers ARC welding processes for industrial purposes. It will include testing on welding in unusual positions.

Prerequisite(s): WLD 115

WLD 134 Inert Gas Welding Non-Ferrous

(1.0-6.0-3.0)

This course covers fundamental techniques for welding nonferrous metals. Skills required for welding thin materials will be perfected.

Prerequisite(s): None

WLD 136 Advanced Inert Gas Welding

(1.0-3.0-2.0)

This course covers the techniques for all positions of welding ferrous and nonferrous metals. It will include practice on small diameter pipe.

Prerequisite(s): WLD 152

WLD 152 Tungsten ARC Welding

(2.0-6.0-4.0)

This course covers GAS TUNGSTEN ARC WELDING of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Techniques for welding fillet welds and V-groove plate will be covered.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

WLD 154 - WLD 214

WLD 154 Pipe Fitting and Welding

(3.0-3.0-4.0)

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

Prerequisite(s): WLD 113

WLD 170 Qualification Welding

(3.0-3.0-4.0)

This course covers the procedures and practices used in taking welder qualification tests.

Prerequisite(s): None

WLD 204 Metallurgy

(3.0-0.0-3.0)

This course covers the characteristics of ferrous and nonferrous metals. Mechanical and physical properties are covered. Students will study the properties of weld metal deposited with common welding processes.

Prerequisite(s): None

WLD 212 Destructive Testing

(2.0-0.0-2.0)

This course covers the destructive testing methods used in the evaluation of welds. Methods to be covered include guided bend, tensile, nick break, and macro etching.

Prerequisite(s): None

WLD 214 Non-Destructive Testing

(2.0-0.0-2.0)

This course covers non-destructive testing processes used in the evaluation of welds. Students receive theory and hands-on experience in the lab using dye penetrant, magnetic particle, radiography, and ultrasonic testing processes.

Prerequisite(s): None

(3.0-0.0-3.0)

The numbering system indicates:

- 1) Number of class hours per week
- 2) Number of lab hours per week
- 3) Credits awarded for successful completion of the class

**WORKFORCE
AND BUSINESS
DEVELOPMENT**



L I F E L O N G L E A R N I N G

GENERAL INFORMATION

MISSION

The mission of the Workforce and Business Development Division (WBD) of Aiken Technical College is to enhance human and economic development by providing specific services, educational programs, and training solutions that improve the quality of life for our customers.

WBD strives to:

- Develop solid, long-term relationships with our customers;
- Provide access to diverse human resource solutions;
- Offer the highest quality training, education, and services;
- Deliver exceptional customer service;
- Meet the specific needs of and improve the quality of life for our customers.

WBD offers a variety of training programs and courses as part of a lifelong learning process. The programs are available to the general public, business, and industry through short and long courses, seminars, workshops, and conferences on the ATC campus or at company sites.

REGISTRATION AND ENROLLMENT

WBD courses are available to the public on a first-come, first-served basis. Students must be sixteen years of age or older or have the written permission of a parent or guardian.

Registration, which is available Monday through Friday (excluding holidays), begins with a visit or call to the Office of Workforce and Business Development (803-593-9231, ext. 1230). Trained staff provide information on individual courses and assist students with registration. Applicants may also register by mail (P.O. Box 400, Graniteville, S.C. 29829) or fax (803-593-8051). To secure a place in a class, applicants must pay fees at the time of registration.

TUITION AND FEES

Student fees for each course or seminar vary according to the cost of instruction; therefore, the fees are included in the schedules published each semester. The College accepts payment of WBD tuition and fees by cash, check, or Visa or Mastercard.

PARKING

Students must purchase a \$2.00 parking permit per class from the WBD office.

REFUND POLICIES

WBD refund policy is subject to change. The refund policy outlined below is effective as of Spring 2004.

1. Should WBD cancel a course, WBD refunds the full fee with no action required by the student.
2. A student who withdraws from a WBD course before the course start date receives an 85% refund of the course fee.
3. A student who withdraws from a WBD course after the course start date receives no refund. Under special circumstances, however, the student may appeal to the Associate Vice President of WBD. If the Associate Vice President determines that extenuating circumstances exist over which the student had no control and which the student could not reasonably foresee, then a full or partial refund may be granted after the class starts.

ATTENDANCE POLICY

WBD students are expected to follow Aiken Technical College's Attendance Policy (see pages 38-39) in all classes with the exception of courses where government or other agencies dictate specific attendance criteria. These exceptions will



GENERAL INFORMATION

be listed in the course syllabus given to students at the beginning of each course.

PROGRAMS AND COURSES

WBD offers courses in occupational training, personal and professional development, leadership, health care careers, industrial and technical skills, transportation, safety, and environmental training. Experienced professionals who understand both the needs of the individual and the demands of business and industry conduct all WBD courses.

Year-round scheduling provides the student with the opportunity to enhance or upgrade job skills as well as to develop new ones. In addition to a wide range of offerings, WBD customizes many courses and programs for presentation at company sites.

CONTINUING EDUCATION UNITS

A student who successfully completes courses through WBD receives Continuing Education Units (CEUs). A CEU, which is recognized nationally, is defined as 10 contact hours of class participation in an organized adult continuing education or extension program. Upon successful completion of a course or program, the student receives a CEU certificate.

Note: The student does not receive academic credits for completion of a WBD course.

WORK KEYS™

Since 1997, ATC/WBD has adopted the use of an EEOC compliant process developed by ACT, Inc. called Work Keys™. The Work Keys process is being used throughout the United States in business and industry and in public schools. Work Keys provides a common language for educators, business, and industry.

WBD utilizes Work Keys in our hiring process to ensure quality control over curriculum development and delivery of programs. According to ACT, employees must have skills and knowledge in eight areas to successfully perform their jobs:

- Reading for Information (RI)
- Applied Mathematics (AM)
- Applied Technology (AT)
- Locating Information (LI)
- Listening (L)
- Writing (W)
- Teamwork (T)
- Observation (O)

Work Keys profilers, certified by ACT, facilitate a process in which subject matter experts currently in a position identify the skills and skill levels required to perform their job. As a result of this process, a job "profile" is defined for that specific job. This profile identifies which of the eight skill areas are needed to perform their job and at what skill level employees must perform to be successful at an entry and performance level. This profile can be used for pre-employment hiring, skills gap training, and curriculum development.


Example:
Maintenance Mechanic - Entry Level

AM	AT	L	LI	O	RI	T	W
4	5	4	4-5	4	4-5	4	3

To meet the goal of preparing students and clients for the workplace, WBD is currently aligning the entire curriculum to meet the related Work Keys profiles. Upon successful completion of a WBD program, students will be prepared to take related certification exams and to meet the profile standards established through the Work Keys process.



HEALTH CARE



These programs provide area medical facilities with trained technicians. Our graduates work in hospitals, health care centers, clinics, medical laboratories, blood banks, nursing homes, and private homes. *Note: Prior to clinical training, Allied Health students will be required to submit to a background check. Students must also provide current immunization records to include: MMR, Varicella, PPD, tetanus, and Hepatitis-B (fees for immunizations are not included with tuition). Seasonal flu shots may also be required. See the current schedule of classes for clinical hours.*

CPR CERTIFICATION FOR BUSINESS AND INDUSTRY

(4 hours)

Learn one-person adult CPR. This Heartsaver Adult CPR (American Heart Association - AHA) course is designed for personnel in non-health related industry and business.

Prerequisite(s): None

Course Goals

This course is designed to provide the student:

- The knowledge and skills to assess the patient and provide a clear airway and CPR in emergency situations prior to the arrival of medical professionals.

CPR CERTIFICATION FOR EDUCATIONAL PROFESSIONALS

(8 hours)

Learn adult, child, and infant CPR. This Adult & Pediatric CPR (AHA) course is designed for personnel who work in daycare and other educational settings.

Prerequisite(s): None

Course Goals - same as above.

CPR/FIRST AID CERTIFICATION FOR EDUCATIONAL PROFESSIONALS

(8 hours)

Learn child and infant CPR and first aid. This Pediatric Basic Life Support (National Safety Council) course is designed for personnel in daycare and other educational or volunteer settings.

Prerequisite(s): None

Course Goals - same as above.

ELECTROCARDIOGRAPH TECHNICIAN (ECG)

(100 hours)

Learn to become an ECG technician in a hospital or doctor's office. Topics include anatomy of the heart, medical terminology, ECG procedures, normal and abnormal heart rhythms, and electrodes. Course includes 40 hours of required off-campus clinical training.

Prerequisite(s): High school diploma or GED and Medical Terminology, CNA, or documented proof of medical work experience or training.

Course Goals

This course is designed to provide the student:

- The knowledge and skills in human anatomy and physiology as related to the ECG technician.
- The knowledge and skills to develop a basic understanding of non-invasive cardiology.
- The knowledge, skills, and techniques for performing an electrocardiogram.
- The knowledge and skills to identify lethal arrhythmias, artifact, and interference and demonstrate proper lead placement.
- Clinical experience commensurate with certifying requirements in a hospital.

HEALTH CARE continued

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	4	3	5	4	5	4	3

Certification

Successful graduates may be eligible to sit for the ECG certification exam offered by American Society of Phlebotomy Technicians (ASPT).

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)

(139 hours)

Train to care for victims in emergency situations. Course includes practical skill simulations and clinical experience. S.C. DHEC approved course.

Prerequisite(s): High school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills to understand the role and responsibilities of the EMT-Basic including safety procedures and state statutes and regulations.
- The knowledge and skills in dealing with medical, legal, and ethical issues as related to emergency situations.
- The knowledge and skills in handling situations involving infection control, hazardous materials, pneumatic anti-shock garments, and IV maintenance as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in identifying human anatomy and topographical terminology, measuring and recording patient vital signs as related to patient assessment.
- The knowledge, skills, and techniques in providing the patient with a clear airway and CPR as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills to perform

patient and scene assessment in various emergency situations.

- The knowledge and skills in general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetes and altered mental status, allergies, poisoning/overdose, environmental emergencies, behavioral emergencies, and obstetrics/gynecology, as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in treating traumas as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in treating infants and children as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in ambulance operation as related to the duties and responsibilities of the EMT-Basic.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	4	4	4	5	5	4	4

Certification

Successful graduates may be eligible to sit for the National Registry EMT Basic examination.

EMT-B refresher and reciprocity training are also available

OPHTHALMIC ASSISTANT

(157 hours)

Gain basic knowledge of ophthalmology and prepare to work in an ophthalmic practice. The course covers medical terminology, basic ophthalmic pharmacology, general ocular anatomy, diseases of the eye, aseptic technique, minor office surgery, principles of tonometry, and visual fields. Clinical rotation and basic computer skills are included. Course includes 40 hours of



HEALTH CARE continued

required off-campus clinical training.
Prerequisite(s): High school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills in the basics of ophthalmology.
- The knowledge and skills in taking patient history, checking color and stereo vision, and intraocular pressure.
- The knowledge and skills in basic computer skills as related to the ophthalmology field.
- Opportunities to gain clinical experience in an ophthalmology practice.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the Certified Ophthalmic Assistant examination offered by the Joint Commission on Allied Health Personnel in Ophthalmology.

PHYSICAL/OCCUPATIONAL THERAPY BASIC

(50 hours)

Gain basic knowledge of physical and occupational therapy. Course covers procedures for both disciplines including medical terminology, anatomy, therapeutic modalities, range of motion, exercising, turning, positioning, and transferring. Differences of each area are covered to provide a better understanding of which application is best for the patient. Upon completion, the student will have the skills to work as a rehabilitation aide with occupational and physical therapists. Course includes 8 hours of off-campus clinical training.

Prerequisite(s): High school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills to work as a rehabilitation aide in occupational and physical therapy.
- The basic knowledge of physical and occupational therapy.
- The knowledge and skills to understand medical terminology, anatomy, range of motion, and transferring as it applies to physical and occupational therapy.
- The knowledge and skills to determine the differences between physical and occupational therapy and understand which application is best for the patient.

Work Keys Occupational Profile

Not Available

Certification

Not available

MASSAGE THERAPY AND BODYWORK

(606 hours)

Prepare to become a professional massage therapist with the course required for licensure in South Carolina. Cover massage therapy modalities such as Swedish, sports, and geriatrics. 50 additional hours of off-campus clinical hours are required. Prerequisite(s): High school diploma or GED, application, and interview

Course Goals

This course is designed to provide the student:

- The knowledge and skills in human anatomy and physiology as related to massage therapy and bodywork.
- The knowledge and skills in clinical pathology and recognition of various health conditions as related to massage therapy and bodywork.
- The knowledge and skills in massage



HEALTH CARE continued

therapy and bodywork, assessment, and practice as related to assessment of client needs.

- The knowledge and skills in additional techniques and methods such as relaxation, yoga, and meditation as related to massage therapy and bodywork.
- The knowledge and skills in business practices and professionalism as related to massage therapy and bodywork.
- Opportunities to gain clinical experience commensurate with certifying requirements.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the certification exam offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Professional Continuing Education for Massage Therapists is available. See the current schedule for topics, dates and times.



MEDICAL BILLING AND CODING

This program prepares students for entry-level positions in medical billing and/or medical coding. The program includes the following courses:

- Medical Terminology
- Medical Coding I: ICD-9-CM
- Medical Coding II: CPT
- Medical Billing I
- Medical Billing II

A Professional Skills Certificate will be awarded upon successful completion of all five courses.

Program Goals

This program is designed to provide the student:

- The knowledge of the basic language of medicine and understanding how complex medical terms are formed.
- The knowledge of the latest regulations of the Center for Medicare and Medicaid Services (CMS) and phrases to obtain reimbursement for a medical office.
- The knowledge of basic medical billing practices used in doctor's offices and health care facilities, and the essential components of medical billing and claims submission to obtain reimbursement for facility and professional services.
- The knowledge and techniques of medical billing using the computer, and the requirements and practices of electronic billing.

Work Keys Occupational Profile

Medical Record Clerk

AM	AT	L	LI	O	RI	T	W
3	3	4	5	4	6	4	4

Work Keys Occupational Profile

Medical Billing Clerk

Not Available



HEALTH CARE continued

Certification

Successful graduates may be eligible to sit for certification exams offered by the American Association of Procedural Coders (AAPC) or American Health Information Management Association (AHIMA) (apprentice level).

MEDICAL TERMINOLOGY

(45 hours)

Develop a basic knowledge of the language of medicine and understand how complex medical terms are formed.

Prerequisite(s): High school diploma or GED

MEDICAL CODING I: ICD-9-CM

(54 hours)

Learn the latest regulations of the CMS and the phrases used to obtain reimbursement for a medical office.

Prerequisite(s): Medical Terminology

MEDICAL CODING II: CPT

(36 hours)

Gain additional practice and training in ICD-9-CM and the basic concepts of CPT.

Prerequisite(s): Medical Coding I

MEDICAL CODING ONLINE TRAINING

(30 hours each course)

Cover basic ICD-9-CM and CPT in these self-paced computer-based training programs. AHIMA approved.

Prerequisite(s): High school diploma or GED, knowledge of advanced medical terminology and basic computer skills

MEDICAL BILLING I

(42 hours)

Learn basic medical billing practices used in doctors' offices and health care facilities. Students learn the essential components of medical billing and claims submission to obtain reimbursement for facility and professional services.

Prerequisite(s): Medical Coding I and II

MEDICAL BILLING II

(24 hours)

Learn techniques of medical billing using the computer. Students learn the requirements and practices of electronic billing.

Prerequisite(s): Medical Billing I and previous computer experience

MEDICAL TRANSCRIPTION ONLINE PROGRAM

(160 hours)

According to the 2002-2003 Occupational Outlook Handbook, Medical Transcription is among the ten fastest growing occupations in the U.S. This online program provides students with a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Medical Transcriptionists work with pharmacists, technicians, nurses, psychologists, chiropractors, medical doctors, and others. Transcriber and all materials included.

Prerequisite(s): High school diploma or GED, proficiency in keyboarding, and basic word processing knowledge



HEALTH CARE continued

MULTI-SKILLED HEALTHCARE TECHNICIAN

This program produces a multi-skilled healthcare technician who is cross-trained to perform basic skills in several different medical disciplines. The program includes the following courses:

- CPR for Healthcare Providers
- Certified Nursing Assistant
- Hospital Unit Clerk
- Phlebotomy Technician
- ECG Technician or ECG for Multi-Skilled
- Respiratory Skills for the MSHT
- Advanced Nursing Skills & Hospital Clinical

A Professional Skills Certificate will be awarded upon successful completion of all seven courses.

Recommended Electives:

- Medical Terminology
- Physical/Occupational Therapy Basic

Program Goals

This program is designed to provide the student:

- The knowledge and skills to apply generic healthcare knowledge to perform basic and advanced patient care skills.
- The knowledge and communication, interpersonal, and team building skills to effectively communicate resident/ patient information.
- The knowledge and skills to define and use pertinent medical terminology.
- The knowledge and skills to function in a multitasking health care environment.
- The knowledge and skills to perform basic patient care tasks.
- The knowledge and skills in blood drawing, skin puncture, and specimen collection.
- The knowledge, clerical skills, computer skills, interpersonal skills, customer service, and professional considerations as they are related to health care

environment.

- The knowledge and skills in the basics of respiratory care in order to assist with common diagnostic tests and treatment.
- Opportunities to gain clinical experience in a hospital.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for a certification exam offered by the American Society of Phlebotomy Technicians (ASPT).

CPR FOR HEALTH CARE PROVIDERS (AHA) (8 hours)

Learn adult, child, and infant one- and two-person CPR. This course is required for all health care workers, Allied Health/ nursing students, and others who work in professional health care settings.

Prerequisite(s): None

CERTIFIED NURSING ASSISTANT (CNA) (120 hours)

Learn basic patient care skills to function as a nurse aide in a healthcare setting. South Carolina DHHS approved curriculum. Includes 40 hours of clinical training in a local long-term care facility.

Course Goals

This course is designed to provide the student:

- The knowledge and skills in communication and interpersonal skills to effectively communicate resident/ patient information to residents/patients, family, and other team members.
- The knowledge and skills in infection control.
- The knowledge and skills in safety and emergency procedures as they are related



HEALTH CARE *continued*



to prevention of accidents, obstructed airways, facility policies, and emergency response as related to long-term care facilities.

- The knowledge and skills in promoting residents' independence and respecting residents' rights as related to long-term care facilities.
- The knowledge and skills in the role of the CNA in long-term care setting, ethical and legal behaviors, good health and hygiene practices, and in reporting changes in the residents' condition as related to long-term care facilities.
- The knowledge and skills in basic nursing skills and proper technique for measuring and recording vital signs, collection of specimens, and medical terminology.
- The knowledge and skills in the care of cognitively impaired residents, recognizing the symptoms and behaviors of dementia and Alzheimer's disease, providing personal care and basic restorative services.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	3	4	4	4	4	4	3

Certification

Successful graduates may be eligible to sit for the certification exam offered by the South Carolina Department of Health & Human Services (DHHS) and administered by the Nurse Aide Competency Evaluation System (NACES).



HOSPITAL UNIT CLERK

(90 hours)

Includes medical terminology, charting and transcriptions, family relations, and the knowledge needed to function in a hospital. Course includes 30 hours of required off-campus clinical training at area hospitals. Prerequisite(s): High school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills in communication and interpersonal skills to use various communication devices effectively and professionally.
- The knowledge and skills to assemble patient charts with appropriate paperwork and materials.
- The knowledge and skills to use the computer as related to the hospital unit clerk.
- The knowledge and skills to function in a multitasking environment as related to the hospital unit clerk
- The opportunity to gain clinical experience in a hospital.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
-	-	5	5	5	5	4	-

Certification

Successful graduates may be eligible to sit for the certification exam offered by the National Association of Health Unit Coordinators (NAHUC).

PHLEBOTOMY TECHNICIAN

(146 hours)

Learn to collect blood for laboratory analysis. Course includes 80 hours of required off-campus clinical training. Prerequisite(s): High school diploma or GED

HEALTH CARE continued

Course Goals

This course is designed to provide the student:

- The knowledge and skills in blood drawing, skin puncture, and specimen collection.
- The knowledge and skills in clerical skills, interpersonal skills, customer service, and professional considerations as they are related to a medical laboratory.
- Opportunities to gain clinical experience commensurate with certifying requirements in a medical laboratory.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	3	3	4	5	4	4	3

Certification

Successful graduates may be eligible to sit for the certification exam offered by the American Society of Phlebotomy Technicians (ASPT).

ECG FOR THE MSHT PROGRAM

(56 hours)

Learn basic ECG procedures, how to apply electrodes and recognize normal and abnormal heart rhythms. This course includes 16 hours of required off-campus clinical training.

Prerequisite(s): High school diploma or GED, CNA and/or Medical Terminology

Course Goals

This course is designed to provide the student:

- The knowledge and skills in human anatomy and physiology as related to the ECG technician.
- The knowledge and skills to develop a basic understanding of non-invasive cardiology.
- The knowledge, skills, and techniques for performing an electrocardiogram.

- The knowledge and skills to identify lethal arrhythmias, artifact, and interference and demonstrate proper lead placement.

RESPIRATORY SKILLS FOR THE MSHT PROGRAM

(30 hours)

Learn the basics of respiratory care to assist with common diagnostic tests and treatment.

Prerequisite(s): Proof of CNA training and high school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills in the basics of respiratory care in order to assist with common diagnostic tests and treatment.
- The knowledge and skills in acquiring patient vital signs and appropriate use of respiratory equipment in the clinical setting.

Work Keys Occupational Profile

Not Available

Certification

None Available

ADVANCED NURSING SKILLS AND HOSPITAL CLINICAL

(95 hours)

Learn the advanced nursing skills required to function as a MultiSkilled Healthcare Technician in a hospital setting. This course includes 60 hours of required clinical practice.

Prerequisite(s): CNA, CPR, ECG, and Respiratory Skills



HEALTH CARE continued

RN/LPN REFRESHER PROGRAM

Offered in partnership with Greenville Technical College, refresher training is designed to update nursing knowledge and skills. These courses consists of 120 online hours each, with lab at Aiken Technical College and clinical hours arranged with a local healthcare facility.

Program Goals

This course is designed to provide the student:

- The knowledge and skills in patient assessment, documentation, use and monitoring of medical equipment, and medication administration.
- The knowledge and skills to manage clients in an acute care setting as related to the duties of the RN or LPN.

RN REFRESHER COURSE

(280 hours)

This course is designed for the RN who wants to activate his/her license to practice in the state of South Carolina. This course offers theory, laboratory, and clinical experience designed to assist the RN in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Lab emphasis is placed on practicing and updating new and familiar skills. Clinical emphasis is placed on the management of clients in an acute care setting such as a hospital. Students are required to complete all course components to reinstate their license with the state board of nursing. Includes 8 hands-on lab days and 96 clinical hours.

