



SPARTANBURG
TECHNICAL
COLLEGE

2003-2004 Catalog

Post Office Box 4386
Business Interstate 85 at New Cut Road
Spartanburg, South Carolina 29305
(864) 591-3600
Fax: (864) 591-3642
www.stcsc.edu

Table of Contents

Special Information	iv
President's Message	v
Academic Calendar	2
An Introduction to the College	3-12
Administration	4
Accreditations	5
College Mission	5
College Values	6
Student Outcomes	6-7
Role and Scope	7
Historical Overview	8-9
Continuing Education	10
Spartanburg Technical College Foundation	10
Map of Spartanburg Technical College	11
Map of Spartanburg Technical College BMW Center	12
Admissions	13-30
Admissions Policies	14
Admissions Procedures	14-18
Transferring from STC/Statewide Agreement on Transfer/ Transfer-State Policies and Procedures	18-23
Statewide Articulation Agreement	24
Special Admissions Procedures	25-30
Services for Students	31-38
Advising Center	32
AIM Center	32
Bookstore	32
Cafeteria	32
Campus Safety and Security/Student Right-To-Know	32-33
Career Planning and Placement	33
Counseling and Career Development	33-34
Distance Learning	34
Early Registration	34
Evening Services	34
Health Services	34
Housing Information	34
Identification Cards	34
Insurance	34
Library	34
Orientation	34
Parking	34
Release of Student Information	34
Services to Students with Disabilities	37
Student Disability Center	37
Cooperative Program for the Deaf and Blind	37
Student Activities	37
Student Due Process	37
Success Network	37

Testing Center	38
Tutorial Learning Center (TLC).....	38
Financial Matters	39-56
College Costs	40
Tuition	40
Textbooks and Supplies	40
Residency	40-42
Fees and Expenses	40
Fee Payment	42
Financial Assistance	42-52
Scholarships	49-51
Other Financial Assistance	51-52
Veterans' Assistance	52-53
Records and Transcripts	53-54
Student Refund/Withdrawal/Federal Return of Funds	54-56
Academic Procedures	57-62
Academic Policies	58-62
Arts & Sciences Division	63-72
Associate in Arts	64-65
Associate in Science	64-66
Horticulture Technology	67-68
Landscape Management	69
Landscape/Nursery Professional	70-71
Business Technology Division	73-114
Accounting	74-75
Administrative Accounting Specialist	76-77
Automated Office	78-79
Computer Support Specialist	80-81
Computer Technology	82-83
Computer Technology with Cisco Electives	84-85
Culinary Arts	86-87
Insurance Specialist	88-89
Legal Administrative Specialist	90-91
Management	92-93
Management with Culinary Arts	94-95
Management with Fire Service Electives	96-97
Management with Hotel, Restaurant and Travel Electives	98-99
Management with Information Technology Electives	100-101
Management with Marketing Electives	102-103
Medical Front Desk Specialist	104
Networking Operations	105
Office Systems Technology	106-107
Office Systems Technology-Medical Option	108-109
Receptionist	110
Software User Specialist	111-112
Web Page Design	113
Health and Human Services Division	115-148
Advanced Child Care Management	116-117
American Sign Language	118

Early Childhood Development	119-120
Expanded Duty Dental Assisting	121-122
General Technology	123
Health Sciences	124
Health Unit Coordinating	125
Interpreter Training	126-127
Medical Assisting	128-129
Medical Laboratory Technology	130-131
Multi-Skilled Health Technology	132
Pharmacy Technician	133
Practical Nursing	134-135
Pre-Occupational Therapy Assistant (Phase I)	136-137
Pre-Physical Therapist Assistant (Phase I)	138-139
Radiography	140-141
Respiratory Care	142-143
Special Needs	144
Surgical Technology	145-146
Therapeutic Massage	146
Industrial and Engineering Technologies Division	149-184
Engineering Technology	150-164
Civil Engineering Technology	150-151
Computer Aided Drafting	152
Electronics Engineering Technology with Computer Applications	153-154
Electronics Engineering Technology with Industrial Applications	155-156
Engineering Graphics Technology with Architectural Computer Aided Drafting	157-158
Engineering Graphics Technology with Mechanical Computer Aided Drafting	159-160
General Engineering Technology	161-162
Mechanical Engineering Technology	163-164
Industrial Technology	165-184
Automotive Technology Ford ASSET	165-166
Basic Electronics	167
Commercial Graphics	168-169
Computer Numerical Control Operator	170
Ford MLR (Maintenance and Light Repair)	171
General Technology	172-173
Heating, Ventilation, Air Conditioning and Refrigeration Technology	174
Industrial Electronics Technology	175-176
Industrial Electronics Technology Automated Manufacturing Technology Option	177-178
Industrial Mechanics	179-180
Machine Tool Technology	181-182
Welding	183-184
Course Descriptions	185-234
Explanation of Terms Used in Course Descriptions	186
Faculty and Staff Listing	235-250
Index	251-255

Consumer Information: Write to the office of the dean of students at STC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty: It is the policy of Spartanburg Technical College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the dean of students for specific procedures.

Facility Services at STC: Spartanburg Technical College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations, audio-visual services and catering. To schedule an event at Spartanburg Technical College, contact the community liaison in the president's office at (864)591-3622.

Non-Discrimination Statement: Spartanburg Technical College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin or disability in its admissions policies, programs, activities or employment practices.

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

If special accommodations or assistance will be needed, contact Nancy Lane, director of student disability services, (864)591-3811 (voice and TDD).

ADA/504 Coordinator and EEO/Title 9 Coordinator: Regina Eaker, director of human resources, (864)591-3706 (voice and TDD)

Transfer Officer: Celia Bauss, dean of enrollment management, (864)591-3754.

Postmaster Information: 2003-2004 *College Catalog*, published March 2003, Spartanburg Technical College, Post Office Box 4386, Spartanburg, S.C. 29305.

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Technical College's graduation rate for the fall 1999 cohort is 19.4. It is important to note that the SRTK is a "cohort" study. It identifies a group of students who are first-time freshman, enrolled full-time in a fall semester and are degree-seeking, and measures their outcomes over a period of time. While SRTK has merit in that it provides a standardized measure of college effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

World Wide Web Address: Spartanburg Technical College's homepage address is www.stcsc.edu

Welcome to Spartanburg Technical College!

Since 1963, STC has met the needs of students in Upstate South Carolina by providing the programs you want and the services you need to be successful. Exciting opportunities abound at Spartanburg Technical College and we are pleased you are part of the excitement.

As Spartanburg Technical College begins its fifth decade of service to the people of Spartanburg, Cherokee and Union counties, we are committed to providing high-quality, affordable education and training to all our citizens. Each year, we serve over 4,000 credit students in degree, diploma and certificate programs, and more than 12,000 in continuing education and lifelong learning programs. Although our growth has been rapid, we have never forgotten our mission to educate tomorrow's workforce. We offer over 70 credit programs of study and a host of non-credit continuing education opportunities. Whether your goal is to complete an associate degree in arts or sciences and transfer to a four-year university; train for a good job in horticulture, computers, business, health and human services, industrial or engineering technologies; or take a short, intensive training course, you will find STC dedicated to your success. STC is committed to academic excellence, as exemplified by our experienced, dedicated faculty. They understand that you have special interests and needs, and they are willing to go the "extra mile" to help you discover and fulfill your potential.

In addition to our credit and non-credit courses, we offer a blend of services and opportunities that you will not find anywhere else in this area. Check out our Distance Learning, the Advising Center, the Tutorial Learning Center, the Open Computer Lab, Student Support Services, and the Career Planning and Placement office, just to name a few. As you learn more about Spartanburg Technical College, you will find that we are the best choice for quality, affordable education in the Upstate.



To better serve all our students, the College is committed to an aggressive upgrade and expansion of our physical facilities. In 2001 the 70,000 square-foot Health Sciences Building opened to serve students in our Health and Human Services Division. In 2002, we added 10,000 square feet to the East Building to provide a new home for the Advising Center, Tutorial Learning Center, Testing Center, and Open Computer Lab. This addition gives a contemporary look to one of the campus's original buildings. In 2003, we will dedicate a new 60,000 square foot Student Services Building, giving us much-needed space to centralize student services and many administrative functions, thereby improving our ability to serve students and the community.

My priority as president is to ensure that the faculty and staff work together to help you accomplish your objectives. Your success is our success!

A handwritten signature in cursive script, reading "Dan L. Terhune". The signature is written in dark ink and is positioned above the printed name.

Dr. Dan L. Terhune, STC President

2003-2004 Academic Calendar

Fall Term 2003

August 25	Classes Begin
September 1	Labor Day (College Closed)
October 13, 14	Faculty Optional Days (No Classes)
November 26	Optional Faculty Workday
November 27, 28	Thanksgiving Holidays (College Closed)
December 8	Classes End
December 9-12	Final Exams
December 22 - January 2	Christmas Holidays (College Closed)

Spring Term 2004

January 12	Classes Begin
January 19	Martin Luther King, Jr. Holiday (College Closed)
February 20	Faculty Optional Day (No Classes)
April 5-9	No Classes, Spring Break
April 26	Classes End
April 27-30	Final Exams
May 6	Graduation

Summer Term 2004

May 17	Classes Begin
July 15	Classes End
July 19, 20	Final Exams

Summer I Term 2004

May 17	Classes Begin
June 15	Classes End
June 16	Exams

Summer II Term 2004

June 21	Classes Begin
July 20	Classes End
July 21	Exams

Please note: These dates are subject to change in the case of extenuating circumstances, such as inclement weather.

An Introduction to the College

Spartanburg Technical College Administration

Dan L. Terhune	President
Henry C. Giles, Jr.	Executive Vice President
JoEllen M. Cantrell	Vice President of Continuing Education
Robert W. Isenhower, Jr.	Vice President of Planning and Development
Harold D. McClain	Vice President of Student Affairs
Sherrill H. Vaughn	Vice President of Academic Affairs
Marty G. Richards	Executive Director of the STC Foundation

Spartanburg County Commission for Technical Education

Hubert C. Dobson, Chairman (2003)	At Large member
James M. Folk, Vice Chairman (2005)	At Large member
Deloris Ham Oliver, Secretary (2003)	At Large member
Timothy M. Crawford (2005)	School District No. 1
Tammy C. Devine (2003)	School District No. 2
William D. Gwinn (2005)	At Large member
James L. Hailstock 2004	School District No. 7
Donald B. Hunt (2005)	School District No. 4
Danny T. Phillips (2004)	School District No. 3
William G. Sarratt (2005)	School District No. 6
Vacant	School District No. 5
Sid Crumpton, ex officio	Superintendent, School District No. 5
Whit Kennedy, ex officio	Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Dan P. Gray	1st Congressional District
W.M. Brantley Harvey	2nd Congressional District
P. Henderson Barnette	3rd Congressional District
Rev. Benjamin D. Snoddy	4th Congressional District
Ralph A. Odom, Jr., Chair	5th Congressional District
Wm. Reynolds Williams	6th Congressional District
Oscar E. Prioleau, Vice Chair	Member at Large
Henry W. Hulteen	Member at Large
Montez C. Martin	Member at Large
Cathy B. Novinger	Member at Large

Ex Officio

Inez Tenenbaum	State Superintendent of Education, State Department of Education
Robert A. Faith	Secretary of Commerce, S.C. Department of Commerce
Dr. James L. Hudgins	Executive Director State Board for Technical and Comprehensive Education

Accreditations

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

The College offers programs accredited by the following:

- Association of Collegiate Business Schools and Programs (ACBSP)
- Civil Engineering Technology, Electronics Engineering Technology and Mechanical Engineering Technology are 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
- Commission on Accreditation of Allied Health Education Programs (Medical Assisting, Respiratory Care and Surgical Technology Programs)
- Commission on Dental Accreditation, American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences, P.O. Box 75634, Chicago, Illinois 60675-5634, Phone (773)714-8880, Website- www.naacls.org
- National Automotive Technicians Education Foundation - Automotive Service Excellence
- National League for Nursing Accrediting Commission
- South Carolina Department of Nursing Board - Labor, Licensing and Regulation
- Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312)704-5300, e-mail: mail@jrcert.org

College Mission*

Spartanburg Technical College is a comprehensive, public, suburban, two-year technical college serving the citizens of the upstate counties of Spartanburg, Union, and Cherokee in South Carolina. The College advances economic development of the region through programs that address emerging and continuing employment needs in a rapidly changing global environment. Programs and services provide accessible, affordable, equitable, state-of-the-art, postsecondary education that effectively (1) prepares students to enter, adapt to, or advance in technical or service career fields; (2) provides students with pre-baccalaureate programs and courses which transfer to senior colleges and universities; and (3) assists students in achieving their professional and personal goals. Annually, the College serves 4,000 to 5,000 credit-seeking students and 12,000 to 15,000 continuing education students.

*The College mission statement was modified and approved by the STC Area Commission in January 2003. The modification has been submitted for approval to the S.C. Commission on Higher Education.

College Values

At Spartanburg Technical College, we believe in the worth of individuals and their potential for growth and development.

Values Pertaining to Students: At STC, we believe in ...

1. Encouraging students to reach their highest potential and to increase their self-esteem.
2. Stressing students' responsibility in taking an active role in their own learning, growth, and development.
3. Fostering a caring environment appropriate for the personal and educational development of adult students.
4. Helping students acquire a work ethic appropriate to their career choice.
5. Promoting a desire for lifelong learning.
6. Instilling a sense of college pride in the student.

Values Pertaining to Faculty and Staff: At STC, we believe in ...

1. Accomplishing the college mission through teamwork, effective communication, and personal accountability.
2. Maintaining a climate of mutual trust and respect.
3. Treating faculty and staff fairly.
4. Giving employees personal responsibility for job performance.
5. Developing professional potential of faculty and staff.

Values Pertaining to Community: At STC, we believe in ...

1. Providing timely programs and services that meet the needs of students and area business/industry.
2. Participating as a partner in the community's growth and development.
3. Promoting interactive communication with the community to ascertain needs and distribute information about programs and services.
4. Developing a continuum of educational opportunities by articulating with secondary and postsecondary institutions.
5. Encouraging faculty and staff to serve as leaders/role models in the community.
6. Being accountable to the community for effective use of resources.

Student Outcomes

When students graduate from Spartanburg Technical College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his/her area of study, each graduate of a credit program at the College will

1. Perform mathematical computations.
2. Communicate effectively both orally and in writing.
3. Comprehend written material.
4. Work effectively within a group.
5. Demonstrate problem-solving ability.

6. Demonstrate knowledge of professional work ethics.
7. Demonstrate a knowledge of employer expectations of job seeking, keeping, and advancing skills.
8. Demonstrate technical expertise.

Role and Scope

Spartanburg Technical College, an institution of the South Carolina Technical Education System, provides a wide range of instructional programs that include associate degree, diploma, certificate, occupational advancement, and community interest courses. These programs serve students who are seeking career preparation, entry-level job skills, the first two years of a baccalaureate degree, or personal/professional development. The College is an open access college serving the diverse needs of the adult population in its service area.

College-Level Credit Programs

In response to local business and industry needs, the College offers college credit educational programs in Engineering Technology, Industrial Technology, Computer Technology, Business, Horticulture, Health Sciences, and Public Service leading to associate degrees, diplomas, and certificates. The College offers university transfer opportunities through the Associate of Arts and Associate of Science programs to meet the needs of students whose long-range goals are obtaining baccalaureate degrees.

Continuing Education Programs

The College advances the economic development of the region through training to meet the unique human resource development needs of both new and existing business and industry. Course offerings provide professional and personal growth opportunities to business, industry, and the community at large.

Student Development Services

The College offers development services to enhance students' opportunities for career success and their potential for personal and educational growth. Recruitment, counseling, and support services are provided to all students. Special programs and services increase access and equity for minority students, students with disabilities, and other students who are not historically served by higher education.

Transitional Studies

The College assists underprepared students in developing skills necessary to enter college-level programs. Transitional studies courses stress mastery of basic academic skills and provide tools to encourage and enable students to become successful.

Historical Overview

By an Act of the South Carolina Legislature in May 1961, an extensive statewide program of technical training was initiated through the establishment of regional Technical Education Centers to aid in the economic development of the state.

In November 1961, Spartanburg County received approval to provide a technical education center for the citizens in its region. The Spartanburg County Commission for Technical Training was formed to guide the development of the new center with Mr. Tracy J. Gaines as the first Chairman of the Commission and Mr. P. Dan Hull as the first Director of the Spartanburg County Technical Education Center.

By May 1963, the center occupied its first building at the present site of Spartanburg Technical College. One hundred and fifty students enrolled in nine industrial and engineering technology training programs and an extension course in supervisory development in the fall term, 1963.

From 1963 through 1973 Spartanburg County Technical Education Center experienced rapid growth. Enrollment in academic programs for the 1973 fall term reached 1,342, which included new programs in business, engineering technology and health sciences. Seven of the programs started in the mid-sixties were discontinued by 1973 in response to changing economic development needs.

In 1969, Mr. James P. Ledbetter, Jr., was elected Chairman of the Spartanburg County Commission for Technical Training, and in 1970 Mr. Joe D. Gault became the second director of the center.

During this first decade, the center received accreditation by the Southern Association of Colleges and Schools (SACS) in December 1970. Also, a second classroom/laboratory building was constructed. The East and West buildings now represented a significant core for future expansion.

In 1974, recognizing the institution's broadening scope and depth of academic program offerings, the Center officially became Spartanburg Technical College.

From 1974 through 1984 the College experienced steady growth in enrollment and a period of dynamic change. By the 1984 fall term, enrollment was 1,653. Many new academic programs were added to the curriculum during this second decade and the names and content of some programs were updated to reflect changes in technology. By 1984 the College offered over 40 associate degree and diploma programs. Custom-designed training provided through the College's Continuing Education/Industry and Business Training Division received increased emphasis during this period.

In the Fall of 1980 construction of two additional buildings was completed. The 32,000 square feet Tracy J. Gaines Learning Resource Center housed the library, media center, bookstore, shipping and receiving, several classrooms, conference rooms, and a 300-seat auditorium. The 20,000 square feet Industrial Training Facility housed the College's welding and Ford ASSET programs. In 1983 the College purchased the James P. Ledbetter, Jr. Administration Building. By the end of the second decade, the College had acquired a total of 104 acres of land off Interstate Highway 85, and grown to a 264,201 total square-foot complex.

Following the death of Mr. James P. Ledbetter, Jr. in 1983, Mr. Charles R. Sanders was elected Chairman of the Spartanburg County Commission for Technical Education. In July 1985, at the retirement of Mr. Joe D. Gault, Dr. Jack A. Powers became president of Spartanburg Technical College.

During the period 1985 through 1995, the College experienced tremendous enrollment growth, with the 1995 fall term reaching over 2,500 students. Academic programs have been consistently reviewed, upgraded, and modernized to reflect current technologies.

Historical Overview continued ...

Developing improved networks and working relationships highlighted the third decade. Responding to the South Carolina Governor's 1988 Initiative for Work Force Excellence, Spartanburg Technical College developed the largest basic skills training program for employees in the workplace in the state.

In the fall of 1990 the College launched a new University Transfer Program through the establishment of associate degree programs in arts and sciences. This addition to the traditional technical curriculum significantly broadened the College's educational mission.

In 1993, upon the retirement of Mr. Charles R. Sanders, Rev. Dr. Benjamin D. Snoddy was elected the fourth chairman of the Spartanburg County Commission for Technical Education.

Spartanburg Technical College linked with the Internet in 1994, the world's largest and most powerful computer network, giving the College direct access to the worldwide "information highway."

In 1995, STC began offering courses via distance education to provide flexible educational opportunities to students who prefer to take courses off-campus either through video-based or interactive two-way video.

In 1996, the College welcomed a new president, Dr. Dan L. Terhune, who replaced Dr. Jack A. Powers, who retired after serving as president for 10 years.

In the fall of 1997, the College opened a new satellite campus, the Duncan Center, located off Highway 290 at Commerce Park in western Spartanburg County. Designed to offer both curriculum and continuing education classes to individuals and business/industry in the area, the Duncan Center offers evening courses to accommodate busy work schedules. In September 1999, the Duncan Center was dedicated and renamed the Spartanburg Technical College BMW Center.

In 1998, the STC distance learning video network expanded with the addition of several new sites throughout the College's three-county service area. Additions included three sites in Union County high schools; one site at the Cherokee County Vocational Center; one site at STC's BMW Center; and two classroom sites on the STC campus. This now gives the College a total of seven fully-interactive, compressed video systems.

STC honored Dr. Benjamin D. Snoddy on June 28, 1999 with a resolution recognizing him for service to the Spartanburg County Commission for Technical Education at Spartanburg Technical College. Dr. Snoddy has been a member of the Commission for 11 years and has served as chairman for the past six years. The College named the Administrative Building boardroom the *Dr. Benjamin D. Snoddy Conference Room* in appreciation of his service.

On September 15, 1999, the College broke ground for a new, state-of-the-art Health Sciences facility, the first construction project at the College in more than 20 years. The facility was completed and open for classes summer 2001. The 70,000 square foot facility houses classrooms, labs and faculty offices for all health-related programs at STC and will allow for expansion of current programs and development of new offerings.

STC broke ground for the new student services facility on August 9, 2001, with a projected completion date of spring 2003. The new 60,000 square foot facility will consolidate all student services in one location. Renovation to the East Building also began at this time, which includes a 10,000 square foot addition that houses the Tutorial Learning Center and the Academic Advising Center.

The Continuing Education Division

The Continuing Education Division offers occupational training and personal development opportunities for individuals, groups, and companies. Instruction is provided by well-qualified, experienced practitioners.

Community Interest

Community interest classes provide a wide variety of personal interest courses for the College's service area.

Contract Training and Occupational Advancement

The Continuing Education Division contracts with business and industry to provide customized training to meet special needs. In addition, many of the same training opportunities available to businesses are available as open-enrollment classes through Occupational Advancement courses. Training in technical skills, management and supervision, licensing and certifications, computer training, and professional development are among the services that the division provides.

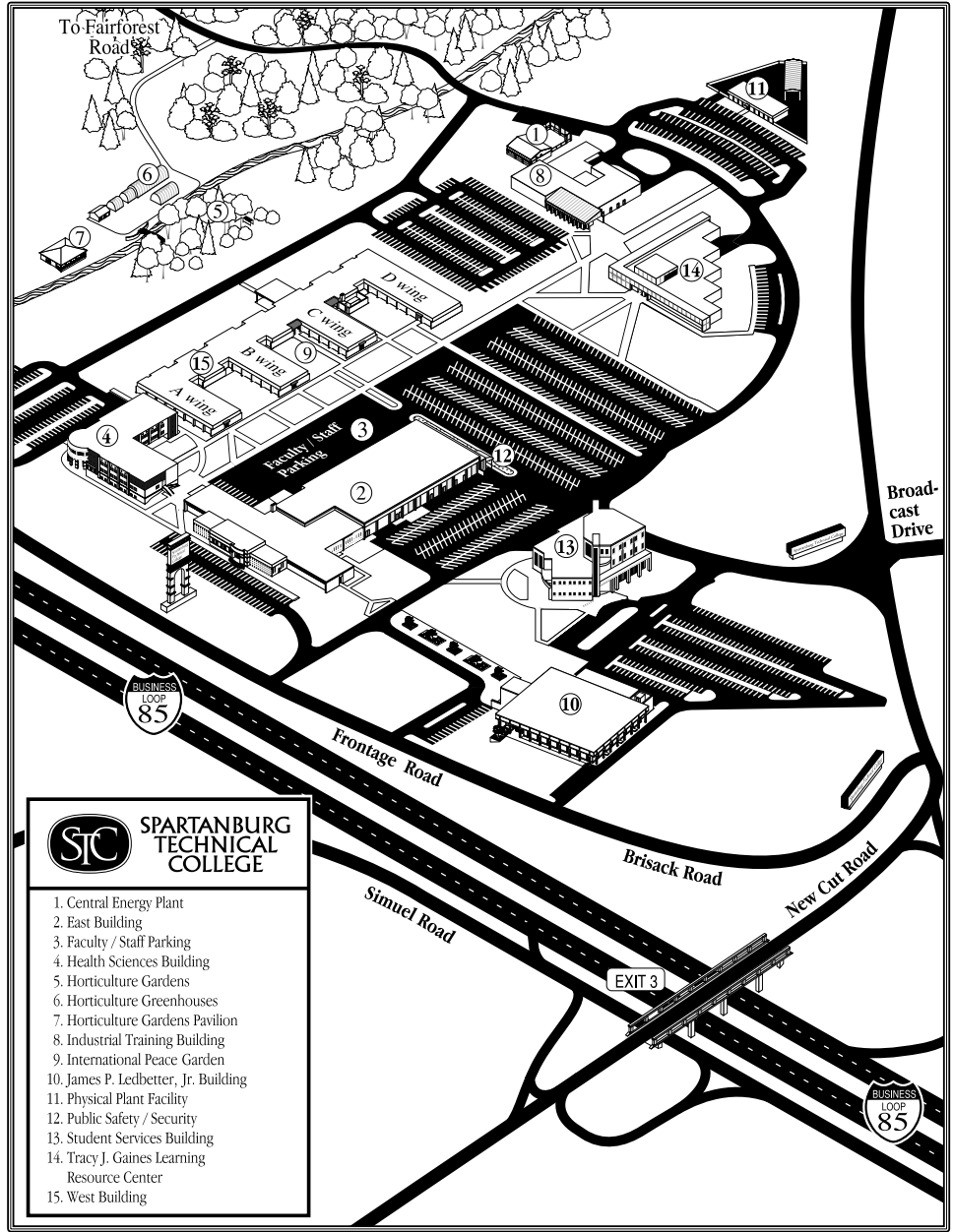
Continuing Education Units (CEU's) are awarded for successful completion of Contract Training and Occupational Advancement courses. The CEU is recognized nationally as an accepted measure of quality training. One CEU is equivalent to ten training hours.

The Spartanburg Technical College Foundation

The Spartanburg Technical College Foundation's purpose is to provide support for the advancement of the College's mission. The STC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement requirements. Additional support is provided to the College through equipment loans, gifts of supplies, and other in-kind services. The Foundation may also provide real property in support of campus growth needs.

As a 501(c)(3) tax-exempt organization under the Internal Revenue Code, the STC Foundation seeks and accepts gifts and contributions to support the College's mission. Over the last seven years the Foundation has provided Spartanburg Technical College with more than \$3.9 million for student scholarships, faculty and staff development, and curriculum equipment improvements.

Map of Spartanburg Technical College



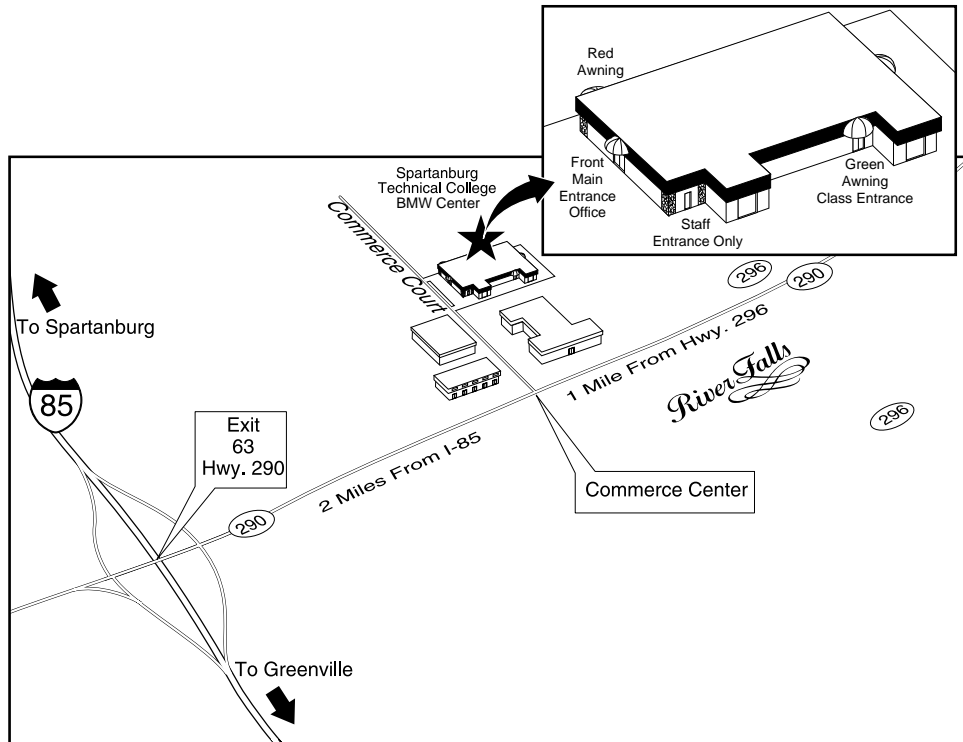
Map of the Spartanburg Technical College BMW Center

210 Commerce Court

Duncan, S.C. 29334

BMW Center (864) 433-0955

STC Continuing Education (864) 591-3900



Admissions

Admissions Policies

The South Carolina Technical Education System operates 16 open admission colleges as required by Act 654 of the Code of Laws of South Carolina. Consistent with the statutory requirements, the Technical Education System makes every effort to minimize geographic, financial and scholastic barriers to the kinds of postsecondary programs and services offered through the technical colleges.

The Technical Education System accepts the responsibility to produce technicians who are competent to meet the assessed needs of South Carolina business and industry and, at the same time, to assist individuals in achieving educational and occupational objectives consistent with their potential.

Open admission is a practice that admits all citizens who can benefit from available learning opportunities. It places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.

Admission to specific programs requires that applicants have appropriate preparation as measured by satisfactory skill assessment scores and prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on assessment score requirements, including those unique to each of the College's divisions, is available in the admissions office. Enrolling in transitional studies courses may extend the length of time necessary for program completion.

Applicants who are at least 18 years old but have not earned a high school diploma or the equivalent may apply for admission to industrial technology programs only. Admission will be determined on the basis of approved skill assessment scores. Applicants less than 18 years old must have earned a high school diploma or the equivalent. The College recognizes the tests of General Educational Development (GED) as an approved equivalent to the high school diploma. A passing score on the South Carolina GED or on the military GED is required for programs requiring a high school equivalency. Applicants who do not meet these requirements but wish to take curriculum courses should make request for special admission to the vice president of student services. (Refer to Special Admissions Procedures on pages 18-21.)

Admissions Procedures

Anyone wishing to enroll in a regular program at STC must

- 1) complete a formal application for admission (valid for one year)
- 2) complete ASSET or COMPASS skills assessment for placement in classes. ACT and SAT score that meet the minimum college requirement are accepted in lieu of placement testing
- 3) submit all high school and college transcripts
- 4) be officially accepted to the College

Application Deadline

Apply for admission as early as possible because the demand for some programs exceeds the number of openings. In order to assure proper processing of application and registration materials and to allow for student counseling, advising, and orientation, applicants should apply at least four weeks prior to registration. Financial aid applications should be submitted three months prior to enrollment date.

Exemption Policy

The College requires that students must complete at least 25 percent of their program semester hours through instruction offered by the College in order to receive a degree, diploma or certificate from Spartanburg Technical College. Students may earn exemption credit for programs excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report in order to award credit.