LPN REFRESHER COURSE

(280 hours)

This course is designed for the LPN who wants to activate his/her license to practice in the state of South Carolina. This course offers theory, laboratory, and clinical experience designed to assist the LPN in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Lab emphasis is placed on practicing and updating new and familiar skills. Clinical emphasis is placed on the management of clients in an acute care setting such as a hospital. Students are required to complete all course components to reinstate their license with the state board of nursing. Includes 8 hands-on lab days and 96 clinical hours.

RN UPDATE COURSE

(184 hours)

This course is designed for nurses with active licenses who want to update their skills and nursing knowledge. Includes 8 hands-on lab days and 120 hours of interactive video and CD ROMs to enhance learning.

Prerequisite(s): Active RN license

LPN UPDATE COURSE

(184 hours)

This course is designed for nurses with active licenses who want to update their skills and nursing knowledge. Includes 8 hands-on lab days and 120 hours of interactive video and CD ROMs to enhance learning)

Prerequisite(s): Active LPN license



HEALTH CARE continued PROFESSIONAL SKILLS CREDENTIALS

SKILLS TRAINING FOR NURSES

(64 hours)

This course focuses on nurses wishing to update clinical knowledge and skills. Lab experience is designed to assist the nurse in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Emphasis is placed on practicing and updating new and familiar skills in a non-threatening environment. Includes 8 hands-on lab days.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates will be able to apply to the SC Board of Nursing Licensure.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
4	3	2	4	4	4	3	2

Certification

None Available

Professional Continuing Education for Veterinarians is available. See the current schedule for topics, dates and times.



VETERINARY

VETERINARY ASSISTANT

(102 hours)

Learn animal health care procedures with both lecture and clinical applications in this award winning course. Designed for students considering a career in animal health care. Course includes 30 hours of required off-campus clinical training. Prerequisite(s): High school diploma or GED

Course Goals

This course is designed to provide the student:

- The knowledge and skills in animal health care procedures used in a veterinary clinic.
- The knowledge and skills in clerical and interpersonal skills, customer service, and professional considerations as they are related to a veterinary clinic.
- The opportunity to gain clinical experience in a veterinary clinic.

PROFESSIONAL SKILLS CREDENTIALS

CHILD CARE

S.C. CHILD CARE TRAINING SYSTEM

This program is designed for individuals and groups interested in starting a licensed day care center or in reviewing standards and improving an existing center. Sessions meet the specific requirements of DSS licensure programs administered by the Center for Child Care Career Development in Greenville, S.C. Training topics are registered with First Steps and/or delivered by certified trainers.

Courses are designed for childcare professionals providing care for infants and toddlers, pre-schoolers, school-age children, and children with special needs. Courses provide current topics for caregivers working in large or small centers as well as those in family/group home settings.

Prerequisite(s): None

PROFESSIONAL SKILLS CREDENTIALS continued

Course Goals

These courses are designed to provide the student training in the following required topic areas:

- Curriculum
- Child Growth and Development
- Guidance
- Health, Safety, and Nutrition
- Professional Development

In addition, courses are offered in Program Administration for Center Directors, Owners, and Administrators.

NO PLACE LIKE HOME

(30 hours)

This course is designed specifically for family and group home providers and is offered in partnership with Childcare By Choice, Resource and Referral, and the United Way of Aiken County.

Work Keys Occupational Profile

Not Available

Certification

Not Available

CONSTRUCTION

HOME INSPECTION

(40 hours)

This home inspection pre-licensing course is approved by the South Carolina Residential Builders Commission.

Successful completion of this course qualifies the student to take the Home Inspection exam. This Home Inspection course meets the standards of practice and code of ethics of the American Society of Home Inspectors, Inc. (ASHI). Home Inspection covers structural systems, exterior, roof system, plumbing system, electrical system, heating and air conditioning system, interior, insulation and ventilation. A hands-on lab is available for some systems.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to perform inspections of residential mechanical, structural, electrical and plumbing systems.
- The opportunity to visually assess a variety of residential systems.

Certification

Successful graduates may be eligible to sit for the exam offered by the South Carolina Residential Builders Commission.

S.C. RESIDENTIAL HOMEBUILDER

(16 hours)

Students learn the knowledge required to become a licensed residential builder in South Carolina. General Contractor training also available. See the current schedule of classes for availability.

Prerequisite(s): One year of work experience under a licensed builder

Course Goals

This program is designed to provide the student:

- A review for the South Carolina Residential Homebuilders Exam.
- A review of general math, estimations, surveying, and volume calculation.
- A review of international residential code, carpentry and building construction, and modern masonry.
- The South Carolina Construction Management Guide.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the certification exam offered by the South Carolina Residential Builders Commission.



PROFESSIONAL SKILLS CREDENTIALS continued

FLORAL DESIGN

This creative program is designed to prepare students for entry-level positions in the floral industry. The program is comprised of five courses covering a broad range of standard floral skills including:

- Basic Floral Design I
- Floral Design II: Holiday
- Floral Design III: Funeral
- Floral Design IV: Special Occasions/
Tropical
- Floral Design V: Wedding

A Professional Skills Certificate will be awarded upon successful completion of all five courses and two 20-hour practicums at a local floral shop.

Program Goals

This program is designed to provide the student:

- The knowledge and skills to create the following floral designs: traditional, vase, rose, one-sided, and round arrangements.
- The knowledge and techniques for creating both fresh and silk flower arrangements for centerpieces, holiday designs, wreaths, novelties, and tree decorating.
- The knowledge and techniques for ribbon pleating and basic skills for funeral arrangements with fresh and silk flowers.
- The knowledge and techniques for special occasion arrangements, gift ideas, and tropical arrangements.
- The knowledge and techniques for wedding arrangements, bouquets, corsages, reception and cake decorations, and ceremony arrangements.
- Opportunities to gain practical experience in a florist shop.

Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
4	4	5	4	5	4	4	5

BASIC FLORAL DESIGN

(20 hours)

This course teaches the following techniques using fresh flowers: traditional, vase, rose, one-sided, and round arrangements.

Prerequisite(s): None

HOLIDAY DESIGNS

(25 hours)

This course provides techniques for creating both fresh and silk flower arrangements. Projects include centerpieces, holiday designs/wreaths, novelties, and tree decorating. An additional 20-hour practicum is required.

Prerequisite(s): Basic Floral Design

FUNERAL DESIGNS

(25 hours)

This course focuses on funeral designs for sprays, baskets, forms, and ribbons.

Prerequisite(s): Basic Floral Design



PROFESSIONAL SKILLS CREDENTIALS continued

SPECIAL OCCASIONS/TROPICAL

(22.5 hours)

This course covers novelty arranging using fresh and silk flowers for special days such as birthdays, anniversaries, and births. The program also provides instruction in working with exotics and local greenery, dramatic lines/high style arrangements, and pool floats.

Prerequisite(s): Basic Floral Design

WEDDING ARRANGEMENTS

(30 hours)

This course focuses on working with dried and silk flowers for the first two weeks. The remainder of the course focuses on such wedding arrangements as corsages, boutonnieres, nosegays, reception pieces, pew markers, altar arrangements, hair pieces, hand wraps, and candelabra. Participants in the certificate program complete a practical work experience with a local florist. An additional 20-hour practicum is required.

Prerequisite(s): Basic Floral Design

OFFICER TRAINING

BASIC CONSTABLE TRAINING

(48 hours)

This course provides the information and training required by the South Carolina Law Enforcement Division (SLED) and the South Carolina Criminal Justice Academy to become a state constable. Firearms training and topics such as handling prisoners, evidence, and legal issues are covered.

Prerequisite(s): Students must be approved by SLED as constable candidates prior to enrolling in the course

Course Goals

This course is designed to provide the student:

- The knowledge and skills to perform the duties of a constable in South Carolina.
- An understanding of legal issues that govern the actions of a South Carolina constable.
- The knowledge and skills to safely operate firearms within the duties of a South Carolina constable.

PRIVATE SECURITY OFFICER

(24 hours)

The South Carolina Technical College System is offering the Security Officer Certificate Program to prepare individuals for an entry-level security career. Areas of training include effective communications; report writing and documentation; public relations; bomb threats, searches, and device recognition; arrest procedures and handcuffing techniques; and workplace safety and violence prevention and counterterrorism.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to perform the duties of a private security officer in South Carolina.
- The knowledge of SLED regulations and legal issues that govern the actions of a private security officer in South Carolina.
- The knowledge and skills of patrol techniques, arrest procedures, retail security, fire protection, and crime scene preservation.

Work Keys Occupational Profile

Not Available



PROFESSIONAL SKILLS CREDENTIALS continued

Certification

Successful graduates of this program will be awarded a certificate as a Certified Officer (CO). The certificate entitles the graduate, who meets statutory registration requirements, to registration by SLED immediately upon hiring by a licensed private security company.

REAL ESTATE PRE- AND POST-LICENSING

**FORTUNE
ACADEMY**

partnership with Fortune Academy of Real Estate.

REAL ESTATE PRE-LICENSING

(60 hours)

Prepare for the first year S.C. Real Estate License Examination. Course is approved by the South Carolina Real Estate Commission.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to recognize and understand general and specific real estate terms and property rights.
- The knowledge and skills to differentiate between types of ownership and estates.
- The knowledge and skills to understand liens, titles, and deeds.
- The knowledge and skills to understand governmental controls and laws affecting real estate.
- The knowledge and skills to understand the pricing and financing of real estate.
- The knowledge and skills to understand and create contracts.

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the examination offered by the South Carolina Real Estate Commission.

REAL ESTATE POST-LICENSING

(30 hours)

Designed to give real estate agents state and federal law updates, as well as training in property management, finance, trust accounting, and ethics. The ethics portion of this course meets the National Association of Realtors requirements for ethics in real estate.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to minimize a real estate agent's risk of liability.
- The knowledge and skills to manage residential properties.
- The knowledge and skills to use principal financial instruments.
- The knowledge and skills to set up trust funds and accounts.
- A blueprint for ethical decision making.

Work Keys Occupational Profile

Not Available

Certification

This course maintains the South Carolina licensure if completed within one year of becoming licensed.



PROFESSIONAL SKILLS CREDENTIALS continued

REAL ESTATE APPRAISAL

(90 hours)

This distance education course is offered at ATC/WBD via a two-way interactive system from Trident Technical College.

- Principles of Residential Appraisal
- L-2 Market Data Analysis
- L-3 Uniform Standards of Appraisal
- L-4 Residential Analysis for Small Income Property Appraisals

Work Keys Profile

Not Available

Certification

Successful graduates may be eligible to sit for the examination offered by the South Carolina Real Estate Commission.

REAL ESTATE - MANDATORY CONTINUING EDUCATION

Keep updated in real estate careers with the core and elective courses needed to maintain the S.C. Real Estate License.

These courses are offered concurrently with the Post-Licensing course. See the current schedule of classes for topics.

TRANSPORTATION

DEFENSIVE DRIVING

(8 hours)

Have four points restored to a driver's license lost to driving violations. This is a National Safety Council course.

Prerequisite(s): None

Note: This course can be taken only once in a three-year period.

DRIVER EDUCATION AND ROAD EXPERIENCE

(14 hours)

Improve driving skills and prepare to take the South Carolina licensed driver test. The course includes eight classroom hours and six hours of driving with an instructor.

Prerequisite(s): A learner's permit

PRIVATE PILOT GROUND COURSE

(35 hours)

Learn the knowledge necessary to pass the Federal Aviation Administration (FAA) Knowledge Exam for the Private Pilot's License. Topics include airplanes and aerodynamics, airplane systems and instruments, airports, air traffic control and airspace, weight and balance, aviation weather, and more.

Prerequisite(s): None

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the FAA computer-based exam offered at Aiken Technical College. See the Test Center information on page 183.

INSTRUMENT PILOT GROUND COURSE

(35 hours)

Covers in-depth the knowledge necessary to pass the Federal Aviation Administration (FAA) Knowledge Exam for the Instrument Pilot's License.

Prerequisite(s): Private Pilot Certification/License

Work Keys Occupational Profile

Not Available

Certification

Successful graduates may be eligible to sit for the FAA computer-based exam offered



PROFESSIONAL SKILLS CREDENTIALS continued

COMPUTER TRAINING

at Aiken Technical College. See the Test Center information on page 183.

MOTORCYCLE COURSES

(varied hours)

Learn the essential skills for riding a motorcycle. All instructors are certified by the Motorcycle Safety Foundation.

Graduates of the program may qualify for lower insurance premiums. For more information call 1-888-457-4337 or visit the S.C. Rider web page at www.scridered.org.

Prerequisite(s): A motorcycle learner's permit is required.

Note: Students must wear motorcycle protective gear (helmet, gloves, long sleeves, eye protection, long pants, and shoes that cover the ankles) in class.

- **Beginning Motorcycle**
- **Intermediate Motorcycle**
- **Experienced Motorcycle**

COMPUTER TRAINING

WBD computer courses are taught in an instructor-led, hands-on setting. Unless specified, these courses do not have a prerequisite.

WBD constantly strives to stay on the cutting edge of today's changing technologies. If you do not see the course you are looking for, please call us. Many courses are scheduled on a demand basis.

Computer training can be readily customized for businesses in the CSRA. Call 803-593-9954, ext. 1589 for a customized syllabus and quote or more information.

CONQUER YOUR FEARS: PCs 101

Designed for first-time computer users, this introductory class teaches basic mouse and keyboarding skills, along with computer terminology.

Course Goals

This course is designed to provide the student:

- Familiarization with hardware and software fundamentals.
- Practice using the Windows interface.
- An introduction to basic operations in word processing and electronic spreadsheets.
- The knowledge and skills to navigate the Internet.

PERSONAL COMPUTERS FOR SENIORS

This course is open to senior citizens age 60 and over. Designed for first-time computer users, this introductory class will teach basic mouse and keyboarding skills, along with the terminology to "talk computers."

Course Goals

This course is designed to provide the student:

- Familiarization with hardware and software fundamentals.
- Practice using the Windows interface.
- An introduction to basic operations in word processing and electronic spreadsheets.
- The knowledge and skills to navigate the Internet.

INTERNET AND E-MAIL FOR SENIORS

This course is open to senior citizens age 60 and over. Learn basic Internet terminology and explore the World Wide Web.

Prerequisite(s): Personal Computers for Seniors or equivalent knowledge



COMPUTER TRAINING continued

Course Goals

This course is designed to provide the student:

- The knowledge and skills to send and receive electronic messages.
- The knowledge and skills to send and open documents and picture attachments.
- The knowledge and skills to explore web sites.
- The knowledge and skills to use search engines to find information.

UNDERSTANDING AND TROUBLESHOOTING YOUR PC

Learn how the computer works and the basics of PC repair. This course places an emphasis on troubleshooting and maintenance to avoid costly repairs.

ADOBE PHOTOSHOP 7.0; INTRODUCTION TO DIGITAL IMAGES

Learn to manipulate digital images, such as scanned photographs, using the industry-standard image software.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to use advanced tools to select parts of images.
- The knowledge and skills to move, duplicate, and resize images.
- The knowledge and skills to creating lighting effects and textures.
- The knowledge and skills to work with layers.

MICROSOFT OFFICE XP

These courses are designed to teach students Microsoft Office XP. Learn how to get the most out of Word, Excel, Access, and PowerPoint.

MICROSOFT WORD XP LEVEL 1

This beginner level course is designed to teach students the fundamentals of Microsoft Word XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to create and open documents.
- The knowledge and skills to explore various file management options.
- The knowledge and skills to work with formatting techniques - changing font size, style, and color.
- The knowledge and skills to manipulate paragraphs by adding indents, tabs, tables, headers, and footers.
- The knowledge and skills to enhance page appearance by adding borders, shading, and columns.
- The knowledge and skills to add desktop publishing features such as graphics, clip art, and pictures.

MICROSOFT WORD XP LEVEL 2

This intermediate level course is designed to teach students the more advanced features of Microsoft Word XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to illustrate documents by adding, resizing, and positioning graphics.
- The knowledge and skills to create text boxes, AutoShapes, WordArt, and charts.
- The knowledge and skills to plan, create, format, illustrate, preview, and save Web



COMPUTER TRAINING continued

pages.

- The knowledge and skills to merge Word documents.
- The knowledge and skills to work with Styles and Templates.

MICROSOFT EXCEL XP LEVEL 1

This beginner level course is designed to teach students the fundamentals of Microsoft Excel XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to create new worksheets.
- The knowledge and skills to use formulas and functions to create dynamic spreadsheets.
- The knowledge and skills to experiment with formatting techniques for worksheets and cells in worksheets.
- The knowledge and skills to create various chart types.
- The knowledge and skills to create and sort data in a list.

MICROSOFT EXCEL XP LEVEL 2

This intermediate level course is designed to teach students the more advanced features of Microsoft Excel XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to manage workbooks and prepare for the Web.
- The knowledge and skills to plan, record, run, and edit macros.
- The knowledge and skills to plan, create sort, and print lists.
- The knowledge and skills to enhance charts and worksheets by customizing data series, formatting chart axis, rotating charts/texts, and adding pictures to charts.

MICROSOFT ACCESS XP LEVEL 1

This beginner level course is designed to teach students the fundamentals of Microsoft Access XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to plan and create a database.
- The knowledge and skills to learn database environments and terminology.
- The knowledge and skills to create tables and set up relationships between tables.
- The knowledge and skills to manipulate table data using filters, sorts, and queries.
- The knowledge and skills to create forms and reports.

MICROSOFT ACCESS XP LEVEL 2

This intermediate level course is designed to teach students the more advanced features of Microsoft Access XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to create multiple table, parameter, make-table append and delete queries.
- The knowledge and skills to add combo boxes, option groups, command buttons, and ActiveX controls.
- The knowledge and skills to use export and web page features to share information electronically.
- The knowledge and skills to import and export XML data, publish and merge data with Word, and analyze data with Excel.



COMPUTER TRAINING continued

MICROSOFT POWERPOINT XP LEVEL 1

This beginner level course is designed to teach students the fundamentals of Microsoft PowerPoint XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to create presentations with slide layouts and design templates.
- The knowledge and skills to insert slides into existing presentations.
- The knowledge and skills to enhance presentations by adding graphics, charts, clip art, transitions, and animations.
- The knowledge and skills to create a variety of handouts.

MICROSOFT POWERPOINT XP LEVEL 2

This intermediate level course is designed to teach students the more advanced features of Microsoft PowerPoint XP.

Course Goals

This course is designed to provide the student:

- The knowledge and skills to enhance charts to more effectively communicate your presentation.
- The knowledge and skills to embed and link objects created in other programs.
- The knowledge and skills to insert animated GIFs, sound and hyperlinks.
- The knowledge and skills to review presentations, rehearse slide timings, and publish/broadcast presentations.

Level 3/Advanced courses available upon request. Call (803) 593-9231, ext. 1589 for more information.

MICROSOFT OFFICE SPECIALIST

Microsoft Office Specialist is a globally recognized standard for demonstrating desktop skill. Exams are available for identified core skills in Microsoft Word, Excel, Access, PowerPoint, and Outlook. Entry and advanced courses in Microsoft applications prepare students for Specialist, Expert, and Master certification tests.

Specialist Certification:

Candidates must successfully complete any one Specialist exam.

- Word 2002 Core
- Excel 2002 Core
- PowerPoint 2002 Core
- Access 2002 Core
- Outlook 2002 Core

Expert Certification:

Expert exams are offered for Word 2002 and Excel 2002.

Master Certification:

Candidates must successfully complete:

- Word 2002 Expert and Excel 2002 Expert
 - PowerPoint 2002 Core
- and one elective exam:
- Access 2002 Core or Outlook 2002 Core

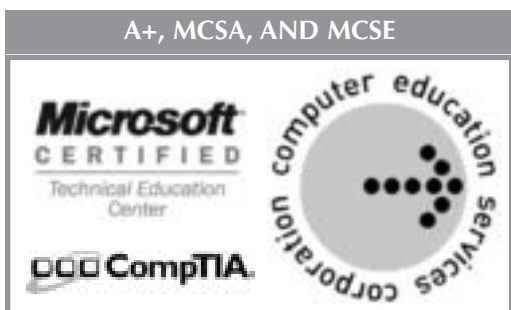
POWER SESSIONS

Power Sessions are short intensive training programs that focus on a specific function of computers or technology to equip students with the skills and knowledge to complete a specific project. Please see the schedule of classes for current availability.

- **Power Organization with Outlook**
- **Powerful PowerPoint**
- **Power Against Viruses and Security Threats**
- **Power in Your PDA**
- **Power Office Forms in Word**
- **Power Mailing Lists and Mail Merging**
- **Powerful Publisher Newsletters**



COMPUTER TRAINING continued



The Workforce and Business Development Division has partnered with Computer Education Service Corporation (CESC), a Microsoft Certified Technical Education Center, to bring you the hands-on training you need to prepare for certification exams. For more information on these courses, call CESC toll free: 1-800-290-4824, ext. 13.

A+ CERTIFICATION

The A+ credential demonstrates the student has obtained the knowledge and skills essential to be a successful entry-level computer service technician. A+ Certification is proof of a broad base knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventative maintenance, and basic networking. Prerequisite(s): Familiarity with Windows and basic computer operation

Courses include:

- A+ Certification Fast Track or
- Introduction to PC Hardware
- PC Repair & Troubleshooting
- PC Operating Systems

These courses prepare students for the two required A+ Certification tests:

- A+ Core Hardware
- A+ Operation System Technologies

MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA)

The MCSA credential proves the technician has the skills to successfully implement, manage, and troubleshoot the ongoing needs of a Microsoft Windows environment. The MCSA certification can stand alone for a company interested in developing their IT staff, or it can be a building block to prepare employees for MCSE certification.

Prerequisite(s): A+ Certification or comparable job experience

Courses include:

- Microsoft Windows 2000 Network and Operating System Essentials (M2151)
- Implementing Microsoft Windows 2000 Professional and Server (M2152)
- Implementing a Microsoft Windows 2000 Network Infrastructure (M2153)
- Implementing and Administering Microsoft Windows 2000 Directory Services (M2154)

These courses prepare students for the four MCSA certification exams:

- 70-210
- 70-215
- 70-216
- 70-218

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

The MCSE credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows environment. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

Prerequisite(s): A+ Certification, MCSA, or equivalent knowledge and skills



COMPUTER TRAINING continued ONLINE COURSES

Courses include:

- Implementing and Administering Microsoft Windows 2000 Directory Services (M2154)
(unless already taken as part of the MCSA)
- Designing Security for Microsoft Networks (M2830)

These courses prepare students for the additional exams needed for MCSE certification:

- 70-217
- 70-214
- 70-220

EDUCATION TO GO ONLINE COURSES

WBD has partnered with Education To Go™, a developer and provider of interactive online courses, to bring online non-credit certificate courses.