Articulation

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary and vocational/technical schools. Students seeking exemption credit through articulation should contact the secondary department head or counselor or the College program department head. The department head must validate student competencies designated in articulation agreements between the College and the secondary and vocational/technical schools. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Technical College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. STC does not give credit for CLEP general examination.

Credit by Examination

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department head to discuss eligibility. The program department head will provide the proper authorization form and refer the student to the subject-area department. The department head of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the business office. The student must present the authorization form and the receipt to the subject-area department head.

Experiential Learning

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. Students seeking credit for experiential learning should contact their program department heads who will determine the students eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department head determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning.

Spartanburg Technical College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit.

Service Members Opportunity Colleges (SOC)

Spartanburg Technical College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Verification of High School Graduation/GED

Applicants must submit an official copy of a high school transcript or GED scores. Applicants for health sciences programs must submit either a high school or college transcript to verify completion of prerequisite courses. (Refer to health sciences technology section, page 20 for prerequisite courses.) Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent, provided they submit an official

college transcript to verify the highest degree earned. All documents submitted become the permanent property of Spartanburg Technical College.

Skills Assessments

Applicants are required to take one of Spartanburg Technical College's skills assessments, the American College Testing program's ASSET or COMPASS, unless determined exempt as indicated below. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET or COMPASS scores. Applicants with previous college credit (including credit from Spartanburg Technical College) may exempt a portion or all of the ASSET or COMPASS assessment based on the following criteria upon presentation of an official transcript:

Exemption from ASSET/COMPASS Writing Skills, Reading Skills, Numerical Skills -

Student has earned credits from an accredited postsecondary institution. The credits must include courses in college-level English, reading, or reading-based courses and math with grades of "C" or better. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET/COMPASS scores.

Exemption from ASSET/COMPASS Algebra Skills -

Student has taken an algebra course at an accredited postsecondary institution and earned a grade of "C" or better. SAT or ACT scores that meet the minimum college requirement will be accepted in lieu of ASSET/COMPASS scores.

Meeting with Admissions Counselor

Every applicant is required to meet with an admissions counselor prior to official acceptance to the College to review with the applicant the results of the academic skills assessment (ASSET or COMPASS) and to discuss campus resources and services.

Student Status

Former STC students applying to the same program- Enter under the current catalog and submit a new application if the break in attendance has been three or more consecutive terms (including summer term).

Former STC students applying to enroll in a new program - Complete an application to the College.

Currently enrolled students applying to a new program - Complete an application for admission to indicate new program of study.

Transferring Credits to STC

Students who have earned credits from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

1. An official transcript reflecting credits from the granting institution must be on file at STC.
2. Acceptance of transfer credit is determined by the dean of enrollment management in cooperation with the appropriate department head. STC normally accepts transfer credits only from accredited colleges (i.e., those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies).
3. Students may receive transfer credit equivalent to no more than 75 percent of required credits in their program.
4. Students must have earned a grade of "C" or better in courses presented for transfer credit evaluation.

Statewide Agreement on Transfer and Articulation (Revised 10-2002)

Preface

On May 2, 1996, the Commission of Higher Education 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 (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) 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 address 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 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- * A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- * Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

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

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

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two-to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admission Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August, a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission to both 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 students 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) found at the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address and e-mail address.

H. Institutional policies related to "academic bankruptcy" (i.e. removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

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, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

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

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their 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 program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

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

6. Any "unique" academic program not specifically or by extension covered by one of these statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the arts/social science/humanities or the science/mathematics block. The institution at which such programs is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an associate of arts or associate of science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities transfer block or the Math/Science transfer block will automatically be entitled to

junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

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 of the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:

- A. A copy of this entire document
- B. A copy of the institution's transfer guide

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its Internet website:

- A. A copy of this entire document.
- B. Provide to the Commission staff in format suitable for placing on the Commission's home website, a list of all articulation agreements that each of the 16 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 clearinghouse for information on issues of transfer in the state of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
 - C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant
 - D. Refer interested parties to the institutional Transfer Guide
 - E. Refer interested parties to the Institutional and Commission on Higher Education's website for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, τ /EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

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

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical college, 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 to 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.)

Appendix A

Statewide Articulation Agreements: 86 Technical College Courses Transferable to Public Institutions

ACC 101 Accounting Principles I	HIS 102 Western Civilization Post 1689
ACC 102 Accounting Principles II	HIS 201 American History Discovery to 1877
<i>ANT 101</i> General Anthropology	HIS 202 American History: 1877 to present
ART 101 History and Appreciation of Art	MAT 110 College Algebra
ART 105 Film as Art	MAT 111 College Trigonometry
<i>AST 101</i> Solar System Astronomy	MAT 120 Probability and Statistics
<i>AST 102</i> Stellar Astronomy	<i>MAT 122</i> Finite College Math
BIO 101 Biological Science I	MAT 130 Elementary Calculus
BIO 102 Biological Science II	MAT 140 Analytical Geometry & Calculus I
BIO 210 Anatomy and Physiology I	MAT 141 Analytical Geometry & Calculus II
BIO 211 Anatomy and Physiology II	MAT 240 Analytical Geometry I Calculus III
BIO 225 Microbiology	<i>MAT 242</i> Differential Equations
CHM 110 College Chemistry I	MUS 105 Music Appreciation
CHM 111 College Chemistry II	PHI 101 Introduction to Philosophy
<i>CHM 112</i> College Chemistry II	<i>PHI 105</i> Introduction to Logic
CHM 211 Organic Chemistry I	<i>PHI 106</i> Logic II Inductive Reasoning
CHM 212 Organic Chemistry II	PHI 110 Ethics
ECO 210 Macroeconomics	<i>PHI 115</i> Contemporary Moral Issues
ECO 211 Microeconomics	PHY 201 Physics I
ENG 101 English Composition I	PHY 202 Physics II
ENG 102 English Composition II	PHY 221 University Physics I
ENG 201 American Literature I	PHY 222 University Physics II
ENG 202 American Literature II	<i>PHY 223</i> University Physics III
<i>ENG 203</i> American Literature Survey	PSC 201 American Government
ENG 205 English Literature I	<i>PSC 215</i> State and Local Government
ENG 206 English Literature II	PSY 201 Introduction to Psychology
ENG 208 World Literature I	PSY 203 Human Growth & Development
ENG 209 World Literature II	<i>PSY 208</i> Human Sexuality
<i>ENG 214</i> Fiction	PSY 212 Abnormal Psychology
<i>ENG 218</i> Drama	SOC 101 Introduction to Sociology
<i>ENG 222</i> Poetry	<i>SOC 102</i> Marriage and the Family
ENG 236 African American Literature	<i>SOC 205</i> Social Problems
<i>ENG 230</i> Women in Literature	<i>SOC 206</i> Social Psychology
ENG 260 Advanced Technical Communications	<i>SOC 210</i> Juvenile Delinquency
FRE 101 Elementary French I	<i>SOC 220</i> Sociology and the Family
FRE 102 Elementary French II	<i>SOC 235</i> Thanatology
<i>FRE 201</i> Intermediate French I	SPA 101 Elementary Spanish I
<i>FRE 202</i> Intermediate French II	SPA 102 Elementary Spanish II
GEO 101 Introduction to Geography	SPA 201 Intermediate Spanish I
GEO 102 World Geography	PSA 202 Intermediate Spanish II
GER 101 Elementary German I	SPC 205 Public Speaking
GER 102 Elementary German II	<i>SPC 210</i> Oral Interpretation of Literature
HIS 101 Western Civilization to 1689	THE 101 Introduction to Theater

Spartanburg Technical College courses are shown in bold. State approved transfer courses not currently listed in the STC catalog are shown in italics. Revised 9-02.

Special Admissions Procedures

Admission of Special Applicants Program (ASAP)

Any adult over the age of 18 may enroll as an ASAP student on a space available basis by submitting an ASAP application. An applicant under the age of 18 must be a high school graduate (or equivalent) unless applying as an early admission student (see early admission section). ASAP students are not eligible for VA benefits or financial aid.

ASAP applicants desiring to take technology courses may exempt ASSET or COMPASS assessment. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of ASSET or COMPASS, unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met.

Applicants whose educational goal is to transfer credits to another college or university should apply for regular admission to the College in the associate of arts or associate of sciences program and complete ASSET or COMPASS assessment or submit SAT or ACT scores.

ASAP applicants may complete up to 15 semester credits prior to fulfilling regular admissions requirements. If an ASAP student decides to enroll in a regular STC program, all admissions requirements must be met: complete a formal application for admission, complete ASSET or COMPASS assessment or submit SAT or ACT scores, submit all high school and college transcripts, and be officially accepted by an admissions counselor.

Early Admission

Applicants attending high school who desire to begin their postsecondary educational experience prior to high school graduation may enroll as early admission students. Completion of courses under early admission status does not constitute acceptance into a technical program or waiver of any admission requirements for later admission to a degree, diploma, or certificate program. The student may complete a maximum of 15 semester hours prior to graduation from high school.

All credits earned through early admissions are applicable to the appropriate STC program following high school graduation (if such credits are parallel to program requirements and approved by the department head). The credits earned by early admission students may be transferred at the discretion of the receiving institution.

STC grants high school students early admission status on the following basis:

1. The student must submit written permission from the high school principal and parent or guardian.
2. The student must submit an application for admission.
3. The student may be required to complete a portion or all of the ASSET or COMPASS assessment depending upon courses to be taken or submit SAT or ACT scores.

The Attend College Early Program (ACE) is a special early admission program

designed for high school seniors whose goal is a four-year degree. The courses offered in the ACE Program are college transfer courses that are part of the existing two-year transfer program. Students in the ACE Program must meet the same admission requirements as other early admission students.

Health Sciences Technology

Health sciences technology programs, outlined in the program descriptions, require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular application:

1. Schedule an interview with the Health and Human Services Division counselor and, for some programs, a tour at the clinical site.
2. Submit completed medical history and required immunizations/vaccines forms upon acceptance into the program. Due date to be determined by each program's department head
3. Applicants wishing to enroll in the Early Childhood Development Diploma Program, the Advanced Child Care Management Certificate Program and the Special Needs Certificate program are mandated by state law to submit to a records check by the Federal Bureau of Investigation (FBI). Failure to submit to this check results in the applicant's exclusion from enrollment in the program.
4. Applicants wishing to enroll in the Practical Nursing Program are required to submit to a records check through the South Carolina Law Enforcement Division (SLED). In accordance with 40-1-130 and 40-1-140, the South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:
 - 1) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault; crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and
 - 2) Crimes involving the distribution of illegal drugs.

In accordance with Article 23, Section 44-7 2910 of the S.C. Code of Laws, the College requires a criminal background investigation for each student whose clinical rotations include facilities of long term, direct care of patients. This policy specifically relates to each student in the Practical Nursing Program and the Multi-Skilled Health Technology Program, as well as each student enrolled in AHS 151, Health Care Procedures.

The Department of Health and Environmental control has determined students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training.

Crimes include the following-

1. Child or adult abuse
2. Sexual assault
3. Assault with a deadly weapon
4. Neglect

5. Mistreatment of residents, patients/clients

6. Misappropriation of resident/patient/client property

(Facilities may exercise discretion regarding convictions more than 10 years ago.) Any student unable to attend any one of the clinical affiliates will be required to withdraw from his or her program of study.

Students who are residents of S.C., N.C. and GA. for at least 12 months will have a state background check. All others will have a federal fingerprint background check.

A specific company identified by the College and licensed to conduct criminal background investigations will conduct all investigations. The investigation will be initiated after the student has been accepted into the specific program or course of study but prior to beginning any clinical rotation. The College recommends that the investigation be completed prior to the student beginning a clinical rotation; however, in extenuating circumstances the student may be allowed to begin the clinical rotation prior to receiving the results, but the investigation must have been initiated prior to beginning the rotation. If the returned investigative report documents a violation as indicated above, the student will be immediately dismissed from the program or course of study.

5. Applicants wishing to enroll in the Medical Assisting Program are required to submit to a records check through the South Carolina Law Enforcement Division (SLED). Felons will not be eligible for the certification examination unless the American Association of Medical Assistants' Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.
6. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. Any student accepted after that number will be assigned to an alternate status list in the order of acceptance. Whenever any of the fully accepted students leave the program, those on the alternate list move up accordingly.
7. Acceptance into the Pre-Physical Therapist Assistant and Pre-Occupational Therapy Assistant (1+1) programs require the student to attend Career Talk at Greenville Technical College; completion of 20 hours of observation is also required in accordance with instructions given at Career Talk.
8. Applicants of the Therapeutic Massage and Expanded Duty Dental Assisting programs must be at least 18 years of age.

Accepted health sciences technology applicants may elect to enroll in general education courses or designated major courses prior to enrolling in their specific program of acceptance. These health sciences applicants are required to adhere to the academic standards of their chosen curriculum. They must earn a minimum of a 2.0 grade point average and a minimum grade of "C" in each course taken, as indicated in the curriculum displays. (Accepted health sciences technology applicants should refer to specific academic requirements and standards of the chosen health and human services program for specific program information.) Courses that contain a clinical practicum component cannot be audited.

In addition to program-specific application procedures, students must complete the following prerequisite courses (with a grade of "C" or better) prior to enrolling in designated health and human services programs:

Expanded Duty Dental Assisting: One unit high school biology or chemistry or equivalent; one unit keyboarding or equivalent

Medical Assisting, Pharmacy Technician, Radiography, Respiratory Care, Surgical Technology: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent; MAT 101

Medical Laboratory Technology: One unit of high school biology or equivalent; one unit high school chemistry or equivalent; one unit high school algebra or equivalent

Practical Nursing: One unit high school biology and chemistry or equivalent; AHS 102, MAT 101

Pre-Occupational Therapy Assistant, Pre-Physical Therapist Assistant: One unit high school chemistry or equivalent; one unit high school algebra or equivalent; physics also recommended for Pre-Physical Therapist Assistant

Re-admission to the College:

Students who do not attend the College for three consecutive terms (including summer) and who wish to reapply to the same program re-enter under current program guidelines. These guidelines may affect the applicability of completed credits to the program and the total credits needed for program completion.

In addition to the procedures listed above for re-admission to the College, the following general guidelines apply to students re-entering health and human services programs. Specific guidelines are outlined in the program handbook.

1. Update file in admissions; and make an appointment and meet with the Health and Human Services Division counselor.
2. Update health form and background / records check (if applicable to program).

Transient Students-Admissions Requirements

Students enrolled at other colleges and who wish to take courses at Spartanburg Technical College for the purpose of transferring may do so by submitting an application for admissions. It is the responsibility of the student to determine if the courses at Spartanburg Technical College will transfer to the primary college. A transient form or a college transcript must be submitted or the student will be required to take the appropriate part of the placement assessment.

Foreign Students

Any applicant who requests a student visa, transfers from another college under a student visa, or possesses a student visa other than one that has been approved by the College and the Immigration and Naturalization Service is classified as a foreign

student.

Foreign students must complete the regular admissions requirements at least three months prior to enrollment. In addition, foreign applicants must submit the following:

1. Medical examination records.
2. An official English translation of secondary and postsecondary records and transcripts.
3. A score report from the Test of English as a Foreign Language (TOEFL) with a minimum score of 450 (paper-based exam) or a score of 133 (computer-based exam).
4. An affidavit of support or a notarized bank statement indicating sufficient funds to cover foreign student living expenses and educational costs for the academic year.
5. A tuition deposit of \$6,774 to cover tuition costs for one year.

Acceptance of a foreign applicant and issuance of an I-20 form occur when the applicant has met all requirements previously stated. Foreign students who are allowed by the Immigration and Naturalization Service to attend Spartanburg Technical College are issued either a F-1 or M-1 Visa. For restrictions of this type of visa, contact admissions.

Notes

Services for Students

Advising Center

Services offered at STC's Advising Center include-

- Academic advising for students starting zero-level transitional studies courses any given semester. Students will remain with the Advising Center until all zero-level courses are successfully completed (C or better).
- Guidance of students along academic and career paths commensurate with their abilities, interests and values.
- Provide students with an opportunity to discuss short-term and long-term educational and career goals.
- Provide students with career exploration information and educational opportunities offered by the College.
- Assist students in selecting their courses which will enable them to achieve their goals.
- Provide students with accurate information about academic policies and procedures
- Orient students to college life so that they can receive maximum benefit from their college experience.

AIM Center

The AIM Center provides personal and career counseling and financial assistance for tuition, books, child care, and transportation to both male and female students who are economically disadvantaged, have limited English proficiency, are single parents, displaced homemakers, single pregnant women, individuals with disabilities, or students enrolled in non-traditional programs. Waiting lists for financial assistance are maintained in the AIM Center office.

Bookstore

The *Book Inn* is located in the Tracy Gaines Building. Regular operating hours are Monday through Thursday from 9:30 a.m.-6:30 p.m., and on Friday from 9:00 a.m.-1:00 p.m. The bookstore stocks all required textbooks and most school supplies, drafting equipment, computer supplies and nursing uniforms. It also provides a selection of greeting cards, College sportswear, bookbags and gift items.

Cafeteria

The College cafeteria is located in the East building; regular operating hours are Monday through Thursday from 7:30 a.m.-1:30 p.m., and Friday from 7:30 a.m.-12:00 p.m. The cafeteria provides hot and cold breakfast and lunch. Vending machines are located throughout the campus.

Campus Safety and Security / Student-Right-To-Know

The public safety director, certified in law enforcement, first aid, and CPR, coordinates campus safety and security and monitors the handling / disposal of hazardous materials. The College's contracted security force provides 24-hour security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of public safety, extension 3911.

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the public safety office and can be found on the STC website (www.stcsc.edu).

Career Planning and Placement

The career planning and placement office assists enrolled students and graduates in obtaining information about local manpower needs, making realistic vocational choices, and securing meaningful employment. The office links the College's academic and career programs to business and industry and facilitates the transition of students into the world of work. The career planning and placement office disseminates information about full-time, part-time, temporary and summer employment opportunities; provides a job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities; and maintains job listings for businesses, industries, government and educational institutions. The Cooperative Education Program, a learning approach that combines academic studies with work experience that is related to a student's curriculum, is also coordinated by this office.

Counseling and Career Development

Choosing a career is one of the most important decisions students will ever make. Counseling services offers career planning assistance to help with this important life task.

Professional counselors are available to all enrolled and prospective students to help them achieve life and career goals. Counselors provide individual career counseling opportunities for students. Various interest inventories, aptitude tests and other career planning instruments, including computerized career guidance and occupational information systems, are available to assist in the career planning process and in academically-related areas.

Interested individuals should make appointments in advance to see a counselor or to use the Career Resource Center.

Distance Learning

Distance learning, located in the Tracy Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. These alternative formats include Internet, video and teleclass course offerings. Distance learning provides students with flexible options on where and when they work on their courses. Distance learning courses are included in the college course schedule, and the registration process is the same as for a regular course.

Each semester a variety of video and Internet courses are offered for students. Because many students have such busy schedules and lives, distance learning allows them to take classes from home and work on them anytime. Students taking Internet and video classes should be self-motivated and organized.

Distance learning also broadcasts college-level teleclasses to high schools in our service area and to other technical colleges around the state.

For more information, call (864)591-3763 or email rosevearem@stcsc.edu, or check out distance learning at <http://dl.stcsc.edu>.

Early Registration

Currently enrolled students may register for the next term approximately one month prior to the beginning of the term. Students are encouraged to meet with academic advisors during the early registration period to discuss career goals and academic progress and to schedule classes.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 6:00 p.m. and 10:15 p.m. Monday through Thursday (hours may vary during the Summer Term). Most of the support services provided by the College are available to evening students. The academic programs available in the evening are indicated in the program descriptions of this catalog. Information on community interest and professional development courses is available through the Continuing Education Division.

Health Services

The College does not provide comprehensive health services. The campus public safety office provides emergency first aid.

Housing Information

The College does not provide living accommodations for students. Students enrolled through the Cooperative Program for the Deaf and the Blind may contact that office for information about housing at the South Carolina School for the Deaf and Blind.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost and revalidates them yearly.

Insurance

The College carries an accident insurance policy that covers students while on campus and while participating in scheduled clinics, field trips, off-campus work projects, internships, practicums. The coverage excludes accidents that occur as a result of participation in organized sports. Coverage includes payment for medical injury expenses and accidental death and dismemberment. Injuries must be reported to the office of the executive vice president within 48 hours from the time of the accident for benefit determination. The premium for student insurance coverage is included in the tuition fee for all registered students.

Library

The library, located in the Tracy Gaines Learning Resource Center, holds a collection of over 37,000 volumes including 2,900 audiovisual materials and 300 periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection, Internet access, FirstSearch Reference Service, and a variety of online full-text databases.

The library's resources are further enhanced by on line computer access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. The STC library is a member of the South Carolina Information and Library Services Consortium and the South Carolina Library Network. The library holds an interlibrary loan membership in OCLC, the international library database.

Library orientations are available upon request for either individuals or groups. Reference services are provided in person, via e-mail and by telephone.

Books and the current issues of periodicals and newspapers are displayed on open shelving. Patrons who register with the library may check out books and some videos from the general collection. The library features ample reading and conference space, as well as computers, a typewriter, video and audio equipment, and a self-service photocopying machine.

The library's normal hours of operation are:

- Monday - Thursday: 7:30 a.m. - 9 p.m.
- Saturday: 9 a.m. - 1 p.m.(fall-spring terms only)
- Friday: 7:30 a.m. - 1:30 p.m.
- Sunday: Closed

Orientation

Prior to and during each semester, student services plans and coordinates several student orientation sessions for day and evening students. The sessions familiarize new students with the College and its services and personnel. In addition, each of the academic divisions provides divisional orientations that pertain directly to the students' curricula.

Parking

Students must register their vehicles and display a current parking permit as directed. Permits are valid for one academic year.

Release of Student Information

General

Spartanburg Technical College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Handbook and Calendar.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- Name -Academic major
- Address -Degrees received
- Telephone listing -The educational institution in which the student most recently was enrolled
- Date and place of birth
- Level of education

If a student desires that the above information not be released, he/she should complete a request for a non-disclosure form at student records within the first five days of the term.

Services to Students with Disabilities

Student Disability Services Center

This office acts as an advocate for students with disabilities who self identify and provide supporting documentation, ensuring that they have access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services, or support services are encouraged to inform their admissions counselor or contact the counselor for disability services as soon after registration as possible so that an accommodation plan can be developed.

Cooperative Program for the Deaf and the Blind

The Cooperative Program was established in 1986 through an agreement between Spartanburg Technical College and the South Carolina School for the Deaf and the Blind (SCSDB). The combined resources of both institutions ensure students receive comprehensive, quality support services that are necessary for equal access in all College programs.

Through the program, students may request interpreters, notetakers, Braille and reading services, assistive technology training and specialized advisement.

Housing on the SCSDB campus is available in Smith Hall, the adult living center. Smith Hall is equipped with assistive technology devices for both deaf and blind

students and is accessible to persons with physical disabilities. Transportation to the College is available for students living on the SCSDB campus.

Student Activities

The student activities coordinator manages campus activities external to the classroom and serves as advisor to the student council and the campus newspaper, *The Tech Informer*. The coordinator is also the liaison between the College administration and student organizations. Clubs and organizations sponsor various activities throughout the year. The student council gives students an opportunity to develop their leadership potential. Student council-sponsored activities are designed to involve students in a variety of programs and community service projects.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the Student Handbook.

Success Network

The Success Network is a federally-funded student-support services program which provides counseling, assessment, tutoring in a variety of subject areas, and other special services for eligible students. The Success Network helps students to successfully complete their courses, develop interest and concern for their future, and be more aware of their potential. Student seminars provide information and activities to enhance students' academic achievement.

Testing Center

The Testing Center provides curriculum make-up and exemption-credit test proctoring for the convenience of students and faculty. The center also administers a practice GED test which is available to the community.

Tutorial Learning Center (TLC)

STC's Tutorial Learning Center (TLC) combines several support functions in a convenient, centralized location on the campus. Housed in the East Building, the TLC supports the College's curriculum offerings via one-on-one and group tutorials, computer-assisted instruction, CD-ROM, and video presentations in a variety of subject areas. Walk-ins are assisted on a first-come basis. To schedule a class visit for orientation to the TLC, call 591-3709 or 591-3715. The TLC provides tutoring in mathematics, English, accounting and the sciences. The TLC also supports a staffed, 45-station open computer lab for the use of students, faculty and staff, located in the East Building. Hours of operation are posted each semester.

Notes

Financial Matters

College Costs

Tuition

Full-time Students (12 or more credit hours)

Spartanburg County Residents	\$ 1,125 per term
Out-of-County S.C. Residents	\$ 1,406 per term
Out-of-State Residents	\$2,258 per term
Out-of-Country Residents	\$2,258 per term
Student Support Services Fee	\$50 per term
Enrollment Fee	\$20 per term

Part-time Students (fewer than 12 credit hours)

Spartanburg County Residents	\$ 94 per credit hour
Out-of-County Residents	\$118 per credit hour
Out-of-State Residents	\$189 per credit hour
Out-of-Country Residents	\$189 per credit hour
Student Support Services Fee	\$5 per credit hour
Enrollment Fee	\$20 per term

Note: Books and supplies are an additional fee.

Tuition Waiver for Senior Citizens - South Carolina residents age 60 or over who are not employed full time may enroll at no charge on a space-available basis. The student must meet applicable prerequisites and is responsible for the purchase of books and supplies.

Textbooks and Supplies

Students are responsible for all book and supply costs in addition to tuition fees. Program specific fees may be required.

Fees and Expenses

Other fees -

- Credit by examination and/or experiential learning: One-half of the rate charged in-county students times the number of credit hours for the course.
- Returned checks: \$25 per incident in addition to any fee charged by the bank
- Enrollment fee: A \$20 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs such as application fee, transcript fee, graduation fee and parking permits. This fee is non-refundable.
- Student support services fee: Pro-rated up to \$50

The Spartanburg County Commission for Technical Education may change tuition and fees without notice.

Residency

For tuition and fee purposes, a resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the term for which resident status is sought.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of country tuition.

Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the state for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the term for which payment of in-state fees is requested.

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. The military personnel who are not stationed in South Carolina and / or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependent

Persons who reside, are domiciled, and are employed full-time in the State and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state (see Establishing the Requisite Intent to Become a South Carolina Domiciliary). The dependents of such persons are also eligible.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

The initial determination of residency status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent term until the determination is successfully challenged. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Inquiries regarding residency requirements and determinations should be directed to the dean of enrollment management. International students are not considered residents of the state until they gain **permanent** resident status from Immigration and Naturalization Service.

Fee Payment

Payment Due

All tuition and fees are payable when due. The College makes no provisions for partial fee payments or extending credit.

A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods

The College accepts cash, personal (first-party) checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, Mastercard and Discover. Fee payment by an employer must be supported by a letter on company letterhead and is subject to verification by the College.

Financial Assistance

Operating Principles

Financial assistance programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services.

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 is available from the financial aid office or from area high school guidance offices. A student should allow six to eight weeks for processing.

To participate in federal student financial aid programs, STC is required by federal regulation 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.

As applicants' financial aid files are completed, funds are authorized and the student is notified. A complete application for financial aid consists of a processed needs analysis document, loan application and other documents requested for verification.

Determination of Financial Need

STC's financial aid programs assist students who have financial need as 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, personal and transportation expenses. Samples of student budgets for 2002-2003 follow.

<u>Spartanburg County Resident:</u>	<u>With Parent</u>	<u>All Others</u>
Tuition / Fees	\$2,132	\$2,132
Books / Supplies	\$900	\$900
Room / Board	\$1,800	\$4,215
Personal	\$2,430	\$2,430
Transportation	\$1,453	\$1,453
Total	\$8,715	\$11,130
<u>Out-of-County Resident*</u>	<u>With Parent</u>	<u>All Others</u>
Tuition / Fees	\$2,630	\$2,630
Books / Supplies	\$900	\$900
Room / Board	\$1,800	\$4,215
Personal	\$2,430	\$2,430
Transportation	\$3,390	\$3,390
Total	\$11,150	\$13,565

*Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change each year.

Official 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.

Student Eligibility Requirements

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

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student
- Have a high school diploma or GED (STC does not disburse aid to students under the ability-to-benefit regulations)

- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Stafford loans)
- Be registered with the Selective Service (males only)
- Not be in default on a Title IV student loan borrowed for attendance at any institution
- Not have borrowed in excess of Title IV loan limits
- Not owe a repayment on a Title IV grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide 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. General Education Development (GED), Continuing Education courses and courses taken by ASAP students are not eligible courses. Audited classes 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. A student's enrollment status is determined at the end of the add/drop period each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status at the end of the add/drop period. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in nine to 11 credit hours. Half-time status consists of enrollment in six to eight credit hours. Less than half-time status consists of enrollment in one to five credit hours.

How You Receive Your Assistance

A student who applies in time and is eligible will have his or her direct educational expenses of tuition, books and supplies deducted from the assistance that has been awarded (excluding Federal Work Study awards). Funds available after these expenses have been paid will be disbursed by the business office.

Students who receive a federal work study award and obtain employment through this program are paid once a month. Students must present a valid picture ID to receive the check in the business office.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Technical College must request a duplicate student aid report (SAR) if the results of the FAFSA have not been released to STC. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school. A student who enters STC with a degree from another college must submit to the financial aid office a copy of his or her high school diploma or GED.

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 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.

Academic Standards

The minimum credit hour completion rate requires students to earn at least 67 percent of the cumulative hours attempted. Courses with the grades F, W, WF and I are not considered completed courses.

Students are also required to maintain a grade point average (GPA) as defined by the College in the academic standards of progress (refer to the academic procedures section of this catalog).

Length of Eligibility

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 added to the total hours attempted at Spartanburg Technical College to assess the length of eligibility. A student may repeat a course but repetitions will count toward the length of eligibility. Once the maximum number of hours is attempted, the student is placed on financial aid suspension.

Program Changes

A student is allowed two program of study changes before completing a degree, diploma or certificate. If after the second program of study change, the student's cumulative grade point average (GPA) is below 2.0, he or she is suspended from receiving financial aid.

Probation

The minimum credit hour completion rate and the GPA standard is assessed at the end of each term. If a student does not make the minimum grade point average and/or complete the minimum number of credit hours required, the student is placed on financial aid probation for the next term attended. Financial aid eligibility continues

during the probationary term; however, eligibility for a Federal Stafford Loan will be reviewed. Continued eligibility for aid is determined at the end of the probationary term. To remain eligible after the probationary period, the student must take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA.

If the student meets the probationary standards, is not on academic probation, and has a completion rate of at least 67 percent of the cumulative hours attempted, the student will be removed from financial aid probation and must continue to meet the academic standards of this policy.

If the student meets these requirements and the GPA is such that the student remains on *academic* probation, the student will continue on financial aid probation and must continue to take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. The student will be removed from financial aid probation once the GPA is within the academic standards of progress required by the program and the completion rate is at least 67 percent of the cumulative hours attempted.