Students receive lessons and complete assignments through an online classroom; participate in discussions with other students; and ask questions of online instructors. Course prices generally range from \$60 - \$200, begin monthly, and run for six weeks.

Two lessons are released each week and students can take up to ten days to complete each lesson. Students do not have to be online at the time the lessons are released.

The topics listed below are arranged by subject area. Each bulleted topic has numerous courses available. **Be sure to visit www.ed2go.com/aikentec for a complete listing of courses.**

Computer Technology

- The Internet
- Web Page Design
- Web Graphics and Multimedia

- Web Programming
- Basic Computer Literacy
- Computer Applications
- Computer Troubleshooting and Networking
- Computer Programming and Database Management
- Certification Prep
- Palm Pilot and Pocket PC
- Desktop Publishing and Imaging
- Design and New Media Certificate Programs

Business Administration

- Accounting
- Business Administration and Management
- Business Planning and Entrepreneurial
- Sales and Marketing
- Grant Writing and Nonprofit Management

Personal Interest and Occupational Development

- Entertainment Industry Careers
- Writing and Publishing
- Languages
- Math, Philosophy and Science
- Art, History, Psychology and Literature
- Personal and Career Development
- Law and Legal Careers
- Health Care, Nutrition, and Fitness
- CE for Health Care Professionals
- Courses for Teaching Professionals
- Personal Finance and Wealth Building
- Test Prep
- Family and Personal Enrichment
- Child Care and Parenting



TEST CENTER BUSINESS AND INDUSTRY

TEST CENTER

Aiken Technical College is now a provider of American College Testing (ACT), Inc. testing and training in our new state-of-the-art facility on campus.

The Test Center services include:

- Skill-specific training and development
- Workplace skills assessments
- Continuing education for a broad array of disciplines
- Computer-delivered certification and licensure tests for trades and professions
- Distance learning

Currently Available

- Automotive Service Excellence Exam (ASE)
- College Level Examination Program (CLEP)
- COMPASS
- Dante (DSST)
- Federal Aviation Administration (FAA)
- Microsoft Office Specialist
- National Center for Competency Training (NCCT)
- Nurses Entrance Test (NET)
- Refrigerant Recovery
- Work Keys™

Prometric Testing

We have joined the Prometric testing network to provide over 250 Information Technology (IT) certification exams for more than 25 vendors including:

- Cisco Systems
- CompTIA
 - A+
 - Network+
- Microsoft
 - MCSE
 - MCSA
 - MCP
- Novell
- Oracle

We are currently researching to find the most pertinent testing and training needed in the CSRA. To register for a test or request more information, please call: 803-592-9231, ext. 1772 or e-mail us at: testcenter@atc.edu.

LEADERSHIP AND MANAGEMENT

These programs are designed to meet the short-term education, training, and retraining needs of frontline workers, supervisors, and managers. WBD offers short-term training courses for business and industry to upgrade job skills and enhance professional development.

Business programs and services are directed toward the skill requirements of business, industry, government, and community organizations, but may be open to the general public as well. For further information call 803-593-9231, ext. 1230.

WBD is an authorized provider of **Achieve Global** (formerly Zenger-Miller) products, **American Management Association** (AMA) courses, the **Work Keys™** system, and a Licensed Official Registered Provider of the **Command Spanish** system.

BASIC SKILLS

ABC's of Grant Writing

(8 hours)

Business Etiquette Survival

(8 hours)



BUSINESS AND INDUSTRY continued



**COMMAND
SPANISH**



- Spanish for Automobile Sales and Service**
- Spanish for Bank Tellers**
- Spanish for Child Care Facilities**
- Spanish for Construction Sites**
- Spanish for Industry, Manufacturing, and Warehousing**
- Spanish for Library Staff**
- Spanish for Nurseries, Landscaping, and Groundskeeping**
- Spanish for Office Personnel**
- Spanish for Requesting Personal Information and Data**
- Spanish for Retail Sales**
- Spanish for Dental Staff**
- Spanish for Nursing**
- Spanish for the Physician's Office**
- Spanish for Respiratory Therapy**
- Doing Business in Latin America**
- Supervising Spanish-Speaking Employees**
- Survival Spanish for Law Enforcement Officers**
- Survival Spanish for School Administrators, Teachers and Support Staff**

ACHIEVE GLOBAL



Learning to Lead

(28 hours)

- Basic Principles for a Collaborative Workplace
- Managing Your Priorities
- Proactive Listening
- Expressing Yourself: Presenting Your Thoughts and Ideas
- Giving and Receiving Constructive Feedback
- Giving Recognition
- Handling Emotions Under Pressure

The Service Difference

(28 hours)

- Reaching for Stellar Service
- Connecting with Customers
- Guiding Customer Conversations
- Healing a Customer Relationship
- Serving a World of Customers
- Meeting Unspoken Customer Needs
- Resolving Issues that Impact the Customer

**AMERICAN
MANAGEMENT
ASSOCIATION**



How To Sharpen Business Writing Skills

(21 hours)

Taking Control with Time Management

(18 hours)

Leadership Skills for Managers

(18 hours)

How to Manage Conflict in the Organization

(18 hours)

First Line Supervision

(18 hours)

**DEVELOPMENT
DIMENSIONS
INTERNATIONAL**



Leadership Development

- Interaction Management: Tactics
- Interaction Management: Strategies

Workforce Development: Techniques for a High-Performance Workforce

- Personal Effectiveness
- Group Effectiveness
- Getting Business Results

BUSINESS AND INDUSTRY continued

**SOCIETY OF HUMAN
RESOURCE MANAGEMENT**



SHRM Learning System™

(30 hours)

Assists participants in preparing for the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) certification exams.

SHRM Essentials of Human Resource Management Certificate Program

(15 hours)

This course provides a broad overview of the human resource function for entry level human resource professionals and those who interview and train employees.



WORK KEYS™

For further information on the Work Keys™ system, see General Information, page 160, or call 803-593-9231, ext. 1366.

Key Train

- Reading for Information
- Locating Information
- Applied Mathematics
- Applied Technology
- Teamwork
- Observation
- Listening
- Writing

**INDUSTRIAL AND TECHNICAL
MANUFACTURING AND CHEMICAL
CERTIFICATION PROGRAMS**

The Manufacturing and Chemical Certification Programs share ten core competencies:

- Computer Skills
- Environmental Issues
- Math & Measurements
- Motors
- Principles of Electricity
- Pumps
- Quality & SPC
- Troubleshooting Skills
- Valves
- Workplace Safety

Program participants receive six hours of training in each topic for a total of 60 hours. After successful completion of the above, participants go into one of the two advanced programs for an additional 60 hours of hands-on training in skills aimed at either manufacturing or chemical related industries. A select group of manufacturing and chemical companies identified these skills as universally needed.

MANUFACTURING CERTIFICATION

- AC/DC Controls
- Basic Hydraulics
- Basic Pneumatics
- Bearings
- Blueprint Reading
- Lubrication

CHEMICAL CERTIFICATION

- Basic Chemistry
- Basic Physics
- Chemical Operations
- Control Instrumentation
- Laboratory Skills
- Liquid/Gases Handling



BUSINESS AND INDUSTRY continued

Course Goals

This course is designed to provide the student:

- The knowledge, skills, and abilities for entry-level manufacturing or chemical industry positions.
- The ability to be more marketable and competitive for job interviews.
- Reduced training curve time as a new employee.



COURSES AVAILABLE ON DEMAND

WBD offers several mechanical, electrical, and chemical courses. For more information call 803-593-9231, ext. 1501.

- **Applied Technology**
- **Basic Electronics**
- **Basic Wiring**
- **Building Inspection**
- **Carpentry**
- **Chemical Laboratory Technician**
- **Contractors Certification**
- **Fire Alarm Systems**
- **Hydraulics**
- **Incipient Fire Fighting**
- **Industrial Electricity**
- **Industrial Maintenance**
- **Instrumentation/Controls**
- **National Electrical Code**
- **Pneumatics**
- **Precision Measurement**
- **Programmable Logic Controllers**
- **Refrigerant Recovery**
- **Schematics/Blueprints**
- **Vibration Analysis**
- **Welding Certifications**

REGULATORY TRAINING

WBD applies a total approach to an organization's environmental and safety needs through identification, evaluation, reduction, prevention, and control of hazards. Participants must adhere to a

myriad of OSHA, EPA, and DOT regulations, many of which have initial employee and continuing training requirements. While these courses are geared to business and industry training, courses may be made available to the general public as well. Call 803-593-9231, ext. 1590 for more information.

Bloodborne Pathogens 1910.1030

BBP Standard
(2 hours)

Confined Space Entry 1910.146

Confined Space Entry
(6 hours)

Confined Space Rescue
(8 hours)

Construction Standards

1926 Standards
(10 hours)

1926 Standards
(30 hours)

Emergency Response and Incident Command

Emergency Response Technician Level
(24 hours)

Emergency Response Technician Level
Refresher
(8 hours)

Emergency Response Operations Level
(8 hours)

Environmental Awareness

(8 hours)

General Industry Standard

1910 Standards
(10 hours)

BUSINESS AND INDUSTRY continued

1910 Standards
(30 hours)

Hazardous Communication 1910.1200

Hazcom Standard
(2 hours)

MSDS Training
(2 hours)

Hazardous Materials

General Awareness Parts 100-185
(8 hours)

General Awareness Refresher
Parts 100-185
(8 hours)

Hazmat Packaging and Shipping Part 173
(as needed)

Hazmat Packaging and Shipping Refresher
Part 173
(as needed)

Hazmat CDL
(16 hours)

Hazardous Waste Parts 261-270

Hazardous Waste Awareness
(8 hours)

Hazardous Waste Awareness Refresher
(8 hours)

Hazardous Waste Operations & Emergency Response (HAZWOPER)

HAZWOPER
(40 hours)

HAZWOPER Supervisor
(8 hours)

HAZWOPER Refresher
(8 hours)

Emergency Response Awareness Level
(8 hours)

Emergency Response Awareness Level
Refresher
(8 hours)

Incident Command

(8 hours)

LEPC TTT

(24 hours)

Lock Out Tag Out

(2 hours)

Portable Fire Extinguishers 1910.157

Incipient Fire Fighting
(2 hours)

Incipient Fire Fighting Annual Refresher
(2 hours)

Powered Industrial Trucks 1910.178

Forklift Safety
(16 hours)

Lowlift PIT
(16 hours)

SCBA Training

(8 hours)

Other Topics

Recordkeeping
Drug and Alcohol
Abuse



FACULTY
& STAFF



SHARING OUR KNOWLEDGE

FACULTY AND STAFF

AIKEN COUNTY COMMISSION FOR TECHNICAL EDUCATION

Joe W. DeVore, Chairman
Joseph J. Buggy
Lyndon R. Carey
Dr. Linda B. Eldridge
Carlos F. Garcia
Pat W. Guglieri
Kathryn D. Justyn
Abbie R. Prince
Michael R. Rose
Tim Simmons
Augustus T. Stephens, Jr.

EXECUTIVE STAFF

Dr. Susan A. Graham

President
B.S., Western Michigan University
M.P.H., University of North Carolina
Ph.D., University of South Carolina

Dr. Gemma K. Frock

**Associate Vice President for Workforce and Business
Development**
B.S., University of Pittsburgh
M.Ed., University of Pittsburgh
C.A.G.S., Boston University
Ph.D., University of South Carolina

Larry D. Hawes

Associate Vice President for General Education
B.A., Paine College
M.Ed., Augusta College

Dennis C. Rogers

Vice President of Administrative Services
B.A., University of Michigan
M.B.A., Western Michigan University

Dr. James A. Schmidt

Vice President of Student Services
B.S., Florida State University
M.S., Florida State University
Ph.D., University of Florida

William Tilt

Associate Vice President for Technical Education
B.S., St. Peter's College
M.B.A., University of South Dakota

Richard Wells

Director of Planning and Research
B.S., Baptist College of Charleston
M.A., Webster College

FACULTY

Jay Abolghassem

Instructor, Electronics Engineering Technology
A.S., Middle Georgia College
B.S., Georgia Southern College

Henry Arnold III

Program Coordinator, Paralegal
B.S., Cornell University
J.D., Tulane University

Carolyn Barnett

Program Coordinator, Nursing & Medical Assisting
A.D.S., University of South Carolina-Aiken
B.S.N., University of South Carolina

P.D. Baxter

Instructor, Business
B.A., University of South Carolina
M.B.A., Augusta State University

Dr. Edmund Boothe

Program Coordinator, Chemistry
B.S., University of Alabama
M.S., University of Alabama
Ph.D., Louisiana State University

Paul Callahan

Instructor, Computer Technology
B.S., Western Michigan University
M.A., Eastern New Mexico University
M.S., Naval Postgraduate School

Darrin Campen

Program Coordinator, Psychology
B.S., Old Dominion University
M.S., New Mexico Highlands University

Amelia Capers, CDA, RDH

**Program Coordinator, Expanded Duty Dental
Assisting**
A.S., Midlands Technical College
B.S., Southern Illinois University

Cathi V. Chambley

Department Chair, Computer Technology
B.S.H.E., University of Georgia
M.S., University of Georgia

David Clark

Program Coordinator, Welding Technology
A.O.T., Aiken Technical College

Joy Colley

Instructor, Biology
B.S., Auburn University
M.S., Clemson University



FACULTY AND STAFF



Kent Cabbage

Program Coordinator, Biology

B.S., University of Illinois at Urbana-Champaign
M.S., Southern Illinois University-Carbondale

Diallo Cummings

Program Coordinator, Developmental Mathematics

B.S., South Carolina State University
M.A.T., South Carolina State University

Susann Deason

Program Coordinator, Developmental Reading

B.S., East Carolina University
M.Ed., University of Delaware

Leroy J. Delionbach

Program Coordinator, Criminal Justice

A.A., Georgia Southwestern College
A.B., Georgia Southern College
M.A., Georgia Southern College

Thomas DesRocher

Program Coordinator, Computer Electronics

A.S., Alpena Community College
B.S.E.-E.E., University of Michigan
M.S.E.-E.E., University of Michigan
M.B.A., University of Toledo

Amy Duernberger

Director, Library and Learning Resources Center

B.A., University of S. Alabama
M.L.I.S., University of South Carolina

Raymond Duffie

Program Coordinator, Industrial Maintenance Technology

A.A., Aiken Technical College

C. Neel Flannagan

Program Coordinator, Automotive Technology

A.O.T., Aiken Technical College
B.S., Clemson University
M.Ed., University of South Carolina

Bret R. Fuller

Department Chair, Humanities and Fine Arts

B.A., Eastern Illinois University
M.A., Eastern Illinois University
M.S. Ed., Eastern Illinois University

Wayne Gunter

Program Coordinator, Air Conditioning and Refrigeration

A.O.T., Aiken Technical College

Winona T. Hatcher

Program Coordinator, Office Systems Technology

B.A., University of North Carolina-Charlotte
M.S., University of Wisconsin-Madison

Gary D. Henson

Instructor, Speech

B.S., Southeast Missouri State University
M.A., University of Nebraska at Omaha

Rebecca Hilton

Instructor, English

B.A., Northeast Louisiana University
M.A., Northeast Louisiana University

Carlton Jenkins

Program Coordinator, Industrial Drafting

A.O.T., Aiken Technical College

Roy Jones

Instructor, Electronics Engineering Technology

A.A.S., Georgia Military College
B.S.E.E.T., Savannah State University

Mark T. King

Program Coordinator, Computer Technology

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

Jamie Mabry

Instructor, Early Childhood Development

B.S., Winthrop College
M.Ed., University of South Carolina

John Menger

Instructor, English

B.A., University of South Carolina-Aiken
M.Ed., Augusta State University

Robert E. Moldenhauer

Program Coordinator, Human Services

B.A., Alma College
M.A., Central Michigan University

Lynn Moore

Department Chair, Business and Public Service

B.B.A., Augusta State University
M.B.A., Augusta State University

Michael Ostrowski

Director, Instructional Technology and Distance Learning

A.A., Butte College
B.A., California State University-Long Beach
M.A., California State University-Chico

FACULTY AND STAFF

Ron Park
Program Coordinator, Surgical Terchnology
 B.S.N., University of North Dakota

Dr. Daniel Peterson
Instructor, Mathematics
 B.S., California Polytechnic State University
 M.A., California Polytechnic State University
 Ed.D., University of North Texas

Jennifer Pinckney
Public Service Librarian
 B.S., University of South Carolina-Columbia
 M.L.I.S., University of South Carolina-Columbia

Pearl Portwood
Instructor, Nursing
 B.S.N., SUNY College of Technology
 M.S.N., Medical College of Georgia

Lynn Rickabaugh
Instructor, Mathematics
 B.S., University of South Carolina
 M.S., University of South Carolina

F. Gregory Rogers
Program Coordinator, History, Sociology and Religion
 A.B., Lincoln Christian College
 A.M., Valparaiso University
 A.M., University of Chicago Divinity School

Tericia Rossiter
Instructor, Nursing
 B.S., General Studies, Columbus State University
 B.S.N., Columbus State University
 M.H.A., University of South Carolina
 M.B.A., University of South Carolina

Stan Schrader
Director of Co-Op Services
Instructor, Management and Marketing
 B.A., University of Maine
 M.P.A., Georgia State University

Javed Shah
Department Chair, Mathematics and Sciences
Instructor, Physics
 B.SC., University of Punjab
 M.SC., University of Punjab

Frances Smothers
Program Coordinator, Early Childhood Development
 B.A., Radford University
 M.S.Ed., Nova Southeastern University

Craig Stango
Instructor, Spanish
 A.A., Harper College
 B.A., Illinois State University
 M.A., Illinois State University
 M.B.A., University of Illinois-Chicago

Marvin Stevens
Program Coordinator, Machine Tool Technology
 A.I.T., Aiken Technical College
 Diploma, Mechanical Engineering Technology, North Georgia Technical Institute

Dr. Steve Strickland
Program Coordinator, Radiologic Technology
 A.A.S., Brunswick College
 A.B./M.B.A., University of Georgia
 M.S., Western Carolina University
 Ph.D., University of Lacross at St. Louis

Dr. Richard Sykes
Department Chair, History and Social Sciences
 A.B., Southern Wesleyan University
 M.A., Appalachian State University
 Ph.D., Greenwich University

William L. Van Alstine
Program Coordinator, Mathematics
 A.S., Casper Junior College
 B.S., University of Wyoming
 M.S., University of Missouri, Rolla

Jennifer Viereck
Program Coordinator, Language, Literature, and Speech
Instructor, English
 B.A., San Francisco State University
 M.A., University of South Carolina

Dr. Sharon Vincent
Department Chair, Health Sciences
 A.A.N., Eastern Kentucky University
 B.S.N., Eastern Kentucky University
 M.S.N., Medical College of Georgia
 Ed.D., Nova Southeastern University

Charles Welch
Instructor, Developmental Mathematics and Wellness
 B.S., Georgia Southern University
 M.S., Georgia Southern University

Lynne Weldon
Program Coordinator, Computer Technology
 B.S., College of Charleston
 M.A., Webster University



FACULTY AND STAFF

Thurmond Whatley

Program Coordinator, Developmental English and Fine Arts

Instructor, Theatre, Journalism, and Developmental English

A.A., University of South Carolina-Aiken

B.A., University of South Carolina

M.A., University of South Carolina

Clint Wiggins

Instructor, Computer Technology

B.S., University of Georgia Southwestern

Joseph Wojcicki

Program Coordinator, Electronics Engineering Technology

M.S.E.E., Politechnika Gdanska, Poland

STAFF

Mildred Aiken

Program Assistant, ACT Test Center

A.S., Midlands Technical College

B.S., Limestone College

James Bibbs

WIA Certification/Assessment

A.S., Pierce College

B.S., Touro University

Cheryl Black

Director, Academic Success Center

B.S., Kent State University

M.S., Virginia Commonwealth University

Alan Braden

Career Services Coordinator, One Stop Career Center

Shirley M. Brantley

Tutor Coordinator and Administrative Assistant, General Education/Academic Success Center

A.B., Aiken Technical College

Kathy Brinke

Operations Manager, Administrative Services

A.S., Aiken Technical College

Dawn W. Butts

Administrative Specialist, Student Services

A.S., Aiken Technical College

Kerri Caines

Administrative Specialist, Office of the Associate Vice President for Technical Education

A.S., Aiken Technical College

Charlotte Canty

Fiscal Technician, Cashier/Business Office

A.S., Aiken Technical College

Amanda Chittum

Director of Financial Aid

B.B.A., Georgia Southern University

William Cole

Public Safety/Security

Mary K. Commons

Director, Resource Development Office

Standly Dicks

Supply Specialist, Shipping and Receiving

A.S., Aiken Technical College

Heidi DiFranco

Procurement Specialist, Purchasing

A.A., Miami-Dade Community College

Janet Dinkins

Administrative Specialist, Workforce and Business Development

Tiffany Donaldson

Administrative Assistant, Workforce and Business Development

B.S., State University of West Georgia

Beth Etheridge

Program Manager for Leadership and Employee Development Programs, Workforce and Business Development

B.S.H.E., University of North Carolina at Greensboro

Lauren Faulk

Operations Manager, Administrative Services

B.S., Virginia Tech

B.S., Augusta State University

Patsy Fields

Administrative Specialist, Workforce and Business Development

A.A., Aiken Technical College

B.B.A., Brenau University

Holly Flowers

Administrative Specialist, Counseling Services

D. Kathryn Fowler

Student Services Manager

B.A., Harding College

M.Ed., University of Nebraska



FACULTY AND STAFF

Katherine W. Fowler
Director of Placement Services
 B.A., University of South Carolina
 M.Ed., University of South Carolina

Rometta Fowler
Fiscal Technician, Business Office
 A.S., Greenville Technical College

Natalie Fox
Administrative Specialist, Tech Prep
 B.S., Clemson University

T'Rone Gibson
Information Resource Coordinator, Administrative Services
 A.S., Aiken Technical College

Harriet Glover
Administrative Specialist, Student Services/Switchboard

Deborah Greenhill
Administrative Specialist, Student Services/Admissions
 A.S., Aiken Technical College

Michelle Hall-Moore
Office Manager, Administrative Services Division
 A.S., Aiken Technical College
 B.S., Voorhees College

Katie Hallman
Administrative Specialist, Resource Development Office

Brian (T.J.) Haney
Program Manager for Industrial and Technical Programs, Workforce and Business Development
 A.A.S., Georgia Military College
 B.S., Augusta State University
 M.B.A., Brenau University

Phillip Hare
Program Manager, Workforce and Business Development
 B.M., Furman University
 M.C.M., Southern Baptist Theological Seminary

Janis Hoffman
Fiscal Technician, Business Office
 B.S., USC Aiken
 M.B.S., Auburn University

Kimberly Holdren
Service/Training Rep, One Stop Career Center

Debbie Hubbard
Director, Tech Prep Program
 B.A., University of South Carolina
 M.Ed., University of South Carolina

Leslie Kelly
Curriculum Coordinator, Workforce Business Development
 A.S., Southwestern Illinois College
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Deborah Key
Administrative Specialist, Student Services/Records/VA Assistant
 A.S., Aiken Technical College

Erica Key
Student Services Program Coordinator I, Financial Aid

Paula Layfield
Administrative Specialist, One Stop Career Center
 A.S., Aiken Technical College

Lisa Mangione
Accountant/Fiscal Analyst
 A.A., Brookdale Community College
 B.S., Georgian Court College
 M.B.A., Augusta State University

Toni Marshall
Procurement Specialist

Edward Matthews
Custodian Supervisor, Administrative Services/Custodial Department

Kevin McCarthy
Trades Specialist, Administrative Services/Maintenance
 A.S., Aiken Technical College

Norma McCarthy
Administrative Assistant, Office of the President
 B.S., Limestone College

Susanne Mead
Administrative Coordinator, Workforce and Business Development
 B.A., Danbury State College

Shirley T. Milhouse
Administrative Specialist, General Education Division



FACULTY AND STAFF

Rachel Miller

Administrative Specialist, Office of the Associate Vice President for General Education

B.S., Southern Wesleyan University

M.A., University of Phoenix

Deborah Monroe

Administrative Specialist, Office of the Vice President of Student Services

Tammy Moye

Human Resources Specialist

B.B.A., Augusta College

M.B.A., Brenau University

Charles Mundy

Groundskeeper, Administrative Services/Building and Grounds

Nina J. Nidiffer

Public Information Specialist

B.A., University of South Carolina-Aiken

Kate O'Hara-Goergen

Instructor/Training Coordinator, Workforce and Business Development

B.A., University of South Carolina-Aiken

Carl Palmer

Buildings/Grounds Superintendent

A.O.T., Aiken Technical College

Lee Powell

Human Resources Manager

A.A., Gainesville College

B.A., University of Georgia

M.B.A., Brenau University

Evelyn Pride-Patterson

Director of Admissions and Records and Recruitment

B.A., University of South Carolina-Aiken

M.A., University of South Carolina

Harry Rachels

Trades Specialist, Administrative Services/Maintenance

Diploma, Industrial Mechanics, Aiken Technical College

Camille Roberge-Myers

Statistical and Research Analyst, Planning and Research

A.S., Aiken Technical College

Pam Rogers

Administrative Assistant, Workforce and Business Development

B.A., University of South Carolina-Aiken

M.Ed., University of South Carolina

Sherry Royal

Assistant Financial Aid Director

B.S., Columbia College

Charles (Drew) Shugart, Jr.

MSHA Program Coordinator

B.B.A., Mercer University

M.B.A., Mercer University

Joel Smith

Administrative Assistant, Workforce Business Development

A.S., Gaston College

Barbara Stafford

Assistant Director, Admissions and Records and Recruitment

B.A., Antioch University

M.A., Antioch University

Dennis Steedley

Application Analyst, Administrative Services

A.S., Aiken Technical College

Shirley Stiers

Payroll Specialist

B.A., Park College

Frances Szablewski

Counselor/Coordinator of Single Parent/Homemaker Program

B.A., University of Georgia

M.Ed., Augusta College

Helen Thomas-Pope

Bookstore Manager

B.S., University of Southern Mississippi

Ray Timmons

Director of Information Systems Management

B.S., University of South Carolina

M.S., University of North Carolina

Don True

Accounting/Fiscal Manager

B.A., University of Alabama-Birmingham

Certified Public Accountant



FACULTY AND STAFF

Dan Turner
Administrative Specialist, Student Services/Admissions
Certificate, Aiken Technical College

Nelle Tyler
Media Specialist, Library and Learning Resources Center
A.B., Aiken Technical College

Shirley Von Beck
Program Manager for Health Technology and Occupational Programs, Workforce and Business Development
B.S.Ed., Shippensburg State College
M.Ed., University of South Carolina

Richard Weldon
Counselor, Disabled Student Services Coordinator
B.A., The Citadel
M.S.W., Washington University
M. Divinity, Covenant Theological Seminary

Steve White
Fiscal Technician, Grant Accounting/Payroll
A.S., Aiken Technical College
B.S., Limestone College

David Wilson
Director of Public Safety
B.A., Brenau University

Frances Williams
Public Safety/Security
A.A., Aiken Technical College

Lynda Woodward
Information Resource Coordinator, Administrative Services
A.S., Aiken Technical College

Parri Wright
Library Technical Assistant, General Education Division
A.S., Aiken Technical College





FIND WHAT YOU NEED

A+ - ASSOCIATE



A

A+ Certification (Workforce and Business Development)	181	Air Conditioning/Refrigeration (Programs of Study)	95
AA/AS Transfer Degrees	58	Alcohol and Drug Abuse (Programs of Study)	105
Academic Affairs	36	Allied Health (Course Descriptions)	111
Academic Calendar	6	Allied Health Admissions	14
Academic Dismissal	43	American Management Association Courses	184
Academic Grievance Procedure (Student Handbook)	230	Anthropology (Course Descriptions)	111
Academic Policies	36-44	Appeals Process (Financial Aid)	30
Academic Probation	42	Application for Benefits (Veterans Assistance)	34
Academic Rights (Student Handbook)	213	Art (Course Descriptions)	111-112
Academic Success Center	51	Associate in Arts	58
Academic Success Center (Student Handbook)	213	Associate in Business, Major in Office Systems Technology, Concentration in Administration	96
Academic Suspension	43	Associate in Business, Major in Office Systems Technology, Concentration in Medical	96
Academic Warning	42	Associate in Business Technology, Major in Accounting	64
Acceptable Mitigating Circumstances for Appealing Academic Suspension	43	Associate in Business Technology, Major in Management	65
Access for Students with Disabilities (Student Handbook)	219	Associate in Business Technology, Major in Marketing	67
Accounting (Course Descriptions)	109-110	Associate in Computer Technology, Major in Computer Technology, Emphasis in Networking	70
Accounting (Programs of Study)	64	Associate in Computer Technology, Major in Computer Technology, Emphasis in Programming	71
Accreditation	2	Associate in Computer Technology, Major in Computer Technology, Emphasis in Web Development	72
Achieve Global Courses	184	Associate in Engineering Technology, Major in Electronics Engineering Technology, Emphasis in Computer Electronics	76
Admission Policies	12		
Admission Policies and Procedures	12-23		
Admission Procedures	12		
Admissions and Enrollment	11-34		
Admissions and Records Office Services	46		
Advanced Placement and CLEP	36		
Advanced Standing	36		
Advisement	38		
Advisors (Student Handbook)	213		
Aiken Technical College	1-10		
Air Conditioning/Refrigeration (Course Descriptions)	110		

ASSOCIATE (continued) - CATALOG

- Associate in Engineering Technology,
Major in Electronics Engineering
Technology, Emphasis in
Electronics 77
- Associate in Engineering Technology,
Major in Electronics Engineering
Technology, Emphasis in
Process Control 78
- Associate in Health Science, Major in
Radiologic Technology 80
- Associate in Industrial Technology,
Major in Machine Tool Technology ... 88
- Associate in Occupational Technology,
Major in General Technology 89
- Associate in Occupational Technology,
Major in General Technology, Emphasis
in Automotive Technology 90
- Associate in Occupational Technology,
Major in General Technology, Emphasis
in Maintenance 93
- Associate in Occupational Technology,
Major in General Technology, Emphasis
in Multimedia and Marketing 74
- Associate in Occupational Technology,
Major in General Technology, Emphasis
in Paralegal Studies 99
- Associate in Public Service, Major in
Criminal Justice Technology 100
- Associate in Public Service, Major in
Early Care and Education 101
- Associate in Public Service, Major in
Human Services 104
- Associate in Science 58
- ATC Knights 50
- ATC Transcripts 46
- ATC *Tribune* 50
- ATC *Tribune* (Student Handbook) 213
- Attendance Policy (Student
Handbook) 213
- Attendance Policy (Workforce and Business
Development) 160
- Attendance Requirements for Satisfactory
Progress 38
- Auditing Courses 39
- Automated Office (Programs of Study) .. 97
- Automotive Technology (Course
Descriptions) 112-114
- Automotive Technology (Programs
of Study) 90
- Awards (Student Handbook) 213

B

- Basketball 50
- Biology (Course Descriptions) ... 114-115
- Bookstore 53
- Bookstore (Student Handbook) 213
- Bulletin Boards/Monitors (Student
Handbook) 213
- Business (Course Descriptions) ... 115-116
- Business (Programs of Study) 58
- Business and Industry Courses (Workforce
and Business Development) ... 183-187

C

- Calculation of the Grade Point Average
(Student Handbook) 213
- Calendars 6
- Campus Maps 242-256
- Campus Security and Student Right
to Know 53
- Canvassing/Fund Raising on Campus
(Student Handbook) 220
- Career and Placement Services 47
- Career Development Students 14
- Career Information (Student
Handbook) 214
- Career Services 47
- Catalog Rights 2



CERTIFICATE - CLEP

Certificate: Advanced Air Conditioning/ Refrigeration	95	Certificate: Management Information Systems	66
Certificate: Advanced Pipe Welding and Inspection	95	Certificate: Marketing	69
Certificate: Alcohol and Drug Abuse . .	105	Certificate: Medical Assistant	83
Certificate: Automotive Drive Train	91	Certificate: Medical Coding	84
Certificate: Automotive Engine Performance and Repair	91	Certificate: Medical Office	98
Certificate: Automotive Heating and Air Conditioning	91	Certificate: Office Support Assistant	98
Certificate: Automotive Shop Management	92	Certificate: Paralegal	99
Certificate: Basic Air Conditioning/ Refrigeration	95	Certificate: Pre-Dental Hygiene	81
Certificate: Basic Business	66	Certificate: Pre-Pharmacy Technician . . .	85
Certificate: Basic Electronics	78	Certificate: Pre-Physical Therapist Assistant	86
Certificate: Basic Multimedia	73	Certificate: Process Control/ Instrumentation	79
Certificate: Brakes, Steering, and Suspension	92	Certificate: Small Business Management	67
Certificate: Business Administrative Support	66	Certificate: Social Services Assistant . .	106
Certificate: Childcare Management . .	103	Certificate: Structural and Pipe Welding	95
Certificate: Computer Applications	74	Certificate: Web Page Design	73
Certificate: Computer Aided Design (CAD) .	93	Certified Nursing Assistant (CNA)	167
Certificate: Computer Networking	70	Change of Majors (Financial Aid)	30
Certificate: Computerized Numerical Control	88	Change of Program (Student Handbook)	214
Certificate: Criminal Justice	101	Changing Schedules	39
Certificate: Desktop Publishing	97	Chemical and Manufacturing Certifications (Workforce and Business Development)	185
Certificate: Early Childhood Development	102	Chemistry (Course Descriptions) . .	116-117
Certificate: Electrical/Maintenance	94	Chief Transfer Officer	16
Certificate: E-Marketing	68	Childcare Training System, S.C. (Workforce and Business Development)	171
Certificate: General Accounting	64	Children on Campus (Student Handbook)	214
Certificate: Gerontology	105	Class Interruptions (Student Handbook)	221
Certificate: Health Science	83	Class Rings (Student Handbook)	214
Certificate: Industrial Process Technology	90	CLEP	36
Certificate: Internet Programming	71		
Certificate: Machine Tool	89		

CLOSING - DESKTOP

- Closing of the College (Student Handbook)214
- Clubs and Organizations (Student Handbook)214
- College Skills (Course Descriptions) ...117
- Command Spanish 184
- Completion Rate (Financial Aid) 29
- Computer Applications (Programs of Study)74
- Computer Courses for Seniors (Workforce and Business Development) 177-178
- Computer Electronics (Programs of Study)76
- Computer Introductory Courses (Workforce and Business Development) 177
- Computer Power Sessions (Workforce and Business Development)180
- Computer Technology (Course Descriptions)118-121
- Computer Technology (Programs of Study) 70
- Computer Training Courses (Workforce and Business Development)177-182
- Computer Use 51
- Computer Use (Student Handbook) ...215
- Computerized Numerical Control (Programs of Study) 88
- Confidentiality of Records46
- Constable Training, Basic 174
- Consumer Information (Student Handbook)215
- Continuing Education Fees (Tuition and Fees) 26
- Continuing Education Programs .. 160-187
- Continuing Education Units161
- Cooperative Education Programs (Student Handbook) 215
- Cooperative Work Experience (Course Descriptions) 123
- Copy Machines (Student Handbook) ..216
- Core Educational Outcomes36
- Counseling Services47-48
- Course Descriptions107-158**
- Course Exemptions39
- Course Exemptions (Student Handbook) 216
- Course Lists108-109
- Course Substitutions (Student Handbook)216
- Courses Approved for Transfer16
- CPR Certification for Business and Industry162
- CPR Certification for Educational Professionals162
- CPR/First Aid Certification for Educational Professionals162
- CPR for Health Care Providers167
- Criminal Justice (Course Descriptions)121-123
- Criminal Justice (Programs of Study)100-101

D

- Dean's List/Honors (Student Handbook)217
- Defensive Driving176
- Degree, Major, and Emphasis or Concentration 36
- Dental Assisting (Course Descriptions)123-124
- Dental Assisting/Pre-Dental Hygiene (Programs of Study) 80-81
- Desktop Publishing (Programs of Study)97



DEVELOPMENT - FOOD



Development Dimensions International
(Workforce and Business
Development)184

Developmental Course Work
(Financial Aid)30

Diploma in Automated Office97

Diploma in Health Science, Major in
Dental Assisting80-81

Diploma in Health Science, Major in
Practical Nursing 82

Diploma in Health Science, Major in
Surgical Technology 82

Diploma in Public Service, Major in Early
Childhood Development 102-103

Directory Information 48

Distance Learning 53

Distance Learning Services (Student
Handbook) 232-234

Dress Code (Student Handbook) 216

Driver Education176

Drug and Alcohol Policy (Student
Handbook)216, 238-241

Drug Free Campus Policy53-54

E

Early Alert 39

Early Care and Education (Programs
of Study) 101

Early Childhood Development (Course
Descriptions)124-127

Early Childhood Development
(Programs of Study)102-103

Economics (Course Descriptions)127

Education to Go Online Courses
(Workforce and Business
Development)182

Electrical/Maintenance (Programs
of Study) 94

Electrocardiograph Technician162

Electronics Engineering Technology
(Course Descriptions) 128-130

Electronics (Programs of Study) 76

Eligibility for Aid (Financial Aid) 28

Emergency Medical Technician –
Basic 163

Employment (Financial Aid Office) 33

Engineering Graphics Technology (Course
Descriptions)131-133

Engineering Technology (Course
Descriptions)130-131

Engineering Technology (Programs of
Study)76

English (Course Descriptions)133-135

English Fluency Requirements (Student
Handbook)216

Enrollment Certification 46

Environmental Technology (Course
Descriptions)135

Executive Staff190

F

Faculty190-193

Faculty and Staff190-196

Family Education Rights and
Privacy Act (FERPA)26

Federal Pell Grant31

Federal Supplemental Educational
Opportunity Grant (FSEOG) 31

Federal Work Study Program (FWSP) ... 33

Fees and Tuition24-26

Fees (Student Handbook)216

Financial Aid26-34

Financial Aid Application
Priority Dates27

Financial Aid Standards of
Progress29

Fire Drills (Student Handbook)216

Floral Design173-174

Food Services (Student Handbook) ...217

FRENCH - INDUSTRIAL



French (Course Descriptions)135
 Fresh Start Policy43
 Fund Raising on Campus (Student Handbook) 220

G

GED54
 General Educational Development Test (GED)54
 General Information (Student Handbook)213-222
 General Information (Student Life and Resources)45-55
 General Information (Workforce and Business Development)160-161
 General Studies Certificate62
 General Technology (Programs of Study)89
 Geography (Course Descriptions)135
 German (Course Descriptions)135
 Gerontology Certificate105
 Grade Change41
 Grade Change/Correction (Student Handbook)217
 Grade Point Average (GPA)39
 Grade Point Average, Calculation (Student Handbook)213
 Grade Point Average, Financial Aid29
 Grades40
 Grading Procedures for Veterans (Financial Aid)37
 Graduation (Academic Policies)41
 Graduation (Student Services)46
 Graduation Requirements41
 Grants (Financial Aid)31
 Gregg-Graniteville Student Activities Center50

H

Health (Programs of Study)80
 Health Care Careers (Workforce and Business Development)162-171
 Health Information (Course Descriptions)136-137
 Health Science (Programs of Study)80
 Health Services and First Aid54
 Health Services and First Aid (Student Handbook)217
 History (Course Descriptions)137
 History of Aiken Technical College ...8-9
 Honors/Dean's List (Student Handbook)217
 Hospital Unit Clerk168
 How to Apply for Student Aid26-29
 Human Services (Course Descriptions)137-138
 Human Services (Programs of Study)104
 Humanities/Fine Arts Course List108

I

Identification Cards/ID's (Student Handbook)217
 Industrial and Technical Courses (Workforce and Business Development) ...185-187
 Industrial Electricity/Electronics (Course Descriptions)127
 Industrial Maintenance Technology (Course Descriptions)138
 Industrial/Occupational Technology (Programs of Study)88
 Industrial Process Technology (Programs of Study)90

INFORMATION - MUSIC



Information Sciences Technology
 (Course Descriptions)139-140
 In-State Tuition25
 Institutional Credit by Exam37
 Institutional Employment
 (Financial Aid)33
 Institutional Scholarships31
 International Students14

J

Job Placement47
 Journalism (Course Descriptions)140

K

Knights 50

L

Leadership and Management Courses
 (Workforce and Business
 Development)183-185
 Legal Assistant (Course
 Descriptions) 140
 Legal Assistant (Programs of Study)99
 Library Hours 51
 Library and Learning Resources Center .51
 Library and Learning Resources Center
 (Student Handbook)217
 LIFE Scholarships32
 Loans (Financial Aid)33
 Lost and Found (Student Handbook) ..218

M

Machine Tool Technology (Course
 Descriptions)146-147
 Machine Tool Technology
 (Programs of Study)88
 Maintenance (Programs of Study)93
 Management (Course
 Descriptions)144
 Management (Programs of Study) 65
 Manufacturing and Chemical Certification
 Courses (Workforce and Business
 Development)185
 Maps, Campus242-256
 Marketing (Course Descriptions) .. 145-146
 Marketing (Programs of Study)67
 Massage Therapy and Bodywork164
 Mathematics (Course
 Descriptions) 142-144
 Maximum Time Frame,
 Financial Aid29
 MCSA Certification (Workforce and Business
 Development) 181
 Media52
 Medical Assistant (Programs of Study) ...83
 Medical Assisting (Course
 Descriptions)144
 Medical Billing and Coding (Workforce
 and Business Development)165
 Medical Coding (Programs of Study) ...84
 Medical Office (Programs of Study) ...98
 Microsoft Office XP Courses (Workforce and
 Business Development)178-180
 Military Training Credit37
 Mission (Aiken Technical College)10
 Mission (Financial Aid Office)26
 Mission (Workforce and Business
 Development) 160
 Motorcycle Courses 177
 Multimedia (Programs of Study)73
 Multi-Skilled Healthcare Technician ... 167
 Music (Course Descriptions) 147

NAME - PUBLIC



N

Name/Address Changes46
 Networking (Programs of Study)70
 Non-acceptable Circumstances for
 Appealing Academic Suspension 44
 Non-refundable Fees25
 Nuclear Engineering Technology (Course
 Descriptions)147

O

Office Systems Technology (Course
 Descriptions) 147-149
 Office Systems Technology (Programs of
 Study) 96
 One Stop Career Center (Student
 Handbook)218
 Online Courses (Student Handbook) . . .232
 Online Courses (Workforce and Business
 Development)182
 Ophthalmic Assistant 163
 Orientation48
 Out-of-State Tuition25

P

Paralegal (Course Descriptions)140
 Paralegal (Programs of Study)99
 Parking (Workforce and Business
 Development) 160
 Parking Regulations (Student
 Handbook) 218
 Personal Check Policy (Student
 Handbook) 219
 Pets (Student Handbook)219
 Pharmacy Technician (Programs
 of Study)85
 Philosophy (Course Descriptions)149

Phlebotomy Technician 168
 Physical Access to Buildings for Students
 with Disabilities (Student
 Handbook) 219
 Physical/Occupational Therapy Basic
 (Workforce and Business
 Development) 164
 Physical Therapist (Programs of Study) . . .86
 Physics (Course Descriptions)149
 Pilot Ground Courses, Private and
 Instrument176
 Pipe Welding and Inspection (Programs
 of Study) 95
 Placement Services47
 Placement Tests13
 Political Science (Course
 Descriptions)151
 Practical Nursing (Course
 Descriptions) 150-151
 Practical Nursing (Programs of Study) . . .82
 Pre-Pharmacy Technician (Programs
 of Study)85
 Pre-Physical Therapist Assistant
 (Programs of Study) 86
 Principles of Financial Aid26
 Probation (Financial Aid) 30
 Process Control (Programs of Study) 78
 Professional Skills Credentials171-177
 Program Admission Requirements13
 Program Awards41
 Program Listings58-59
 Programming (Programs of Study)71
 Programs and Courses (Workforce and
 Business Development)161
Programs of Study58-106
 Psychology (Course
 Descriptions)151-152
 Public Service (Programs of
 Study)99
 Public Speaking (Course
 Descriptions)156