If the student meets the probationary standards, is not on academic probation, and has a completion rate that is *less* than 67 percent of the cumulative hours attempted, the student will continue on financial aid probation and must continue to take at least six credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. The student will be removed from financial aid probation once the GPA is within the academic standards of progress required by the program and the completion rate is at least 67 percent of the cumulative hours attempted.

Suspension

Any student on probation who fails to meet the probationary standards during the probationary term is subject to financial aid suspension. To re-establish eligibility a student must submit and have an approved appeal *after* completing a term at Spartanburg Technical College without financial assistance. During that term the student attends without financial assistance, he or she must take at least 6 credit hours, complete 100 percent of the attempted hours, and have at least a 2.0 term GPA. Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance *during the probationary term* that hindered him or her from meeting the probationary stipulations. Examples of acceptable extenuating circumstances include: prolonged hospitalization during the probationary term, death in the family during the probationary term or change in work hours that conflicted with the class schedule during the probationary term. Because students are aware prior to the probationary term that they must meet the probationary stipulations, extenuating circumstances *do not* include being a single parent or working full-time while attending school. Therefore, students placed on probation are advised to solve their difficulties prior to registering for the probationary term.

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

Each student is notified in writing when placed on probation or suspension. A student that is allowed to return on academic probation is not automatically eligible for financial aid.

Appeals

Appeals for suspension of financial aid are reviewed by the Financial Aid Committee. Forms may be obtained from the financial aid office. If the committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility. The types of aid for which eligibility is extended may be determined by the Committee.

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.

Any student who is academically suspended must be readmitted to the College and eligible to register before any appeal will be allowed.

A student whose appeal is denied by the Financial Aid Appeals Review Committee may appeal to the vice president of student affairs. The student must submit an appeal to the office of student affairs within five working days of receipt of the denial letter.

Transitional Studies

Students enrolled in eligible programs may receive financial aid while taking required transitional studies courses. A financial aid recipient may receive aid for a maximum of one year (30 credit hours) when enrolled in transitional studies courses. Transitional studies courses will count toward the length of eligibility.

Sources of Financial Aid

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 your resources and determined by a formula developed by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is a student aid program from which you may obtain up to \$4,000 each year depending on your financial need, the availability of FSEOG funds at STC, and the amount of other aid received. The average award for an STC student is \$400 per year.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs for eligible students. Since positions are limited, students should apply early. You must complete the Free Application for Federal Student Aid (FAFSA) and an application for federal work study.

South Carolina Need Based Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial aid 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 have been a S.C. resident for the last 12 months. The maximum award is \$2,500 for a full-time student. The FAFSA is the only application required.

In addition to meeting the satisfactory academic progress policy previously outlined in the catalog, a student must earn a minimum of 24 credit hours during the fall and spring semesters if full-time or must earn a minimum of 12 credit hours during the fall and spring semesters if part-time, have a cumulative GPA of at least 2.0, and complete his or her financial aid file while funds remain to have continued eligibility.

Federal Stafford Loans

The Federal Stafford Loan is a low interest college loan made by a lender. This loan is insured by either the federal government or a state guarantee agency. The interest rate is variable. This loan has a six-month grace period before repayment begins. First-time freshman borrowers are ineligible to receive their first payment until 30 days after classes begin. To determine eligibility, you must complete the free application for federal student aid, a master promissory note for Federal Stafford Loans and a Stafford Loan request.

The financial aid office will counsel students as to the type of loan for which they are eligible and as to the amount they may borrow. Before a loan is certified, the student must attend an entrance loan counseling session, and upon graduation or ceasing to be enrolled at least half-time, the student must attend an exit loan counseling session.

Students on financial aid probation, students with an approved appeal and students who have previously defaulted on a Stafford Loan will be reviewed individually to determine eligibility for a loan. Credit checks will be made by the lender and no lender of last resort will be allowed. Students must be enrolled in at least six hours of non-remedial coursework to receive a loan. Students with an aggregate loan debt exceeding \$5,000 will be required to meet with the director of financial aid to discuss other possible sources of financial aid.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. To be eligible a **first-time freshman** must have earned a minimum of a 3.0 high school cumulative grade point average on a 4.0 scale; have graduated from a

high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 59-65-40, 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; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; 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 US Department of Education's Title IV regulations; and submit the final, official high school transcript to the STC Admissions 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 grade point average of 3.0. A continuing student must have graduated from a high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 59-65-40, 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; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and 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 US Department of Education's Title IV regulations. If a student has attended another post-secondary institution, official transcript(s) from each institution attended must be submitted to the STC Admissions Office.

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 grade point average of 3.0. A transfer student must have graduated from a high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 59-65-40, 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; be a legal resident of South Carolina; be a U.S. citizen or an eligible non-citizen; have no felony or drug/alcohol convictions; not owe a repayment to a federal or state grant or be in default on any state or federal student loan; and 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 US Department of Education's Title IV regulations. An official transcript(s) from each post-secondary institution attended must be submitted to the STC Admissions Office.

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 grade point average (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) courses. Zero level, 100 level, and COL 101 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, and award letters are mailed by mid-July for the following academic year. Questions about eligibility for the LIFE Scholarship should be directed to the LIFE Scholarship Coordinator in the Financial Aid Office.

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.

Lottery Tuition Assistance Program

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be **awarded** Lottery Tuition Assistance, you must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition and have been a South Carolina resident for at least one year; be a US citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; be meeting the College's satisfactory academic progress policy; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount you are awarded is based on the number of hours in which you enroll, and you must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. Once you have attempted 24 credit hours, you must have a minimum 2.0 cumulative GPA.

The amount you can **use** toward your tuition and fee charges is based on the amount of these charges you have remaining on your account after Federal Pell Grant, FSEOG, or SC Need Based Grant has transmitted to your account. If a sponsor or employer will pay your tuition and fee charges or if you receive the LIFE Scholarship or a tuition waiver, you will not receive the Lottery Tuition Assistance award. The Lottery Tuition Assistance award will be credited to your account before any STC scholarship, outside scholarship, or Federal Stafford Loan award(s) so that you can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books, supplies, or disbursed to you by check.

Funding for Lottery Tuition Assistance is contingent upon State approval each semester. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

Scholarships

All academic scholarships are accepted and administered through the Spartanburg Technical College Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Technical College Scholarship Committee (except in the case where an established set of guidelines provide for a special selection committee). Most scholarships are awarded in the fall semester and have a May 1 deadline. Spring semester scholarships are awarded as cash awards in April and have a March 1 deadline. Students may obtain a scholarship application from the financial aid office.

Other Assistance

Technical Scholars / Health Scholars

Sponsorships cover all college tuition, fees, textbook and supplies, and provide paid part-time jobs for selected students. Students applying for these scholarships must be fully accepted into an appropriate associate degree program, meet Scholars application criteria, agree to comply with all sponsoring employer's requirements, and successfully complete 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 the admissions office.

Students with Disabilities

Several departments disseminate information and provide services to students with disabilities. These departments include but are not limited to the Student Disability Services and the Success Network.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for scholarships from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

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 write the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803)255-4317 or (803)255-4256.

AIM Center

This program provides personal and career counseling and financial assistance for tuition, books, child care and transportation to both male and female students who are economically disadvantaged, have limited English proficiency, are single parents, displaced homemakers, single pregnant women, individuals with disabilities

or are enrolled in non-traditional programs. Waiting lists for assistance are maintained in the AIM Center.

Workforce Investment Act (WIA)

This program provides job seekers of Cherokee, Spartanburg and Union counties a central location to receive 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. For more information, contact your local Upstate Workforce Investment Board.

Veterans' Assistance

Spartanburg Technical College is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: VEAP (Chapter 32), Non-contributory VEAP (Section 903), New GI Bill - Active Duty Educational Assistance Program (Chapter 30), New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), and Vocational Rehabilitation (Chapter 31).

The Veterans Office coordinates services for VA students, active duty service personnel and eligible dependents. Students who are eligible for VA benefits should consult the Veterans Affairs Office.

Academic Requirements

Information on academic progress, withdrawal reporting procedures, refunds, and attendance is available from the veterans affairs (VA) office. Students who receive VA educational benefits and transfer to STC from another institution are required to submit to the STC admissions office an official transcript from all institution(s) previously attended.

Address Changes

VA students must notify the veterans affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses at the time of registration; however, they may request advanced payment of the first VA benefit check. In order to qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at STC, and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Benefit Eligibility

VA students may receive benefits only for those courses that are included in the program of study as outlined in this catalog.

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Prior Credit

VA students who have attended another college must submit a collegiate transcript(s) to the STC admissions office for evaluation even if you do not want to receive transfer credit. Prior credit must be reported to VA by the end of the first semester of attendance. Periods of enrollment beyond the first semester cannot be certified with a pending issue of prior credit.

Program Changes

VA students who change programs must complete a change of program form in the VA Office. Credits taken that fulfill requirements in the new program must be transferred as required by regulations.

Tutorial Assistance for Veterans

VA students may receive monetary assistance from the VA to pay for a tutor, if one is required.

Drop/Withdrawal Notification

VA students must report course drops or withdrawals from the College to the veterans affairs office.

Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the records office. This office is open Monday and Tuesday from 8 a.m. to 6:30 p.m., Wednesday and Thursday from 8 a.m. to 5 p.m., and Friday from 8 a.m. to 1:30 p.m.

Release of Student Records

Spartanburg Technical College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and College policy.

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to

the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office.

Student Refund/Withdrawal/Federal Return of Funds

It is the policy of Spartanburg Technical College that students or sponsoring agencies/programs receive a fair and equitable refund of institutional charges if a student withdraws from the College or reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or a Federal Stafford Loan. Institutional charges are defined as all charges for tuition and fees, books, supplies, and required course materials purchased with federal financial assistance at the Book Inn.

I. Official Withdrawal

A student's withdrawal date is defined as the actual date the student began the College's official withdrawal process. To officially withdraw from the College, a student must contact the registrar's office and complete add/drop/withdrawal form requesting the withdrawal.

A federal financial aid recipient who does not officially withdraw from the College will be considered as having completed 50 percent of the semester for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy as outlined in Section II.

II. College Refund Policy

To receive a refund of institutional charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar's office. Institutional charges for a semester will be refunded at the following rate:

Fall Term and Spring Term

<u>Refund Percent</u>	<u>Withdrawal or Net Reduction of Credit Hours</u>
100%	1st - 8th calendar day of the term
75%	9th - 14th calendar day of the term

50% 15th - 21st calendar day of the term
 0% after the 21st calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/ programs in the following priority not to exceed the awarded amount:

- | | |
|-------------------------|----------------------------------|
| 1. SC Need Based Grant | 9. VA Vocational Rehabilitation |
| 2. LIFE Scholarship | 10. SC Vocational Rehabilitation |
| 3. WIA | 11. AIM Center |
| 4. JTPA | 12. Institutional Scholarships |
| 5. Company Sponsorships | 13. Outside Scholarships |
| 6. Technical Scholars | 14. Lottery Tuition Assistance |
| 7. Ford Asset | 15. Other aid or assistance |
| 8. Tuition Waivers | |

III. 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, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Stafford Loans.

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

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

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

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

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 under Section II. 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 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

Academic Advising

Students enrolled in academic programs are advised by faculty/staff on matters of

Academic Procedures

career choice, course selection and academic progress.

Academic Standards of Progress

Academic Probation - The College places students on academic probation when their program grade point average (GPA) falls below the levels indicated in the chart below. Academic probation remains in effect until the minimum cumulative program GPA meets the GPA requirements for the credit hours attempted.

Associate Degree Programs

Credit Hours <u>Attempted</u>	Minimum <u>GPA</u>
0-18	1.4
19-36	1.6
37-45	1.8
over 45	2.0

Diploma or One-year Certificate Programs

Credit Hours <u>Attempted</u>	Minimum <u>GPA</u>
0-18	1.6
19-30	1.8
over 30	2.0

Less than One-year Certificates

Credit Hours <u>Attempted</u>	Minimum <u>GPA</u>
8-20	2.0

Some curriculum programs require that students earn a 2.0 GPA each term and/or achieve a "C" in each required course. Programs with additional academic requirements publish requirements in the department handbook that is provided to students upon enrollment.

Academic Suspension

If a student fails to earn a 2.0 ("C" average) grade point average (GPA) during the term he or she is on academic probation, the student will be suspended from the College for the following term and notified in writing by the vice president of student affairs. Extenuating circumstances that are documented by student services may justify an extension of the probationary period. Students who have been on academic suspension must meet with an admissions counselor prior to readmission to the College. Students who remain on academic probation are subject to academic suspension again if they fail to maintain at least a 2.0 GPA.

Re-admission

Students on academic exclusion must meet with an admissions counselor. The counselor will contact the department head and division dean to secure approval for the student to be re-admitted. An admissions status report indicating that the

student may be re-admitted will be forwarded to the faculty advisor by the counselor.

Add/Drop Period

The add/drop period is the first six instructional days of the fall, spring and full summer terms. The add/drop period for each of the short summer terms is the first three instructional days of that term. Students may add or drop courses without academic penalty. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the instructor. The add/drop period for the summer mini-term sessions is the first three instructional days of the term.

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completed work missed. Except in extenuating circumstances with approval by the division dean, instructors withdraw students from class when 80 percent attendance is not maintained. Some courses have more restrictive attendance policies as indicated in the course syllabus. Distance learning courses, including Internet and video courses, use alternative methods for recording and reporting acceptable attendance, which are described in the applicable course syllabi. If a student exceeds the allowable attendance, the instructor will withdraw the student and award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance. Students are tardy if not in class at the time the class is scheduled to begin. Tardy students are admitted to class at the discretion of the instructor. Course syllabi reflect attendance policies related to tardiness.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least

one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Withdrawal from Courses

Students who withdraw from a course after the add / drop period will receive a "W" or "WF" based upon academic standing on the last date of attendance as verified by the instructor of the course. Instructors withdraw students from class when the student exceeds the allowable absences as the course syllabus describes. The instructor will award a "W" or "WF" based upon the student's academic standing on the last date of attendance. Students receiving financial aid should contact the financial aid office prior to withdrawal from a course. Students may withdraw from a course at any time prior to the first day of exams.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department head or division dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours only with permission from the department head or division dean.

Dean's List

To qualify for the dean's list, students must have done the following:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- earned a grade point average of 3.50 with no course grade lower than a "C."

A grade of "I" or "WF" automatically excludes students from the dean's list.

Grades

Grading Policy

Course grades are final when filed by the instructors. A student may request a review of a grade if he or she believes the instructor erred in assigning the grade. The records office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following term.

Grading System

Spartanburg Technical College uses the following system of grades:

		<i>Quality Points</i>	<i>Used in GPA Calculation</i>	<i>Credit Hours Awarded</i>
A	Excellent	4	Yes*	Yes

B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
WF	Withdrawn Failing	0	Yes*	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

*Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

Graduation

To be eligible for graduation from Spartanburg Technical College, a student must fulfill the following:

1. Apply for and be accepted into the program for which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction at the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the Student Handbook.)
6. Obtain graduation approval from the department head or division dean.

Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas, certificates) are mailed to students who choose not to participate in graduation exercises.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4.5-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses. In addition, Transitional Studies supports all students and faculty through the services of the Testing Center and Tutorial Learning Center.

Basic Skills Courses

Transitional Studies Basic Skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

"Bridging" Courses

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of academic rigor than Basic Skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Pre-entry Courses

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Withdrawal from the College

A student who wishes to withdraw from the College (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department head or division dean. Students are responsible for requesting a refund if applicable at the time of withdrawal. Students receiving financial aid should contact the financial aid office prior to withdrawal from the College.

Arts and Sciences

Associate in Arts Associate in Science (University Transfer Program)

Program Start Date: Any term

Program Length: 4 terms day (minimum), 6 terms evening (minimum)

Program Description

The associate in arts and associate in science degrees are designed for students whose goal is a four-year degree. The AA (associate in arts) and AS (associate in science) programs provide students the freshman and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshman and sophomore years at a four-year college or university.

Professional Opportunities

The associate in arts degree requirements parallel the courses completed during the first two years of the degrees in education, history, journalism, business administration, psychology, fine arts and social work. The associate in science degree requirements parallel course work in the sciences, mathematics, health fields, engineering and computer science.

Unique Aspects

Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. *Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university.* Students should meet with an academic advisor regularly to plan an academic schedule for their four-year degree goal.

Course Requirements for Associate in Arts

Credit Hours

A. General Education Courses

ENG 101 English Composition I	3
ENG 102 English Composition II	3
Oral Communications	3
(preferred course depends upon transfer destination)	
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communications	3
Computer Technology	3
(preferred course depends upon transfer destination)	

	Credit Hours
CPT 101 Introduction to Computers	
OR	
CPT 170 Microcomputer Applications	
History	3
Math (transfer level)	3
Lab Science (transfer level)	8
Social/Behavioral Sciences	9
One transfer level course in each of three disciplines from the following:	
PSC, PSY, GEO, ECO, SOC	
Humanities/Fine Arts	6
One transfer level course in each of two disciplines from the following:	
ENG (literature), ART, MUS, PHI, THE	

B. Major Courses

15 transfer level semester credit hours to be chosen by the student from the following: ART, ECO, ENG, GEO, HIS, HSS, MAT, MUS, PHI, PSC, PSY, REL, SOC, SPC, THE and any foreign language

C. Electives and Other Additional Hours Required for Graduation

6 semester credit hours to parallel four-year degree goal

Minimum semester credit hours required for graduation: 62

Course Requirements for Associate in Science

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Oral Communications	3
(preferred course depends upon transfer destination)	
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communications	3
Computer Technology	3
(preferred course depends upon transfer destination)	
CPT 101 Introduction to Computers	
OR	
CPT 170 Microcomputer Applications	
History	3
Math (transfer level)	6
Lab Science (transfer level)	8
Social/Behavioral Sciences	6
One transfer level course in each of two disciplines from the following:	
PSC, PSY, GEO, ECO, SOC	
Humanities/Fine Arts	6
One transfer level course in each of two disciplines from the following:	
ENG (literature), ART, MUS, PHI, THE	

B. Major Courses

15 semester transfer level semester credit hours to be chosen by the student from the following: BIO, CHM, MAT, PHS, PHY

C. Electives and Other Additional Hours Required for Graduation

6 semester credit hours to parallel four-year degree goal

Horticulture Technology

Associate Degree in Agriculture Technology

Program Start Date: Fall or spring terms

Program Length: 4 terms day

Program Description

Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management and horticulture support operations.

Practical Experience

Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as the supporting horticulture supply businesses.

Professional Opportunities

Nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses

Unique Aspects

The horticulture program maintains an active partnership with Clemson University's Horticulture Program for the transfer of STC program credits to Clemson. Each year, numerous students complete internships with various companies, which have included Walt Disney World, Callaway Gardens and Biltmore House and Gardens. South Carolina residents not from Spartanburg County enrolled in horticulture technology do not pay out-of-county fees.

Course Requirements for Horticulture Technology Program

Credit Hours

A. General Education Courses

Math Requirement	3
Humanities Requirement	3
Social Sciences Requirement	3
ENG 101 English Composition I	3
SPC 205 Public Speaking	3

B. Major Courses

HRT 105	Landscape Plant Materials	4
HRT 110	Plant Form and Function	4
		Credit Hours
HRT 125	Soils	4
HRT 141	Horticulture Pest Control	4

C. Electives and/or Additional Hours Required for Graduation

HRT 102	Landscape Design	4
HRT 108	Annuals and Perennials	2
HRT 139	Plant Propagation	3
HRT 205	Computers in Horticulture	3
HRT 208	Horticulture Business Practices	2
HRT 223	Irrigation	4
HRT 230	Greenhouse Technology	4
HRT 231	Nursery Technology	4
HRT 241	Turf Management	3
HRT 253	Landscape Installation	4
HRT 256	Landscape Management	4

- The student must complete one elective course that totals at least 2.0-3.0 semester credit hours.

Minimum semester credit hours required for graduation: 70

Landscape Management

Certificate

Program Start Date: Fall or spring terms

Program Length: 6 terms evening

Program Description

Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience

Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities

Landscape management and nursery fields

Unique Aspects

This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate program with the department head. South Carolina residents not from Spartanburg County enrolled in landscape management do not pay out-of-county fees.

Course Requirements for Landscape Management

Credit Hours

A. General Education Courses

- None

B. Major Courses

HRT 104	Landscape Design	3
HRT 113	Plant Materials	3
HRT 117	Design with Herbaceous Plants	3
HRT 121	Commercial Irrigation	3
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
HRT 154	Grounds Maintenance	3
HRT 241	Turf Management	3

C. Electives and/or other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 24

Landscape/Nursery Professional

Certificate

Program Start Date: Fall, spring or summer terms

Program Length: 3 terms day

Program Description

The landscape/nursery professional certificate provides training for individuals with an interest in the horticulture profession, but who have limited educational opportunity for this training close to their homes or work.

This certificate program will be offered via distant delivery to other South Carolina Technical Colleges. Students complete the certificate by taking an additional nine credit hours of specified general education courses at the host institution.

Practical Experience

Students participate in special projects utilizing gardens, nurseries, and grounds near their school location while working with mentors and adjunct faculty.

Professional Opportunities

Landscaping and nursery fields

Unique Aspects

Benefits to students include the following:

- 1) Students may enter a horticulture career or upgrade their skills and knowledge if they are already working in the industry.
- 2) Students may apply their credits toward the associate degree in horticulture technology at STC.
- 3) Students may transfer all horticulture credits to Clemson University to apply toward a bachelor's of science in horticulture.

Course Requirements for Landscape/Nursery Professional

Credit Hours

A. General Education Courses

ENG 101	English Grammar and Composition I	3
MAT*	requirement	3
SPC 205	Public Speaking	3

B. Major Courses

HRT 102	Landscape Design	4
HRT 105	Landscape Plant Materials	4
HRT 110	Plant Form and Function	4
HRT 117	Designing with Herbaceous Plants	3

	Credit Hours
HRT 125 Soils	4
HRT 141 Horticulture Pest Control	4

*Students may select any degree credit math (MAT 101 or higher) offered by the host institution.

C. Electives and/or other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 32

Notes

Business Technology

Accounting

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant

Course Requirements for Accounting Degree Program

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
ECO 210 Macroeconomics	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3
<i>B. Major Courses</i>	
ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II*	3
ACC 124 Individual Tax Procedures*	3
ACC 150 Payroll Accounting*	3

	Credit Hours
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 246 Integrated Accounting Software*	3
BAF 260 Financial Management*	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
CPT 101 Introduction to Computers*	3
CPT 178 Software Applications*	3
ENG 260 Advanced Technical Communications	3
MGT 101 Principles of Management	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Administrative Accounting Specialist

Certificate

Program Start Date: Fall & spring terms

Program Length: 3 terms day, 3 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Accounting administrative specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience

Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem solving skills will be stressed.

Professional Opportunities

Accounting Clerk, Payroll Clerk, Bookkeeper, Billing Clerk, Accounts Receivable Clerk, Accounts Payable Clerk, Office Assistant, Inventory Control Clerk, Administrative Specialist and Tax Preparer

Unique Aspects

Graduates of this program may transfer into the Accounting associate degree program or into the Office Systems Technology associate degree program

Course Requirements for Accounting Administrative Specialists

	Credit Hours
<i>A. General Education Courses</i>	
SPC 209 Interpersonal Communication	3
<i>B. Major Courses</i>	
ACC 101 Accounting Principles *	3
ACC 124 Individual Tax Procedures *	3
ACC 150 Payroll Accounting *	3
ACC 246 Integrated Accounting Software *	3

	Credit Hours
CPT 101 Introduction to Computers *	3
CPT 107 File Entry Operations *	3
CPT 174 Microcomputer Spreadsheets *	3
OST 133 Professional Development *	3
OST 141 Office Procedures I *	3

*Grade of "C" or better is required

C. Electives and/or Additional Courses Required for Graduation

None

Minimum semester hours required for graduation: 30

Automated Office

Diploma

Program Start Date: Fall & spring terms

Program Length: 4 terms day, 4 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Automated office students develop basic and advanced skills in microcomputer word processing, communications, desktop publishing, and spreadsheet and data base design and maintenance. Students focus on web page design and maintenance, accounting, electronic filing, general office procedures and professional development.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in business and industry. Projects simulate actual applications in today's offices allowing students to develop integrated and individual software application skills. Students develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Information specialist, customer representative, administrative specialist, office assistant, office technician, receptionist and software user specialist

Unique Aspects

This program also prepares students for the Microsoft Office Specialist certification.

Course Requirements for Automated Office

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
ENG 260 Advan Tech Communications	3
MAT 160 Math for Business & Finance*	3
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
ACC 111 Accounting Concepts	3
CPT 101 Introduction to Computers*	3
CPT 107 File Entry Operations*	3
CPT 172 Microcomputer Data Base*	3
CPT 174 Microcomputer Spreadsheets*	3
CPT 179 Microcomputer Word Processing*	3

	Credit Hours
CPT 270 Advanced Microcomputer Applications*	3
CPT 290 Multimedia Concepts & Applications*	3
OST 133 Professional Development*	3
OST 141 Office Procedures I*	3
OST 142 Office Procedures II*	3
OST 254 Office Simulations*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 48

Computer Support Specialist

Certificate

Program Start Date: Fall term

Program Length: 3 terms day, 4 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer support specialist students learn to maintain microcomputer systems, solve user problems, support user applications and provide user training. Students develop skills in microcomputer operations, including business application software and hardware. In addition, students learn operating system, network concepts and help desk concepts.

Practical Experience

Students complete multiple projects using current business hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Software support specialist, system support technician, hardware technician and user support technician

Unique Aspects

Graduates of this program may transfer into the computer technology associate degree or information technology electives associate degree program.

Course Requirements for System Support Technician

Credit Hours

A. General Education Courses

ENG 101 English Composition I	3
MAT 102 Intermediate Algebra	3
Social Behavioral Sciences	3

B. Major Courses

CPT 114 Computers & Programming*	3
CPT 168 Programming Logic and Design*	3
CPT 170 Microcomputer Applications*	3
CPT 176 Microcomputer Operating Systems*	3
CPT 209 Computer System Management*	3
CPT 242 Database*	3
CPT 264 Systems and Procedures*	3
CPT 268 Computer End-User Support*	3

	Credit Hours
CPT 285 PC Hardware Concepts*	3
IST 140 NetPrep Networking Fundamentals*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Computer Technology

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students entering spring term will enroll for related classes only.

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology students develop skills in computer programming, micro-computer operations, systems analysis and design, PC hardware fundamentals, computer software applications and networking.

Practical Experience

Students gain practical experiences in procedural and event-driven programming languages. They work with different types of operating systems, networking architectures and microcomputer applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities

Entry-level programmer, PC application specialist, programmer analyst, entry level data base administrator

Course Requirements for Computer Technology

Credit Hours

A. General Education Courses

Social/Behavioral Sciences	3
Humanities/Fine Arts	3
ENG 101 English Composition I*	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3

B. Major Courses

ACC 101 Principles of Accounting I	3
CPT 114 Computers & Programming*	3
CPT 168 Programming Logic & Design*	3
CPT 170 Microcomputer Applications*	3
CPT 176 Microcomputer Op. Sys.*	3
CPT 185 Event-Driven Program*	3
CPT 206 Advanced Event Driven Program*	3
CPT 207 Complex Computer Applications*	3

	Credit Hours
CPT 209 Computer System Management*	3
CPT 242 Data Base*	3
CPT 244 Data Structures*	3
CPT 264 Systems and Procedures*	3
CPT 268 Computer End-User Support*	3
CPT 272 Advanced Microcomputer Data Base*	3
CPT 285 PC Hardware Concepts*	3
IST 140 NetPrep Networking Fundamentals*	3
IST 145 NetPrep The Internet*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 71

Computer Technology with Cisco Electives

Associate Degree in Computer Technology

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students entering spring term will enroll for related classes only.

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Computer technology with Cisco electives students develop skills in computer operations, PC hardware fundamentals, computer software applications and in designing, building and maintaining small to medium size computer networks.

Practical Experience

Students work with different types of operating systems, networking architectures and microcomputer applications. Lab projects are completed using Cisco internetworking devices such as switches and routers. Students develop logical thinking, problem solving, interpersonal and communication skills.

Professional Opportunities

Network technician, computer operator, cable technician and Cisco certified network associate

Unique Aspects

This program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco (the world leader in networking for the Internet). High school students who have completed two semesters of the Cisco program at vocational centers are eligible to take subsequent courses.

Course Requirements for Computer Technology with Cisco Electives

	Credit Hours
<i>A. General Education Courses</i>	
Social/Behavioral Sciences	3
Humanities/Fine Arts	3
ENG 101 English Composition I*	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3

	Credit Hours
<i>B. Major Courses</i>	
CPT 114 Computers & Programming*	3
CPT 168 Programming Logic & Design*	3
CPT 170 Microcomputer Applications*	3
CPT 176 Microcomputer Operating System*	3
CPT 209 Computer System Management*	3
CPT 242 Data Base*	3
CPT 264 Systems and Procedures*	3
CPT 268 Computer End-User Support*	3
CTP 285 PC Hardware Concepts*	3
IST 140 NetPrep Networking Fundamentals*	3
IST 141 Local Area Networks*	3
IST 145 NetPrep the Internet*	3
IST 201 Internetworking Concepts*	3
IST 202 Cisco Router Configuration*	3
IST 203 Advanced Cisco Router Configuration*	3
IST 204 Cisco Troubleshooting*	3
IST 290 Special Topics in Information Sciences Tech*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete an elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 71

Culinary Arts

Certificate

Program Start Date: Fall term

Program Length: 3 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Culinary arts students learn the basic principles and applications of food service. Competencies include safety and sanitation, equipment use, nutrition, food preparation, basic banquet organization and presentation, and dining room operations. Students gain knowledge of general management responsibilities of food service, which include front-of-the-house and back-of-the-house operations, purchasing, inventory control, cost management, and menu design and pricing.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students obtain practical experience in local food service venues through a scheduled internship during the last term.

Professional Opportunities

Kitchen assistant, line cook, assistant restaurant manager, kitchen manager trainee, and purchasing assistant

Unique Aspects

Students will be offered certification examinations through the National Restaurant Association Examination for: Safety and Sanitation (SERVSAFE), Nutrition, Principles of Food Production II and Dining Room Operations.

Course Requirements for Culinary Arts

Credit Hours

A. General Education Courses

None

B. Major Courses

CWE 113 Cooperative Work Experience*	3
HOS 101 Principles of Food Production I*	3
HOS 102 Principles of Food Production II*	3
HOS 103 Nutrition*	3
HOS 120 Bakeshop Production*	3
HOS 140 The Hospitality Industry*	3
HOS 145 Dining Room Operations*	3
HOS 155 Hospitality Sanitation*	3
HOS 225 Buffet Organization*	4
HOS 255 Food Service Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 31

Insurance Specialist

Certificate

Program Start Date: Fall & spring terms

Program Length: 2 terms day, 3 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Insurance specialist students acquire specific skills to perform administrative office procedures in physicians' offices and health care facilities. Skills include those necessary to handle medical office insurance, coding, managed care and billing functions. Students develop the skills to analyze, record, and report office accounts receivable information.