RADIOLOGIC - STUDENT



R

Radiologic Technology (Course Descriptions)152-154

Radiologic Technology (Programs of Study)80

Reading (Course Descriptions)154

Readmission/Readmitted Students 15

Real Estate 175

Record Change (Student Handbook) . . 219

Refund Policies (Workforce and Business Development)160

Refund Policy24

Refunds Due to Academic Suspension . .26

Registration and Advisement (Student Handbook) 219

Registration and Enrollment (Workforce and Business Development)160

Registration for Classes 13

Registration Receipt Form (Student Handbook)219

Regulatory Training 186-187

Release of Student Information 48

Religion (Course Descriptions) 154

Repeating Courses42

Repeating Courses (Student Handbook)219

Resident Status 14

S

Safety and Security (Student Handbook)219

Satisfactory Academic Progress (Academic Policies)42

Satisfactory Academic Progress (Financial Aid)29

Schedule for Tuition Refunds24

Scholarships (Financial Aid)31

Scholarships (Student Handbook)220

S.C. Tuition25

SCTechOnline (Student Handbook) . . .232

Senior Citizens15

Services for Distance Learning Students (Student Handbook)232-234

Single Parent/Displaced Homemaker Funds 33

Smoking Policy (Student Handbook) . . 220

Social/Behavioral Sciences Course List108

Society of Human Resource Management Courses185

Sociology (Course Descriptions)155

Solicitation/Canvassing and Fund Raising on Campus (Student Handbook) 220

South Carolina Lottery Tuition Assistance Program (SC-LTAP) 31

South Carolina Need-Based Grant (SCNB) 31

Spanish (Course Descriptions) 155

Special Admission Categories 14

Special Student Services 49

Sports Fitness Technology (Course Descriptions)155

Staff 190-196

Standard for Awarding Credit by Examination (CLEP)37

Standards of Progress42

State Legislative Incentive for Future Excellence (LIFE) Scholarship32

Statement of Good Practice (Financial Aid)26

Statewide Agreement on Transfer and Articulation17

Structural and Pipe Welding (Programs of Study) 95

Student Activities50

Student Code (Student Handbook)223-231

Student Conduct54

Student Government50

Student Handbook209-256

STUDENT (continued) - VOCATIONAL

Student Insurance	54	Transfer Credit Limitation	16
Student Life and Resources	45-52	Transfer Policies	16
Student Newspaper	50	Transfer Students	15
Student Organizations	50	Transfer to Other Colleges	44
Student Parking	54	Transient Students	16
Student Records (Student Handbook)	.220	Transportation (Student Handbook)	.221
Student Refund Policy	.24	Transportation Courses (Workforce and Business Development)	176-177
Student Refund Policy for Military Activation	.26	Tuition, Aiken County	.25
Student Services	46-49	Tuition, In-State	.25
Student Services (Student Handbook)	.220	Tuition, Out-of-State	.25
Suggestion Boxes (Student Handbook)	.221	Tuition and Fees	.24-26
Surgical Technology (Course Descriptions)	156-157	Tuition and Fees (Workforce and Business Development)	160
Surgical Technology (Programs of Study)	.82	Tutoring Services	.52
Surveying (Course Descriptions)	.116	Tutoring Services (Student Handbook)	.221
Survival Tips (Student Handbook)	.235-237	Types of Financial Aid	.31-34
Suspension/Expulsion for Disciplinary Reasons (Student Handbook)	.221		
		V	
T		Varsity Sports	.50
Table of Contents (Catalog)	3-5	Verification of Grades/GPA	.46
Table of Contents (Student Handbook)	.210-211	Veterans Administration Benefits (Tuition and Fees)	.26
Tech Prep Articulation	.38	Veterans Affairs (Student Handbook)	.221
Technical College Courses Transferable to Public Senior Institutions	.22-23	Veterans Assistance (Financial Aid)	.34
Telephone Calls (Student Life and Resources)	.55	Veterinary Assistant	.171
Telephones/Telephone Calls/Class Interruptions (Student Handbook)	.221	Vision, Mission, Values, and Purpose	.10
Termination (Financial Aid)	.30	Visitors	.55
Test Center (Academic Support Services)	.52	Vocational Rehabilitation (Financial Aid)	.33
Test Center (Workforce and Business Development)	.183		
Theatre (Course Descriptions)	.157		
Title IV Student Aid	.25-26		
Tobacco Products	.55		
Transcripts, ATC	.46		
Transcripts (Student Handbook)	.221		
Transfer Credit	.15		



WEB - WORKFORCE

W

Web Development (Programs of Study)	72-73
Welcome to Aiken Technical College	7
Welding (Programs of Study)	95
Welding (Course Descriptions)	157-158
Where to Ask for Information (Student Handbook)	212
Withdrawal and Add/Drop (Student Handbook)	222
Withdrawal/Termination and its Effect on Satisfactory Progress	44
Withdrawals and Return of Title IV Funds (Financial Aid)	34
Work Keys	161
Work Keys Key Train	185
Workforce and Business Development	160-187





WHAT YOU NEED TO KNOW

TABLE OF CONTENTS



Where Can I Ask About. . . ?	212
Part I: General Information	213-221
Academic Grievance Procedure	213
Academic Rights.....	213
Academic Success Center	213
Advisors	213
ATC <i>Tribune</i>	213
Attendance Policy	213
Awards	213
Bookstore	213
Bulletin Boards/Monitors.....	213
Calculation of the Grade Point Average (GPA)	213
Career Information	214
Change of Program	214
Children on Campus.....	214
Class Interruptions	214
Class Rings	214
Closing of the College.....	214
Clubs and Organizations	214
Computer Use on Campus	215
Consumer Information	215
Cooperative Education Programs	215
Copy Machines.....	216
Counseling	216
Course Exemptions	216
Course Substitutions	216
Dress Code	216
Drug and Alcohol Policy.....	216
English Fluency Requirements.....	216
Fees	216
Fire Drills	216
Food Services	217
Grade Change/Correction	217
Health Services and First Aid	217
Honors/Dean's List	217
Identification Cards (ID's)	217
Library/Learning Resources Center	217
Lost and Found	218
One Stop Career Center	218
Parking Regulations.....	218
Personal Check Policy.....	219
Pets	219
Physical Access to Buildings for Students with Disabilities	219
Record Change.....	219
Registration and Advisement.....	219
Registration Receipt Form	219

TABLE OF CONTENTS continued



Repeating Courses	219
Safety and Security	219
Scholarships	220
Smoking Policy	220
Solicitation/Canvassing and Fund Raising on Campus	220
Student Records	220
Student Responsibilities	220
Student Services	220
Suggestion Boxes	221
Suspension/Expulsion for Disciplinary Reasons.....	221
Telephones/Telephone Calls/Class Interruptions	221
Transcripts.....	221
Transportation.....	221
Tutoring Services.....	221
Veterans Affairs.	221
Withdrawal and Add/Drop	222
Part II: Student Code for the South Carolina Technical College System	223-231
Part III: Distance Learning Services	232-234
Part IV: Survival Tips.....	235-237
Part V: Drug and Alcohol Policy	238-241
Part VI: Campus Maps	242-256

WHERE CAN I ASK ABOUT...?



Question About	Contact	Room/Extension
▶ Admissions	Admissions & Records	Rm. 112/ Ext. 1247
▶ Advisement	Counseling Services	Rm. 107/ Ext. 1298
▶ Choosing Major/Program or Career	Counseling Services	Rm. 107/ Ext. 1298
▶ College Transfer	Counseling Services	Rm. 107/ Ext. 1298
▶ Complaints (against faculty/students)	VP of Student Services	Rm. 107E/ Ext. 1249
▶ Computer Job and Career Information	One Stop Career Center	Rm. 109/ Ext. 1283
▶ Continuing Education	WBD	Rm. 735/ Ext. 1230
▶ Discrimination	VP of Student Services	Rm. 107E/ Ext. 1249
▶ Dropping Courses	Admissions & Records	Rm. 112/ Ext. 1247
▶ Emergencies	Security	Rm. 118C/ Ext. 1111
▶ Financial Aid, Work Study, or Scholarships	Financial Aid	Rm. 107/ Ext. 1248
▶ Graduation	Admissions & Records	Rm. 112/ Ext. 1247
▶ ID Cards	Student Activities	Rm. 920/ Ext. 1604
▶ International Students	Admissions & Records	Rm. 112/ Ext. 1247
▶ Job Placement	One Stop Career Center	Rm. 109/ Ext. 1283
▶ Orientation	Counseling Services	Rm. 107/ Ext. 1298
▶ Personal/Other Problems	Counseling Services	Rm. 107/ Ext. 1298
▶ Recruitment	Admissions & Records	Rm. 112/ Ext. 1213
▶ Single Parent Program	Counseling Services	Rm. 107/ Ext. 1298
▶ Special Student Services	Counseling Services	Rm. 107/ Ext. 1520
▶ Student Organizations and SGA	Student Activities	Rm. 920/ Ext. 1604
▶ Transcript of Grades	Admissions & Records	Rm. 112/ Ext. 1247
▶ Transfer Credits	Admissions & Records	Rm. 112/ Ext. 1247
▶ Veterans Affairs	Admissions & Records	Rm. 112/ Ext. 1244
▶ Withdrawal from College	Admissions & Records	Rm. 112/ Ext. 1247
▶ Workforce Investment Act	One Stop Career Center	Rm. 109/Ext. 1283

PART I: GENERAL INFORMATION

Academic Grievance Procedure

See *Part II: Student Code* on pages 223-231.

Academic Rights

See *Part II: Student Code* on pages 223-231.

Academic Success Center

The Academic Success Center assists students by providing research and study materials in such areas as academic upgrading, research, and writing skills. For more information, see page 51 of the catalog.

Advisors

Degree-seeking new and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at ATC. A student may request a change of advisor through the appropriate Academic Vice President. Non-degree-seeking students (Career Development) must see a counselor for registration assistance. A list of advisors is available in the Admissions and Records Office.

ATC Tribune

The *ATC Tribune* is the student newspaper. Run by and for students through the journalism class, the *Tribune* is the voice of ATC's student body. The *Tribune* office is located in the Gregg-Graniteville Student Activities Center and can be reached at ext. 1605.

Attendance Policy

It is the policy of ATC to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all classes.

Awards

An annual Awards Night Ceremony is held in the spring to recognize students who have distinguished themselves academically or by their contributions

to the College. Deserving students receive certificates and/or plaques to commemorate their accomplishments. See also *Honors/Dean's List* on page 217.

Bookstore

The college bookstore is located in the Gregg-Graniteville Student Activities Center. The bookstore carries all texts and materials required for the courses offered at ATC in addition to study materials, office items, and ATC logo items.

Bookstore Hours:

Monday – Thursday 7:30 a.m. - 7 p.m.
Friday 7:30 a.m. - 3:30 p.m.

Bulletin Boards/Monitors

Bulletin boards and video monitors, located throughout the campus, post college-related information daily.

Students must have the written permission of the Director of Student Life to post fliers, handbills, posters, or similar materials on walls, doors, windows, bulletin boards, or cars.

Calculation of the Grade Point Average (GPA)

Calculating the GPA. The GPA (Grade Point Average) is used in determining a student's academic standing.

Each course a student completes earns a credit and a quality point value. To determine the GPA based on the four-point system used by ATC, use the following steps.

1. Write down the courses taken and the grade achieved in each course.
2. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A = 4, B=3, C=2, D=1, F=0)
3. Total the quality points.
4. Total the credit hours.
5. Divide the quality points by the number of credit hours.



PART I: GENERAL INFORMATION continued



Example:

Course	Credit Hours	Grade	=	Quality Points
PSY 201	3	C(2)	=	6
ENG 101	3	B(3)	=	9
BIO 101	4	A(4)	=	16
HIS 202	3	D(1)	=	3
ECO 210	3	F(0)	=	0
				34
				16

In this example, the student's GPA for the semester is 2.12 (34 divided by 16).

Cumulative GPA. The cumulative GPA represents the Grade Point Average for all the credit hours the student has pursued. A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued. (See calculation above.) For more information on grades, see page 39 of the catalog.

Career Information

Although counselors (Room 107) are available to assist students in career selection, the One-Stop Career Center (Room 109) provides computerized career and job searches. Visit either office for more information.

Change of Program

A student who wishes to change programs must complete the appropriate Change of Program form available in the Admissions and Records Office. Both current and former advisor must sign the forms.

Children on Campus

Children may not accompany their parents/guardians to class or be left in any area of the campus unattended or in the care of an on-campus baby-sitter.

Class Interruptions

See *Telephones/Telephone Calls/Class Interruptions* on page 221.

Class Rings

A ring company representative visits the campus each year to accept ring orders. Posters and video monitors will post the dates of the representative's visit. Students must pay a deposit on ring orders with the balance due on delivery.

Closing of the College

If weather conditions or other emergencies require the closing of ATC, the College will issue appropriate announcements for both day and evening classes over local radio and television stations, as well as on the College's switchboard or answering machine.

Clubs and Organizations

► *Procedures for instituting an organization.* The Director of Student Life will provide each prospective organization with the procedures for organization. Upon compliance, the organization must then receive a recommendation from the Director of Student Life and approval from the College administration. (See *Part II: Student Code* on pages 223-231.)

► *Constitution.* Each organization must have a constitution on file with the Director of Student Life which states its purpose, its rules of operation, and other pertinent principles. An organization must submit any revisions of its constitution to the Director of Student Life.

► *Policies.* The policies and objectives of campus organizations must be consistent with those of the College.

► *Membership.* Each organization must maintain a membership of registered students on file in the office of the Director of Student Life. No student may be excluded from membership in any organization because of age, gender, sexual preference, color, race, religion, or national origin.

PART I: GENERAL INFORMATION continued

- ▶ **Advisor.** The organization must select from the faculty or staff of the College an individual who agrees to assume the capacity of an advisor.
- ▶ **Meetings and activities.** The organization must schedule all social/service functions and meetings through the Director of Student Life, who maintains a college-wide calendar of events.
- ▶ **Social standards.** The organization must adhere to all College policies and social standards.
- ▶ **Activity.** The organization must maintain an active program and fulfill its stated purposes.
- ▶ **Officers.** A candidate for an office in a student organization must maintain a minimum cumulative grade point average of 2.0. The advisor to the organization is responsible for reviewing and approving the eligibility of each candidate. If an officer's grade point average falls below 2.0 and/or the officer is placed on academic probation, he or she becomes ineligible to hold office. The advisor then specifies the procedures for selecting a replacement. These guidelines also apply to publication editors.

Computer Use on Campus

The College operates computer labs for academic use by its students. The hours of operation vary.

Use of ATC computers for unauthorized activities will result in disciplinary action. Students must use only ATC software in the College's computer labs. Copies of personal software are not permitted. See the Department Chair of Computer Technology (located in the Dale Phelon Information Technology Center) for more information.

In accordance with ATC Policy 2-2-111, student computer work stations are reserved for the express purpose of providing access to computer programs or

the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on portable media such as CD-ROM or diskettes. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files. For more information, see pages 51-52 of the catalog.

Consumer Information

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is distributed in student literature and informational packets and by request. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974. (See also *Student Records* on page 220.)

Cooperative Education Programs

Aiken Technical College has a variety of different programs that allow students to gain work experience while continuing their education. One example is the Technical Scholars Initiative, which is open to students in certain technical programs. Students attend ATC full-time and work part-time, and the participating companies pay tuition and book costs. Program-specific work experience and internship opportunities are also available. Additionally, School-to-Work opportunities are available on a periodic basis. Interested students should contact the Director of Co-Op Services at ext. 1309.



PART I: GENERAL INFORMATION continued

Copy Machines

Copy machines are available for student use in the Library/Learning Resources Center, One Stop Career Center and the campus bookstore. There is a fee for using the copy machines.

Counseling

Counseling Services are provided to students to assist them with their career, academics and personal questions. See *Student Services* on page 220 and/or *Distance Learning Services* on page 232.

Course Exemptions

If a student feels he or she has sufficient knowledge in a subject area and wishes to bypass a course, the student should consider taking a credit examination to exempt the course. A student may exempt a course by paying a \$30 fee and successfully passing a test administered by the appropriate department within the College. Any student who wishes to take an exemption test should obtain an Exemption Exam Request form from the Admissions and Records Office and contact the department head responsible for the class he or she is seeking to exempt. Students may also receive credit for courses at ATC by obtaining an acceptable score on College Level Examination Program (CLEP) tests. Further information on the CLEP tests is available from Counseling Services or page 39 of the catalog.

Course Substitutions

A student who wishes to fulfill program requirements by receiving credit for course(s) other than those listed in the student's program curriculum must receive the written approval of the appropriate Academic Vice President using the Course Substitution form available in the Admissions and Records Office.

Dress Code

Appropriate attire is left to the discretion of the individual. All students must wear shirts and have on shoes that cover the length of the bottom of the foot. Any student who wears any attire which causes a disruption of normal college functions may be asked to leave campus until he or she obtains appropriate attire.

Drug and Alcohol Policy

ATC has zero tolerance for illegal drugs and alcohol on campus. As a state property, the College is under the jurisdiction of the Aiken County Sheriff's Office. The College will not hesitate to prosecute. See also *Part V: Drug and Alcohol Policy* on pages 238-241.

English Fluency Requirements

ATC maintains procedures to ensure that all permanent/adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor's English fluency. The student should address any concerns about English fluency requirements to a counselor in Counseling Services.

Fees

Tuition and fee schedules are posted on the ATC website, flyers, bulletin boards throughout the campus and in ATC publications available in the Admissions and Records Office. The Cashier's Office handles the payment of fees.

Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.



PART I: GENERAL INFORMATION continued

3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

Food Services

Hot food service and vending machines are available during regular instructional periods in the cafeteria, located in the Gregg-Graniteville Student Activities Center. Vending machines are also available in the Engineering Building and in the 700-800 Building.

Grade Change/Correction

Any student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as he or she receives the grade report. Failure to act within 10 working days of the next semester disqualifies the student from further consideration of a grade change.

Health Services and First Aid

Because all ATC students commute, the College does not provide health services other than basic first aid. The College will, however, assist a student who becomes ill while attending ATC by securing transportation to his or her home, to a doctor, or to a hospital depending on the nature of the illness. (See also *Safety and Security* on page 219.)

Honors/Dean' List

A full-time student who achieves at least a 3.5 grade point average in a given semester qualifies for the Dean's List. A student who receives a final grade of "I," "F," or "W" in the semester is not eligible for the Dean's List. A student who achieves a cumulative 3.5 grade point average or greater qualifies to graduate "With Honors."

Identification Cards/ID's

The College issues or validates Student Identification Cards (ID's) each semester during registration in Room 1200 of the

Health the Sciences Building. Students must present proof of payment of fees to receive an ID. Students use their ID's to check out library materials and recreational equipment, to vote in student elections, to attend college activities cost-free or at reduced prices, and to obtain discounts at certain local businesses. Students must present their ID's at the request of faculty, staff, or security. There is a \$10 fee to replace a lost or stolen ID. The College does not sell or release ID pictures to any outside business or agency.

Library and Learning Resources Center

The Learning Resources Center (LRC) in the Dale Phelon Information Technology Center includes the Library and the Media Department. ATC's library catalog is a part of USCAN, the online catalog of the University of South Carolina libraries. To use library materials and to use the library at USC Aiken, a student's ID must indicate that he or she is currently enrolled and have a library bar code. The student's ID must be updated by the Library every semester. In addition to USCAN, several databases and the Internet are available through computers in the Library. The Library also maintains a copy machine which students may use for a small fee.

The Media Department maintains tapes and other materials to supplement in-class instruction. Students may use videotapes placed on reserve by instructors or other available tapes with the instructor's written consent. Videos are for in-library use only. A viewing room is available to students on a reserve basis. The viewing room may also be reserved for small gatherings such as committee meetings.

Library Hours:

Monday-Thursday 8 a.m. - 9 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 8 a.m. - 12 noon

The Library is closed Sundays and holidays, as well as Saturdays during the summer.



PART I: GENERAL INFORMATION continued



Lost and Found

Students who have lost or found items should contact the Admissions and Records Office in the Ashley J. Little Administration Building. All items in the Lost and Found are held for one semester. After one semester, unclaimed items are disposed of in the most useful and efficient manner.

One Stop Career Center

The One Stop Career Center is located in the Ashley J. Little Administration Building and provides three levels of services. First, it provides core services such as job vacancy listings, job placement assistance, and career counseling. Second, the Center provides intensive services such as workshops on job readiness, resume preparations, job leads, job applications, interviewing skills, and many more. The third level of service provided by the Center is its training services, which includes issuing Individual Training Accounts (ITA) for those customers determined to be in need of training.

Parking Regulations

- ▶ Any vehicle parked on campus must have a current parking decal. Decals should be placed on the inside of the glass in the lower corner on the driver's side.
- ▶ Students may obtain parking permits from the Public Safety Office.
- ▶ Students are responsible for the parking permits issued to them.
- ▶ Any student using a handicapped parking space for any reason must have a valid handicapped permit issued by the state in which they reside in addition to an ATC decal.
- ▶ Speed limits are posted throughout the campus and must be observed.
- ▶ A student using a borrowed or rented vehicle must obtain a temporary student parking permit from the Cashier's Office. This temporary permit is valid only for a specified period of time.

- ▶ Any vehicle bearing a student parking permit must be parked in a student parking area while on campus. Any student attending both ATC and USC Aiken with a valid decal from either college should park in a student parking space at both schools, not in a visitor parking space.
- ▶ Currently enrolled students cannot park in a visitor parking space at any time, regardless of the purpose or length of time for which they will be parked.
- ▶ ATC's Public Safety officers have full authority to enforce ATC's parking regulations.
- ▶ The initial appeal of any violation should be made to the Director of Public Safety.
- ▶ Any student with outstanding parking fines will not be allowed to register or to receive grades or transcripts.

- ▶ Parking citations will be issued for the following:
 - Parking on the grass \$10.00
 - Parking in red/yellow zones 10.00
 - Blocking sidewalk or driveway 10.00
 - Student parking in faculty/staff space 5.00
 - Student parking in visitor/reserved space 5.00
 - No parking decal displayed 10.00
 - Unlawful parking in handicapped space 30.00
 - Other (as indicated) 5.00

Parking fines double after five working days.

- ▶ A vehicle may be towed and stored at the owner's risk and expense if:
 - The vehicle is parked in a fire lane.
 - The vehicle is left unattended for 72 hours without approval from the Public Safety Office.
 - The vehicle is left illegally parked after the owner has received three or more tickets from a Public Safety officer.

PART I: GENERAL INFORMATION continued

Personal Check Policy

Any student who presents a personal check to ATC which is refused by the bank must pay a \$30 penalty. The student must then pay all fees by cash, money order, or cashier's check. Any student who does not redeem a returned check promptly after notification of its return is subject to dismissal and/or referral to legal authorities.

An Automated Teller Machine is available for student use in the Gregg-Graniteville Student Activities Center.

Pets

No pets are allowed on campus.

Physical Access to Buildings for Students with Disabilities

Each building on the ATC campus provides physical access for students with disabilities as follows:

- Administration BuildingNorth Entrance
- ScienceEast/West Entrances
- EngineeringEast Entrance
- Industrial Technology . . .East/North Entrances
- 700-800North Entrance
- Student CenterEast/West Entrances
- Information Technology Center.....All Entrances
- Health and Science BuildingAll Entrances
- MTTCEast Entrance

Record Change

To assure proper record-keeping and mailing procedures, each student must report any change in name or address to the Admissions and Records Office. See also *Student Records* on page 220.

Registration and Advisement

The College informs students of the date, time, and place to make appointments for registration and advisement through the A&R newsletter, the course schedule, the ATC website, faculty appointment sheets (on their office doors), hallway monitors, and the

media. All students are encouraged to register for classes with their advisors during the proper registration period. Registration is on a space-available basis, so early registration is best.

Students dropped from their classes due to their failure to pay by the drop date will be charged a re-enrollment fee when they ask to be re-instated in their classes (on a space-available basis).

Students registering or paying for classes after the end of regular registration must pay a late fee of \$25. Registration is not complete until all fees are paid.

Registration Receipt Form

A student must present an ATC receipt to show proof of registration to instructors, to obtain an ID card, to purchase a parking permit, etc. The fee to replace a receipt form is \$2.

Repeating Courses

A student may repeat any course for credit at ATC. The latest grade received is used to calculate the grade point average. A student taking courses for transfer should contact the college to which he or she plans to transfer to learn its policy regarding transcripts with more than one grade for the same course.

Safety and Security/Sexual Assault Policy

Campus security officers are responsible for the safety and security of students and personnel on campus. In case of an on-campus emergency, a student may call or have a staff member call 1111 for an immediate response from a security officer. Students may obtain a brochure covering emergency procedures and crime statistics as well as overall graduation rate at ATC from Counseling Services. For your added safety, 24-hour surveillance is recorded on videotape closed circuit television. A brochure is available to students highlighting safety/security and sexual assault issues on the ATC campus. Please



PART I: GENERAL INFORMATION continued

contact the Counseling Center.

Scholarships

Many scholarships are available annually for qualifying ATC students through the ATC Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

Smoking Policy

The College's buildings are smoke free. Smoking is allowed outside only.

Designated smoking areas are at least ten feet away from exterior doors.

Solicitation/Canvassing and Fund Raising on Campus

The Vice President of Student Services must provide prior written permission for anyone to distribute or present political, social, religious, or other promotional material on campus. In general, solicitation or canvassing on campus is forbidden with the exception of Student Government Association (SGA)-sponsored events and activities such as blood drives, relief efforts, and SGA elections.

Student Records

The Admissions and Records Office at ATC maintains the official permanent academic record for every ATC student. Any student who wishes to examine his or her file may do so in the Admissions and Records Office. The Admissions and Records Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974). However, directory information on a student may be released unless the student notifies this office in writing that such information is not to be

released.

The student is responsible for making sure the Admissions and Records Office has his or her current address. If the change involves a change in state residency, the student must submit proof of residency to the Director of Admissions and Records. If a student's name changes, the student must complete a name change form and provide proof (i.e., driver's license) in the Admissions and Records Office.

Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules and other notices sent to students. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

Student Services

The Student Services division at ATC offers a number of services and activities to supplement the College's academic programs. The division is staffed with full-time professional counselors who are available to work with students in their areas of interest. The Vice President of Student Services and five directors (housed primarily in the Ashley J. Little Administration Building) administer the activities of the division and coordinate the following services for students:

- ▶ Admissions
- ▶ Advisement/Transfer Information
- ▶ Assessment
- ▶ Career Day & Awards Night
- ▶ Career Planning
- ▶ Commencement Exercises
- ▶ Financial Aid
- ▶ Intercollegiate Athletics
- ▶ One Stop Career Center/Placement Services



PART I: GENERAL INFORMATION continued

- ▶ Orientation
- ▶ Records
- ▶ Recruitment Services
- ▶ Registration
- ▶ Single Parent/Displaced Homemaker Services
- ▶ Special Student Services
- ▶ Student Activities
- ▶ Testing
- ▶ Veterans Affairs
- ▶ Workforce Investment Act Assistance

For more information, see pages 46-49 of the catalog.

Suggestion Boxes

Boxes for suggestions to improve ATC are available outside Counseling Services (Room 107), in Student Activities (Room 920), outside the Amphitheater (Room 736), in the Canteen (400 Building), in the Library (1000 building), and in the CSRA Manufacturing and Technology Training Center (1800 Building).

Suspension/Expulsion for Disciplinary Reasons

ATC operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see *Part II: Student Code* on pages 223-231). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

Telephones/Telephone Calls/Class Interruptions

Public phones are available for student use in the Ashley J. Little Administration Building, the Engineering Building, the 700-800 Building, the Gregg-Graniteville Student Activities Center, and the Dale Phelon Information Technology Center.

ATC cannot provide delivery of personal messages, flowers, etc., nor interrupt classes for such purposes. Should a family emergency such as a death, serious illness, or serious injury occur, the College will

make every effort to notify the student of the situation through Counseling Services (803-593-9231, ext.1298).

Transcripts

A student must request transcripts in writing. Transcripts are free of charge. The College will not release a transcript for any student or alumnus who carries an outstanding account with the College.

Students must provide written permission for the College to release transcripts to a third party.

Transportation

Students attending ATC must make their own arrangements for transportation to and from the campus. The College is on the route of Aiken County's public bus system, the Best Friend Express.

Contact the Best Friend Express at 803-648-6493 for a schedule.

Tutoring Services

The tutoring program is free and offers one-on-one and small group tutoring assistance for students on any level for any class as long as tutors are available. Students should request assistance as soon as they feel they need additional help.

Request for Tutoring Assistance forms may be obtained from the Tutoring Coordinator in Room 701B.

Hours of the Tutoring Center are posted each semester.

Veterans Affairs

ATC is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see page 34 of the Admissions and Enrollment section of the catalog. The Veterans Affairs Office is located in Room 112 in the Admissions and Records Office.



PART I: GENERAL INFORMATION continued

Withdrawal and Add/Drop

Add/Drop. To drop or add a course during the Add/Drop period, a student must complete an Add/Drop form and submit it to the Admissions and Records Office.

Withdrawal. If a student must withdraw from a class after the Add/Drop period, the student must complete a Withdrawal Form, obtain the instructor's signature, last day of attendance and grade assignment on the form, sign the form, and submit the signed form to the Admissions and Records Office. The student will receive a grade of "W" if withdrawing before midterm. The student will receive a grade of either "W" or "WF," depending on the student's grades, if withdrawing after midterm.

Add/Drop/Withdrawal Forms are available in the Admissions and Records Office. In most cases, a student must initiate his or her own withdrawal. The Vice President of Student Services approves administrative withdrawals and those involving disciplinary cases.



PART II: STUDENT CODE



General Provision

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of individual students.

II. Internal Problem Solutions

The College will seek to solve problems by internal procedure of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed

will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges and the sanctions will apply only at the college where the infraction occurred.

III. Definitions

When used in this document, unless the content requires other meaning:

Administrative Officer — Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.

Campus — Any place where the College conducts or sponsors educational, public service, or research activities.

Chief Student Services Officer — The person in charge of Student Services (Vice President of Student Services).

College — Aiken Technical College.

Expulsion — Permanent separation of the college and student insofar as pursuance of degree, diploma, or certificate programs is concerned.

Instructor — Any person employed by the College to conduct classes.

President — The chief executive officer of the College.

SGA — Student Government Association of the College.

Student — A person taking any courses offered by the college, either full time or part time.

Suspension — A temporary separation of the College and student under specified conditions.

VP of SS — The Vice President of Student Services, or chief student services officer, or designee.

Violation of Law — A violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

PART II: STUDENT CODE continued**Student Code**

(Situations Involving Student Conduct)

I. General Rights of Students**A. Nondiscrimination**

There will be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event.

C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty, and administration. The College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor should initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the VP of SS. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced College standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy

Information about individual student views, beliefs, or political associations acquired by instructors, counselors, or



PART II: STUDENT CODE continued

administrators in the course of their work is confidential. It can be disclosed to others only with the prior written consent of the student involved or under legal compulsion.

I. Records**1. General**

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and will be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric, and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the VP of SS. No record of disciplinary action shall be entered or made on the student's academic records.

3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties involved in College hearings or to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The VP of SS may authorize release of directory information as defined by the College under privacy legislation.
- e. If the inquirer has a court order, the VP of SS or someone designated by that official will release information from the student's file.

4. Treatment of Records After Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations**A. Student Government Association**

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in each SGA constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct**A. General**

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the



PART II: STUDENT CODE continued

College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the VP of SS or other administrative officer will request those involved either to leave the campus or to abide by the regulations governing uses of, or presence on, the campus. The VP of SS or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus.

According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge; or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws)

C. Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test.
 - b. Using materials during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.

- e. Bribing any other person to obtain tests or information about tests.

- f. Substituting for another student, or permitting any other person to substitute for oneself.

2. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

D. Falsification of information and other unlawful acts with intent to deceive is defined as:

1. Forgery, alteration, or misuse of College documents, records, or identification cards.

2. Destruction of evidence with the intent to deny its presentation to the Student Appeals Committee when properly notified to appear.

E. Infringement of rights of others is defined to include, but is not limited to, the following:

1. Physical or verbal abuse inflicted on another person.

2. Severe emotional distress inflicted upon another person.

3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.

4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his or her safety, and that has, in fact, placed an individual in such fear.



PART II: STUDENT CODE continued**F. Other unlawful acts which call for discipline include, but are not limited to:**

1. Destruction, theft, damage, or misuse of College property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon (sheathed or unsheathed) or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of S.C. and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
9. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.
10. Engaging in any activity which disrupts the educational process of the College, or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to properly channel faculty, staff, or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well-being of any member of

the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student fails to cease and desist, the administrative officer may then suspend him or her from the College until a resolution of the matter can be made.

2. The administrative officer invoking such administrative suspension shall notify the VP of SS in writing of the individual or individuals involved and the nature of the infraction before 4 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notices shall be given within 2 working days after identification has been determined.

B. Complaints

1. A charge involving a student infraction must be filed in writing at the office of the VP of SS within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the VP of SS shall complete a preliminary investigation of the charge and immediately schedule a meeting with the student. After discussing the alleged infraction with the student, the VP of SS may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services.

The decision of the VP of SS shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the VP of SS, or where the student refuses to cooperate, the VP of SS shall send to the student's last known address a certified letter providing the student with a list of the charges, the VP of SS decision, and instructions governing the appeal process.



PART II: STUDENT CODE continued

3. A student who disagrees with the decision of the VP of SS may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the VP of SS decision unless a request is made and approved for an extension of time. The VP of SS shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

C. The Student Appeals Committee

Each year the College will establish a Student Appeals Committee (hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the VP of SS.

The hearing shall be held within 15 working days after the student has officially appealed the decision of the VP of SS.

1. Membership of the committee shall be composed of the following:

- a. Two faculty members appointed by the chief instructional officer and approved by the President.
- b. Three student members appointed by the governing body of the SGA and approved by the President.
- c. One member of the Student Services staff appointed by the VP of SS and approved by the President.
- d. The VP of SS serves as an ex-officio non-voting member of the Committee.
- e. The chair shall be appointed by the President from among the membership of the Committee.

2. Functions of the committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence

introduced at the hearing.

c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

- 1) A written reprimand.
- 2) An obligation to make restitution or reimbursement.
- 3) A suspension or termination of particular student privileges.
- 4) Disciplinary probation.
- 5) Suspension from the College.
- 6) Expulsion from the College.
- 7) Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee**A. Procedural Duties of the VP of SS**

At least 7 working days prior to the date set for a hearing before the committee, the VP of SS shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A statement of the student's basic procedural rights.
4. A list of witnesses.
5. The names of Committee members.

On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the VP of SS concurs with this change.

B. Basic procedural rights of students include the following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel may not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias.



PART II: STUDENT CODE continued

(At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.

4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse being detrimental to the student.
8. The right to appeal the decision of the Committee to the President, who will review the official record of the hearing. The appeal must be in writing and must be made within 7 working days after receipt of the decision.

C. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. Student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
 - b. Counsels of the accused, the grievant, and the College.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - 1) Give testimony singularly and in the absence of other witnesses.
 - 2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory

opinions concerning the meaning and application of this code.

4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.
6. Decisions of the Committee shall be made by majority vote. Within 2 working days after the decision of the Committee, the VP of SS shall send a certified letter to the student's last known address providing the student with the Committee's decision.

D. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the VP of SS, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.



PART II: STUDENT CODE continued**The Student Grievance Procedure for the South Carolina Technical College System**

(Situations Arising Involving Student Complaints Against Faculty/Staff)

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

A. Alleged discrimination on the basis of age, sex, race, disability, or other conditions, preferences or behavior, excluding sexual harassment complaints.

B. Sexual harassment complaints should be directed to the VP of SS. Because of the sensitive nature of this kind of complaint, a conference with the VP of SS will replace the first step of the grievance procedure. The VP of SS will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades, except where the conditions in item A above apply.

II. Definitions

When used in this document, unless the content requires other meaning:

Administrative Officer — Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.

Campus — Any place where the College conducts or sponsors educational, public service, or research activities.

Chief Student Services Officer — The person in charge of Student Services (VP of SS).

College — Aiken Technical College.

Expulsion — Permanent separation of the College and student insofar as pursuance of degree, diploma, or certificate programs is concerned.

Instructor — Any person employed by the college to conduct classes.

President — The chief executive officer of the College.

SGA — Student Government Association of the College.

Staff — Any employee of the College

who was employed by the College for reasons other than conducting classes.

Student — A person taking any courses offered by the College, either full time or part time.

VP of SS — The Vice President of Student Services, or chief student services officer, or designee.

III. Procedures**A. 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 10 working days of the incident that generated the complaint.

B. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student from the VP of SS. The VP of SS will explain the grievance process to the student. The completed grievance form must be presented to the VP of SS within 5 working days after satisfying the first step in the grievance process.

The VP of SS shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than 2 working days after receipt of the grievance form from the student. The VP of SS will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the VP of SS. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative officer of the division or component concerned.

C. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit the request within 5 working days after receiving the written response of the



PART II: STUDENT CODE continued

supervisor. The request shall include a copy of the original grievance form and the reason the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request.

The VP of SS shall notify immediately the President of the College who shall insure that a Committee is organized in a manner consistent with Section IV of this procedure (The Student Grievance Committee).

The VP of SS will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

Meeting(s) shall be conducted between 5 and 15 working days following the date of the request. A postponement, if requested no later than 5 working days prior to the scheduled meeting, may be granted by the chairperson upon written request of either party.

The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The Committee may interview any additional witnesses that it considers necessary to render a fair decision.

The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within 2 working days of the Committee's decision.

D. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 working days of receipt of the grievant's appeal. The

decision of the President is final.

IV. The Student Grievance Committee (Student Appeals Committee)

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the chief instructional officer.
3. One Student Services staff member recommended by the VP of SS.
4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee.
5. All recommended members must be approved by the President.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least 5 working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the hearing.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf.
6. Call witnesses who are dismissed following their questioning by all present and to ask questions of any person present at the meeting.
7. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel may not address the committee.



PART III: DISTANCE LEARNING SERVICES

DISTANCE LEARNING

“Distance Learning” is a broad term that denotes a manner of course delivery that is non-traditional. Distance Learning may involve courses that are time and place sensitive just like a traditional courses. These may be courses delivered by *satellite*, requiring students to be in specially equipped classrooms at specific times for instruction, viewing lectures and demonstrations on television and telephoning the instructor to ask questions during broadcasts. Similarly, courses delivered by *two-way video* require students’ presence in specially equipped classrooms during instruction, but both students and instructor can see one another on video monitors and talk to one another without using telephones. Because the instructor may or may not be in the classroom with the students for such courses, it is necessary for students to be good independent learners.

Distance Learning may involve courses that are generally not time and place sensitive. **Telecourses** allow students to view lessons and demonstrations at times convenient to them either from home with their own VCRs or in viewing rooms of the college library. When students purchase their textbooks, they rent the video series for the semester and view tapes anywhere, anytime to maximize convenience. Students may be required to arrange for a proctor or come to the college Test Center for proctored exams periodically throughout a semester. Students and instructors maintain contact with one another by telephone, mail, e-mail or fax throughout the semester. Students mail or e-mail their assignments to the instructor in accordance with deadlines set forth in the course syllabus. Students enrolling in telecourses are expected to be highly motivated independent learners who will contact their instructors in advance of class for specifics about any required meetings and requirements for proctored testing.

Online courses are delivered by the Internet and are available to students with their own computers or to students using computers in one of the college’s computing facilities. Students may generally access their online courses at any time convenient to them. Some online courses, however, may have a “live” component requiring students and instructors to schedule some online meetings at specific times. Students enrolling in online courses must be highly motivated independent learners who will contact their instructor in advance of class about any required meetings at specific times and requirements for proctored testing.

Students enrolling in online courses are expected to initiate the instruction process, and may find instructions for accessing ATC online courses on the ATC web site.

SCTECHONLINE

Online courses from other South Carolina technical colleges are also available to students through the South Carolina Tech Online consortium. Students may contact the Office of Student Services for additional information about SCTechOnline.

Online Attendance Procedure

An e-mail is required from each student to the instructor by the end of the Add/Drop period. At this time the instructor will drop the student from the course if the e-mail is not received. Except in extenuating circumstances with the approval of the appropriate Associate Vice President, instructors drop students from class when 80 percent attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. After the Add/Drop period, each student will be expected to communicate with the instructor via e-mail, online instruction forum, phone, or appointment at least once each week and access the web class at least once each week. After any three weeks of no communication or



PART III: DISTANCE LEARNING SERVICES continued

no access, the student will be dropped from the course. The instructor will assign a grade of “W” or “WF” based upon the student’s academic standing as of the last date of attendance, which is the date of the last log-in.

SERVICES FOR DISTANCE LEARNING STUDENTS

The following services are offered to Distance Learning students.

Academic Advising and Scheduling

Each college provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs.

Aiken Technical College will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. ATC will provide advising services and assistance with scheduling by appointment or by telephone.

Admission

Students may apply for Distance Learning courses through Aiken Technical College. Application forms are available by mail or fax upon request and by computer at various locations. Students enrolled in an academic program shared by two or more colleges (dual enrollment) must meet the admission standards of each program in which they enroll.

Aiken Technical College will facilitate the admission process upon a student’s request by providing electronic admissions access to other colleges. ATC may establish application deadlines for specialized programs.

In the case of dually enrolled international students in an academic program shared by two or more colleges, the award-granting college is responsible for all processing and tracking and for ensuring adherence to INS and Department of Justice regulations.

Assessment

When placement in a Distance Learning course requires assessment, the college which awards credit for the course establishes the mandatory placement score. Aiken Technical College will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students.

If the student has already taken the COMPASS assessment test at another South Carolina technical college, Aiken Technical College will use those assessment test scores, provided those scores are generated within one year of enrollment. A student must request in writing or by fax that scores be sent from one college to another.

When colleges use different assessment instruments, Aiken Technical College may arrange to have its assessment instrument administered and proctored at another college.

Health Services

See *Health Services and First Aid* on page 217.

Intercollegiate Athletics

A student who is simultaneously enrolled at two or more colleges may participate in intercollegiate athletics only at the college where he or she is registered for the greater number of credit hours. If the student is registered for the same number of credit hours at two or more colleges, he or she may participate in intercollegiate athletics only at the institution where he or she first enrolled during that term.

Job Placement Assistance

See page 47 of the Student Life and Resources section of the catalog.

Orientation to Distance Learning Courses

While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors for orientation to the course.



PART III: DISTANCE LEARNING SERVICES continued

For telecourses, however, students are strongly encouraged to attend a brief orientation with the instructor on campus during the first week of the semester in which they have enrolled in a telecourse. This gives students an opportunity to meet the instructor and classmates, and to ask any questions about the course in person.

Students enrolling in their first online course are strongly encouraged to access an orientation to online learning from the college's web site. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the ATC web site provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

Personal and Career Counseling

Personal and career counseling services are available to Distance Learning students. Students may access personal and career counseling services by visiting Counseling Services or the One Stop Career Center in the Ashley J. Little Administration Building, by phone at 803-593-9231, ext. 1298, by fax at 803-593-9161, or by e-mail to weldon@atc.edu.

Registration

At the present time, Aiken Technical College will provide Distance Learning students with:

- ▶ Mail-in registration;
- ▶ Advisor registration, wherein the student's advisor performs the necessary data entry to secure the student's seat in class; or
- ▶ In-class registration.

Students must make payments directly to the Aiken Technical College Cashier's Office.

Student Activities

Students enrolled in distance learning courses are encouraged to participate in student activities, including Student Government Association (SGA) and College publications. For a copy of the student newspaper, which is created through the College's journalism class, contact the Director of Student Life at 803-593-9231, ext. 1604.

Student Behavior

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See *Part II: Student Code* on pages 223-231.) Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The *Student Code and Grievance Procedure for South Carolina Technical Colleges*, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

Note: The instructor of a Distance Learning course, even if primarily or solely an employee of the originating college, is empowered to correct or terminate classroom disruptions. Only the Chief Student Services Officer (Vice President of Student Services) of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.

Student Complaints

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Services, who then requests that the appropriate College official respond to the student's complaint. (See *Part II: Student Code*, pages 223-231)

PART IV: SURVIVAL TIPS

Student Financial Aid

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by Aiken Technical College. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the college which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from

one institution. For information, call 803-593-9231, ext. 1248.

Student Records

When Aiken Technical College awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, notifying students of their grades, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses. (See *Transcripts* on page 221.)



PART IV: SURVIVAL TIPS

At ATC we want to help students accomplish their educational goals! Whether you are unemployed, underemployed, fearful of layoffs, or just interested in what college is all about, ATC is the place to be.

A college student must be assertive to succeed. If a student has a problem or a question, he or she must take the initiative to get help. Now is the time to start thinking and acting like a successful student! Below are useful tips for becoming a successful student at ATC.

► **Where Can I Go For Help?**

Counseling Services

Located in Room 107 of the Ashley J. Little Administration Building, Counseling Services is one of the best places to go for help. Professional counseling is available in a confidential setting at no cost to students. Counseling Services provides everything from helpful hints — such as taking a keyboarding class early in a student's career — to assistance with graduation ceremonies. Single parents or students with disabilities will find many helpful resources here.

One Stop Career Center

Located in Room 109 of the Ashley J. Little Administration Building, this state-of-the-art center offers an array of job search resources to assist students in finding part-time or full-time employment now or at graduation. Information about other colleges — including catalogs from over one hundred different colleges — is available. If a student needs help selecting a career or putting together a good resume, the One Stop Career Center offers free job search and resume building services worth hundreds of dollars anywhere else. (See also *One Stop Career Center* on page 218.)

Financial Aid

Located in Room 107 of the Ashley J. Little Administration Building, the Financial Aid Office provides information packets and helpful staff to assist in the relief of the financial costs of attending college. The Free Application for Federal Student Aid is available here, as well as information on available scholarships and work-study positions. There are no dumb questions regarding financial aid. Remember to apply early!