Practical Experience

Students gain technical, communication and problem-solving skills through classroom projects that simulate actual applications in today's medical offices. Shadowing assignments are required in local physicians' offices.

Professional Opportunities

Insurance clerk/specialist, patient account representative, precertification clerk, cashier

Unique Aspects

Credits earned in this program may be applied to the Office Systems Technology Medical Option Associate Degree Program.

Course Requirements for Insurance Specialist

	Credit Hours
<i>A. General Education Courses</i>	
SPC 209 Interpersonal Communication	3
<i>B. Major Courses</i>	
ACC 111 Accounting Concepts	3
AHS 102 Medical Terminology*	3
AHS 104 Medical Vocabulary / Anatomy*	3
AHS 118 Medical Coding and Insurance*	5
CPT 107 File Entry Operations*	3
MED 104 Medical Assisting Administrative Procedures*	4
MED 131 Administrative Skills of the Medical Office I*	2
OST 133 Professional Development*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 29

Legal Administrative Specialist

Certificate

Program Start Date: Fall & spring terms

Program Length: 2 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Legal Administrative Specialist students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience

Students are given an opportunity to train in a legal office environment, learn how to assist legal professionals and their clients and successfully handle legal office work requirements. Projects in filing, legal document application, and basic clerical skills are assigned. Simulations and shadowing experiences also help to enrich the student's training. Effective communication, team building, and problem-solving skills will be stressed.

Professional Opportunities

Patent Office Administrative Assistant, Contracts Administrative Assistant, Legal Office Assistant, Paralegal Administrative Assistant, and General Office Assistant

Unique Aspects

Credits earned in this program may be applied to the Office Systems Technology Associate Degree Program.

Course Requirements for Legal Administrative Specialist

Credit Hours

A. General Education Courses

None

B. Major Courses

ACC 111 Accounting Concepts	3
CPT 101 Introduction to Computers*	3
CPT 107 File Entry Operations*	3
BUS 121 Business Law I*	3
OST 133 Professional Development*	3
OST 141 Office Procedures I*	3
OST 213 Legal Document Formatting*	3
OST 253 Legal Systems and Procedures*	3

*Grade of "C" or better is required.

C. Electives and/or Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 24

Management

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department head/academic advisor.

Practical Experience

Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities

Supervisor, assistant manager, department manager, project manager, account manager

Unique Aspects

This program is designed for students who are currently employed and are seeking promotion into a supervisory or management position with their company or those possessing an accredited degree, diploma or certificate. Recommendation by the dean or department head is required for entry into the program. This recommendation will be based, in part, on a letter of employment verification from the student's employer.

Course Requirements for Management

	Credit Hours
<i>A. General Education Courses</i>	
ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3

	Credit Hours
<i>B. Required Core Courses</i>	
ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II	3
BAF 260 Financial Management	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 Business Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3
MGT 101 Principles of Management*	3
MGT 120 Small Business Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3

*Grade of "C" or better is required.

C. . Electives and/or Other Additional Courses Required for Graduation

- Students must complete 15.0 credit hours of approved electives. Department head/academic advisor will determine approval.

Minimum semester credit hours required for graduation: 69

Management with Culinary Arts Electives

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Culinary Arts Electives) students develop skills to plan, organize, lead and control activities related to the food service industry. Students focus on the applications and supervision of restaurant and kitchen personnel involved in sanitation, nutrition, food preparation, menu design and pricing, purchasing, inventory control and cost management.

Practical Experience

Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students also complete projects using microcomputer applications and accounting software. Problem-solving, interpersonal and communication skills are also developed.

Professional Opportunities

Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor

Unique Aspects

Students will be offered certification examinations through the National Restaurant Association Examination for: Safety and Sanitation (SERVSAFE), Nutrition, Principles of Food Production II.

Course Requirements for Management with Culinary Arts Electives

	Credit Hours
<i>A. General Education Courses</i>	
ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3

	Credit Hours
<i>B. Major Courses</i>	
ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II	3
BAF 260 Financial Management	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 Business Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3
HOS 101 Principles of Food Production I*	3
HOS 102 Principles of Food Production II*	3
HOS 103 Nutrition*	3
HOS 155 Hospitality Sanitation*	3
HOS 225 Buffet Organization*	4
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- Students must complete one elective course which totals 3.0 credit hours.

Minimum semester hours required for graduation: 69

Management with Fire Service Electives

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Fire Service Electives) students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience

Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities

Assistant chief, fire chief (depending on level of applicable work experience in the fire service field)

Unique Aspects

At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen semester hours of fire service electives, which are offered through distance learning, may be taken from the University of Memphis (or another fire academy accredited open-learning school). These credits, or some portion thereof, may also be earned through experiential learning by the completion of local, state and National Fire Academy training courses. These courses will be evaluated by the business administration department head. An articulation agreement between Spartanburg Technical College and the University of Memphis allows STC students to transfer as candidates for the bachelor of professional studies with a concentration in fire service administration or fire prevention technology from the University of Memphis. Note: Students not planning to transfer to a National Fire Academy accredited college may substitute MAT 102 for MAT 110 and SPC 209 for SPC 205.

Course Requirements for Management with Fire Service Electives

Credit Hours

A. General Education Courses

ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 110 College Algebra (see note)	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking (see note)	3

B. Required Core Courses

ACC 101 Accounting Principles I*	3
BAF 260 Financial Management	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 Business Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3
PSY 201 General Psychology	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

The student must complete a total of 15 semester credit hours from the National Fire Academy Open-Learning Program Accredited Colleges. Students who have completed training/courses through the South Carolina Fire Academy or the National Fire Academy may receive credit through experiential learning for all or part of these 15 semester credit hours.

- The student must complete one general elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Management with Hotel, Restaurant and Travel Electives

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Hotel, Restaurant and Travel Electives) students develop skills to plan, organize, lead and control activities of hotels and restaurants. Focus is placed on lodging (front office, housekeeping and engineering), restaurant (food service operations, layout and design) and travel components of the hospitality industry. In addition, students explore hospitality promotion and service techniques.

Practical Experience

Students complete simulations in the development and organization of a hotel and restaurant. The research projects pertain to the hospitality industry and use micro-computer applications for accounting and finance situations. Students develop problem-solving, interpersonal and communication skills

Professional Opportunities

Front desk manager, housekeeping supervisor, restaurant manager and customer service manager

Course Requirements for Management with Hospitality Electives

	Credit Hours
<i>A. General Education Courses</i>	
ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3
<i>B. Major Courses</i>	
ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II	3
BAF 260 Financial Management	3

	Credit Hours
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 International Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3
HOS 140 The Hospitality Industry*	3
HOS 150 Hotel Management*	3
HOS 157 Hospitality Service*	3
HOS 164 Travel and Tourism*	3
HOS 255 Food Service Management*	3
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Management with Information Technology Electives

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Information Technology Electives) students develop management skills related to information technology. Students focus on the applications and supervision of personnel involved in maintaining microcomputer systems, supporting users and providing user training.

Practical Experience

Students complete software applications projects with emphasis on IBM compatibles, simulate local area network applications and complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities

System support manager, user support manager and supervisor of personal computer technicians

Course Requirements for Management with Information Technology Electives

Credit Hours

A. General Education Courses

ECO 210 Macroeconomics	3
ENG 101 English Composition*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability and Statistics	3
SPC 205 Public Speaking	
or	
SPC 209 Interpersonal Communication	3

B. Major Courses

ACC 101 Accounting Principles*	3
ACC 102 Accounting Principles II	3
BAF 260 Financial Management	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 Business Ethics*	3
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3

	Credit Hours
MGT 101 Principles of Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete a total of 15.0 credit hours of approved electives in the area of computer technology, web page design or software applications as designated below and approved by the department head.

Approved electives include:

Computer Technology: CPT 168, CPT 170, CPT 176, CPT 209, CPT 242, CPT 264, CPT 268, CPT 285, IST 140

Web Page Design: CPT 220, IST 145, IST 226, IST 227, IST 237, IST 238

Software Applications: CPT 172, CPT 174, CPT 179, CPT 270, CPT 290

- The student must complete one general elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Management with Marketing Electives

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Management (with Marketing Electives) students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service.

Practical Experience

Students develop advertising campaigns, make sales presentations, conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities

Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager

Course Requirements for Management with Marketing Electives

	Credit Hours
<i>A. General Education Courses</i>	
ECO 210 Macroeconomics	3
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
MAT 102 Intermediate Algebra*	3
MAT 120 Probability & Statistics	3
SPC 205 Public Speaking	
or	
SPC 209 Interpersonal Communications	3
<i>B. Major Courses</i>	
ACC 101 Accounting Principles I*	3
ACC 102 Accounting Principles II	3
BAF 260 Financial Management	3
BUS 121 Business Law I*	3
BUS 175 International Business*	3
BUS 220 Business Ethics*	3

	Credit Hours
CPT 101 Introduction to Computers*	3
CPT 210 Computer Resource Management*	3
MGT 101 Principles of Management*	3
MGT 120 Small Business Management*	3
MGT 201 Human Resource Management*	3
MKT 101 Marketing*	3
MKT 110 Retailing*	3
MKT 120 Sales Principles*	3
MKT 135 Customer Service Skills*	3
MKT 260 Marketing Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Medical Front Desk Specialist

Certificate

Program Start Date: Fall & spring terms

Program Length: 2 terms day, 3 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Front desk specialist students acquire specific skills to work in physicians' offices and related health care facilities. Students focus on medical terminology, medical office procedures, communication skills, insurance and patient service skills.

Practical Experience

Students gain technical, communication and problem-solving skills through classroom projects that simulate actual applications in today's medical offices. Shadowing assignments are required in local physicians' offices.

Professional Opportunities

Receptionist, appointment secretary, telephone operator, file clerk

Unique Aspects

Credits earned in this program may be applied to the Office Systems Technology Medical Option Associate Degree Program.

Course Requirements for Medical Front Desk Specialist

Credit Hours

A. General Education Courses

SPC 209 Interpersonal Communications	3
---	---

B. Major Courses

AHS 102 Medical Terminology*	3
AHS 104 Medical Vocabulary/ Anatomy*	3
CPT 107 File Entry Operations*	3
MED 104 Medical Assisting Administrative Procedures*	4
MED 131 Administrative Skills Medical Office I*	2
OST 133 Professional Development*	3
OST 143 Office Systems and Procedures*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 24

Networking Operations

Certificate

Program Start Date: Fall term

Program Length: 2 terms day, 3 terms evening

Program Description

Networking Operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience

Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities

Network technician, cable technician and Cisco Certified Network Associate

Unique Aspects

The Networking Operations Certificate Program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco (the world leader in networking for the Internet.)

Students entering this advanced certificate program should have completed the associate degree in computer technology, certificate in computer support specialist or equivalent. High school students who have successfully completed two semesters of the Cisco Networking Academy Program at vocational centers are eligible to take the subsequent courses.

Course Requirements for Networking Operations

Credit Hours

A. General Education Courses

None

B. Major Courses

IST	201 Internetworking Concepts*	3
IST	202 Cisco Router Configuration*	3
IST	203 Advanced Cisco Router Configuration*	3
IST	204 Cisco Troubleshooting*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required

- None

Minimum semester hours required for graduation: 12

Office Systems Technology

Associate Degree

Program Start Date: Fall & spring terms

Program Length: 6 terms day, 6 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Office Systems Technology students develop basic and advanced skills in micro-computer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, professional development and office management skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities

Administrative assistant, executive assistant, office manager, administrative professional

Unique Aspects

This program also prepares students for the certified professional secretaries (CPS) exam and the Microsoft Office Specialist certification. The College offers experiential learning credit opportunities for students who have successfully passed the Certified Professional Secretary (CPS) examination. Students are encouraged to contact the office systems technology department head for more information.

Course Requirements for Office Systems Technology

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I*	3
ENG 102 English Composition II	3
ECO 210 Macroeconomics	3
MAT 101 Beginning Algebra	3
MAT 160 Math for Business & Finance*	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3

	Credit Hours
<i>B. Major Courses</i>	
ACC 111 Accounting Concepts	3
BUS 121 Business Law*	3
CPT 101 Introduction to Computers*	3
CPT 107 File Entry Operations*	3
CPT 172 Microcomputer Data Base*	3
CPT 174 Microcomputer Spreadsheets*	3
CPT 179 Microcomputer Word Processing*	3
CPT 270 Advanced Microcomputer Applications*	3
CPT 290 Multimedia Concepts & Applications*	3
ENG 260 Adv Tech Communications	3
MGT 110 Office Management*	3
OST 133 Professional Development*	3
OST 141 Office Procedures I*	3
OST 142 Office Procedures II*	3
OST 254 Office Simulation*	3
OST 270 SCWE in Office Systems*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 68

Office Systems Technology - Medical Option

Associate Degree

Program Start Date: Fall term

Program Length: 5 terms day

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Office Systems Technology - Medical Option students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; machine transcription, microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience

Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships during the last term.

Professional Opportunities

Medical records assistant, medical office assistant, medical office manager, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects

Students also receive certification in CPR and OSHA.

Course Requirements for Office Systems Technology - Medical Option

Credit Hours

A. General Education Courses

ENG 101 English Composition I*	3
ENG 102 English Composition II	3
ENG 260 Advanced Tech Communication	3
MAT 160 Math for Business & Finance*	3
SPC 205 Public Speaking	
OR	
SPC 209 Interpersonal Communication	3
PSY 201 General Psychology	3

	Credit Hours
<i>B. Major Courses</i>	
ACC 111 Accounting Concepts	3
AHS 102 Medical Terminology*	3
AHS 104 Medical Vocabulary Anatomy*	3
AHS 118 Medical Coding & Insurance*	5
CPT 101 Introduction to Computers*	3
CPT 107 File Entry Operations*	3
CPT 178 Software Applications*	3
CPT 179 Microcomputer Word Processing*	3
MED 104 Medical Assisting Administrative Procedures*	4
MED 131 Admin. Skills in Medical Office I*	2
MGT 110 Office Management*	3
OST 133 Professional Development*	3
OST 143 Office Systems & Procedures*	3
OST 252 Med. Systems & Procedures*	3
OST 270 SCWE in Office Systems*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 67

Receptionist

Certificate

Program Start Date: Fall & spring terms

Program Length: 2 terms day, 2 terms evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Receptionist students develop skills necessary to communicate with customers and successfully manage that relationship. Students will be provided with the fundamentals of basic business and clerical skills used in the receptionist environment.

Practical Experience

Students are given an opportunity to train in a office environment how to answer and successfully handle phone calls. Projects in filing, document application, and basic clerical skills are assigned. Simulations and shadowing experiences also help to enrich the student's training. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities

Receptionist, front desk clerk, customer service representative, general office clerk.

Unique Aspects

Credits earned in this program may be applied to other programs in Office Systems Technology.

Course Requirements for Receptionist

	Credit Hours
<i>A. General Education Courses</i>	
SPC 209 Interpersonal Communication	3
<i>B. Major Courses</i>	
CPT 101 Introduction to Computers*	3
CPT 107 File Entry Operations*	3
CPT 179 Microcomputer Word Processing*	3
MKT 130 Customer Service Principles*	3
OST 133 Professional Development*	3
OST 141 Office Procedures I*	3
OST 142 Office Procedures II*	3

*Grade of "C" or better is required.

C. Electives and/or Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 24

Software User Specialist

Certificate

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Start Date: Fall & spring terms

Program Length: 3 terms day, 3 terms evening

Program Description

Software user specialist students are trained in the principles of applications of word processing, spreadsheet, data base and desktop publishing as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include general office procedures and professional development.

Practical Experience

Students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problems-solving skills will also be stressed.

Professional Opportunities

Information specialist, software application specialist and certified user specialist

Unique Aspects

This program prepares students for the Microsoft Office Specialist certification. Credits earned in this program may be applied to other programs in office systems technology.

Course Requirements for Software User Specialist

Credit Hours

A. General Education Courses

None

B. Major Courses

CPT 101	Introduction to Computers*	3
CPT 107	File Entry Operations*	3
CPT 172	Microcomputer Database*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
CPT 270	Advanced Microcomputer Applications*	3
CPT 290	Multimedia Concepts and Applications*	3

	Credit Hours
OST 133 Professional Development*	3
OST 141 Office Procedures*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 27

Web Page Design

Certificate

Program Start Date: Fall & spring terms

Program Length: 3 terms day

Note: Students entering spring term will enroll for related classes only.

Program Description

Web page design students develop skills in designing, creating and maintaining web pages and web sites.

Practical Experience

Students use a variety of web design tools. They will utilize basic concepts of web server administration and maintenance. Students will develop logical thinking, problem-solving, interpersonal and communications skills. These courses will serve as preparation for a variety of professional Webmaster certification exams.

Professional Opportunities

Webmaster; certifications

Unique Aspects

Students entering this certificate should possess basic computer skills and some experience using the Internet. Courses in this program are an elective track in the Management with Information Technology electives associate degree program.

Course Requirements for Web Page Design

Credit Hours

A. General Education Courses

None

B. Major Courses

CPT 220 E-Commerce*	3
IST 145 The Internet*	3
IST 226 Internet Programming*	3
IST 227 Internet Operations & Management*	3
IST 237 Intermediate Web Page Design*	3
IST 238 Advanced Tools for Website Design*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester hours required for graduation: 18

Notes

Health and Human Services

Advanced Child Care Management

Certificate

Program Start Date: Any term

Program Length: 3 terms day or evening

Program Description

Advanced child care management students prepare to work in a supervisory, management or administrative position in early childhood development.

Practical Experience

Students gain early childhood development and management skills. Specific skill areas are public relations, interpersonal communication, accounting, curriculum development, computer proficiency, communication and problem-solving skills.

Professional Opportunities

Child development center director, special education group supervisor, regional director for day care centers, administrative director for child development center.

Unique Aspects

Applicants wishing to enroll in this program are mandated by state law to submit to a records check by the Federal Bureau of Investigation (FBI). Failure to do so results in the applicant's exclusion from enrollment in the program.

Course Requirements for Advanced Child Care Management

Credit Hours

A. General Education Courses

No general education courses required.

B. Major Courses

ACC 101 Accounting Principles I	
or	
ACC 111 Accounting Concepts	3
COL 101 College Orientation	1
CPT 101 Introduction to Computers	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Mgmt.	3
ECD 107 Exceptional Children	3
ECD 108 Family and Community Relations	3
ECD 109 Administration and Supervision	3
ECD 135 Health, Safety & Nutrition	3
ECD 237 Methods and Materials	3
MGT 101 Principles of Management	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 31

American Sign Language

Certificate

Program Start Date: Fall term

Program Length: 3 terms evening or Internet based

Program Description

American sign language students develop fluent skills in the communicative use of this language, the third most commonly used language in the United States.

Practical Experience

Students complete communicative as well as cultural activities and develop fluency through class and community interactions.

Professional Opportunities

This certificate could enhance communication opportunities in any setting where there are deaf individuals present. This certificate would also serve as an entry point to a future degree in interpreting.

Unique Aspects

Language courses are required at public colleges and universities and many private institutions. Students should verify possible acceptance of these credits with the intended transfer college or university.

Course Requirements for American Sign Language

Credit Hours

A. General Education Courses

None

B. Major Courses

ASL 101	American Sign Language I	4
ASL 102	American Sign Language II	4
ASL 201	American Sign Language III	3
ASL 202	American Sign Language IV	3
ITP 201	Deaf History and Culture	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 17

Early Childhood Development

Diploma and Certificate

Program Start Date: Any term

Program Length: 3-4 terms day or evening

Program Description

Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience

Students gain early childhood development skills through rotations in child development centers, private and public kindergartens and special facilities.

Professional Opportunities

Diploma or certificate - teacher's aide in school systems, special education facilities or child development centers, teacher in child development facilities; diploma only - associate teacher in child development facilities, teacher in Head Start

Unique Aspects

Applicants wishing to enroll in the diploma and certificate programs are mandated by state law to submit to a records check by the Federal Bureau of Investigation (FBI). Failure to do so results in the applicant's exclusion from enrollment in the program.

Course Requirements for Early Childhood Development - Diploma

Credit Hours

A. General Education Courses

ENG 101 English Composition I (transfer)	
or	
ENG 165 Professional Communications	3
MAT 110 College Algebra (transfer)	
or	
MAT 155 Contemporary Mathematics	3
PSY 201 General Psychology	3

B. Major Courses

ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Mgmt.	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

	Credit Hours
ECD 237 Methods and Materials	3
ECD 243 Supervised Field Experience I	3
ECD 244 Supervised Field Experience II	3
PSY 214 Psychology of the Exceptional Child	3

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- Minimum semester credit hours required for graduation: 45

Course Requirements for Early Childhood Development - Certificate

A. General Education

None

B. Major Courses

ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Mgmt.	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

C. Electives and/or other Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 27

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

Expanded Duty Dental Assisting Diploma

Program Start Date: Fall term

Program Length: 3 consecutive terms day

Program Description

Dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups and to assist the dentist in the treatment of patients. As office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experiences

Students work in a simulated dental office first and second terms on campus to gain clinical skills. Clinical experience is gained in the second and third terms in dental offices.

Professional Opportunities

Chairside assistant, receptionist, orthodontic assistant, oral surgery assistant, pediatric dental assistant, endodontist assistant, periodontist assistant, laboratory assistant and office manager

Unique Issues

Graduates are eligible to take the Dental Assisting National Board Examination to become certified dental assistants.

Course Requirements for Expanded Duty Dental Assisting Diploma Program

	Credit Hours
<i>A. General Education Courses</i>	
ENG 165 Professional Communication	3
MAT 160 Math for Business and Finance	3
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
DAT 112 Integrated Human Sciences	4
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/Specialties	1
DAT 127 Dental Radiography	4
DAT 154 Clinical Procedures I	4

	Credit Hours
DAT 174 Office Rotations	4
DAT 177 Dental Office Experience	7

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 47

General Technology

Associate Degree in Occupational Technology

Program Start Date: Any term

Program Length: Varies

Program Description

The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the program, the student must meet with an assigned advisor to determine a curriculum plan. Acceptance into the program must be approved by the appropriate department head.

Practical Experience

Early Childhood Development - none required.

Medical Assisting - none required.

Surgical Technology - Students gain additional clinical experience in affiliated hospitals and/or doctors' offices based on the specific curriculum that is designed.

Professional Opportunities

Early Childhood Development - Day care directors, head teachers in various child development centers, social service positions or transfer to a four year institution to obtain a teaching certificate in early childhood

Medical Assisting - Certified medical assistant employed in doctors' offices, hospitals and clinics; office management, education, and other specialties depending on the selected courses

Surgical Technology - Certified surgical technologist employed as a first assistant, central service manager, educator, medical sales representative or other specialty depending on the selected courses

Health Sciences

Certificate

Program Start Date: Any term

Program Length: 2 terms day

Program Description

Health sciences certificate students gain skills to provide basic nursing care as a nursing assistant. This program also allows students who are seeking acceptance into other health sciences curriculum to enroll in courses which may transfer into their chosen curriculum.

Practical Experience

Students gain technical, communication and problem-solving skills through lab simulations and clinical rotations in affiliated hospitals and nursing homes.

Professional Opportunities

Certified nursing assistant in hospitals, nursing homes, clinics and home health agencies

Unique Aspects

Graduates are eligible to take the certification exam to become a certified nursing assistant.

Course Requirements for Health Sciences Certificate Program

	Credit Hours
<i>A. General Education</i>	
CPT 101 Introduction to Computers	3
ENG 165 Professional Communications	
or	
ENG 101 English Composition I	3
MAT 155 Contemporary Mathematics	3
PSY 103 Human Relations	
or	
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
COL 101 College Orientation	1
COL 103 College Skills	3
AHS 104 Medical Vocabulary / Anatomy	3
AHS 151 Health Care Procedures I	5
<i>C. Electives and/or Additional Courses Required for Graduation</i>	
None	

Minimum semester credit hours required for graduation: 24

Health Unit Coordinating

Certificate

Program Start Date: Fall term

Program Length: 2 consecutive terms day

Program Description

Health unit coordinating students gain skills to perform clerical duties for nursing units and other departments in hospitals and doctors' offices. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience

Students develop interpersonal skills that are vital to their role as communicators with doctors, hospital staff, patients and patients' families. They acquire clerical competencies including transcribing doctors' orders.

Professional Opportunities

Unit secretaries, clerks in other hospital areas, receptionists in doctors' offices and other medical settings

Unique Aspects

Graduates are eligible to apply the National Certification Examination for health unit coordinators.

Course Requirements for Health Unit Coordinating

	Credit Hours
<i>A. General Education Courses</i>	
CPT 101 Introduction to Computers	3
CPT 107 File Entry Operations	3
ENG 165 Professional Communications	3
IDS 101 Human Thought and Learning	3
<i>B. Major Courses</i>	
AHS 102 Medical Terminology	3
HUC 110 Health Unit Procedures I	7
HUC 120 Health Unit Procedures II	8
<i>C. Electives and/or Other Additional Courses Required for Graduation</i>	
None	

Minimum semester credit hours required for graduation: 30

Interpreter Training

Associate Degree in Public Service

Program Start Date: Any term

Program Length: 6 terms day or evening, Internet based

Program Description

Interpreter Training students acquire specific skills to work as beginning sign language interpreters who interpret spoken English into American Sign Language and into manually-coded English; as well as American Sign Language and manually-coded English into spoken English.

Practical Experience

Students gain field experience through observation and evaluation of professional interpreters by participating in interpreting internships at local agencies and institutions.

Professional Opportunities

Entry-level interpreters for public and private agencies, free-lance interpreters

Unique Aspects

The Interpreter Training Program is delivered on-line (Internet based) and through internships.

Course Requirements for Interpreter Training

Associate in Public Service

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MAT 155 Contemporary Mathematics	
or	
MAT 160 Math for Business Finance	3
PSY 201 General Psychology	3
SPC 205 Public Speaking	3
<i>B. Major Courses</i>	
ITP 101 Introduction to Interpreting	3
ITP 104 Interpreting in Educational Settings	3
ITP 106 Linguistics of American Sign Language	3
ITP 201 Deaf History and Culture	3

	Credit Hours
ITP 202 Transliterating I	3
ITP 203 Transliterating II	3
ITP 204 Interpreting	3
ITP 205 Interpreting II	3
ITP 206 Sign to Voice Interpreting	3
ITP 207 Sign to Voice Interpreting II	3
ITP 212 Interpreting in Special Settings	3
ITP 214 Business Practices for Interpreting	3
ITP 230 Field Experience	1
ITP 240 Interpreting Internship	3

C. Electives and/or Additional Hours Required for Graduation

- The student must complete an additional humanities or fine arts course (other than ENG 102) that totals 3.0 credit hours.
- The student must complete one elective course that totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 60

Medical Assisting

Diploma

Program Start Date: Fall term

Program Length: 3 terms day

Program Description

Medical assisting students function as multi-skilled practitioners to perform administrative office procedures, as well as basic clinical and laboratory skills.

Practical Experience

Students gain interpersonal and technical skills by completing a clinical component in local doctors' offices.

Professional Opportunities

Certified medical assistant in doctors' offices and selected areas in hospitals and clinics.

Unique Aspects

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs. Graduates are eligible to apply to take the certification exam offered by the American Association of Medical Assistants (AAMA) to become certified medical assistants. Felons are not be eligible for the certification examination unless the certifying board grants a waiver based on one or more mitigating circumstances.

Course Requirements for Medical Assisting

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
MAT 160 Math for Business & Finance	3
PSY 201 General Psychology	3

B. Major Courses

AHS 102 Medical Terminology	3
AHS 104 Medical Vocabulary / Anatomy	3
CPT 107 File Entry Operations	3
MED 103 Medical Assisting Introduction	3
MED 105 Medical Assisting Office Skills I	5
MED 107 Medical Office Management	4
MED 111 Medical Assisting Administrative Skills	3
MED 112 Medical Assisting Pharmacology	2
MED 114 Medical Assisting Clinical Procedures	4
MED 115 Medical Office Lab Procedures	4
MED 125 Medical Assisting Advanced Laborators Procedures	2
MED 156 Clinical Experience I	6

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 51

Medical Laboratory Technology

Associate Degree

Program Start Date: Fall term

Program Length: 5 consecutive terms day

Program Description

Medical laboratory technology students work as medical investigators analyzing blood, urine, spinal and other body fluids, and tissues to help the doctor diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experiences

Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, doctors' offices and clinics.

Professional Opportunities

Medical laboratory technicians in hospitals, doctors' offices, veterinary clinics, private and research laboratories, laboratory technicians in industrial laboratories; technical representative and salespersons for medical supply companies.

Unique Aspects

Students perform blood collection techniques, examine specimens under a microscope, operate complex electronic medical equipment and computers. Graduates are eligible to apply to take the national certification exam offered by the board of registry to become registered medical laboratory technicians or the national certification exam offered by the National Certification Agency for Medical Laboratory Personnel, Inc., to become registered clinical laboratory technicians.

Course Requirements for Medical Laboratory Technology

Credit Hours

A. General Education Courses

CPT 101 Introduction to Computers	3
ENG 101 English Composition I	3
PSY 201 General Psychology	3
MAT 155 Contemporary Mathematics	3
ENG 102 English Composition II	3

B. Major Courses

COL 101 College Orientation	1
MLT 105 Medical Microbiology	4
MLT 108 Urinalysis and Body Fluids	3
MLT 110 Hematology	4
MLT 115 Immunology	3

	Credit Hours
MLT 120 Immunohematology	4
MLT 130 Clinical Chemistry	4
MLT 205 Advanced Microbiology	4
MLT 210 Advanced Hematology	4
MLT 230 Advanced Clinical Chemistry	4
MLT 241 Medical Lab Transition	3
MLT 251 Clinical Experience I	5
MLT 252 Clinical Experience II	5
MLT 253 Clinical Experience III	5
MLT 254 Clinical Experience IV	5

C. Electives and/or other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 75

Multi-Skilled Health Technology

Certificate

Program Start Date: Fall & spring terms

Program Length: 1 term day

Program Description

Multi-skilled health technology students administer basic nursing care, collect lab specimens, administer simple respiratory care, perform electrocardiograms and other selected patient care under the direction of licensed medical staff.

Practical Experience

Students gain technical skills during lab simulations and rotations in affiliated hospitals and healthcare agencies

Professional Opportunities

Certified nursing assistant or multi-skilled health technicians in hospitals, nursing homes, clinics and home health agencies.

Unique Aspects

Graduates are eligible to apply for certification exams to become a certified nursing assistant and phlebotomy technician.

Course Requirements for Multi-Skilled Health Technology

Credit Hours

A. General Education Courses

No general education courses required.

B. Major Courses

AHS 140 Therapeutics for Health	3
AHS 144 Phlebotomy Practicum	5
AHS 151 Health Care Procedures I	5
AHS 156 Electrocardiography Practicum	1
AHS 158 Nurse Assisting Techniques II	2

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 16

Pharmacy Technician Certificate

Program Start Date: Fall term

Program Length: 3 consecutive terms day, evening, weekend

Program Description

Pharmacy technician students perform basic medication preparation and record keeping functions.

Practical Experience

Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating and preparing drugs for dispensing.