PART IV: SURVIVAL TIPS continued**Admissions and Records Office**

Located in Room 112 on the first floor of the Ashley J. Little Administration Building, the Admissions and Records Office has everything from transcripts to Lost and Found. Veterans Affairs information, withdrawal forms, enrollment verification for insurance companies, and applications for graduation are just a few of the items that are available from this office.

► How Do I Schedule My Classes?**First Semester at ATC**

All students will register with their academic program advisors. A list of advisors with room numbers and phone extensions is available in the Admissions and Records Office.

Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students), or to begin more slowly as a part-time student. Because most ATC programs are offered day or night, the student also needs to decide what time of day to attend classes.

Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot!

Reading the Semester Schedule

Every semester the College publishes a schedule of classes that will be offered the next semester. The classes are listed by department names (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which courses to take, a student should consult the ATC Catalog under the program heading in which he or she is enrolled.

“Credit” has several meanings for the student. First, it is used to figure the cost of tuition. ATC presently charges a per-credit

hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Schedule of Classes for the term in which you plan to take classes.

The second meaning of “credit” is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should look over the published schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student's responsibility to take charge of his or her education and to ask questions.

► Is It OK to "Withdraw" From a Class?

Withdrawing from a class, as long as it is done correctly, is an accepted practice in college.

The student should go to the Admissions and Records Office to obtain a form and get the class instructor to sign it. Return the form to the Admission and Records Office to complete the process to avoid an “F” in the class. Depending on when the student withdraws, there may be a tuition refund for that class.

Withdrawing from a class can be important to a student whose plans include transferring to a four-year college because a “C” or better is required for transfer courses. The number one reason students withdraw is conflict with their work schedules. Students planning to work and attend ATC



PART IV: SURVIVAL TIPS continued

must plan their schedules very carefully in order to accomplish their educational goals.

► *Can I Change Programs After I Start ATC?*

The national average indicates that most college students change their minds about their program of study two-and-a-half times over their college careers! It is normal for a student not to know exactly which career path to take at the beginning of a college career.

Experimenting by taking a course or two in a program is often the best way to see if that program meets a student's goals. By completing a form in the Admissions and Records Office, a student may move from one program to another. Many times credits transfer from one program to another.

► *Is It True That You Have More Freedom in College?*

In college there are no bells or announcements to announce class is over, but there are still rules students must obey.

ATC parking regulations, restrictions on smoking in buildings, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At ATC there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College will not hesitate to call in the Aiken County Sheriff's Office if there is a violation with which ATC security officers require assistance. If, on the other hand, a student needs a battery jump-started, a locked car opened, or an escort to his or her car after evening classes, ATC's security officers stand ready to assist. ATC expects students to be independent and serious in their efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

► *Are Sports Available at ATC?*

There is a full array of student activities for students enrolled at ATC. The College offers National Junior College Athletic Association competition in men's basketball and women's fastpitch softball. Additionally, co-ed intramural sports are scheduled each semester and there is a complete wellness center featuring state-of-the-art Nautilus and Stair-Master equipment free to students. To develop leadership skills, ATC offers Student Government Association (SGA) involvement, student newspaper activities, and a variety of academically related and service-oriented clubs. ATC knows these extracurricular activities are meaningful to employers looking at students' resumes and encourages all students to be involved in these activities.

► *Is There Anything Else That Would be Helpful for a New Student to Know?*

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays students to start their college careers slowly.

A student should not sign up for a full-time load of classes the first semester unless he or she has prepared for college with a strong high school career. Students should get used to the time required for college studying and writing assignments by doing well their first semester and adding more classes after that initial success.

Ask for help and be assertive! Students should read the ATC Catalog and this Student Handbook to be familiar with their new environment and, when questions come up, act quickly to seek help. Other students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at ATC and we stand ready to help you SUCCEED!



PART V: DRUG AND ALCOHOL POLICY

ALCOHOL AND OTHER DRUG USE

(Policy and Information for Employees and Students of the South Carolina Technical College System)

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and

encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within 5 days. Management must report to granting agencies any employee conviction for conduct in the work place within 10 days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require



PART V: DRUG AND ALCOHOL POLICY continued

an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.

5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

SOUTH CAROLINA LAWS**A. ALCOHOL****1. PURCHASE ON BEHALF OF ONE WHO CANNOT LAWFULLY BUY**

It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves.

Penalty — Fine up to \$200 or confinement up to 30 days and mandatory driver's license suspension of 90 days-6 months.(Code 6-1-9-60)

2. PURCHASE/POSSESSION BY A MINOR/MISREPRESENTING AGE

It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21. It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage.

Penalty — Fine up \$200 for first offense and mandatory driver's license suspension of 90 days - 6 months. (Code 20-7-370/380, 61-9-50)

3. TRANSFERENCE OF BEER OR WINE

It is against the law to give or transfer beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse.

Penalty — Fine up to \$200 or

confinement up to 30 days.
(Code 61-13-287)

4. CONTRIBUTING TO THE DELINQUENCY OF A MINOR

It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

Penalty — Fine up to \$3,000 and/or confinement up to three years.
(Code 16-17-490)

5. POSSESSION OF BEER, WINE, OR LIQUOR

It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverage in actual possession or in your immediate surroundings.

Penalty — Fine up to \$100 or confinement up to 30 days and mandatory driver's license suspension of 90 days-6 months.
(Code 61-9-87, 20-7-370/380)

6. SALE TO PERSON UNDER AGE

It is against the law to sell beer, ale, or wine to anyone under 21 years old.

Penalty — Fine up to \$200 or confinement up to 60 days.
(Code 61-9-40)

7. DISORDERLY CONDUCT

Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct.

Penalty — Fine up to \$100 or confinement up to 30 days.
(Code 16-17-530)



PART V: DRUG AND ALCOHOL POLICY *continued*



8. ALTERING AND FRAUDULENT USE OF LICENSE

It is against the law to lend, issue, sell, or use your license or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

Penalty — First offense fine up to \$200 and/or confinement up to 30 days, and mandatory driver's license suspension for 90 days-6 months.

(Code 56-1-510/515, 61-9-50)

9. DRIVING UNDER THE INFLUENCE (DUI)

It is unlawful for persons under the influence of alcohol or other drugs to drive.

Penalty — Not less than \$200 fine; imprisonment up to 5 years; driver's license suspension 6 months-permanent.

(Code 56-1-1330, 56-5-2930/2940/2990)

10. FELONY DRIVING UNDER THE INFLUENCE

If you cause bodily harm or death to someone while under the influence of alcohol, drugs, or any combination, you are guilty of a felony DUI.

Penalty — For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years.

(Code 56-5-2945)

11. CONSENT FOR TESTING

Anyone who drives on South Carolina highways automatically has given consent to a breathalyzer test if arrested. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary.

(Code 56-1-1330, 56-5-2930/2940/2950/2990)

B. OTHER DRUGS

1. POSSESSION AND DISTRIBUTION OF DRUGS

It is illegal to have, to make, or to intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

Penalty — Varies depending upon the circumstances under which the arrest was made and the amount of drugs.

Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension for 6 months-1 year.

(Code 44-53-370)

2. DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL

It is against the law and a separate offense to distribute, sell, make, or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities.

Penalty — Fine up to \$10,000, and/or confinement up to 10 years.

(Code 44-53-445)

3. POSSESSION OR SALE OF DRUG PARAPHERNALIA

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

"Roach clips" — Clips used by dentists to clip bibs around the necks of patients.

"Bong" — Pipe that may or may not use water.

"Carburetor" — Circulating tube with holes at each end. Tube may be made out of glass or metal.

Penalty — Fine up to \$500
(Code 44-53-391)

PART V: DRUG AND ALCOHOL POLICY continued**ALCOHOL — EFFECTS & HEALTH RISKS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

FEDERAL ILLEGAL POSSESSION**PENALTIES****CONTROLLED SUBSTANCES**

First conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

There are special sentencing provisions for possession of crack cocaine: mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number of convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport, or conceal possession of controlled substances. There are also civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

(21 U.S.C. 844 (a); 21 U.S.C. 853(a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844a; 21 U.S.C. 853 a)



PART VI: CAMPUS MAPS

AIKEN TECHNICAL COLLEGE OVERALL CAMPUS MAP



Campus Buildings and Numbers

Ashley J. Little Administration Building — 100-200

Science — 300

Engineering — 400

Industrial Technology — 500-600

700-800 Building — 700-800 (under renovation during Fall 2004)

Gregg-Graniteville Student Activities Center — 900

Dale Phelon Information Technology Center — 1000-1100

Health and Science Building — 1200-1400

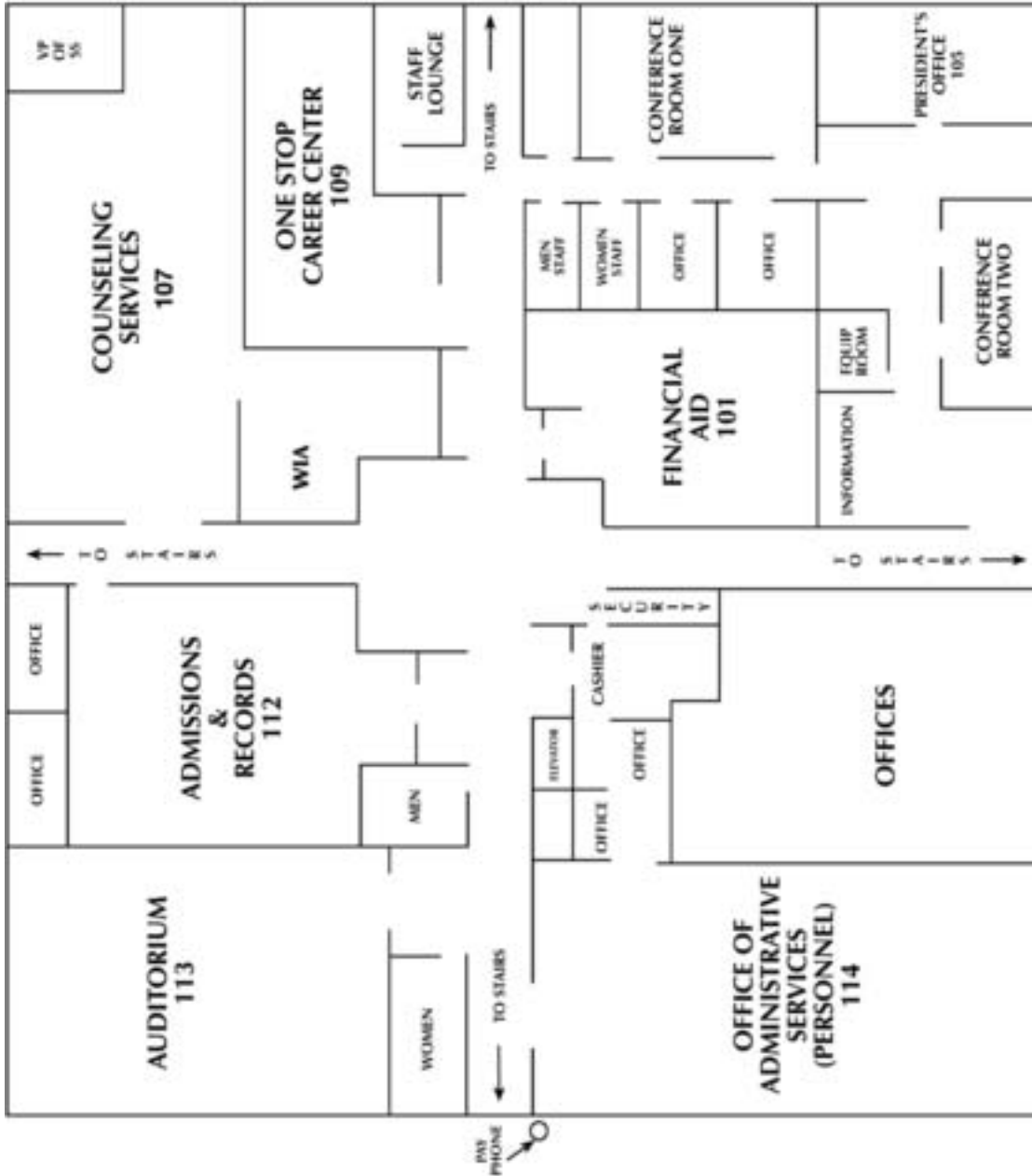
Maintenance Building — 1500

CSRA Manufacturing and Technology Training Center — 1800

Maps of individual buildings, in numerical order, appear on the following pages.