Professional Opportunities

Pharmacy technicians in retail, hospital, nursing homes, doctors' offices, schools, home health pharmacies, as well as sales and technical support positions for drug manufacturers and software companies.

Unique Aspects

Graduates are eligible to apply for the Pharmacy Technician Certification Examination.

Course Requirements for Pharmacy Technician

Credit Hours

A. General Education

None

B. Major Courses

AHS 125 Allied Health Sciences	4
PHM 101 Introduction to Pharmacy	3
PHM 110 Pharmacy Practice	4
PHM 113 Pharmacy Technician Math	3
PHM 115 Drug Classification I	2
PHM 116 Drug Classification II	2
PHM 152 Pharmacy Technician Practicum I	2
PHM 164 Pharmacy Technician Practicum II	4
PHM 173 Pharmacy Technician Practicum III	3

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- Students must have beginning algebra (MAT 101) credit before entering the Pharmacy Technician Program.

Minimum semester credit hours required for graduation: 27

Practical Nursing

Diploma

Program Start Date: Fall term

Program Length: 3 consecutive terms day, evening

Program Description

Practical nursing students administer nursing care to the convalescing and chronically ill patient and assist the registered nurse in providing quality care for the acutely ill or injured patient.

Practical Experience

Students gain interpersonal and technical skills during lab simulations, rotations in affiliated hospitals, doctors' offices, clinics and healthcare facilities.

Professional Opportunities

Licensed practical nurse in hospitals, doctors' offices, nursing homes, clinics and community agencies

Unique Aspects

The Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission. Graduates are eligible to apply to take the licensure exam (NCLEX-PN) to become licensed practical nurses.

Course Requirements for Practical Nursing

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
PNR 115 Fundamentals of Nursing	7
PNR 122 Pharmacology	3
PNR 123 Medical/Surgical Nursing I	4
PNR 131 Medical/Surgical Nursing II	4
PNR 140 Medical/Surgical Nursing III	5
PNR 165 Nursing Care of the Family	6
PNR 170 Nursing of the Older Adult	2
PNR 182 Special Topics in Practical Nursing	2

C. Electives and/or Other Additional Courses Required for Graduation

- Students planning to pursue an ADN degree should also take English Composition II (ENG 102) and an off campus approved Microbiology course prior to completing the Practical Nursing Program.
- Students should have previous college credit for Medical Terminology (AHS 102) and Beginning Algebra (MAT 101) before entering the Practical Nursing Program.

Minimum semester credit hours required for graduation: 47

Pre-Occupational Therapy Assistant (Phase I)

Certificate

Program Start Date: Any term

Program Length: 2 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description

Occupational therapy assistants provide services to those whose abilities to cope with basic tasks of living, work and leisure are threatened or impaired by developmental deficits, the aging process, poverty, cultural differences, physical injury or illnesses, or psychological and social disability.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations (Phase II).

Professional Opportunities

Occupational therapy assistants in hospitals, nursing homes, mental health facilities, rehabilitation centers, schools, camp, private homes or community agencies

Unique Aspects

The pre-occupational therapy assistant certificate is offered for students who wish to apply for Phase II at Greenville Technical College (GTC). Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.0 GPA with no less than a "C" in each course.

Course Requirements for Pre-Occupational Therapy Assistant - Phase I

Credit Hours

A. General Education Courses

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 102 English Composition II	3
MAT 120 Probability and Statistics	3
PSY 201 General Psychology	3
PSY 212 Abnormal Psychology	3
SPC 205 Public Speaking	3
Elective (PHI 105, PHI 110 or SPA 101)	3

B. Major Courses

- All occupational therapy assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective must be selected from PHI 105, PHI 110 or SPA 101.

Pre-Physical Therapist Assistant (Phase I)

Certificate

Program Start Date: Any term

Program Length: 3 terms day or evening

Program Description

Physical therapy assistants provide direct patient care to individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects.

Practical Experience

Students gain proficiency in interpersonal and technical skills through labs and specialized rotations (Phase II).

Professional Opportunities

Physical therapist assistant in hospitals and rehabilitation centers

Unique Aspects

The pre-physical therapist assistant certificate is offered for students who wish to apply for Phase II at Greenville Technical College (GTC). Students must complete Career Talk requirements at GTC prior to being accepted into Phase I. The length of time required to complete the program is dependent on the number of courses in which the student enrolls each term. Students are required to enter Phase II within five years of attendance at Career Talk and must maintain a 2.5 GPA with no less than a "C" in each course.

Course Requirements for Pre-Physical Therapist Assistant - Phase I

Credit Hours

A. General Education Courses

AHS 102 Medical Terminology	
or	
AHS 104 Medical Vocabulary / Anatomy	3
*BIO 150 Anatomy Review for Kinesiology	1
BIO 210 Anatomy & Physiology I	4
BIO 211 Anatomy & Physiology II	4
CPT 101 Introduction to Computers	3
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MAT 120 Probability and Statistics	3
PSY 201 General Psychology	3
PSY 203 Human Growth & Development	3
SPC 205 Public Speaking	3
Elective (humanities)	3

B. Major Courses

- All physical therapist assistant courses (Phase II) must be taken at Greenville Technical College Greer Campus.

C. Electives and/or Additional Courses Required

- Elective (humanities): A student must complete one elective which totals at least three semester credit hours and must meet Greenville Technical College's humanities requirements.
- *BIO 150 *must* be taken within one year of attending Greenville Technical College and after completion of BIO 211.

Radiography

Associate Degree

Program Start Date: Fall term

Program Length: 6 consecutive terms day

Program Description

Radiography students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience

Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals.

Professional Opportunities

Registered radiographers in hospitals, clinics and specialized doctors' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computerized tomography, magnetic resonance imaging and special angio-vascular procedures

Unique Aspects

Graduates are eligible to apply for the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiography Program is accredited by the: Joint Review Committee on Education in Radiologic Technology:

20 North Wacker Drive, Suite 900

Chicago, IL 60606--2901

(312)704-5300

e-mail: mail@jrcert.org

Course Requirements for Radiography

	Credit Hours
<i>A. General Education Courses</i>	
CPT 101 Introduction to Computers	3
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MAT 155 Contemporary Math	3
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
AHS 110 Patient Care Procedures	2
RAD 105 Radiographic Anatomy	4
RAD 110 Radiographic Imaging I	3

	Credit Hours
RAD 115 Radiographic Imaging II	3
RAD 121 Radiographic Physics	4
RAD 130 Radiographic Procedures I	3
RAD 136 Radiographic Procedures II	3
RAD 165 Applied Radiography II	5
RAD 176 Applied Radiography III	6
RAD 201 Radiation Biology	2
RAD 205 Radiographic Pathology	2
RAD 220 Selected Imaging Topics	3
RAD 230 Radiographic Procedures III	3
RAD 257 Advanced Radiography II	7
RAD 268 Advanced Radiography II	8
RAD 278 Advanced Radiography III	8
RAD 282 Imaging Practicum	2
RAD 283 Imaging Practicum	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 88

Respiratory Care

Associate Degree

Program Start Date: Fall term

Program Length: 6 consecutive terms day

Program Description

Respiratory care students assess a patients' need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience

Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated healthcare agencies.

Professional Opportunities

Certified and registered respiratory therapists in hospitals, home care programs, nursing homes and doctors' offices.

Unique Aspects

Graduates are eligible to apply to take the national certification and the registry examinations to become certified and registered respiratory therapists. Graduates must first successfully complete the entry-level certification exam before they can take the registry exams.

Course Requirements for Respiratory Care

	Credit Hours
<i>A. General Education Courses</i>	
CPT 101 Introduction to Computers	3
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MAT 101 Beginning Algebra	3
PSY 201 General Psychology	3
<i>B. Major Courses</i>	
AHS 104 Medical Vocabulary / Anatomy	3
AHS 111 Health Related Sciences	4
AHS 124 Anatomy and Physiology for Respiratory Care	4
AHS 126 Health Calculations	1
RES 111 Pathophysiology	2
RES 121 Respiratory Skills I	4
RES 123 Cardiopulmonary Physiology	3
RES 131 Respiratory Skills II	4
RES 141 Respiratory Skills III	3

	Credit Hours
RES 151 Clinical Applications I	5
RES 152 Clinical Applications II	3
RES 204 Neonatal/Pediatric Care	3
RES 232 Respiratory Therapeutics	2
RES 241 Respiratory Care Transition	1
RES 242 Advanced Respiratory Care Transition	1
RES 244 Advanced Respiratory Skills I	4
RES 245 Advanced Respiratory Skills II	2
RES 246 Respiratory Pharmacology	2
RES 255 Clinical Practice	5
RES 275 Advanced Clinical Practice	5
RES 276 Advanced Clinical Applications II	6

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals a minimum of 2.0 credit hours.

Minimum semester credit hours required for graduation: 84

Special Needs

Certificate

Program Start Date: Any term

Program Length: 3 terms day or evening

Program Description

Early Childhood Development-Special Needs certificate students develop specific knowledge and skills to engage children with special needs in the learning process.

Practical Experience

Students acquire skills in all areas of special education through classroom activities and supervised field experiences.

Professional Opportunities

Child development center director, special education teacher assistant, resource assistant, physical education paraprofessional, early interventionist assistant.

Unique Aspects

Applicants wishing to enroll in this program are mandated by state law to submit to a records check by the Federal Bureau of Investigation (FBI). Failure to do so results in the applicant's exclusion from enrollment in the program.

Course Requirements for Special Needs - Certificate

Credit Hours

A. General Education Courses

None

B. Major Courses

ASL 101 American Sign Language I	4
ALS 102 American Sign Language II	4
ECD 102 Growth and Development I	3
ECD 107 Exceptional Children	3
ECD 203 Growth and Development II	3
ECD 257 Supervised Field Experience In ECSE	3
ECD 258 Foundations in Special Education Laws	3
ECD 259 Behavior Management for Special Needs	3
ECD 260 Methods of Teaching Special Needs Students	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 29

Surgical Technology

Diploma

Program Start Date: Fall term

Program Length: 3 consecutive terms day

Program Description

Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience

Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals and doctors' offices during the second and third terms.

Professional Opportunities

Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, doctors' offices, veterinary hospitals, medical sales, and for organ and tissue procurement teams.

Unique Aspects

Graduates are eligible to apply to take the national certifying examination to become certified surgical technologists.

Course Requirements for Surgical Technology

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
MAT 155 Contemporary Mathematics	3
PSY 103 Human Relations	3

B. Major Courses

AHS 102 Medical Terminology	3
SUR 101 Introduction to Surgical Technology	5
SUR 102 Applied Surgical Technology	5
SUR 103 Surgical Procedures I	4
SUR 106 Advanced Surgical Procedures	2
SUR 107 Surgical Specialty Procedures	3
SUR 108 Surgical Anatomy I	3
SUR 109 Surgical Anatomy II	3
SUR 112 Surgical Practicum I	4
SUR 114 Surgical Specialty Practicum	7
SUR 120 Surgical Seminar	2
SUR 130 Biomedical Science for the Surgical Technologist	1

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 51

Therapeutic Massage

Certificate

Program Start Date: Fall term

Program Length: 3 consecutive terms day and evening

Program Description

Therapeutic massage students develop skills that focus on principles of massage and therapeutic health benefits.

Practical Experience

Students develop therapeutic massage techniques through labs and practical internships.

Professional Opportunities

Licensed massage therapist in spas, resorts, health clubs, healthcare facilities and private practice.

Unique Aspects

Graduates are eligible to take the state licensure exam to become a licensed massage therapist.

Course Requirements for Therapeutic Massage Program

Credit Hours

A. General Education

None

B. Major Course

BIO 110 General Anatomy and Physiology	3
BIO 238 Anatomy for Massage Therapy	3
PTH 120 Introduction to Massage	4
PTH 121 Principles of Massage I	4
PTH 122 Principles of Massage II	4
PTH 123 Massage Clinical I	3
PTH 124 Massage Business Application	3
PTH 125 Massage Externship	4

C. Elective and/or Additional Courses Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 28

Notes

Industrial and Engineering Technologies

Civil Engineering Technology

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day

Program Description

Civil engineering technology students develop skills in land surveying, drafting and design, estimating construction costs, and testing soil conditions for construction of buildings, bridges, highways and water systems.

Practical Experience

Students gain practical experience conducting boundary and road surveys, testing soil and materials, and inspecting construction sites.

Professional Opportunities

Soils technician, survey party chief, construction foreman, civil engineer's assistant, civil engineering technician, engineer associate, construction superintendent

Unique Aspects

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Civil Engineering Technology Program

Credit Hours

A. General Education Courses

ENG 101 English Composition I	3
Second Communications Requirement	3
Fine Arts/Humanities	3
Lab Sciences	7
Social/Behavioral Science	3
Transfer math to include algebra, trigonometry and introduction to calculus	9

B. Major Courses

CET 105 Surveying I	3
CET 120 Construction Materials	3
CET 135 Construction Contracts	2
CET 205 Surveying II	4
CET 210 Strength of Materials	3
CET 216 Soil Mechanics	3
CET 218 Hydraulics	3

	Credit Hours
CET 220 Concrete & Steel Design	3
CET 235 Construction Methods & Estimation	3
CET 246 Environmental System Technology	3
CET 251 Highway Design	3
EGR 101 Intro To Engineering Tech	1
EGR 112 Engineering Programming	3
EGR 190 Statics	3
EGT 101 Engineering Drawing	2
EGT 105 Civil Drafting	2
EGT 150 Basic CAD	2

C. Electives and/or Additional Courses Required for Graduation

Elective 2

Minimum semester credit hours required for graduation: 76

D. Transfer Credit

Students planning to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Computer Aided Drafting

Certificate

Program Start Date: Fall term

Program Length: 5 terms day or evening

Program Description

Computer aided drafting students learn basic skills in drafting using computer driven drafting and design systems.

Practical Experience

Students gain practical experience in drawing, drafting and computer aided drafting (CAD).

Professional Opportunities

Drafter, CAD operator, architectural drafter, printer reader, mechanical drafter

Unique Aspects

Courses from this certificate will apply toward an associate degree in engineering graphics technology and/or mechanical engineering technology.

Course Requirements for Computer Aided Drafting

Credit Hours

A. General Education Courses

None

B. Major Courses

AET 111 Architectural Comp. Grap. I	3
or	
EGT 111 Mechanical Drawing I	2
EGT 150 Basic CAD	2
EGT 155 Intermediate CAD	2
EGT 252 Advanced CAD	3

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 9 or 10

Electronics Engineering Technology with Computer Applications

Associate Degree

Program Start Date: Any term

Program Length: 6 terms day

Program Description

Electronics engineering technology students develop skills in computer construction and architecture. They also develop skills in hardware configuration, software development, programming applications and computer networking.

Practical Experience

Students gain experience in D.C. circuits, A.C. circuits, active devices, computer programming, data communications and microprocessors.

Professional Opportunities

Computer technician, computer salesperson, computer programmer technician, computer network technician, electronics repair technician

Unique Aspects

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Electronics Engineering Technology with Computer Applications

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
Second Communications Requirement	3
PHY 201 Physics I	4
Fine Arts or Humanities	3
Social/Behavioral Science	3
Lab Science	4
Transfer math to include algebra, trigonometry and introduction to calculus	9
<i>B. Major Courses</i>	
EET 111 DC Circuits	4
EET 112 AC Circuits	4
EET 131 Active Devices	4
EET 141 Electronics Circuits	4

	Credit Hours
EET 145 Digital Circuits	4
EET 235 Programmable Controllers	3
EET 241 Electronic Communications	4
EET 243 Data Communications	3
EET 251 Microprocessor Fundamentals	4
EET 256 Systems Operation and Maintenance	4
EET 261 Electronic Troubleshooting	2
EET 273 Electronic Senior Project	1
EGR 112 Engineering Programming	3
EGR 212 Structured Programming	2

C. Electives and/or Additional Courses Required for Graduation

Elective	3
----------	---

D. Transfer Credit

Students planning to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Minimum semester credit hours required for graduation: 78

Electronics Engineering Technology with Industrial Applications

Associate Degree

Program Start Date: Any term

Program Length: 6 terms day

Program Description

Electronics engineering technology students gain skills necessary to assist engineers in building and testing electronics equipment, to maintain audio and video equipment, and to design, build and repair electronic instruments used in industry.

Practical Experience

Students gain experience in D.C. circuits, A.C. circuits, active devices, electrical machinery, communications electronics and microprocessors.

Professional Opportunities

Communications technician, electronics repair technician, electronics sales representative, technical writer, field engineering technician

Unique Aspects

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Electronics Engineering Technology with Industrial Applications

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
Second Communications requirement	3
PHY 201 Physics I	4
Fine Arts or Humanities	3
Social/Behavioral Science	3
Lab Science	4
Transfer math to include algebra, trigonometry and introduction to calculus	9
<i>B. Major Courses</i>	
EET 111 DC Circuits	4
EET 112 AC Circuits	4
EET 131 Active Devices	4
EET 141 Electronics Circuits	4

	Credit Hours
EET 145 Digital Circuits	4
EET 227 Electrical Machinery	3
EET 231 Industrial Electronics	4
EET 235 Programmable Controllers	3
EET 241 Electronic Communications	4
EET 243 Data Communications	3
EET 251 Microprocessor Fundamentals	4
EET 261 Electronic Troubleshooting	2
EET 273 Electronic Senior Project	1
EGR 112 Engineering Programming	3

C. Electives and/or Additional Courses Required for Graduation

Electives	2
-----------	---

D. Transfer Credit

Students planning to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Minimum semester credit hours required for graduation: 78

Engineering Graphics Technology with Architectural Computer Aided Drafting

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day

Program Description

Engineering graphics technology students gain skills on computer driven drafting and design systems. They learn architectural detailing, conduct analysis of structural and mechanical systems and study building codes. Students learn to produce finished construction drawings and to insure the work meets appropriate codes and design criteria.

Practical Experience

Students gain practical experience in drawing, drafting and computer aided drafting (CAD).

Professional Opportunities

Computer aided drafters, junior designer, senior designer, chief drafter, technical illustrator, drafting instructor

Course Requirements for Engineering Graphics Technology with Architectural Computer Aided Drafting

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Composition I	3
Second Communications Requirement	3
Humanities / Fine Arts	3
Natural Science with Lab	4
Social / Behavioral Science	3
College Transfer math to include algebra and trigonometry	6
<i>B. Major Courses</i>	
AET 102 Building Codes	2
AET 107 Basic Design & Sketching	2
AET 111 Architectural Computer Graphics I	3
AET 221 Architectural Computer Graphics II	4
AET 231 Architectural Computer Graphics III	4
AET 240 Architectural Graphics IV	4
AET 247 Mfg. Of Prefab. Structures	4
CET 120 Construction Materials	3

	Credit Hours
CET 218 Hydraulics	3
CET 235 Construction Methods and Estimating	3
EGR 101 Introduction to Engineering Technology	1
EGR 112 Engineering Programming	3
EGR 190 Statics	3
EGT 127 Descriptive Geometry for Drafting	3
EGT 150 Basic CAD	2
EGT 155 Intermediate CAD	2
EGT 220 Structural & Piping Applications	4
EGT 252 Advanced CAD	3
MET 211 Strength of Materials	4

C. Electives and/or Additional Courses Required for Graduation

Electives	2
-----------	---

D. Transfer Credit

Student has planing to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Minimum semester credit hours required for graduation: 81

Engineering Graphics Technology with Mechanical Computer Aided Drafting

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day

Program Description

Engineering graphics technology students gain skills in the use of computer driven drafting and design systems. They learn to prepare assembly drawings, machine parts and electrical instruments. Students may specialize in mechanical drawing or pipe drawing.

Practical Experience

Students gain practical experience in drawing, drafting and computer aided drafting.

Professional Opportunities

Computer aided drafter, chief drafter, industrial designer, technical illustrator, drafting instructor

Course Requirements for Engineering Graphics Technology Program with Mechanical Computer Aided Drafting

	Credit Hours
<i>A. General Education Courses</i>	
ENG 101 English Communications I	3
Second Communications requirement	3
Fine Arts/Humanities Requirements	3
Natural Science with Lab	4
Social/Behavioral Science	3
Transfer math to include algebra and trigonometry	6
<i>B. Major Courses</i>	
EET 101 Basic Electronics	2
EGR 101 Introduction to Engineering Technology	1
EGR 124 Engineering Spreadsheet Applications	2
EGR 170 Engineering Materials	3
EGR 175 Manufacturing Processes	3
EGR 190 Statics	3
EGT 103 Print Reading	2
EGT 110 Engineering Graphics I	4

	Credit Hours
EGT 115 Engineering Graphics II	4
EGT 127 Descriptive Geometry for Drafting	3
EGT 150 Basic CAD	2
EGT 155 Intermediate CAD	3
EGT 210 Engineering Graphics III	4
EGT 215 Mechanical Drawing Applications	4
EGT 220 Structural & Piping Applications	4
EGT 252 Advanced CAD	3
MET 211 Strength of Materials	4
MET 237 Fluids: Principles and Applications	4

C. Electives and/or Additional Courses Required for Graduation

Electives	2
-----------	---

D. Transfer Credit

Students planning to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Minimum semester credit hours required for graduation: 79

General Engineering Technology

Associate Degree

Program Start Date: Any term

Program Length: 9 terms evening

Program Description

General engineering technology students learn skills from a combination of civil, mechanical and electronics engineering technologies.

Practical Experience

Students gain experience in the use of surveying equipment, electronic circuits and mechanical equipment.

Professional Opportunities

Engineering technician, drafter, inspector, engineering aide, foreman, design technician

Unique Aspects

General engineering technology is an evening program for students who need to improve their technical skills or meet employer requirements for promotion. Students meet with their advisors to select technical elective courses to meet career and professional objectives.

Course Requirements for General Engineering Technology

Credit Hours

A. General Education Courses

ENG 101 English Communications I	3
Second Communications requirement	3
Fine Arts/Humanities	3
Social/Behavioral Science	3
Lab Science	4
Math to include intermediate algebra, elementary trigonometry and geometry	

B. Major Courses

CPT 101 Introduction to Computers	3
EET 113 Electrical Circuits	4
EGR 175 Manufacturing Processes	3
EGR 194 Statics and Strength of Materials	4
EGT 151 Introduction to CAD	3

C. Electives and/or Additional Courses Required for Graduation

Free Electives	2
----------------	---

Technical Specialties

The student must take 21 credits hours of technical elective courses that meet the educational objective of the student and/or their sponsor and are approved by the academic advisor.

Minimum semester credit hours required for graduation: 62

Mechanical Engineering Technology

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day

Program Description

Mechanical engineering technology students learn to design machinery. They analyze how a machine operates, what size its gears and shafts must be, and what materials to use to make the parts. Students use their knowledge of mathematics, thermal science and the characteristics of metals and other materials to solve design problems.

Practical Experience

Students perform tests to compare strength and thermal properties of different materials. They gain additional experience in machining, design work, computer aided drafting and the calibration of instruments.

Professional Opportunities

Mechanical designer, HVAC designer, maintenance supervisor, technical sales representative, drafter, process engineering technician, instrumentation engineering technician

Unique Aspects

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

Course Requirements for Mechanical Engineering Technology

Credit Hours

A. General Education Courses

ENG 101 English Communications I	3
Second Communications requirement	3
Fine Arts/Humanities Requirement	3
PHY 201 Physics I	4
Second Lab Science Requirement	3
Social/Behavioral Science Requirement	3
Transfer math to include algebra, trigonometry and introduction to calculus	9

B. Major Courses

EET 101 Basic Electronics	2
EGR 101 Introduction to Engineering Technology	1

	Credit Hours
EGR 124 Engineering Spreadsheet Applications	2
EGR 170 Engineering Materials	3
EGR 175 Manufacturing Processes	3
EGR 190 Statics	3
EGT 103 Print Reading	2
EGT 111 Mechanical Drawing I	2
EGT 112 Mechanical Drawing II	3
EGT 150 Basic CAD	2
EGT 252 Advanced CAD	3
MET 101 Basic Measuring Principles	1
MET 211 Strength of Materials	4
MET 222 Thermodynamics	4
MET 224 Hydraulics & Pneumatics	3
MET 231 Machine Design	4
MET 237 Fluids: Principles and Applications	4
MET 240 Mechanical Senior Project	1

C. Electives and/or Additional Courses Required for Graduation

Electives	2
-----------	---

D. Transfer Credit

Students has planning to continue their education at the university level should consult their advisor for courses that are considered university transfer.

Minimum semester credit hours required for graduation: 77

Automotive Technology FORD ASSET

Associate Degree

Program Start Date: Fall term

Program Length: 6 terms day

Program Description

Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications.

Practical Experience

Students use cooperative work experiences at sponsoring Ford or Lincoln-Mercury dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities

Automotive technician, service advisor, shop foreman, service manager

Unique Aspects

Students in Ford ASSET are required to complete any preparatory courses prior to being accepted into the program. They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training program.

Course Requirements for Automotive Technology FORD ASSET

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
ECO 101 Basic Economics	3
HSS 205 Technology and Society	3
MAT 155 Contemporary Mathematics	3
PSY 103 Human Relations	3

B. Major Courses

AUT 107 Advanced Engine Repair	4
AUT 111 Brakes	3
AUT 115 Manual Drivetrain/ Axle	3
AUT 132 Automotive Electricity	4
AUT 135 Ignition Systems	3

	Credit Hours
AUT 142 Heating and Air Conditioning	3
AUT 145 Engine Performance	3
AUT 160 Introduction to Automotive Tech.	1
AUT 221 Suspension and Steering	3
AUT 231 Automotive Electronics	4
AUT 232 Automotive Accessories	2
AUT 245 Advanced Engine Performance	5
AUT 251 Automatic Transmission Overhaul	5
CWE 114 Coop. Work Experience I	4
CWE 124 Coop. Work Experience II	4
CWE 132 Coop. Work Experience III	2
CWE 214 Coop. Work Experience IV	4
CWE 224 Coop. Work Experience V	4
CWE 232 Coop. Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

Basic Electronics

Certificate

Program Start Date: Any term

Program Length: 5 terms day or evening

Program Description

Basic electronics students study electrical and electronics theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience

Students gain experience constructing electrical and electronic circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities

Electrical/electronic equipment installer, electronic salesperson, electrical maintenance person, general electrical worker

Unique Aspects

Courses from this certificate will apply towards an associate degree in industrial electronics or automated manufacturing technology.

Course Requirements for Basic Electronics

Credit Hours

A. General Education Courses

None

B. Major Courses

EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 145	Control Circuits	3
EEM 151	Motor Controls I	4
EEM 152	Motor Controls II	4
EEM 200	Semiconductor Devices	4
EEM 221	DC/AC Drives	3
EEM 230	Digital Electronics	4
EEM 250	Programmable Logic Controllers	4
IMT 102	Industrial Safety	2

C. Electives and/or Other Additional Courses Required for Graduation

- None
- Grade of "C" or better is required.

Minimum semester credit hours required for graduation: 38

Commercial Graphics

Certificate

Program Start Date: Fall term

Program Length: 3 terms day

Program Description

Commercial graphics students acquire skills in pre-press, press and bindery and finishing processes.

Practical Experience

Students gain experience in electronic publishing; paste-up, film assembly, proofing, platemaking; equipment make-ready, operation and maintenance; and bindery and finishing operations.

Professional Opportunities

Press operator, typesetter, bindery technician, pre-press technician, Macintosh computer operator, desktop publisher, platemaker

Unique Aspects

Students in commercial graphics generally complete a work experience activity at a local printer as part of the program.

Course Requirements for Commercial Graphics

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
MAT 155 Contemporary Math	3

B. Major Courses

CGC 101 Introduction to Graphic Techniques*	3
CGC 110 Electronic Publishing	3
CGC 122 Basic Offset Press Operations*	3
CGC 125 Basic Offset Preparation*	3
CGC 135 Commercial Graphics Operations	3
CGC 206 Typography II*	3
CGC 210 Adv. Electronic Publishing	3
CGC 222 Advanced Offset Press Operations	3
CGC 225 Image Assembly	3
CGC 235 Finishing Operations	3
CGC 240 Senior Project-Comm. Graph.	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 39

Computer Numerical Control Operator

Certificate

Program Start Date: Any term

Program Length: 3 terms day or evening

Program Description

Computer numerical control operator students learn to program, set up and operate CNC equipment. They acquire knowledge in blueprint reading, mathematics and machine tool theory.

Practical Experience

Students gain experience in the setup and operation of standard machine tools and CNC machines. They read blueprints and use precision measuring equipment.

Professional Opportunities

CNC operator, machine tool operator, machinist apprentice, production machinist

Unique Aspects

Courses from this certificate will apply toward an associate degree in machine tool technology.

Course Requirements for Computer Numerical Control Operator

	Credit Hours
<i>A. General Education Courses</i>	
MAT 101 Beginning Algebra	3
MAT 168 Geometry & Trigonometry	3
<i>B. Major Courses</i>	
EGT 104 Print Reading	3
MTT 121 Machine Tool Theory I	3
MTT 122 Machine Tool Practice I	4
MTT 123 Machine Tool Theory II	3
MTT 124 Machine Tool Practice II	4
MTT 250 Principles of CNC	3
MTT 253 CNC Programming & Operations	3
MTT 254 CNC Programming I	3
<i>C. Electives and/or Other Additional Courses Required for Graduation</i>	
• None	

Minimum semester credit hours required for graduation: 32

Ford MLR (Maintenance and Light Repair)

Certificate

Program Start Date: Fall term

Program Length: 2 terms evening

Program Description

Maintenance and light repair students learn theory of operation and diagnosis/repair of Ford automotive brake, electrical, steering and suspension systems.

Practical Experience

Students gain experience and skills needed to perform regular maintenance, minor repairs and parts installation on Ford automobiles and light trucks. Specifically, students would gain skills and earn Ford certification in brake systems, climate control systems, steering and suspension systems, and basic electrical systems.

Professional Opportunities

Ford light line technician, entry-level technician, quick lane service technician.

Unique Aspects

Certificate graduates may transfer into the Ford ASSET program with advanced standing. Ford book and credentialing fees included in the program

Course Requirements for Ford MLR (Maintenance and Light Repair)

Credit Hours

A. General Education Courses

None

B. Major Courses

AUT 112 Braking Systems	4
AUT 122 Steering and Alignment	4
AUT 133 Electrical Fundamentals	3
AUT 141 Intro. to Heating and Air Cond.	4
AUT 160 Intro. to Automotive Technology	1
AUT 232 Automotive Accessories	2

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 18

General Technology

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day, 6 terms evening

Program Description

General technology students major in one industrial technology area and minor in another technical specialty.

Practical Experience

Students gain practical experience in two different technology areas.

Professional Opportunities

Lead technician, multi-craft technician, shop foreman

Unique Aspects

Students complete a certificate or diploma program prior to being accepted into general technology. The student and faculty advisor develop a sequence of courses that meets the employment and professional objectives of the student.

Course Requirements for General Technology Degree Program

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
ECO 101 Basic Economics	3
or	
ENG 101 English Composition I	3
or	
MAT 168 Geometry & Trigonometry	3
HSS 205 Technology & Society	3
MAT 101 Beginning Algebra	3
PSY 103 Human Relations	3

B. Major Courses

Primary Technical Specialty (select one): 28 semester credit hours (min.)

1. Basic Electronics: EEM 107 (2.0), EEM 117 (4.0), EEM 118 (4.0), EEM 145 (3.0), EEM 151 (4.0), EEM 152 (4.0), EEM 200 (4.0), EEM 221 (3.0)
2. Commercial Graphics Technology: CGC 101 (3.0), CGC 110 (3.0), CGC 122 (3.0), CGC 125 (3.0), CGC 206 (3.0), CGC 210 (3.0), CGC 222 (3.0), CGC 225 (3.0), CGC 235 (3.0), CGC 240 (3.0).

3. H.V.A.C. Technology: ACR 101 (5.0), ACR 106 (4.0), ACR 110 (4.0), ACR 120 (4.0), ACR 130 (4.0), ACR 140 (3.0), ACR 210 (4.0).

4. Industrial Electronics Technology: EEM 107 (2.0), EEM 117* (4.0), EEM 118* (4.0), EEM 151* (4.0), EEM 201* (3.0), EEM 202* (3.0), EEM 231* (3.0), EEM 251* (3.0), EEM 252* (3.0).

5. IET / Automated Manufacturing Option: AMT 105* (3.0), EEM 117* (4.0), EEM 118* (4.0), EEM 151* (4.0), EEM 201* (3.0), EEM 202* (3.0), EEM 231* (3.0), EEM 251* (3.0), EEM 252* (3.0).

6. Industrial Mechanics: IMT 102 (2.0), IMT 104 (2.0), IMT 111 (5.0), IMT 120 (5.0), IMT 130 (5.0), IMT 140 (5.0), IMT 161 (4.0).

7. Machine Tool Technology: EGT 104 (3.0), EGT 108 (2.0), MTT 121 (3.0), MTT 122 (4.0), MTT 123 (3.0), MTT 124 (4.0), MTT 141 (3.0), MTT 211 (3.0), MTT 250 (3.0).

8. Welding: WLD 103 (1.0), WLD 105 (1.0), WLD 106 (4.0), WLD 113 (4.0), WLD 115 (4.0), WLD 117 (4.0), WLD 132 (4.0), WLD 136 (2.0), WLD 154 (4.0), WLD 208 (3.0), WLD 212 (2.0).

- Secondary Technical Specialty: An additional 12 semester hours (minimum) in a different technical specialty are required. See note #2 in Section C.

*Grade of "C" or better is required.

C. Electives and/or Other Hours Required for Graduation

- Additional courses/technical electives: 17.0 SHC (min.)
- *Note #1*: One course must provide competencies in the basic use of computers.
- *Note #2*: Additional secondary technical specialty courses may be required to ensure the student's competency in that specialty.
- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 74

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Certificate

Program Start Date: Fall term

Program Length: 3 terms day or evening

Program Description

Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience

Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities

HVAC sales representative, HVAC technician, electrical controls technician

Course Requirements for Heating, Ventilation, Air Conditioning and Refrigeration Technology

Credit Hours

A. General Education Courses

- None

B. Major Courses

ACR 101 Fundamentals of Refrigeration	5
ACR 106 Basic Electricity HVAC	4
ACR 110 Heating Fundamentals	4
ACR 120 Basic Air Conditioning	4
ACR 122 Principles of Air Conditioning	5
ACR 130 Domestic Refrigeration	4
ACR 140 Automatic Controls	3
ACR 210 Heat Pumps	4
ACR 221 Residential Load Calculations	2
ACR 224 Codes & Ordinances	2
ACR 240 Advanced Auto. Controls	3

C. Electives and/or Other Additional Courses Required for Graduation

None

Minimum semester credit hours required for graduation: 40

Industrial Electronics Technology

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day, 8 terms evening

Program Description

Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience

Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities

Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Course Requirements for Industrial Electronics Technology

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
HSS 205 Technology and Society	3
MAT 101 Beginning Algebra	3
MAT 168 Geometry & Trigonometry	3
PSY 103 Human Relations	3

B. Major Courses

EEM 107 Industrial Computer Techniques	2
EEM 117 AC/DC Circuits I*	4
EEM 118 AC/DC Circuits II*	4
EEM 121 Electrical Measurements	3
EEM 123 Schematics	3
EEM 145 Control Circuits	3
EEM 151 Motor Control I*	4
EEM 201 Electronic Devices I*	3
EEM 202 Electronic Devices II*	3
EEM 211 AC Machines*	3
EEM 221 DC/AC Drives	3
EEM 231 Digital Circuits I*	3
EEM 240 Basic Microprocessors	4
EEM 251 Programmable Controllers*	3

	Credit Hours
EEM 252 Programmable Controllers Applications*	3
EEM 275 Technical Troubleshooting	3
EEM 276 Applied Troubleshooting	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 71

Industrial Electronics Technology

Automated Manufacturing Technology Option

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day, 8 terms evening

Program Description

Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience

Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities

Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Course Requirements for Industrial Electronics Technology Automated Manufacturing Technology Option

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
MAT 101 Beginning Algebra	3
MAT 168 Geometry & Trigonometry	3
PSY 103 Human Relations	3
HSS 205 Technology and Society	3

B. Major Courses

AMT 105 Robotics and Auto. Control I*	3
AMT 205 Robotics and Auto. Control II*	3
AMT 206 Electricity and Automation*	2
EEM 117 AC/DC Circuits I*	4
EEM 118 AC/DC Circuits II*	4
EEM 151 Motor Controls I*	4
EEM 201 Electronic Devices I*	3
EEM 202 Electronic Devices II *	3
EEM 211 AC Machines*	3
EEM 231 Digital Circuits I*	3

	Credit Hours
EEM 240 Basic Microprocessors*	4
EEM 251 Programmable Controllers*	3
EEM 252 Programmable Controller Application*	3
IMT 102 Industrial Safety	2
IMT 113 Power Tool Operations	2
IMT 121 Drive Systems	2
IMT 131 Hydraulics and Pneumatics	4
IMT 160 Preventive Maintenance	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 72

Industrial Mechanics

Diploma

Program Start Date: any term

Program Length: 3 terms day, 6 terms evening

Program Description

Industrial mechanics students gain skills in blueprint reading, mathematics, statistical quality control, hydraulics, pneumatics, electricity, basic welding, and the use of hand and power tools. They learn to troubleshoot and repair different types of equipment.

Practical Experience

Students acquire experience in installing, maintaining, repairing and rebuilding industrial equipment. They use drafting equipment, test equipment, and hand and power tools.

Professional Opportunities

Industrial plant mechanic, machinery rebuilder, millwright, statistical process control (SPC) technician

Unique Aspects

The program is structured to accommodate swing shift employees.

Course Requirements for Industrial Mechanics

Credit Hours

A. General Education Courses

ENG 165 Professional Communications	3
HSS 205 Technology and Society	3
MAT 155 Contemporary Mathematics	3

B. Major Courses

EEM 107 Industrial Computer Techniques	2
IMT 102 Industrial Safety	2
IMT 104 Schematics	2
IMT 111 Industrial Tools	5
IMT 120 Mechanical Installation	5
IMT 130 Fluid Power	5
IMT 140 Industrial Electricity	5
IMT 141 Electrical Control Devices	5
IMT 160 Preventive Maintenance	3
IMT 161 Mechanical Power Applications	4
IMT 170 Statistical Process Control	3
WLD 116 Welding	2

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 52

Machine Tool Technology

Associate Degree

Program Start Date: Any term

Program Length: 5 terms day, 6 terms evening

Program Description

Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience

Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities

Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer

Course Requirements for Machine Tool Technology

Credit Hours

A. General Education Courses

ECO 101 Basic Economics	3
ENG 165 Professional Communications	3
HSS 205 Technology and Society	3
MAT 101 Beginning Algebra	3
MAT 168 Geometry & Trigonometry	3

B. Major Courses

EGT 104 Print Reading	3
EGT 108 Adv. Print Reading & Sketching	2
MTT 121 Machine Tool Theory I	3
MTT 122 Machine Tool Practice I	4
MTT 123 Machine Tool Theory II	3
MTT 124 Machine Tool Practice II	4
MTT 125 Machine Tool Theory III	3
MTT 126 Machine Tool Practice III	4
MTT 141 Metals & Heat Treatment	3
MTT 211 Die Theory	3
MTT 215 Tool Room Machining I	4
MTT 216 Tool Room Machining II	4
MTT 241 Jigs & Fixtures I	2
MTT 246 Plastic Moldmaking I	2

MTT 250 Principles of CNC	3
MTT 253 CNC Programming & Operations	3
MTT 254 CNC Programming I	3

C. Electives and/or Other Additional Courses Required for Graduation

- The student must complete one elective course which totals at least 2.0 credit

Minimum semester credit hours required for graduation: 70

Welding

Certificate

Program Start Date: Any term

Program Length: 3 terms evening

Program Description

Welding students acquire skills in blueprint reading, safety and gas, electric arc, MIG and TIG welding.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter and fabricator

Course Requirements for Welding Certificate

Credit Hours

A. General Education Courses

- None

B. Major Courses

WLD 106 Gas & Arc Welding	4
WLD 113 Arc Welding II	4
WLD 115 Arc Welding III	4
WLD 117 Specialized Arc Welding	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 136 Advanced Inert Gas Welding	2
WLD 208 Advanced Pipe Welding	3
WLD 212 Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 27

Welding

Diploma

Program Start Date: Any term

Program Length: 3 terms day, 4 terms evening

Program Description

Welding students acquire skills in blueprint reading, safety, gas, electric arc, MIG and TIG welding.

Practical Experience

Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities

Welder, fitter, fabricator

Course Requirements for Welding Diploma

	Credit Hours
<i>A. General Education Courses</i>	
ECO 101 Basic Economics	3
ENG 165 Professional Communications	3
MAT 155 Contemporary Mathematics	3
<i>B. Major Courses</i>	
WLD 103 Print Reading I	1
WLD 105 Print Reading II	1
WLD 106 Gas and Arc Welding	4
WLD 113 Arc Welding II	4
WLD 115 Arc Welding III	4
WLD 117 Specialized Arc Welding	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 136 Advanced Inert Gas Welding	2
WLD 154 Pipefitting & Welding	4
WLD 208 Advanced Pipe Welding	3
WLD 212 Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation

- None

Minimum semester credit hours required for graduation: 42

Course Descriptions

Explanation of Terms Used in Course Descriptions

Course Listings:

Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College prints class schedules to announce the course offerings available. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the STC website: www.stcsc.edu

Course Number:

Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses (CAC).

Course Title:

The official title of the course as specified in the CAC.

Class-Lab-Credit:

The credits assigned to each course are generally determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). In general, one class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience (CWE) hours equals one credit hour.

Course Descriptions:

The official state CAC description of the course. In a few cases, the College has added to the state CAC description to provide students more information about the course as taught at STC.

Prerequisites:

Limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; *students must complete prerequisite courses with a grade of C or better*. If a course is marked with an asterisk (*), students may exempt that prerequisite via placement score or prior college credit. For example, if a prerequisite course is ENG 100*, students who place higher than ENG 100 on the College's placement test or who have acceptable prior college credit for this course are exempt from the prerequisite. Some prerequisites specify "approval" or "permission," which means permission from the instructor, department head or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite.

Corequisites:

These are courses that are generally taken during the same semester.

ACC 101 ACCOUNTING PRINCIPLES I (2-3-3.0)

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. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ACC 102 ACCOUNTING PRINCIPLES II (2-3-3.0)

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and capital investment analysis. Additional financial topics covered will include performance management and evaluation, decision analysis, and target costing.

Prerequisite(s): ACC 101 with a minimum grade of "C."

ACC 111 ACCOUNTING CONCEPTS (3-0-3.0)

This course is a study of the principles of the basic accounting functions: collecting, recording, analyzing, adjusting and reporting information. Integrated accounting software simulation is also used.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3.0)

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

Prerequisite(s): ENG 032*, MAT 101*, RDG 100*

ACC 150 PAYROLL ACCOUNTING (3-0-3.0)

This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various payroll forms and records.

Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3.0)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.

Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 202 INTERMEDIATE ACCOUNTING II (3-0-3.0)

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Other topics will include cash flow statements and constructing financial statements from incomplete records.

Prerequisite(s): ACC 201 with a minimum grade of "C."

ACC 230 COST ACCOUNTING I (3-0-3.0)

This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.

Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 231 COST ACCOUNTING II (3-0-3.0)

This course is a study of the accounting principles involving processing and standard cost systems. Emphasis will be placed on cost variance analysis, joint product and by-product costing, direct costing, break-even analysis, cost-volume profit analysis, budgeting and decision-making.

Prerequisite(s): ACC 230 with a minimum grade of "C."

ACC 246 INTEGRATED ACCOUNTING SOFTWARE (3-0-3.0)

This course includes the use of pre-designed integrated accounting software for accounting problems.

Prerequisite: ACC 101 with a minimum grade of "C."

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5.0)

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

Prerequisite(s): ENG 032* or MAT 032* or RDG 032*

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4.0)

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): ENG 032* or MAT 032* or RDG 032*

ACR 110 HEATING FUNDAMENTALS (3-3-4.0)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

Prerequisite(s): ACR 106, ACR 140

ACR 120 BASIC AIR CONDITIONING (3-3-4.0)

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

ACR 122 PRINCIPLES OF AIR CONDITIONING (4-3-5.0)

This course is a study of the air cycle, psychrometrics, load estimating and equipment selection.

Prerequisite(s): ENG 032* or MAT 032* or RDG 032*

ACR 130 DOMESTIC REFRIGERATION (3-3-4.0)

This course is a study of domestic refrigeration equipment.

Prerequisite(s): ACR 101

ACR 140 AUTOMATIC CONTROLS (2-3-3.0)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

Prerequisite(s): ACR 106

ACR 210 HEAT PUMPS (3-3-4.0)

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s): ACR 130

ACR 221 RESIDENTIAL LOAD CALCULATIONS (2-0-2.0)

This course is a study of heat losses/gains in residential structures.

Prerequisite(s): ACR 122

ACR 224 CODES AND ORDINANCES (2-0-2.0)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240 ADVANCED AUTOMATIC CONTROLS (2-3-3.0)

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

Prerequisite(s): ACR 140

AET 102 BASIC BUILDING CODES (2-0-2.0)

This course is an introduction to the standard building code, CABO, NFPA, ADA and other local code requirements.

Prerequisite(s): MAT 032*, ENG 032*, RDG 032*

AET 107 BASIC DESIGN AND SKETCHING (1-3-2.0)

This course is a study of the fundamentals of color, texture, shape and composition. Free hand sketching is also introduced. Elements of construction documents are explored.

Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

AET 111 ARCHITECTURAL COMPUTER GRAPHICS I

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

Corequisite(s): EGT 150

AET 221 ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4.0)

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.

Prerequisite(s): AET 111

AET 231 ARCHITECTURAL COMPUTER GRAPHICS III (3-3-4.0)

This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

Prerequisite(s): AET 111

AET 240 ARCHITECTURAL GRAPHICS IV (3-3-4.0)

This course involves a well-developed set of working drawings including details, oral/graphic presentation of the drawings and building systems drawings as appropriate.

Prerequisite(s): AET 111

AET 247 MANUFACTURING OF PREFABRICATED STRUCTURES (4-0-4.0)

This course covers the study and application of the methods and procedures of manufacturing pre-engineered and pre-cut buildings and structural systems.

Prerequisite(s): MAT 175

AHS 102 MEDICAL TERMINOLOGY (3-0-3.0)

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

Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 110 PATIENT CARE PROCEDURES (2-0-2.0)

This course provides a study of the procedures and techniques used in the general care of the patient.

Prerequisite(s): Admission into program.

AHS 111 HEALTH RELATED SCIENCES (3-3-4.0)

This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.

Prerequisite(s): Successful completion of earlier program requirements.

AHS 118 MEDICAL CODING AND INSURANCE (5-0-5.0)

This course includes a study of coding procedures and their relationship to insurance.

Prerequisite(s): MED 104 with a minimum grade of "C."

AHS 124 ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (4-0-4.0)

This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.

Prerequisite(s): Admission into program.

AHS 125 ALLIED HEALTH SCIENCES (3-3-4.0)

This course includes a study of basic integrated sciences for health care professionals.

Prerequisite(s): Admission into program.

AHS 126 HEALTH CALCULATIONS (0-3-1.0)

This course is a study of the mathematical concepts needed in health science studies.

Prerequisite(s): Admission into program.

AHS 140 THERAPEUTICS FOR HEALTH (2-3-3.0)

This course provides a basic study of therapeutic agents applicable to health science and nursing professions.

Prerequisite(s): Admission into program.

AHS 144 PHLEBOTOMY PRACTICUM (2-9-5.0)

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physician's offices.

Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of department head.

AHS 151 HEALTH CARE PROCEDURES I (3-6-5.0)

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

Prerequisite(s): ENG 032*, MAT 032* and RDG 032* and approval of department head.

AHS 156 ELECTROCARDIOGRAPHY PRACTICUM (1-0-1.0)

This course provides a detailed study and practice necessary to perform ECGs in a hospital, physician's office or other healthcare settings. The student will be able to perform and interpret basic ECGs.

Prerequisite(s): Admission into program.

AHS 158 NURSE ASSISTING TECHNIQUES II (1-3-2.0)

This course includes the application of nurse assisting techniques in the acute care setting.

Prerequisite(s): Successful completion of earlier program requirements.

AMT 101 AUTOMATED MANUFACTURING OVERVIEW (2-0-2.0)

This course is a survey of automated manufacturing concepts.

AMT 105 ROBOTICS AND AUTOMATED CONTROL I (2-3-3.0)

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

Prerequisite(s): RDG 032* or permission

AMT 205 ROBOTICS AND AUTOMATED CONTROL II (1-6-3.0)

This course covers installation, testing, troubleshooting, and repairing of automated systems.

Prerequisite(s): AMT 105 or permission

AMT 206 ELECTRICITY AND AUTOMATION (0-6-2.0)

This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing, and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes.

Prerequisite(s): AMT 205 or permission

ART 101 ART HISTORY AND APPRECIATION (3-0-3.0)

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

Prerequisite(s): ENG 100*, RDG 100*

ASL 101 AMERICAN SIGN LANGUAGE I (4-0-4.0)

This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill developments.

ASL 102 AMERICAN SIGN LANGUAGE II (4-0-4.0)

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.

Prerequisite(s): ASL 101

ASL 201 AMERICAN SIGN LANGUAGE III (3-0-3.0)

This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.

Prerequisite(s): ASL 102

ASL 202 AMERICAN SIGN LANGUAGE IV (3-0-3.0)

This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.

Prerequisite(s): ASL 201

AUT 107 ADVANCED ENGINE REPAIR (3-3-4.0)

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

Prerequisite(s): AUT 132

AUT 111 BRAKES (2-3-3.0)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

Prerequisite(s): AUT 132

AUT 112 BRAKING SYSTEMS (2-6-4.0)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 115 MANUAL DRIVE TRAIN/AXLE (2-3-3.0)

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

Prerequisite(s): AUT 132

AUT 122 SUSPENSION AND ALIGNMENT (2-6-4.0)

This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and applications of balancing and alignment equipment.

AUT 132 AUTOMOTIVE ELECTRICITY (3-3-4.0)

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.

Prerequisite(s): Admission to program

Corequisite(s): AUT 160

AUT 133 ELECTRICAL FUNDAMENTALS (1-6-3.0)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.

AUT 135 IGNITION SYSTEMS (3-0-3.0)

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, and applications of diagnostics using the oscilloscope and other appropriate test equipment.

Prerequisite(s): AUT 132

AUT 141 INTRODUCTION TO HEAT AND AIR CONDITIONING (2-6-4.0)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology.

AUT 142 HEATING AND AIR CONDITIONING (2-3-3.0)

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating and air conditioning systems.

Prerequisite(s): AUT 132

AUT 145 ENGINE PERFORMANCE (3-0-3.0)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

Prerequisite(s): AUT 132

AUT 160 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1.0)

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): Admission to program

Corequisite(s): AUT 132

AUT 165 ENVIRONMENTAL MANAGEMENT (3-0-3.0)

This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.

AUT 221 SUSPENSION AND STEERING DIAGNOSIS (2-3-3.0)

This course covers the diagnosis and repair of front and rear suspension problems, using suspension diagnostic charts, shop manuals and alignment equipment.

Prerequisite(s): AUT 132

AUT 231 AUTOMOTIVE ELECTRONICS (4-0-4.0)

This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment.

Prerequisite(s): AUT 132

AUT 232 AUTOMOTIVE ACCESSORIES (2-0-2.0)

This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.

Prerequisite(s): AUT 132

AUT 245 ADVANCED ENGINE PERFORMANCE (4-3-5.0)

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

AUT 251 AUTOMATIC TRANSMISSION OVERHAUL (4-3-5.0)

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.

Prerequisite(s): AUT 132

BAF 101 PERSONAL FINANCE (3-0-3.0)

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

Prerequisite(s): MAT 031*, RDG 031*

BAF 260 FINANCIAL MANAGEMENT (3-0-3.0)

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Financial forecasting, operating and financial leverage will also be discussed.

Prerequisite(s): ACC 101 with a grade of "C" or better.

BIO 100 INTRODUCTORY BIOLOGY (3-3-4.0)

This is a course in general biology designed to introduce principles of biology. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)

Prerequisite(s): RDG 032*

BIO 101 BIOLOGICAL SCIENCE I (3-3-4.0)

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Both macroevolution and microevolution will be addressed.

Prerequisite(s): ENG 100*, MAT 100 or MAT 101, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100)

BIO 102 BIOLOGICAL SCIENCE II (3-3-4.0)

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

Prerequisite(s): BIO 101

BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (2-3-3.0)

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 032, MAT 032 and RDG 032

BIO 205 ECOLOGY (3-0-3.0)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

Prerequisite(s): ENG 100*, MAT 100 or MAT 101, RDG 100*

Corequisite(s): BIO 206

BIO 206 ECOLOGY LAB (0-3-1)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.

Prerequisite(s): ENG 100*, MAT 100 or MAT 101, RDG 100*

Corequisite(s): BIO 205

BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4.0)

This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. The following topics are covered: chemical basis of life, cell, tissues, skeleton, muscular system, integument, nervous system and sense organs.

Prerequisite: ENG 100*, MAT 100 or MAT 101, RDG 100, BIO 101 or high school biology and chemistry or BIO 100 and CHM 100

BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4.0)

This course is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The following topics are covered: endocrine, circulatory, lymphatic, immune, respiratory, digestive and urinary systems and fluid/electrolyte balance.

Prerequisite(s): BIO 210

BIO 238 ANATOMY FOR MASSAGE THERAPY (2-3-3.0)

Advanced course for massage therapy students concentrating on muscles, their origins, insertions, actions and innervation.

Prerequisite(s): BIO 110, successful completion of earlier program requirements.

BUS 121 BUSINESS LAW I (3-0-3.0)

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, conditions, and warranties.

Prerequisite(s): ENG 032*, MAT 032*, RDG 100*

BUS 175 INTERNATIONAL BUSINESS (3-0-3.0)

This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual.

Prerequisites: MGT 101 with a minimum grade of "C".

BUS 220 BUSINESS ETHICS (3-0-3.0)

This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

Prerequisites: BUS 121 with a minimum grade of "C".

CET 105 SURVEYING I (2-3-3.0)

This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure.

Corequisite(s): MAT 175*

CET 120 CONSTRUCTION MATERIALS (2-3-3.0)

This course includes a study of basic materials used in construction, including research of building product specifications.

Prerequisite(s): MAT 175*

CET 135 CONSTRUCTION CONTRACTS (2-0-2.0)

This course covers construction contracts; owner, engineer, contractor relations and responsibilities; contract performance requirements; bidding procedures; format; and interpretation of specifications.

Prerequisite(s): MAT 102*

CET 205 SURVEYING II (3-3-4.0)

This course includes electro-optical instrumentation techniques and complex computations used in surveying.

Prerequisite(s): CET 105

CET 210 STRENGTH OF MATERIALS (2-3-3.0)

This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.

Prerequisite(s) EGR 190

CET 216 SOIL MECHANICS (2-3-3.0)

This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.

Prerequisite(s): MAT 175*

CET 218 HYDRAULICS (2-3-3.0)

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and wires. Also included is the study of the physical properties of fluids, hydrostatics, flow of incompressible fluids, orifices, venturis and nozzles.

Corequisite(s): EGR 190

CET 220 CONCRETE AND STEEL DESIGN (2-3-3.0)

This course covers the study of reinforced concrete and steel structural components.

Prerequisite(s): CET 210

CET 235 CONSTRUCTION METHODS AND ESTIMATING (2-3-3.0)

This course covers basic construction techniques with emphasis on cost estimating.

Prerequisite(s): CET 120

CET 246 ENVIRONMENTAL SYSTEMS TECHNOLOGY (2-3-3.0)

This course covers a study of the sources, treatment, collection and distribution of water and waste water.

Prerequisite(s): CET 218

CET 251 HIGHWAY DESIGN (2-3-3.0)

This course covers a study of the design and construction of a highway.

Prerequisite(s): CET 105

CGC 101 INTRODUCTION TO GRAPHICS TECHNIQUES (1-6-3.0)

This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.

Prerequisite(s): ENG 032* or MAT 032*

CGC 110 ELECTRONIC PUBLISHING (1-6-3.0)

This is an introductory course to the fundamentals of electronic publishing

Prerequisite(s): ENG 032* or MAT 032*

CGC 122 BASIC OFFSET PRESS OPERATIONS (1-6-3.0)

This course covers the basic competencies required to operate an offset press

Prerequisite(s): MAT 032*

CGC 125 BASIC OFFSET PREPARATION (1-6-3.0)

This course covers the basics of preparing a job to be reproduced from the mechanical stage to preparing the offset printing plate.

CGC 135 COMMERCIAL GRAPHICS OPERATIONS (3-0-3.0)

This course is a study of customer service, cost factors, quality issues and daily operations associated with the commercial graphics industry.

CGC 206 TYPOGRAPHY II (2-3-3.0)

This course covers advanced typography and photocomposition.

CGC 210 ADVANCED ELECTRONIC PUBLISHING (2-3-3.0)

This course covers a wide range of computer hardware, software and peripherals.

Prerequisite(s): CGC 110

CGC 222 ADVANCED OFFSET PRESS OPERATIONS (1-6-3.0)

This course covers advanced techniques in the operation of the offset press.

Prerequisite(s): CGC 122

CGC 225 IMAGE ASSEMBLY (1-6-3.0)

This course covers an in-depth study of the image assembly techniques used for offset printing.

Prerequisite(s): CGC 101, CGC 206

CGC 235 FINISHING OPERATIONS (2-3-3.0)

This course addresses issues of finishing the printed product following press production. Topics include cutting, folding and binding techniques, proper paper handling, storage and shipping.

Prerequisite(s): CGC 101, CGC 222

CGC 240 SENIOR PROJECT IN COMMERCIAL GRAPHICS (2-3-3.0)

This course consists of advanced projects related to the commercial graphics industry.

Prerequisite(s): Permission

CGC 250 SPECIAL PROJECTS IN COMMERCIAL GRAPHICS (2-3-3.0)

This course consists of special projects related to the commercial graphics industry.

Prerequisite(s): Permission

CHM 100 INTRODUCTORY CHEMISTRY (3-3-4.0)

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)

Prerequisite(s): MAT 032*, RDG 032*

CHM 110 COLLEGE CHEMISTRY I (3-3-4.0)

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.

Prerequisite(s): ENG 032*, MAT 102

CHM 111 COLLEGE CHEMISTRY II (3-3-4.0)

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

Prerequisite(s): CHM 110

CHM 211 ORGANIC CHEMISTRY I (3-3-4.0)

This is the first in a sequence of courses that includes nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.

Prerequisite(s): CHM 110

CHM 212 ORGANIC CHEMISTRY II (3-3-4.0)

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.

Prerequisite: CHM 211

COL 101 COLLEGE ORIENTATION (1-0-1)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Workplace interpersonal and problem-solving skills will be emphasized.

COL 103 COLLEGE SKILLS (3-0-3.0)

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

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3.0)

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

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 107 FILE ENTRY OPERATIONS (3-0-3.0)

This course includes a study of data entry and word processing using a computer system. Exercises stress speed, accuracy, and familiarity with common office forms.

Prerequisite(s): ENG 032*, RDG 032*

CPT 114 COMPUTERS AND PROGRAMMING (3-0-3.0)

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3.0)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisite(s): CPT 114, MAT 101* with a minimum grade of "C."

CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3.0)

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 172 MICROCOMPUTER DATA BASE (3-0-3.0)

This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3.0)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176 MICROCOMPUTER OPERATING SYSTEMS (3-0-3.0)

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 178 SOFTWARE APPLICATIONS (3-0-3.0)

Using electronic spreadsheet and relational data base management software programs, this course focuses on complex microcomputer applications.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179 MICROCOMPUTER WORD PROCESSING (3-0-3.0)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents.

Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185 EVENT-DRIVEN PROGRAMMING (3-0-3.0)

This course introduces the student to development of professional-looking, special purpose windows applications using the graphical user interface of windows.

Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 206 ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3.0)

This course is a study of advanced techniques for programming with an event-driven language.

Prerequisite(s): CPT 185

CPT 207 COMPLEX COMPUTER APPLICATIONS (3-0-3.0)

This course covers analyzing, designing and implementing computerized solutions to realistic business applications areas.

Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 209 COMPUTER SYSTEMS MANAGEMENT (3-0-3.0)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 210 COMPUTER RESOURCE MANAGEMENT (3-0-3.0)

This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed.

Prerequisite(s): CPT 101 and MGT 101

CPT 220 E-COMMERCE (3-0-3.0)

This course is a study of fundamental computer and business concepts applied to the world of E-Commerce.

Prerequisite(s): IST 237 and IST 238 with a minimum grade of "C."

CPT 242 DATABASE (3-0-3.0)

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database. A microcomputer database package will be used.

Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 244 DATA STRUCTURES (3-0-3.0)

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Corequisite(s): CPT 242 with a minimum grade of "C."

CPT 264 SYSTEMS AND PROCEDURES (3-0-3.0)

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisite: CPT 114 with a minimum grade of "C."

CPT 268 COMPUTER END-USER SUPPORT (3-0-3.0)

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting and interaction with users).

Prerequisite(s): CPT 176, CPT 209

CWE 270 ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3.0)

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Integration of word processing, spreadsheet, database and presentation/graphics production will be emphasized. Topics will include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying worksheet database, templates, customized reports and forms, and importing clips into documents.

Prerequisite(s): CPT 107, CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 272 ADVANCED MICROCOMPUTER DATA BASE (3-0-3.0)

This course emphasizes accessing data bases using advanced concepts in microcomputer data base application software. Techniques include SQL, application generators and techniques in data base programming to generate various applications.

Prerequisite(s): CPT 242 with a minimum grade of "C."

CPT 285 PC HARDWARE CONCEPTS (3-0-3.0)

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisite(s): CPT 176, CPT 209

CPT 290 MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3.0)

This course will cover 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): CPT 101, CPT 107 with a minimum grade of "C."

All CWE courses require permission of instructor or department head.