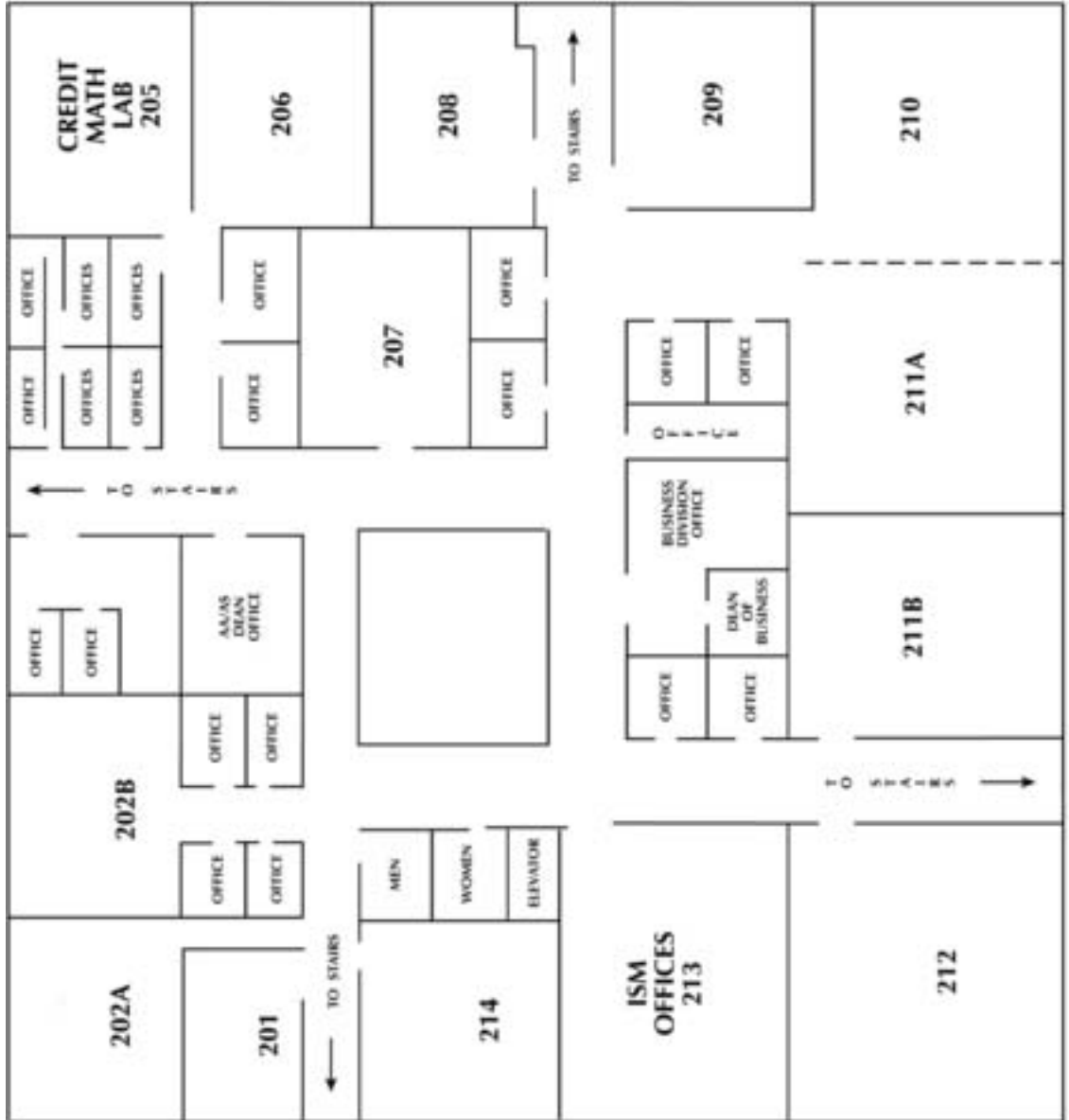
PART VI: CAMPUS MAPS *continued*

ASHLEY J. LITTLE ADMINISTRATION BUILDING
FIRST FLOOR – 100'S



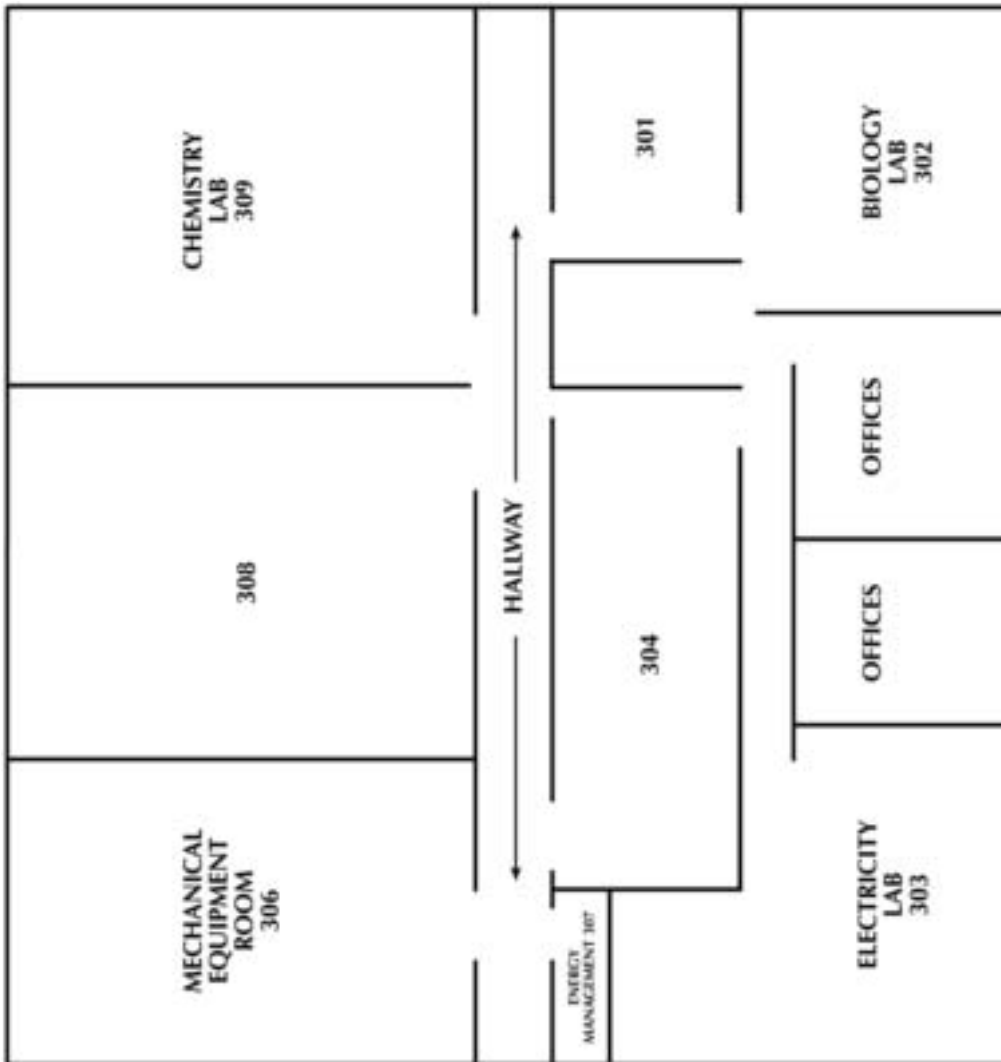
PART VI: CAMPUS MAPS *continued*

**ASHLEY J. LITTLE ADMINISTRATION BUILDING
SECOND FLOOR – 200'S**



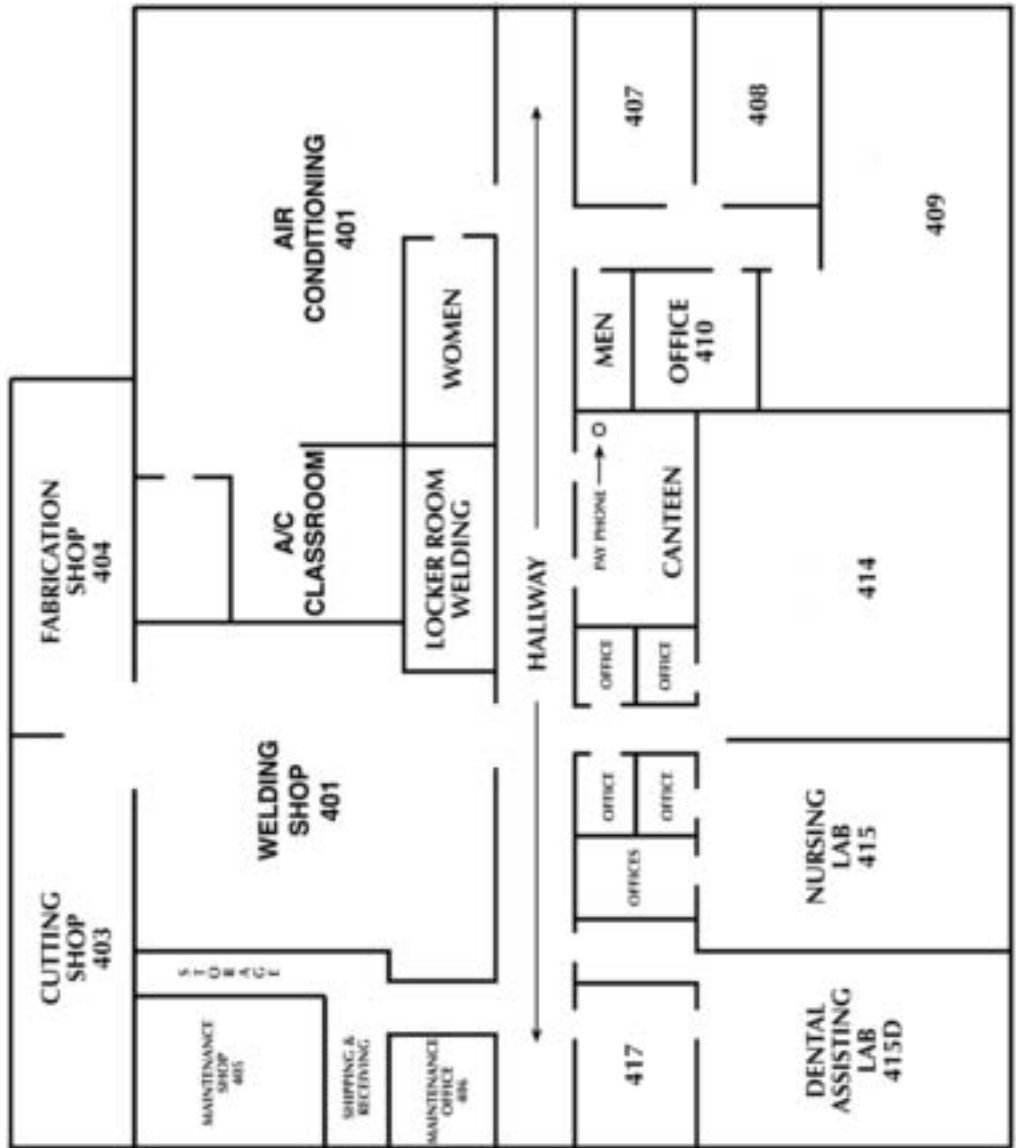
PART VI: CAMPUS MAPS *continued*

SCIENCE BUILDING
300'S



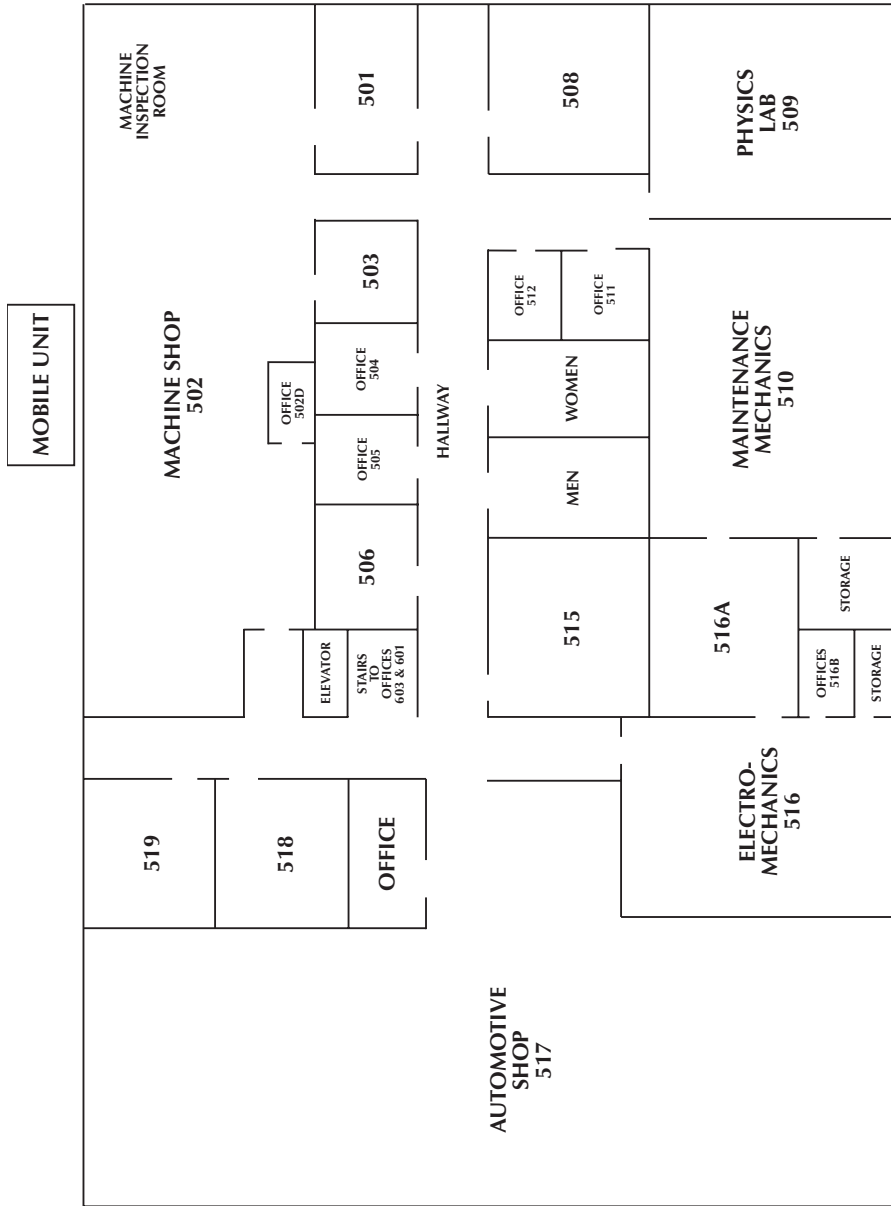
PART VI: CAMPUS MAPS *continued*

ENGINEERING BUILDING
400'S



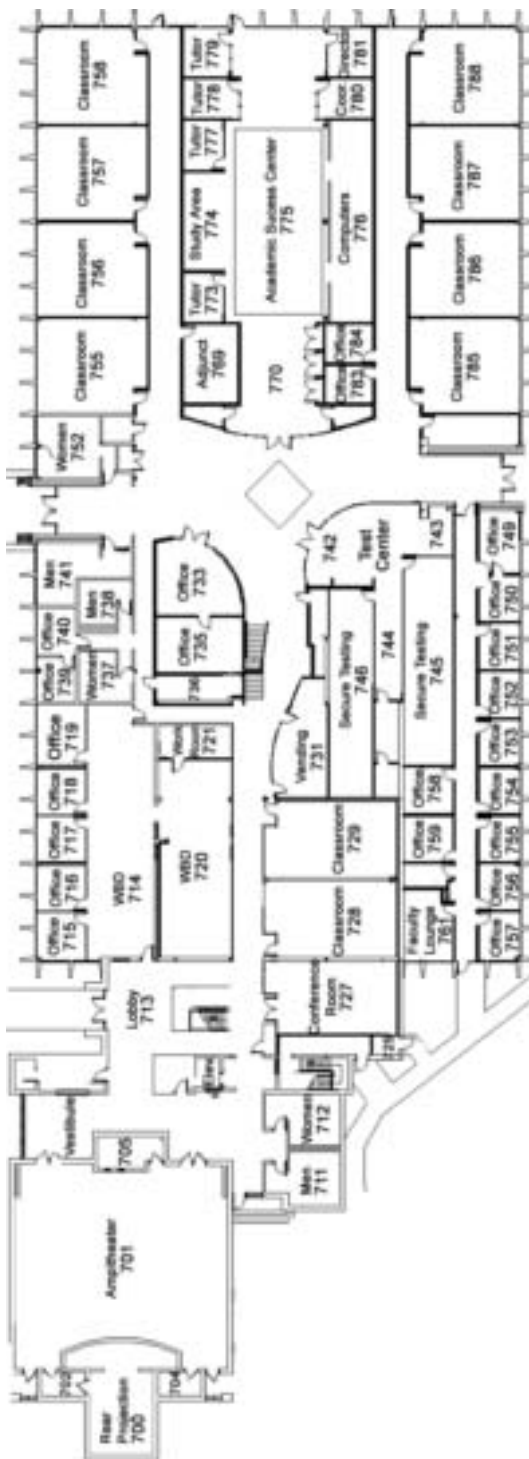
PART VI: CAMPUS MAPS *continued*

INDUSTRIAL TECHNOLOGY BUILDING
500'S AND 600'S



PART VI: CAMPUS MAPS continued

700-800 BUILDING FIRST FLOOR – 700'S



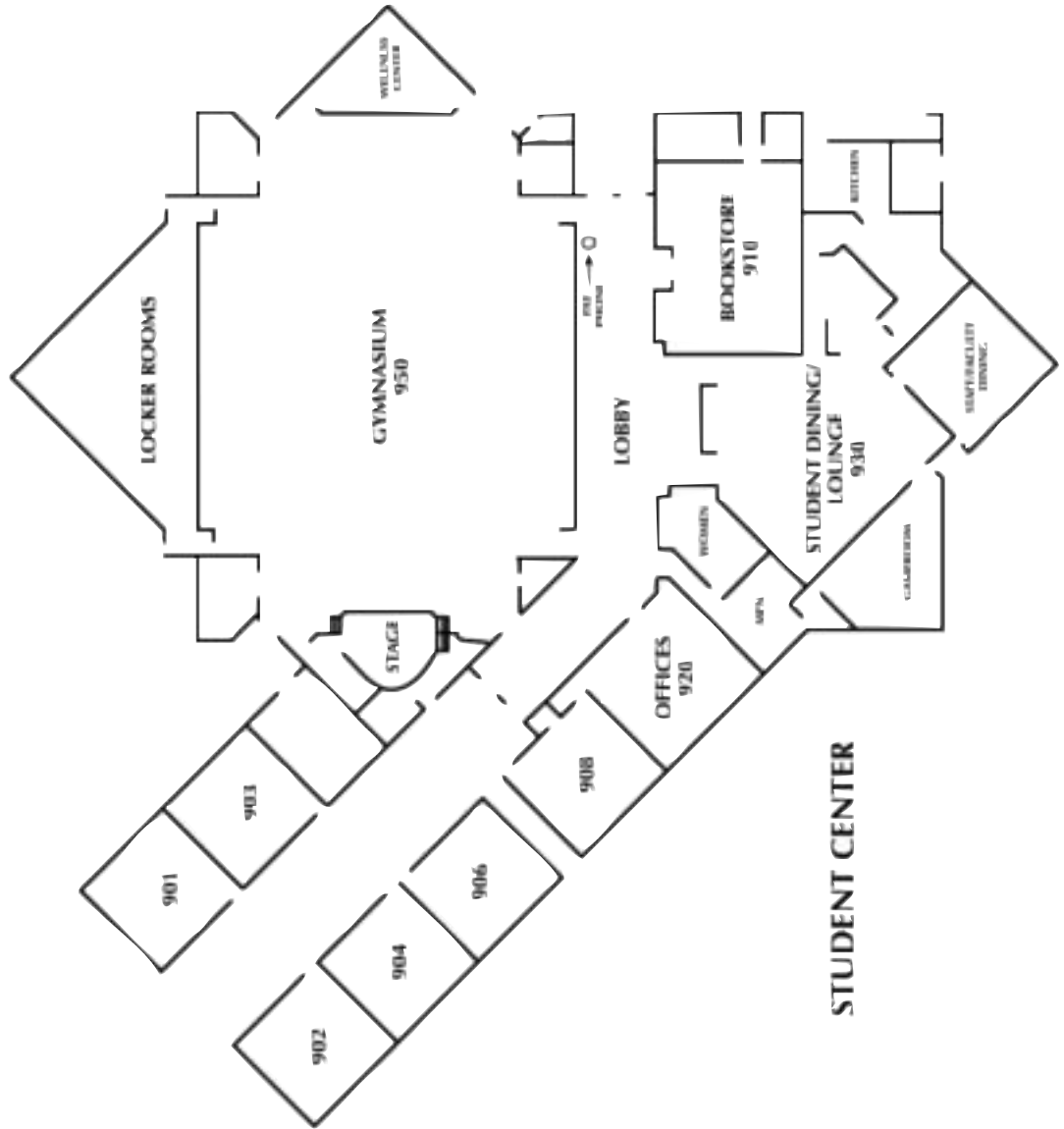
PART VI: CAMPUS MAPS continued

700-800 BUILDING SECOND FLOOR – 800'S



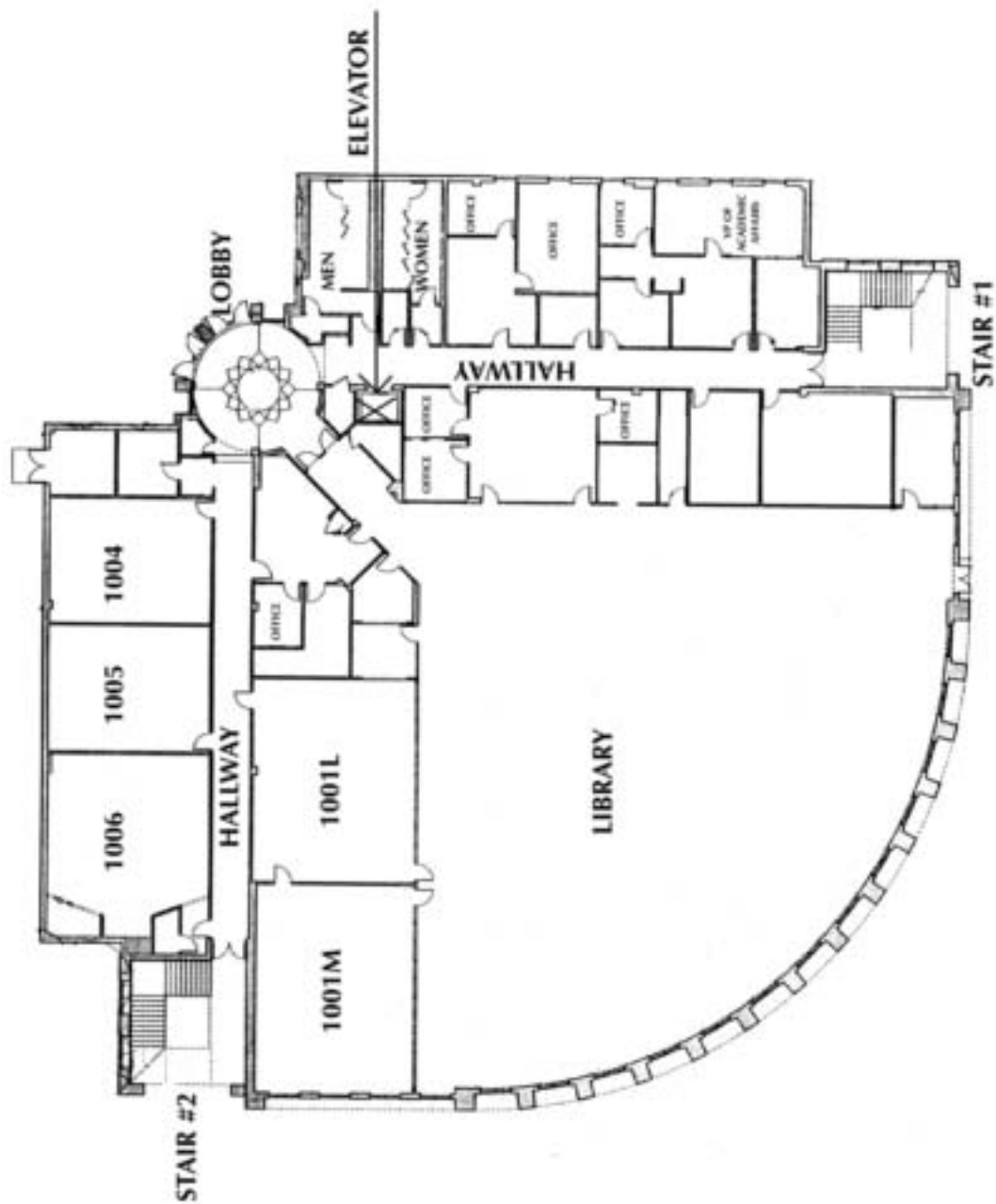
PART VI: CAMPUS MAPS *continued*

GREGG-GRANITEVILLE STUDENT ACTIVITIES CENTER
900'S



PART VI: CAMPUS MAPS *continued*

DALE PHELON INFORMATION TECHNOLOGY CENTER
FIRST FLOOR – 1000'S



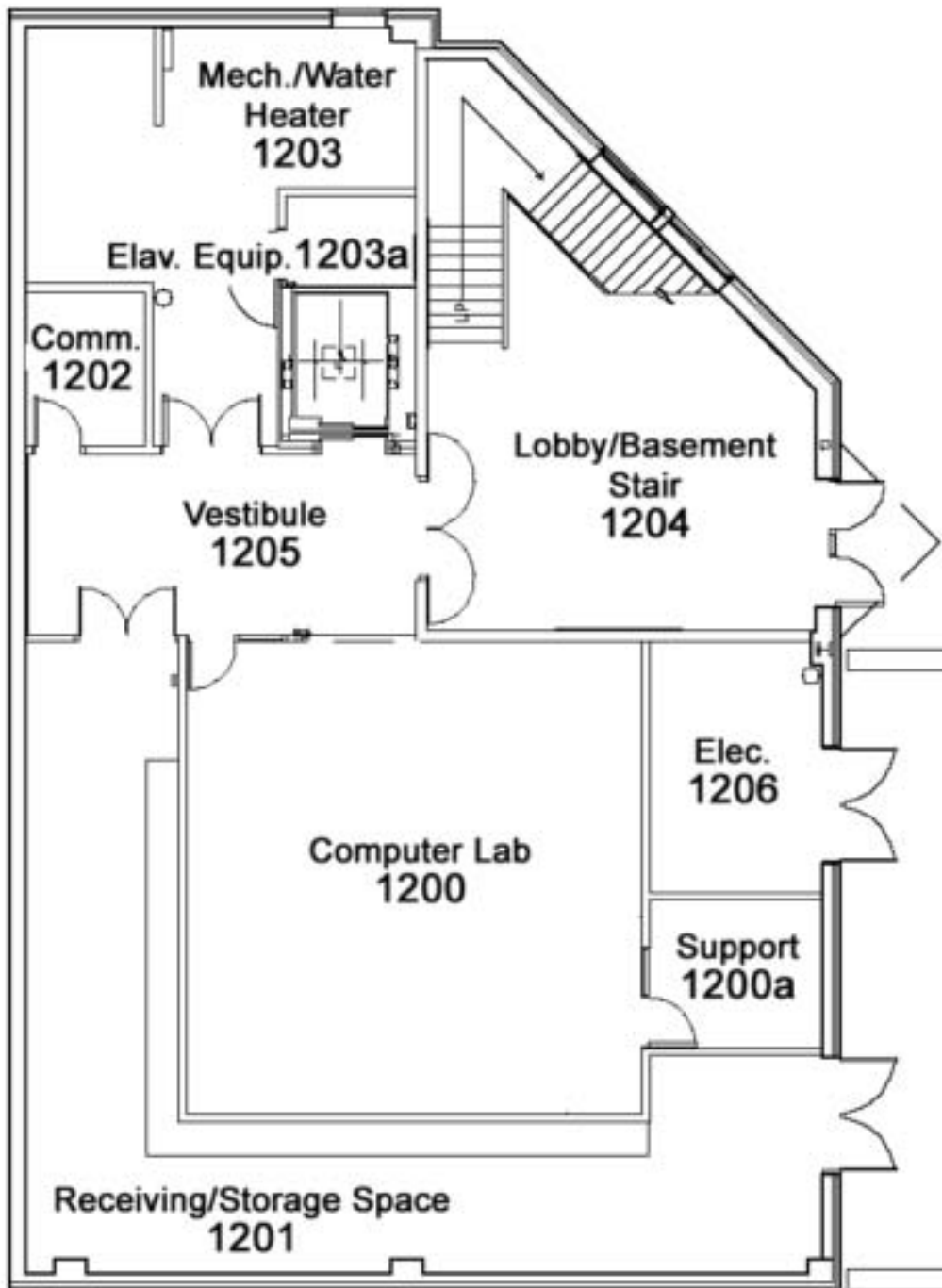
PART VI: CAMPUS MAPS *continued*

DALE PHELON INFORMATION TECHNOLOGY CENTER
SECOND FLOOR – 1100'S



PART VI: CAMPUS MAPS continued

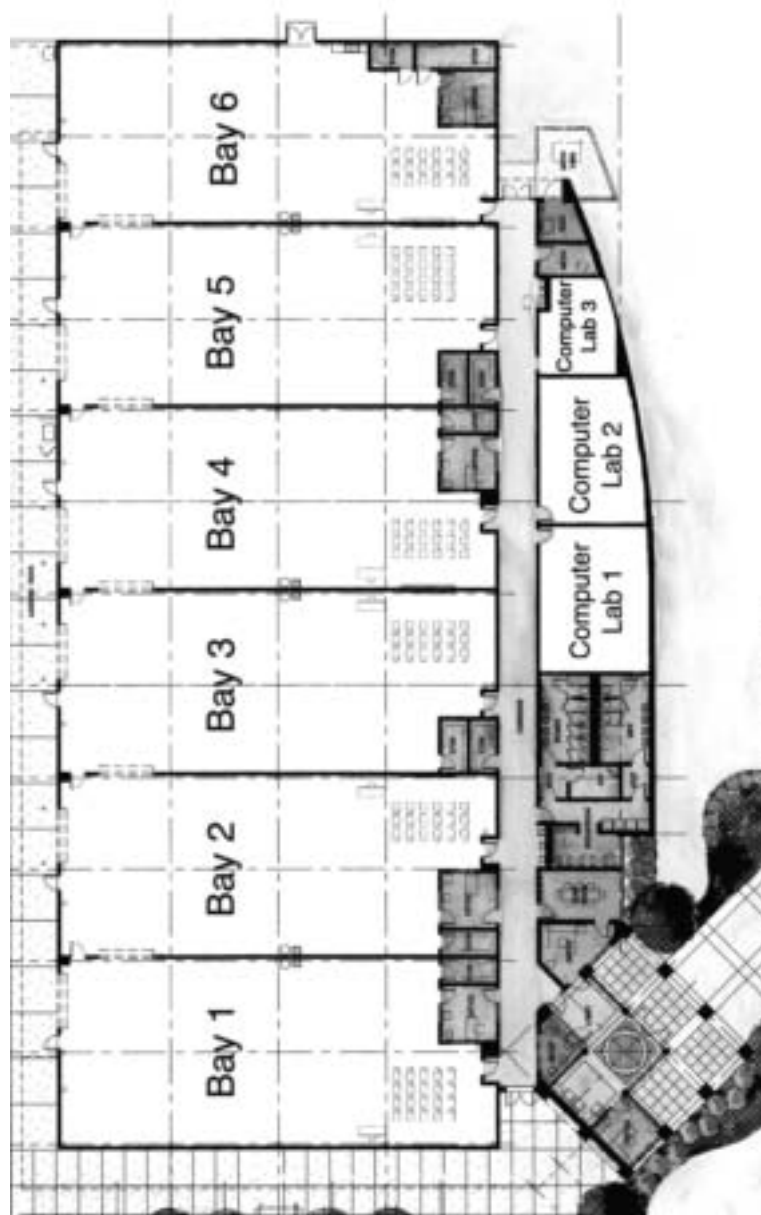
HEALTH AND SCIENCE BUILDING
GROUND FLOOR – 1200'S



PART VI: CAMPUS MAPS *continued*



CSRA MANUFACTURING AND TECHNOLOGY TRAINING
CENTER
1800'S



A I K E N
T E C H N I C A L
C O L L E G E

WWW.ATC.EDU

GATEWAY

to New Frontiers



accept the challenge

AIKEN TECHNICAL COLLEGE
P.O. Box 400
Graniteville, South Carolina 29829
803-593-9231 ▲ 1-800-246-6198
<http://www.atc.edu>