CWE 101 COOPERATIVE WORK EXPERIENCE PREPARATION (1-0-1.0)

This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 113 COOPERATIVE WORK EXPERIENCE I (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 122 COOPERATIVE WORK EXPERIENCE II (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 123 COOPERATIVE WORK EXPERIENCE II (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 131 COOPERATIVE WORK EXPERIENCE III (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 132 COOPERATIVE WORK EXPERIENCE III (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 133 COOPERATIVE WORK EXPERIENCE III (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 134 COOPERATIVE WORK EXPERIENCE III (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 211 COOPERATIVE WORK EXPERIENCE IV (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 212 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 213 COOPERATIVE WORK EXPERIENCE IV (0-15-3.0)

This course includes cooperative work experience in an approved setting.

CWE 214 COOPERATIVE WORK EXPERIENCE IV (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 222 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 224 COOPERATIVE WORK EXPERIENCE V (0-20-4.0)

This course includes cooperative work experience in an approved setting.

CWE 231 COOPERATIVE WORK EXPERIENCE VI (0-5-1.0)

This course includes cooperative work experience in an approved setting.

CWE 232 COOPERATIVE WORK EXPERIENCE VI (0-10-2.0)

This course includes cooperative work experience in an approved setting.

CWE 233 COOPERATIVE WORK EXPERIENCE VI (0-15-3.0)

This course includes cooperative work experience in an approved setting.

DAT 112 INTEGRATED HUMAN SCIENCES (3-3-4.0)

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

Prerequisite(s): Admission into program.

DAT 113 DENTAL MATERIALS (3-3-4.0)

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Prerequisite(s): Admission into program.

DAT 115 ETHICS AND PROFESSIONALISM (0-3-1.0)

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): Admission into program.

DAT 118 DENTAL MORPHOLOGY (2-0-2.0)

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

Prerequisite(s): Admission into program.

DAT 121 DENTAL HEALTH EDUCATION (2-0-2.0)

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): Admission into program.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2.0)

This course provides a study of the business aspect of a dental office.

Prerequisite(s): Successful completion of earlier program requirements.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3.0)

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 earlier program requirements.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1.0)

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 earlier program requirements.

DAT 127 DENTAL RADIOGRAPHY (3-3-4.0)

This course provides the fundamental background and theory for the safe and effective use of X-rays in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Prerequisite(s): Successful completion of earlier program requirements.

DAT 154 CLINICAL PROCEDURES I (2-6-4.0)

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 assistants' role in dental instrumentation.

Prerequisite(s): Admission into program.

DAT 174 OFFICE ROTATIONS (0-12-4.0)

This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

Prerequisite(s): Successful completion of earlier program requirements.

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Prerequisite(s): Successful completion of earlier program requirements.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3.0)

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in the course.

Prerequisite(s): Approval of department head.

ECD 102 GROWTH AND DEVELOPMENT I (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): Approval of department head.

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3.0)

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): Approval of department head.

ECD 107 EXCEPTIONAL CHILDREN (3-0-3.0)

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 on federal legislation affecting exceptional children.

Prerequisite(s): Approval of department head.

ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3.0)

This course includes an overview of techniques and materials promoting effective family/programs partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

Prerequisite(s): Approval of department head.

ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3.0)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

Prerequisite(s): Approval of department head.

ECD 131 LANGUAGE ARTS (2-3-3.0)

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Prerequisite(s): Approval of department head.

ECD 132 CREATIVE EXPERIENCES (1-6-3.0)

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite(s): Approval of department head.

ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3.0)

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 utilizing a variety of methods and materials.

Prerequisite(s): Approval of department head.

ECD 135 HEALTH, SAFETY AND NUTRITION (2-3-3.0)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and First Aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

Prerequisite(s): Approval of department head.

ECD 203 GROWTH AND DEVELOPMENT II (3-0-3.0)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s): Approval of department head.

ECD 237 METHODS AND MATERIALS (1-6-3.0)

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): Completed health form, FBI check and approval of department head.

ECD 243 SUPERVISED FIELD EXPERIENCE I (0-9-3.0)

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): Completed health form, FBI check and approval of department head.

ECD 244 SUPERVISED FIELD EXPERIENCE II (0-9-3.0)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children.

Prerequisite(s): Completed health form, FBI check and approval of department head.

ECD 257 SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (1-6-3.0)

This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate student's skills in order to work with children who are developmentally delayed.

Prerequisite(s): ECD 102, ECD 107, ECD 203, ECD 258, ECD 259

ECD 258 FOUNDATIONS OF SPECIAL EDUCATION LAWS (3-0-3.0)

This course is an overview of special education and foundations of special education services. Emphasis is on the six basic principles of special education legislation: free appropriate public education, nondiscriminatory evaluation, individualized educational program, least restrictive environment, procedural due process, and parental participation.

ECD 259 BEHAVIOR MANAGEMENT FOR SPECIAL NEEDS (3-0-3.0)

This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.

ECD 260 METHODS OF TEACHING SPECIAL NEEDS STUDENTS (3-0-3.0)

This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECO 101 BASIC ECONOMICS (3-0-3.0)

This course is a study of comparative economic systems, forms of business organizations, business operations, and wage and price determination.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ECO 210 MACROECONOMICS (3-0-3.0)

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, business cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ECO 211 MICROECONOMICS (3-0-3.0)

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): ENG 032*, MAT 032*, RDG 032*

EEM 107 INDUSTRIAL COMPUTER TECHNIQUES (1-3-2.0)

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 117 AC/DC CIRCUITS I (3-3-4.0)

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

Prerequisite(s): MAT 032* or permission

EEM 118 AC/DC CIRCUITS II (2-6-4.0)

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

Prerequisite(s): EEM 117 or permission

EEM 121 ELECTRICAL MEASUREMENTS (2-3-3.0)

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

Prerequisite(s): MAT 032* or permission

EEM 123 SCHEMATICS ANALYSIS (3-0-3.0)

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

Prerequisite(s): EEM 118 or permission

EEM 140 NATIONAL ELECTRICAL CODE (3-0-3.0)

This course is a study of the national electrical code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

EEM 145 CONTROL CIRCUITS (3-0-3.0)

This course covers the principles and applications of component circuits and methods of motor control.

Prerequisite(s): EEM 118 or permission

EEM 151 MOTOR CONTROLS I (2-6-4.0)

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Prerequisite(s): EEM 117 or permission

EEM 152 MOTOR CONTROLS II (4-0-4.0)

This course is a continuation of the study of motor controls, including additional techniques and control devices.

EEM 200 SEMICONDUCTOR DEVICES (3-3-4.0)

This course is a study of solid state devices such as fets, OP amps and the thyristor family.

EEM 201 ELECTRONIC DEVICES I (1-6-3.0)

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Prerequisite(s): EEM 118 or permission

EEM 202 ELECTRONIC DEVICES II (1-6-3.0)

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.

Prerequisite(s): EEM 201 or permission

EEM 211 AC MACHINES (2-3-3.0)

This course is a study of application, operation, and construction of AC machines.

Prerequisite(s): EEM 117 or permission

EEM 221 DC/AC DRIVES (2-3-3.0)

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisite(s): EEM 201 or permission

EEM 230 DIGITAL ELECTRONICS (3-3-4.0)

This course is a study of logic, mathematics, components and circuits utilized in digital equipment.

EEM 231 DIGITAL CIRCUITS I (1-6-3.0)

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.

Prerequisite(s): EEM 117 or permission

EEM 240 BASIC MICROPROCESSORS (3-3-4.0)

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

Prerequisite(s): EEM 118 or permission

EEM 250 PROGRAMMABLE LOGIC CONTROLLERS (3-3-4.0)

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered.

EEM 251 PROGRAMMABLE CONTROLLERS (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.

Prerequisite(s): EEM 117 or permission

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS (1-6-3.0)

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

Prerequisite(s): EEM 117 or permission

EEM 275 TECHNICAL TROUBLESHOOTING (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): EEM 202 or permission

EEM 276 APPLIED TROUBLESHOOTING (1-6-3.0)

This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.

Prerequisite(s): EEM 202 or permission

EET 101 BASIC ELECTRONICS (1-3-2.0)

This course is a survey of electrical and electronic circuits and measurement methods for non-electronics engineering technology students. Circuits are constructed and tested.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EET 111 DC CIRCUITS (3-3-4.0)

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): ENG 100*, MAT 102*, RDG 100*

Corequisite(s): MAT 175

EET 112 AC CIRCUITS (3-3-4.0)

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 with a minimum grade of "C."

Corequisite(s): MAT 176

EET 113 ELECTRICAL CIRCUITS I (4-0-4.0)

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series - parallel circuits using Ohm's Law, Kirchhoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): ENG 100*, MAT 102*, RDG 100*

EET 131 ACTIVE DEVICES (3-3-4.0)

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Prerequisite(s): EET 111

Corequisite(s): EET 112

EET 141 ELECTRONIC CIRCUITS (3-3-4.0)

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Prerequisite(s): EET 131

EET 145 DIGITAL CIRCUITS (3-3-4.0)

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): ENG 100*, MAT 102*, RDG 100*

Corequisite(s): MAT 175

EET 227 ELECTRICAL MACHINERY (2-3-3.0)

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

EET 231 INDUSTRIAL ELECTRONICS (3-3-4.0)

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 131

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3.0)

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 241 ELECTRONIC COMMUNICATIONS (3-3-4.0)

This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations are also covered.

Prerequisite(s): EET 131

EET 243 DATA COMMUNICATIONS (2-3-3.0)

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): EET 145

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4.0)

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

EET 256 SYSTEMS OPERATION AND MAINTENANCE (3-3-4.0)

This course introduces students to the technical aspects of maintaining and troubleshooting microcomputer hardware and software. Emphasis is on the system manager's perspective of operating systems, hardware servicing, upgrade and support.

Prerequisite(s) EET 145

EET 261 ELECTRONIC TROUBLESHOOTING (1-3-2.0)

This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment.

Prerequisite(s): EET 241

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1.0)

This course includes the construction and testing of an instructor-approved project.

Prerequisite(s): EET 141

EET 274 SELECTED TOPICS IN ELECTRICAL/ELECTRONICS ENGINEERING TECH (3-0-3.0)

This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

Prerequisite(s): ENG 100*, RDG 100*

EGR 101 INTRODUCTION TO ENGINEERING TECHNOLOGY (0-3-1.0)

This course is an introduction to computers and reporting formats.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 103 PREPARATION FOR ENGINEERING TECHNOLOGY (1-3-2.0)

This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques and SI system of measurements. Students are introduced to computers and their usage as a tool in engineering technology.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 104 ENGINEERING TECHNOLOGY FOUNDATIONS (3-0-3.0)

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): ENG 104, MAT 104

EGR 112 ENGINEERING PROGRAMMING (2-3-3.0)

This course covers interactive computing and the basic concepts of programming.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): MAT 102

EGR 124 ENGINEERING SPREADSHEET APPLICATIONS (1-3-2.0)

This course includes the use of spreadsheets, software for data manipulation, graphing, problem analysis, statistical analysis and hypothesis testing.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 170 ENGINEERING MATERIALS (2-3-3.0)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products..

Prerequisite(s): MAT 175

EGR 175 MANUFACTURING PROCESSES (3-0-3.0)

This course includes the processes, alternatives, and operations in the manufacturing environment.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 190 STATICS (2-3-3.0)

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

Prerequisite(s): MAT 175*

EGR 194 STATICS AND STRENGTH OF MATERIALS (4-0-4.0)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Prerequisite(s): MAT 168*

EGR 212 STRUCTURED PROGRAMMING (1-3-2.0)

This course covers programming in a high level language and includes assignment for values, flow charting, multiple-valued variable, modular program development and general design considerations. Programs will be written in an objected oriented programming language.

Prerequisite(s): EGR 112

EGT 101 BASIC TECHNICAL DRAWING (0-6-2.0)

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGT 103 PRINT READING (1-3-2.0)

This course is an introduction to basic print reading and interpretation, including layout, projection and dimensioning.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGT 104 PRINT READING (3-0-3.0)

This course covers the interpretation of industrial drawings.

EGT 105 BASIC CIVIL DRAFTING (0-6-2.0)

This course covers the application of drawing techniques to structures: maps, topography and other civil applications.

Prerequisite(s): EGT 101, EGT 150

EGT 108 ADVANCED PRINT READING AND SKETCHING (1-3-2.0)

This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.

Prerequisite(s): EGT 104

EGT 110 ENGINEERING GRAPHICS I (3-3-4.0)

This course is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

Prerequisite(s): EGT 150

EGT 111 MECHANICAL DRAWING I (0-6-2.0)

This course is an introduction to the principles and practices of mechanical drawing.

Prerequisite(s): EGT 150

EGT 112 MECHANICAL DRAWING II (2-3-3.0)

This course includes topics such as section views, auxiliary views, and threads and fasteners.

Prerequisite(s): EGT 111

EGT 115 ENGINEERING GRAPHICS II (3-3-4.0)

This course in engineering graphics science includes additional drawing techniques for industrial applications.

Prerequisite(s): EGT 110

EGT 127 DESCRIPTIVE GEOMETRY FOR DRAFTERS (2-3-3.0)

This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and development.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGT 150 BASIC CAD (0-6-2.0)

This course covers the basics of computer aided drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.

Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 151 INTRODUCTION TO CAD (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.

Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 155 INTERMEDIATE CAD (1-3-2.0)

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.

Prerequisite(s): EGT 150

EGT 210 ENGINEERING GRAPHICS III (2-6-4.0)

This advanced course in engineering graphics science covers the production of technical working drawings.

Prerequisite(s): EGT 111

EGT 215 MECHANICAL DRAWING APPLICATIONS (3-3-4.0)

This advanced drawing course covers industrial applications.

Prerequisite(s): EGT 111

EGT 220 STRUCTURAL AND PIPING APPLICATIONS (3-3-4.0)

This advanced drawing course covers structural steel and process piping applications.

Prerequisite(s): EGT 150

EGT 252 ADVANCED CAD (2-3-3.0)

This course covers advanced concepts of CAD software and applications.

Prerequisite(s): EGT 150

ENG 031 DEVELOPMENTAL ENGLISH (3-0-3.0)

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course emphasizes a review of grammar.

Corequisite(s): ENG 032

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3.0)

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. This course introduces the writing process.

Corequisite(s): ENG 031 (unless prior credit awarded)

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3.0)

This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)

Prerequisite: ENG 032*, RDG 031*

ENG 101 ENGLISH COMPOSITION I (3-0-3.0)

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. A minimum grade of "C" is required for credit.

Prerequisite(s): ENG 100*, RDG 100*

ENG 102 ENGLISH COMPOSITION II (3-0-3.0)

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

ENG 104 COMMUNICATIONS FOUNDATIONS (3-0-3.0)

This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

Corequisite(s): EGR 104, MAT 104, RDG 100*

ENG 165 PROFESSIONAL COMMUNICATIONS (3-0-3.0)

This course develops practical written and oral professional communication skills. A minimum grade of "C" is required for credit.

Prerequisite(s): ENG 032*, RDG 032*

ENG 201 AMERICAN LITERATURE I (3-0-3.0)

This course is a study of American literature from the Colonial Period to the Civil War.

Prerequisite(s): ENG 102

ENG 202 AMERICAN LITERATURE II (3-0-3.0)

This course is a study of American literature from the Civil War to the present.

Prerequisite(s): ENG 102

ENG 205 ENGLISH LITERATURE I (3-0-3.0)

This is a course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

Prerequisite(s): ENG 102

ENG 206 ENGLISH LITERATURE II (3-0-3.0)

This is a course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

Prerequisite(s): ENG 102

ENG 208 WORLD LITERATURE I (3-0-3.0)

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisite(s): ENG 102

ENG 209 WORLD LITERATURE II (3-0-3.0)

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 102

ENG 228 STUDIES IN FILM GENRE (3-0-3.0)

A critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.

Prerequisite(s): ENG 100*, RDG 100*

ENG 235 SOUTHERN LITERATURE (3-0-3.0)

This course is a study of the South's intellectual and literary contributions to national and world literature.

Prerequisite(s): ENG 102

ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3.0)

This course is a critical study of African American literature examined from historical, social and psychological perspectives.

Prerequisite(s): ENG 102

ENG 238 CREATIVE WRITING (3-0-3.0)

This course presents an introduction to creative writing in various genres.

Prerequisite(s): ENG 102

ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3.0)

This course develops skills in research techniques and increases proficiency in written and oral technical communications.

Prerequisite(s): ENG 101

FRE 101 ELEMENTARY FRENCH I (4-0-4.0)

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Prerequisite(s): ENG 100*, RDG 032*

FRE 102 ELEMENTARY FRENCH II (4-0-4.0)

This course continues the development of basic language skills and includes a study of French culture.

Prerequisite(s): FRE 101

FRE 201 INTERMEDIATE FRENCH I (3-0-3.0)

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

Prerequisite(s): FRE 102

FRE 202 INTERMEDIATE FRENCH II (3-0-3.0)

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s): FRE 201

GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3.0)

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): ENG 032*, RDG 032*

GEO 102 WORLD GEOGRAPHY (3-0-3.0)

This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social cultural, economic and political systems.

Prerequisite(s): ENG 032*, RDG 032*

GER 101 ELEMENTARY GERMAN I (4-0-4.0)

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 100*, RDG 032*

GER 102 ELEMENTARY GERMAN II (4-0-4.0)

This college course continues the development of the four basic language skills and the study of German culture.

Prerequisite(s): GER 101

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3.0)

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.

Prerequisite(s): ENG 032*, RDG 032*

HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3.0)

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.

Prerequisite(s): ENG: 032*, RDG 032*

HIS 112 NONWESTERN CIVILIZATION (3-0-3.0)

This course is a survey of the major developments and characteristics of nonwestern civilization and cultures in Asia, Africa and the Americas.

Prerequisite(s): ENG 100*, RDG 100*

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3.0)

This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.

Prerequisite(s): ENG 100*, RDG 100*

HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3.0)

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.

Prerequisite(s): ENG 032*, RDG 032*

HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3.0)

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.

Prerequisite(s): ENG 032*, RDG 032*

HOS 101 PRINCIPLES OF FOOD PRODUCTION I (2-3-3.0)

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

Prerequisite(s): RDG 032*

HOS 102 PRINCIPLES OF FOOD PRODUCTION II (2-3-3.0)

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

Prerequisite(s): HOS 101

HOS 103 NUTRITION (3-0-3.0)

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

Prerequisite(s): RDG 032*

HOS 120 BAKESHOP PRODUCTION (2-3-3.0)

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

Prerequisite(s): HOS 101

HOS 140 THE HOSPITALITY INDUSTRY (3-0-3.0)

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

Prerequisite: MGT 101 or permission

HOS 145 DINING ROOM OPERATIONS (3-0-3.0)

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.

Prerequisite(s): RDG 032*

HOS 150 HOTEL MANAGEMENT (3-0-3.0)

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping and engineering.

Prerequisite: HOS 140

HOS 155 HOSPITALITY SANITATION (3-0-3.0)

This course is a study of local, state and national regulations governing sanitary food handling practices.

Prerequisite(s): RDG 032*

HOS 157 HOSPITALITY SERVICE (3-0-3.0)

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer's perspective and the behavioral component of service

Prerequisite: HOS 140

HOS 164 TRAVEL AND TOURISM (3-0-3.0)

This course covers the history, development, concepts and principles of the travel and tourism industry.

Prerequisite(s): HOS 140

HOS 225 BUFFET ORGANIZATION (3-3-4.0)

This course is a study of the principles and applications of how to plan, organize and implement a complete buffet. Topics include forced meats, ice carvings and garnishes.

Prerequisite(s): HOS 101

HOS 255 FOOD SERVICE MANAGEMENT (3-0-3.0)

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures and public relations.

Prerequisite: HOS 140

HRT 101 INTRODUCTION TO HORTICULTURE (3-0-3.0)

This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.

Prerequisite(s): ENG 032*, RDG 032*

HRT 102 LANDSCAPE DESIGN (3-3-4.0)

This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

Prerequisite(s): HRT 105, MAT 032*

HRT 104 LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3.0)

This course is a study of landscape design and drafting as well as landscape installation techniques.

Prerequisite(s): MAT 032* or permission

HRT 105 LANDSCAPE PLANT MATERIALS (3-3-4.0)

This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.

Prerequisite(s): RDG 032*

HRT 108 ANNUALS AND PERENNIALS (2-0-2.0)

This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

HRT 110 PLANT FORM AND FUNCTION (3-3-4.0)

This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

Prerequisite(s): ENG 032*, RDG 100*

HRT 113 PLANT MATERIALS (3-0-3.0)

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

Prerequisite(s): RDG 032* or permission

HRT 117 DESIGN WITH HERBACEOUS PLANTS (3-0-3.0)

This course is a study of soft-stemmed plant materials. Emphasis is on habit of growth, size, period of bloom, color, and cultural requirements of annuals and perennials. The lab provides an introduction to design principles and landscape drafting.

Prerequisite(s): RDG 032* or permission

HRT 121 COMMERCIAL IRRIGATION (3-0-3.0)

This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.

Prerequisite(s): MAT 032* or permission

HRT 125 SOILS (3-3-4.0)

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.

Prerequisite(s): MAT 032*, RDG 100*

HRT 139 PLANT PROPAGATION (2-3-3.0)

This course is a study of the fundamental principles and techniques involved in plant propagation.

Prerequisite(s): RDG 032*

HRT 141 HORTICULTURE PEST CONTROL (3-3-4.0)

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.

Prerequisite(s): MAT 032*, RDG 032*

HRT 144 PLANT PESTS (3-0-3.0)

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

Prerequisite(s): MAT 032* or permission

HRT 153 LANDSCAPE CONSTRUCTION (3-0-3.0)

This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete and brick landscape structures. The course includes landscape lighting, water gardening and planting.

Prerequisite(s): MAT 032* or permission

HRT 154 GROUNDS MAINTENANCE (3-0-3.0)

This course covers cost estimation of a landscape design and its maintenance, preparation of contracts, and development and implementation of maintenance schedules.

Prerequisite(s): MAT 032* or permission

HRT 205 COMPUTERS IN HORTICULTURE (3-0-3.0)

This course explores the use of computers in horticultural operations. Various applications are demonstrated, and hands-on learning activities including data management, advertising and marketing, and design projects are utilized. Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

HRT 208 HORTICULTURE BUSINESS PRACTICES (2-0-2.0)

This course is a study of personnel management and business practices necessary to operate a horticulture enterprise. Communication skills, interpersonal relations, problem solving, team building, budget construction and governmental requirements are included in this course. Prerequisite(s): ENG 100*, RDG 100*, MAT 032*

HRT 223 IRRIGATION (3-3-4.0)

This course includes the study and application of the design principles and materials used in horticultural irrigation. Prerequisite(s): HRT 102

HRT 230 GREENHOUSE TECHNOLOGY (3-3-4.0)

This course is the study of commercial greenhouse production techniques and facility management. Prerequisite(s): HRT 110, HRT 117 MAT 032*

HRT 231 NURSERY TECHNOLOGY (3-3-4.0)

This course is a study of wholesale and retail nursery operations. Emphasis is on producing container and field-grown plants and the retail sales of these and other garden products. Prerequisite(s) HRT 105, HRT 110

HRT 241 TURF MANAGEMENT (3-0-3.0)

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas. Prerequisite(s): MAT 032*, RDG 032* or permission

HRT 253 LANDSCAPE INSTALLATION (3-3-4.0)

This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included. Prerequisite(s): HRT 102

HRT 256 LANDSCAPE MANAGEMENT (3-3-4.0)

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included. Prerequisite(s): ENG 032*, HRT 105, HRT 125, HRT 141

HRT 270 SPECIAL TOPICS IN HORTICULTURE (3-0-3.0)

This course includes special topics in the area of horticulture. Prerequisite(s): Permission

HRT 271 SCWE IN HORTICULTURE (0-40-8.0)

This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required. Prerequisite(s): Permission

HRT 272 HORTICULTURE INTERNSHIP (0-20-4.0)

This course is a horticulture work experience at an approved site under the supervision of a horticulture faculty member and the employer. Prerequisite(s): Must have completed one year horticulture and/or permission of the department head.

HSS 101 INTRODUCTION TO HUMANITIES (3-0-3.0)

This course includes an introduction to themes, critical approaches, and major contributors to the humanities. Prerequisite(s): ENG 100*, RDG 100*

HSS 205 TECHNOLOGY AND SOCIETY (3-0-3.0)

This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.

Prerequisite(s): ENG 032*, RDG 032*

HUC 110 HEALTH UNIT PROCEDURES I (3-12-7.0)

This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.

Prerequisite(s): Admission into program.

HUC 120 HEALTH UNIT PROCEDURES II (2-18-8.0)

This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.

Prerequisite(s): Successful completion of earlier program requirements.

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3.0)

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

Prerequisite(s): ENG 032*, RDG 032*

IMT 102 INDUSTRIAL SAFETY (2-0-2.0)

This course covers safety awareness and practices found in industry.

Prerequisite(s): RDG 032*

IMT 104 SCHEMATICS (2-0-2.0)

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

IMT 111 INDUSTRIAL TOOLS (3-6-5.0)

This course covers the use of hand/or power tools.

IMT 112 HAND TOOL OPERATIONS (1-6-3.0)

This course covers the use of hand tools and their applications in industrial and service areas.

IMT 113 POWER TOOL OPERATIONS (1-3-2.0)

This course covers the use of power tools and their applications in industrial and service areas.

IMT 120 MECHANICAL INSTALLATIONS (3-6-5.0)

This course covers techniques of assembling, rigging and installation and/or maintenance of mechanical equipment.

Prerequisite(s): RDG 032*

IMT 121 DRIVE SYSTEMS (1-3-2.0)

This course covers drive system consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 130 FLUID POWER (2-9-5.0)

This course covers the basic principles of hydraulics and pneumatics, including the installation, maintenance, troubleshooting and repair of various systems.

Prerequisite(s): RDG 032*

IMT 131 HYDRAULICS AND PNEUMATICS (4-0-4.0)

This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 140 INDUSTRIAL ELECTRICITY (3-6-5.0)

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

Prerequisite(s): MAT 032*

IMT 141 ELECTRICAL CONTROL DEVICES (4-3-5.0)

This course covers principles and applications of electrical motor control circuits and the industrial equipment.

IMT 160 PREVENTIVE MAINTENANCE (3-0-3.0)

This course covers preventive maintenance techniques.

IMT 161 MECHANICAL POWER APPLICATIONS (1-9-4.0)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

Prerequisite(s): MAT 032*, RDG 032*

IMT 170 STATISTICAL PROCESS CONTROL (3-0-3.0)

This course is a study of the concepts and charts used in quality control.

Prerequisite(s): MAT 032*

IST 140 NETPREP NETWORKING FUNDAMENTALS (3-0-3.0)

This course provides practical and comprehensive working knowledge of data communications, telecommunications and networking. The course covers a conceptual view of networking which brings together the acronyms, protocols and components used in today's networks.

Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

IST 141 NETPREP LOCAL AREA NETWORKS (3-0-3.0)

This course is a study of up-to-date concepts of local area network (LAN) technologies. The course provides a comprehensive introduction to the concepts, technologies, components and acronyms inherent in today's local networking environments.

Prerequisite(s): IST 140 with a minimum grade of "C."

IST 145 NETPREP THE INTERNET (3-0-3.0)

This course is a study of the operation and function of the Internet. This course also covers concepts associated with establishing and maintaining Internet connectivity.

Prerequisite(s): CPT 114 or CPT 101 with a minimum grade of "C."

IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3.0)

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

Prerequisite(s): ENG 100*, MAT 032*, RDG 032*, IST 140 with a minimum grade of "C" or permission from department head.

IST 202 CISCO ROUTER CONFIGURATION (3-0-3.0)

This course is a study of LANs, WANs, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing and the network administrator's role and function.

Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3.0)

This course is a study of configuring Cisco routers.

Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 CISCO TROUBLESHOOTING (3-0-3.0)

This course is a study of troubleshooting network problems.

Prerequisite(s): IST 203 with a minimum grade of "C."

IST 226 INTERNET PROGRAMMING (3-0-3.0)

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JAVA and VRML, testing and debugging programs, uploading and maintaining Internet pages and applications.

Prerequisite(s): CPT 101 or CPT 114 with a minimum grade of "C."

IST 227 INTERNET OPERATIONS AND MANAGEMENT (3-0-3.0)

This course covers duties/responsibilities of an Internet Webmaster, appropriate hardware, software and telecommunications technology; designing, implementing and maintaining a web site, and utilizing security mechanisms. Prerequisite(s): IST 237 and IST 238 with a minimum grade of "C."

IST 237 INTERMEDIATE WEBSITE DESIGN (3-0-3.0)

This course is a study of server-side (CGI, Dynamic HTML) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages. Prerequisite(s): IST 145 and IST 226 with a minimum grade of "C."

IST 238 ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3.0)

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management. Prerequisite(s): IST 145 and IST 226 with a minimum grade of "C."

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3.0)

This course covers special topics in information sciences technologies. Prerequisite(s): IST 204 with a minimum grade of "C."

ITP 101 INTRODUCTION TO INTERPRETING (3-0-3.0)

This course introduces the profession of interpreting, the role and function of an interpreter, the National Registry of Interpreters for the Deaf code of ethics and professionalism. The course also introduces the basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification processes. Prerequisite(s): ENG 032*, RDG 032*

ITP 104 INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3.0)

This course will reinforce basic theories and techniques as related to mainstream educational settings: K-12 and the community college. Prerequisite(s): ENG 032*, RDG 032*

ITP 106 LINGUISTICS OF AMERICAN SIGN LANGUAGE (3-0-3.0)

This course consists of a study of the structure, grammar, and syntax of American Sign Language. Prerequisite(s): American Sign Language I and II or Equivalent
Corequisite(s): ITP 101, ITP 103 or permission

ITP 201 DEAF HISTORY AND CULTURE (3-0-3.0)

This course studies the history of deaf education, the deaf community, and attitudinal changes toward languages as they affect deaf culture. Prerequisite(s): ENG 032*, RDG 032*

ITP 202 TRANSLITERATING I (3-0-3.0)

This course presents the skills required to transmit English into manually coded English and vice versa; and introduces a variety of manual codes and their relationship to American Sign Language. Corequisite(s): ITP 108 or permission

ITP 203 TRANSLITERATING II (3-0-3.0)

This course provides further studies in transmitting English into a manually coded system and vice versa. It also introduces other signed English codes and how they relate to American Sign Language. Prerequisite(s): ITP 202.

ITP 204 INTERPRETING (3-0-3.0)

This course develops accuracy and clarity in expressive interpreting at a speed of 80 to 125 WPM. Role play in actual experiences. Prerequisite(s): ITP 108 or permission

ITP 205 INTERPRETING II (3-0-3.0)

This course provides further studies in developing accuracy and clarity in expressive interpreting. Prerequisite: ITP 204.

ITP 206 SIGN TO VOICE INTERPRETING (3-0-3.0)

This course provides classroom work giving verbatim translations and voicing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings and use of temporary signs are included. The student will learn to translate simultaneously from manual to spoken English and to interpret from ASL into spoken English. In addition, the student will acquire skill in reading and translating the manual alphabet and in interpreting from various forms of manual communication into appropriate English diction.

Prerequisite(s): ITP 108 or permission

ITP 207 SIGN TO VOICE INTERPRETING II (3-0-3.0)

This course continues with voicing and translating American Sign Language into verbatim spoken English. Video taping and simulated situations will be incorporated.

Prerequisite(s): ITP 206

ITP 212 INTERPRETING IN SPECIAL SETTINGS (3-0-3.0)

This course will reinforce basic theories and techniques in relation to specialized interpreting settings and consumer needs including the following: oral, deaf/blind, minimal language competency, telephone, religious, performing arts, social service, medical, mental health and legal.

Prerequisite(s): ENG 032*, RDG 032*

ITP 214 BUSINESS PRACTICES FOR INTERPRETING (3-0-3.0)

This course is a study of various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax agencies and planning, protecting oneself physically, current practices of interpreting services, and how they impact the independent contractor.

Prerequisite(s): ENG 032*, RDG 032*

ITP 230 FIELD EXPERIENCE (0-3-1.0)

This course provides practical experience through observation of professional interpreters, attendance at professional workshops and social/cultural events for and with deaf people, and weekly recitations with instructors. Students keep weekly journals.

Prerequisite(s): ITP 202, ITP 204, ITP 206

ITP 240 INTERPRETING INTERNSHIP (0-9-3.0)

This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter. This course is taken during the student's last semester with the approval of the department head.

Prerequisite(s): Permission

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3.0)

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 stressed.

Corequisite(s): MAT 032

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3.0)

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.

Corequisite(s): MAT 031 (unless prior credit awarded)

MAT 100 INTRODUCTORY COLLEGE MATH (5-0-5.0)

This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking, and problem solving. A minimum grade of "C" is required in order to receive credit in this course. (non-degree credit)

Prerequisite(s): MAT 032*, RDG 032*

MAT 101 BEGINNING ALGEBRA (3-0-3.0)

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*, RDG 032*

MAT 102 INTERMEDIATE ALGEBRA (3-0-3.0)

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): ENG 032*, MAT 101* with a minimum grade of "C."

MAT 104 MATHEMATICS FOUNDATIONS (3-0-3.0)

This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork and other workplace readiness skills are emphasized.

Prerequisite(s): MAT 032*, RDG 032*

Corequisite(s): EGR 104, ENG 104, RDG 100*

MAT 110 COLLEGE ALGEBRA (3-0-3.0)

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.

Prerequisite(s): MAT 102* with a minimum grade of "C."

MAT 111 COLLEGE TRIGONOMETRY (3-0-3.0)

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's theorem; vectors; conic sections; sequences; and series.

Prerequisite(s): MAT 110* with a minimum grade of "C."

MAT 120 PROBABILITY AND STATISTICS (3-0-3.0)

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 hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Prerequisite(s): MAT 102 with a minimum grade of "C."

MAT 130 ELEMENTARY CALCULUS (3-0-3.0)

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* with a minimum grade of "C."

MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4.0)

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.

Prerequisite(s): MAT 111 with a minimum grade of "C."

MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4.0)

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.

Prerequisite(s): MAT 140 with a minimum grade of "C."

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3.0)

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

Prerequisite(s): MAT 032*, RDG 032*

MAT 160 MATH FOR BUSINESS AND FINANCE (3-0-3.0)

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): MAT 032*, RDG 032*

MAT 168 GEOMETRY AND TRIGONOMETRY (3-0-3.0)

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*

MAT 175 ALGEBRA AND TRIGONOMETRY I (3-0-3.0)

This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

Prerequisite(s): MAT 102* or MAT 104 with a minimum grade of "C."

MAT 176 ALGEBRA AND TRIGONOMETRY II (3-0-3.0)

This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.

Prerequisite(s): MAT 175* with a minimum grade of "C."

MAT 177 CALCULUS (3-0-3.0)

This course includes the following topics: differentiation and integration of polynomial and rational functions with applications of these processes.

Prerequisite(s): MAT 176* with a minimum grade of "C."

MAT 211 MATH FOR ELEMENTARY EDUCATION I (3-0-3.0)

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

Prerequisite(s): ENG 100*, MAT 102* with a minimum grade of "C", RDG 100*

MAT 212 MATH FOR ELEMENTARY EDUCATION II (3-0-3.0)

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

Prerequisite(s): MAT 211 with a minimum grade of "C."

MAT 215 GEOMETRY (3-0-3.0)

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

Prerequisite(s): MAT 212 with a minimum grade of "C."

MAT 220 ADVANCED STATISTICS (3-0-3.0)

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.

Prerequisite: MAT 102 and MAT 120 with a minimum grade of "C."

MAT 240 ANALYTIC GEOMETRY AND CALCULUS III (4-0-4.0)

This course includes the following topics: multivariable calculus including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; Stokes' and Green's theorems.

Prerequisite: MAT 141 with a minimum grade of "C."

MED 103 MEDICAL ASSISTING INTRODUCTION (3-0-3.0)

This course provides an introduction to the profession of medical assisting, including qualifications, duties and the role of the medical assistant.

Prerequisite(s): Admission into program.

MED 104 MEDICAL ASSISTING ADMINISTRATIVE PROCEDURES (4-0-4.0)

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-9-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

Prerequisite(s): ENG 032*, RDG 032*, MAT 032* and admission into an office systems technology program.

MED 105 MEDICAL ASSISTING OFFICE SKILLS I (3-6-5.0)

This course provides a study of receptionist duties, records maintenance, insurance form processing and office machine use.

Prerequisite(s): Admission into program.

MED 107 MEDICAL OFFICE MANAGEMENT (4-0-4.0)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management.

Prerequisite(s): Successful completion of earlier program requirements.

MED 111 MEDICAL ASSISTING ADMINISTRATIVE SKILLS II (2-3-3.0)

This course provides a study of medical insurance, coding and transcription of medical reports.

Prerequisite(s): Successful completion of earlier program requirements.

MED 112 MEDICAL ASSISTING PHARMACOLOGY (1-3-2.0)

This course provides a study of principles of pharmacology, drug therapy and the administration of medication.

Prerequisite(s): Successful completion of earlier program requirements.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s): Successful completion of earlier program requirements.

MED 115 MEDICAL OFFICE LAB PROCEDURES I (3-3-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.

Prerequisite(s): Admission into program.

MED 125 MEDICAL ASSISTING ADVANCED LABORATORY PROCEDURES (1-3-2.0)

This course provides a continuation of the study of laboratory techniques commonly used in the medical office.

Prerequisite(s): Successful completion of earlier program requirements.

MED 131 ADMIN. SKILLS OF THE MEDICAL OFFICE I (2-0-2.0)

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communication.

Prerequisite(s): ENG 032*, RDG 032*, MAT 032* and admission into an office systems technology program.

MED 156 CLINICAL EXPERIENCE I (0-18-6.0)

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisite(s): Successful completion of earlier program requirements.

MET 101 BASIC MEASURING PRINCIPLES (0-3-1.0)

This course covers the theory and practical application of basic measuring instruments used in a modern inspection (metrology) facility.

Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

MET 211 STRENGTH OF MATERIALS (3-3-4.0)

This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included.

Prerequisite(s): EGR 190

MET 222 THERMODYNAMICS (4-0-4.0)

This course includes the study of the thermodynamics principle of heat, work, non-flow and steady flow processes, and cycles. The use of thermodynamics tables and charts are stressed.

Prerequisite(s): MAT 176*

MET 224 HYDRAULICS AND PNEUMATICS (2-3-3.0)

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

Prerequisite(s): MET 214

MET 231 MACHINE DESIGN (4-0-4.0)

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

Prerequisite(s): EGR 170, MET 211

MET 237 FLUIDS: PRINCIPLES AND APPLICATIONS (3-3-4.0)

This course covers the flow of incompressible fluids in pipes using the general energy equation. An analysis of proven hydraulic circuits is included.

Prerequisite(s): EGR 190

MET 240 MECHANICAL SENIOR PROJECT (0-3-1.0)

This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

Prerequisite(s): MET 211

Corequisite(s): MET 231

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3.0)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.

Prerequisite(s): ENG 032*, RDG 032*

MGT 110 OFFICE MANAGEMENT (3-0-3.0)

This course is a study of various approaches to office organization and management, personnel selection and training and ergonomics in the modern office. Additional topics will include leadership, decision making and motivation skills as well as work force diversification issues.

Prerequisite(s): ENG 032*, RDG 032*

MGT 120 SMALL BUSINESS MANAGEMENT (3-0-3.0)

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 032*, MAT 032*, RDG 032*

MKT 101 MARKETING (3-0-3.0)

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. Other topics will include consumer psychology, research and information systems, advertising and legislative considerations.

Prerequisite(s): ENG 032*, RDG 032*

MKT 110 RETAILING (3-0-3.0)

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Demographics as it relates to retailing is also discussed.

Prerequisite(s): MAT 032*, MKT 101 with a minimum grade of "C"

MKT 120 SALES PRINCIPLES (3-0-3.0)

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): MAT 032*, MKT 101 with a minimum grade of "C."

MKT 130 CUSTOMER SERVICE PRINCIPLES (3-0-3.0)

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

Prerequisite(s): OST 141 and CPT 101 with a minimum grade of "C."

MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3.0)

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Prerequisite(s): MAT 032*, MKT 101 with a minimum grade of "C."

MKT 260 MARKETING MANAGEMENT (3-0-3.0)

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.

Prerequisite(s): MGT 101, MKT 101 with a minimum grade of "C."

MLT 105 MEDICAL MICROBIOLOGY (3-3-4.0)

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Prerequisite(s): Admission into program.

MLT 108 URINALYSIS AND BODY FLUIDS (2-3-3.0)

This course introduces the routine analysis and clinical significance of urine and other body fluids.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 110 HEMATOLOGY (3-3-4.0)

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 115 IMMUNOLOGY (2-4-3.0)

This course provides a study of the immune system, disease states and the basic principles of immunological testing.

Prerequisite(s): Admission into program.

MLT 120 IMMUNOHEMATOLOGY (3-3-4.0)

This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 130 CLINICAL CHEMISTRY (3-3-4.0)

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.

Prerequisite(s): Admission into program.

MLT 205 ADVANCED MICROBIOLOGY (3-3-4.0)

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 210 ADVANCED HEMATOLOGY (3-3-4.0)

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 230 ADVANCED CLINICAL CHEMISTRY (3-3-4.0)

This course focuses on advanced theory, principles, and instrument techniques used in clinical chemistry.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 241 MEDICAL LAB TRANSITION (3-0-3.0)

This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 251 CLINICAL EXPERIENCE I (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 252 CLINICAL EXPERIENCE II (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 253 CLINICAL EXPERIENCE III (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of earlier program requirements.

MLT 254 CLINICAL EXPERIENCE IV (0-15-5.0)

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): Successful completion of earlier program requirements.

MTT 101 INTRODUCTION TO MACHINE TOOL (0-6-2.0)

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 121 MACHINE TOOL THEORY I (3-0-3.0)

This course covers the principles involved in the production of precision metal parts.

Corequisite(s): EGT 104

MTT 122 MACHINE TOOL PRACTICE I (0-12-4.0)

This course covers practical experiences using the principles in Machine Tool Theory I.

Corequisite(s): MTT 121

MTT 123 MACHINE TOOL THEORY II (3-0-3.0)

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each.

Prerequisite(s): EGT 104, MTT 121, MTT 122

MTT 124 MACHINE TOOL PRACTICE II (0-12-4.0)

This course covers the practical application of the principles in Machine Tool Theory II.

Corequisite(s): EGT 108, MTT 123

MTT 125 MACHINE TOOL THEORY III (3-0-3.0)

This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts.

Prerequisite(s): EGT 108, MTT 123, MTT 124

MTT 126 MACHINE TOOL PRACTICE III (0-12-4.0)

This course covers the practical application of the principles in Machine Tool Theory III.

Corequisite(s): MTT 125

MTT 141 METALS AND HEAT TREATMENT (3-0-3.0)

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 211 DIE THEORY (3-0-3.0)

This course is a study of die components as they relate to the complete die.

MTT 215 TOOL ROOM MACHINING I (0-12-4.0)

This course covers advanced machine tool operations, including an introduction to basic diemaking.

Prerequisite(s): MTT 125, MTT 126, MTT 211

MTT 216 TOOL ROOM MACHINING II (0-12-4.0)

This course covers advanced machine tool operations, including complex die operations.

Prerequisite(s): MTT 215

MTT 241 JIGS AND FIXTURES I (2-0-2.0)

This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): EGT 104, EGT 108, MTT 125, MTT 126

MTT 246 PLASTIC MOLDMAKING I (2-0-2.0)

This course is an introduction to moldmaking and plastics.
Prerequisite(s): EGT 104, EGT 108, MTT 125, MTT 126

MTT 250 PRINCIPLES OF CNC (3-0-3.0)

This course is an introduction to the coding used in CNC programming.
Prerequisite(s): EGT 104, MAT 101*, MTT 123, MTT 124

MTT 253 CNC PROGRAMMING AND OPERATIONS (0-9-3.0)

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.
Prerequisite(s): MTT 250

MTT 254 CNC PROGRAMMING I (0-9-3.0)

This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): MTT 253

MUS 105 MUSIC APPRECIATION (3-0-3.0)

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 100*, RDG 100*

OST 133 PROFESSIONAL DEVELOPMENT (3-0-3.0)

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

OST 141 OFFICE PROCEDURES I (3-0-3.0)

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. Telephone techniques and filing techniques will be included.
Prerequisite(s): ENG 032, RDG 032

OST 142 OFFICE PROCEDURES II (3-0-3.0)

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment. Topics include advanced telephone techniques, making travel arrangements and planning meetings and conferences.
Prerequisite(s): OST 141, CPT 107.

OST 143 OFFICE SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes procedures and applications used in the office environment. Medical filing systems and telephone techniques will be included.
Prerequisite(s): MED 131

OST 213 LEGAL DOCUMENT PRODUCTION (3-0-3.0)

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): CPT 107 and CPT 101 with a minimum grade of "C."

OST 252 MEDICAL SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Microcomputers will be used to complete a medical simulation.
Prerequisite(s): OST 143, MED 104

OST 253 LEGAL SYSTEMS AND PROCEDURES (3-0-3.0)

This course emphasizes the development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): BUS 121 and OST 141 with minimum grade of "C."

OST 254 OFFICE SIMULATION (3-0-3.0)

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.

Prerequisite(s): CPT 270, CPT 290, OST 133, OST 141 with a minimum grade of "C."

OST 270 SCWE IN OFFICE SYSTEMS (0-15-3.0)

This course integrates office skills within an approved work site related to office systems technology.

Prerequisite(s): OST 252 or OST 254

PHI 101 INTRODUCTION TO PHILOSOPHY (3-0-3.0)

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. Discussions of eastern views, continental philosophy and science are also included.

Prerequisite(s): ENG 100*, RDG 100*

PHI 110 ETHICS (3-0-3.0)

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s): ENG 100*, RDG 100*

PHM 101 INTRODUCTION TO PHARMACY (2-3-3.0)

This course provides a study of and introduction to pharmacy and the role in providing patient cares services.

Prerequisite(s): Admission into program.

PHM 110 PHARMACY PRACTICE (2-6-4.0)

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

Prerequisite(s): Successful completion of earlier program requirements.

PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prerequisite(s): Admission into program.

PHM 115 DRUG CLASSIFICATIONS I (2-0-2.0)

This course covers an introduction of pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

Prerequisite(s): Successful completion of earlier program requirements.

PHM 116 DRUG CLASSIFICATIONS II (2-0-2)

This course includes a study of the classification, actions and applications of the major pharmacological groups.

Prerequisite(s): Successful completion of earlier program requirements.

PHM 152 PHARMACY TECHNICIAN PRACTICUM I (0-6-2)

This course provides a practical introduction to the pharmacy environment.

PHM 164 PHARMACY TECHNICIAN PRACTICUM II (0-12-4)

This course provides practical application of pharmacy skills in pharmacy environments.

Prerequisite(s): Successful completion of earlier program requirements.

PHM 173 PHARMACY TECHNICIAN PRACTICUM III (1-6-3)

This course includes practical experience in a working pharmacy environment.

Prerequisite(s): Successful completion of earlier program requirements.

PHS 101 PHYSICAL SCIENCE I (3-3-4.0)

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

Prerequisite(s): MAT 102

PHY 201 PHYSICS I (3-3-4.0)

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): MAT 111 or MAT 175 with a minimum grade of "C."

PHY 202 PHYSICS II (3-3-4.0)

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): PHY 201

PHY 221 UNIVERSITY PHYSICS I (3-3-4.0)

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 or MAT 177 with a minimum grade of "C."

PHY 222 UNIVERSITY PHYSICS II (3-3-4.0)

This college transfer 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): PHY 221

PNR 115 FUNDAMENTALS OF NURSING (5-6-7.0)

This course introduces the basic principles and skills necessary to the nursing process. Concepts related to physiological and psychosocial needs of the elderly are integrated in this course. The legal and ethical roles of the Practical Nurse are emphasized.

Prerequisite(s): Admission into the program.

Corequisite(s): BIO 210, PNR 122, PNR 170

PNR 122 PHARMACOLOGY (2-3-3.0)

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.

Prerequisite(s): Admission into program.

Corequisite(s): BIO 210, PNR 115, PNR 170

PNR 123 MEDICAL/SURGICAL NURSING I (3-3-4.0)

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, pharmacological, nutritional, and health and safety needs of the adult patient. Clinical experiences include commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, PNR 115, PNR 122, PNR 170

Corequisite(s): BIO 211, PNR 165

PNR 131 MEDICAL/SURGICAL NURSING II (3-6-5.0)

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, pharmacological, nutritional, and health and safety needs of the adult patient. Clinical experiences include commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, PNR 115, PNR 122, PNR 123, PNR 170

Corequisite(s): BIO 211, PNR 165

PNR 140 MEDICAL/SURGICAL NURSING III (3-6-5.0)

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 210, BIO 211, PNR 115, PNR 122, PNR 123, PNR 131, PNR 170

Corequisite(s): PNR 182

PNR 165 NURSING CARE OF THE FAMILY (4-6-6.0)

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings.

Prerequisite(s): BIO 210, PNR 115, PNR 122, PNR 170

Corequisite(s): BIO 211, PNR 123, PNR 131

PNR 170 NURSING OF THE OLDER ADULT (1-3-2.0)

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): Admission into the program.

Corequisite(s): BIO 210, PNR 115, PNR 122

PNR 182 SPECIAL TOPICS IN PRACTICAL NURSING (2-0-2.0)

This course covers special topics in Practical Nursing.

Prerequisite(s): BIO 210, BIO 211, PNR 115, PNR 122, PNR 123, PNR 131, PNR 165, PNR 170

Corequisite(s): PNR 140

PSC 201 AMERICAN GOVERNMENT (3-0-3.0)

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 032*, RDG 032*

PSY 103 HUMAN RELATIONS (3-0-3.0)

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. The course is a study of the technical and the administrative systems including organization design, technology, job redesign and enrichment, leadership and appraising performance. Other topics deal with work problems and behavioral effectiveness, including communicating, managing change and using organizational development interventions. Classes stimulate students to think practically and to resolve human relations problems.

Prerequisite(s): ENG 032*, RDG 032*

PSY 115 INDUSTRIAL PSYCHOLOGY (3-0-3.0)

This course is the study of the application of the methods, facts and principles of the science of human behavior to people in the work place.

Prerequisite(s): ENG 032*, RDG 032*

PSY 201 GENERAL PSYCHOLOGY (3-0-3.0)

This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology. A critical thinking approach fosters student curiosity, stimulates thought and encourages the application of psychological principles in solving problems and analyzing situations.

Prerequisite(s): ENG 100*, MAT 032*, RDG 032*

PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3.0)

This course is a study of the physical, cognitive and social factors affecting human growth, development, and potential.

Prerequisite(s): PSY 201

PSY 212 ABNORMAL PSYCHOLOGY (3-0-3.0)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. The course includes analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems.

Prerequisite(s): PSY 201

PSY 214 PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3.0)

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

Prerequisite(s): PSY 201

PTH 120 INTRODUCTION TO MASSAGE (3-3-4.0)

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

Prerequisite(s): Admission into program.

PTH 121 PRINCIPLES OF MASSAGE I (3-3-4.0)

An in-depth study of Swedish massage techniques and application to complete body massage.

Prerequisite(s): Admission into program.

PTH 122 PRINCIPLES OF MASSAGE II (3-3-4.0)

Introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.

Prerequisite(s): Successful completion of earlier program requirements.

PTH 123 MASSAGE CLINICAL I (1-6-3.0)

Students actively participate in a clinical massage setting experiencing all aspects of delivering therapeutic massage.

Prerequisite(s): Successful completion of earlier program requirements.

PTH 124 MASSAGE BUSINESS APPLICATION (3-0-3.0)

Addresses the basic skills necessary including writing resumes, marketing, bookkeeping, taxes and record keeping.

Prerequisite(s): Successful completion of earlier program requirements.

PTH 125 MASSAGE EXTERNSHIP (1-9-4.0)

Students are placed in local professional therapeutic massage setting to apply advanced massage therapy skills and observe facility business operations under the close supervision of licensed massage therapists.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 105 RADIOGRAPHIC ANATOMY (3-3-4.0)

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

Prerequisite(s): Admission into program.

Corequisite(s): RAD 130

RAD 110 RADIOGRAPHIC IMAGING I (2-3-3.0)

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): Admission into program.

RAD 115 RADIOGRAPHIC IMAGING II (2-3-3.0)

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 121 RADIOGRAPHIC PHYSICS (3-3-4.0)

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): Successful completion of earlier program requirements.

RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3.0)

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

Prerequisite(s): Admission into program.

Corequisite(s): RAD 105

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3.0)

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 165 APPLIED RADIOGRAPHY II (0-15-5.0)

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): Admission into program.

RAD 176 APPLIED RADIOGRAPHY III (0-18-6.0)

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 201 RADIATION BIOLOGY (2-0-2.0)

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): Successful completion of earlier program requirements.

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2.0)

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 220 SELECTED IMAGING TOPICS (1-6-3.0)

This course is a study of advanced topics unique to the radiological sciences.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3.0)

This course is a study of special radiographic procedures.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 257 ADVANCED RADIOGRAPHY I (0-21-7.0)

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 268 ADVANCED RADIOGRAPHY II (0-24-8.0)

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 278 ADVANCED RADIOGRAPHY III (0-24-8.0)

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 282 IMAGING PRACTICUM (1-3-2.0)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s): Successful completion of earlier program requirements.

RAD 283 IMAGING PRACTICUM (1-6-3.0)

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s): Successful completion of earlier program requirements.

RDG 031 DEVELOPMENTAL READING (3-0-3.0)

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

RDG 032 DEVELOPMENTAL READING (3-0-3.0)

Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course emphasizes more advanced vocabulary and comprehension skills as well as an introduction to reference materials and analysis of literature.

Prerequisite(s): RDG 031*

RDG 100 CRITICAL READING (3-0-3.0)

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. A grade of "C" is required in order to receive credit in this course. (Non-Degree)

Prerequisite(s): RDG 032*

REL 101 INTRODUCTION TO RELIGION (3-0-3.0)

This course provides a study of religion and the nature of religious belief and practice.

Prerequisite(s): ENG 100*, RDG 100*

REL 201 RELIGIONS OF THE WORLD (3-0-3.0)

This course surveys the major religious traditions of the world.

Prerequisite(s): ENG 100*, RDG 100*

RES 111 PATHOPHYSIOLOGY (1-3-2.0)

This course is a study of the general principles and analyses of normal and diseased states.

Prerequisite(s): Successful completion of earlier program requirements.

RES 121 RESPIRATORY SKILLS I (3-3-4.0)

This course includes a study of basic respiratory therapy procedures and their administration.

Prerequisite(s): Admission into program.

RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3.0)

This course covers cardiopulmonary physiology and related systems.

Prerequisite(s): Successful completion of earlier program requirements.

RES 131 RESPIRATORY SKILLS II (3-3-4.0)

This course is a study of selected respiratory care procedures and applications.

Prerequisite(s): Successful completion of earlier program requirements.

RES 141 RESPIRATORY SKILLS III (2-3-3.0)

This course covers mechanical ventilation systems, pediatrics and associated monitors.

Prerequisite(s): Successful completion of earlier program requirements.

RES 151 CLINICAL APPLICATIONS I (0-15-5.0)

This course covers the fundamental respiratory care procedures in the hospital setting.

Prerequisite(s): Successful completion of earlier program requirements.

RES 152 CLINICAL APPLICATIONS II (0-9-3.0)

This course includes practice of respiratory care procedures in the hospital setting.

Prerequisite(s): Successful completion of earlier program requirements.

RES 204 NEONATAL/PEDIATRIC CARE (3-0-3.0)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Prerequisite(s): Successful completion of earlier program requirements.

RES 232 RESPIRATORY THERAPEUTICS (2-0-2.0)

This course is a study of specialty areas in respiratory care, including rehabilitation.

Prerequisite(s): Successful completion of earlier program requirements.

RES 241 RESPIRATORY CARE TRANSITION (1-0-1.0)

This course provides a comprehensive review of respiratory care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 242 ADVANCED RESPIRATORY CARE TRANSITION (1-0-1.0)

This course provides a comprehensive review of advanced respiratory care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4.0)

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prerequisite(s): Successful completion of earlier program requirements.

RES 245 ADVANCED RESPIRATORY SKILLS II (1-3-2.0)

This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.
Prerequisite(s): Successful completion of earlier program requirements.

RES 246 RESPIRATORY PHARMACOLOGY (2-0-2.0)

This course includes a study of pharmacologic agents used in cardiopulmonary care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 255 CLINICAL PRACTICE (0-15-5.0)

This course includes clinical training with emphasis on intensive care.
Prerequisite(s): Successful completion of earlier program requirements.

RES 275 ADVANCED CLINICAL PRACTICE (0-15-5.0)

This course includes clinical practice in advanced patient care procedures.
Prerequisite(s): Successful completion of earlier program requirements.

RES 276 ADVANCED CLINICAL APPLICATIONS II (0-18-6.0)

This course provides practice of advanced patient care procedures.
Prerequisite(s): Successful completion of earlier program requirements.

SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3.0)

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.
Prerequisite(s): ENG 032*, RDG 032*

SPA 101 ELEMENTARY SPANISH I (4-0-4.0)

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.
Prerequisite(s): ENG 100*, RDG 032*

SPA 102 ELEMENTARY SPANISH II (4-0-4.0)

This course continues development of the basic language skills and the study of the Spanish culture.
Prerequisite(s): SPA 101

SPA 201 INTERMEDIATE SPANISH I (3-0-3.0)

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): SPA 102

SPA 202 INTERMEDIATE SPANISH II (3-0-3.0)

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): SPA 201

SPC 205 PUBLIC SPEAKING (3-0-3.0)

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisite(s): ENG 100*, RDG 100*

SPC 208 INTERCULTURAL COMMUNICATION (3-0-3.0)

This course is an introduction to the theory and practice of "difference-based" communication—the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.

Prerequisite(s): ENG 100*, RDG 100*

SPC 209 INTERPERSONAL COMMUNICATION (3-0-3.0)

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 100*, RDG 100*

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5.0)

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): Admission into program.

SUR 102 APPLIED SURGICAL TECHNOLOGY (2-9-5.0)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): Admission into program.

SUR 103 SURGICAL PROCEDURES I (2-6-4.0)

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.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 106 ADVANCED SURGICAL PROCEDURES (2-0-2.0)

This course is a study of advanced surgical procedures.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 107 SURGICAL SPECIALTY PROCEDURES (3-0-3.0)

This course is a study of the various surgical specialties.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 108 SURGICAL ANATOMY I (3-0-3.0)

This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s): Admission into program.

SUR 109 SURGICAL ANATOMY II (3-0-3.0)

This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 112 SURGICAL PRACTICUM I (0-12-4.0)

This course includes the application of perioperative theory under clinical supervision.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 114 SURGICAL SPECIALTY PRACTICUM (0-21-7.0)

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s): Successful completion of earlier program requirements.

SUR 120 SURGICAL SEMINAR (2-0-2.0)

This course includes the comprehensive correlation of theory and practice in the perioperative role.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 130 BIOMEDICAL SCIENCE FOR THE SURGICAL TECHNOLOGIST (1-0-1.0)

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.
Prerequisite(s): Successful completion of earlier program requirements.

SUR 201 SURGICAL FIRST ASSISTING (6-0-6.0)

This course includes the study of the principles and application of surgical first assisting.
Prerequisite(s): Approval of department head.

SUR 210 FIRST ASSISTING PRACTICUM (0-18-6.0)

This course includes the application of first assisting principles and theories under clinical supervision.
Prerequisite(s): Approval of department head.

THE 101 INTRODUCTION TO THEATRE (3-0-3.0)

This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): ENG 100*, RDG 100*

WLD 102 INTRODUCTION TO WELDING (1-3-2.0)

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
Prerequisite(s): Permission

WLD 103 PRINT READING I (1-0-1.0)

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 PRINT READING II (1-0-1.0)

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): WLD 103

WLD 106 GAS AND ARC WELDING (2-6-4.0)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 113 ARC WELDING II (2-6-4.0)

This course is a study of arc welding of ferrous and/or nonferrous metals.
Prerequisite: WLD 106 or permission.

WLD 115 ARC WELDING III (2-6-4.0)

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Permission: WLD 113

WLD 116 WELDING (2-0-2.0)

This course is designed to acquaint students with common welding and techniques/equipment used currently in trades and industry. Students are expected to develop basic skills in general welding.

WLD 117 SPECIALIZED ARC WELDING (2-6-4.0)

This course covers arc welding processes for industrial purposes.
Permission: WLD 115

WLD 132 INERT GAS WELDING FERROUS (2-6-4.0)

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Permission: WLD 117

WLD 136 ADVANCED INERT GAS WELDING (0-6-2.0)

This course covers the techniques for all positions of welding ferrous and nonferrous metals.

Prerequisite(s): WLD 132

WLD 154 PIPE FITTING AND WELDING (3-3-4.0)

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 208 ADVANCED PIPE WELDING (1-6-3.0)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals.

Prerequisite(s): WLD 136

WLD 212 DESTRUCTIVE TESTING (1-3-2.0)

This course covers the destructive testing methods used in the evaluation of welds.

Faculty and Staff Listing

ABRAMS, MARGARET W., Coordinator, Tutorial Learning Center (B.A., English, St. Andrews Presbyterian College; M.A.T., Education, Northwestern University; Certificate of Graduate Study, Higher Education Leadership; Educational Specialist, Educational Administration, University of South Carolina)

ADAIR, A. JUDY, Administrative Specialist, Health and Human Services

ALEXANDER, CYNTHIA J., Department Head, Health Sciences Certificate/Multi-Skilled Health Technology/Pharmacy Technician/Pre-Health Information Management/Pre-Physical Therapist Assistant/Pre-Occupational Therapy Assistant (R.N.; B.S.N., Berea College, Kentucky)

ALEXANDER, TRACIE D., Computer Training Specialist, Continuing Education (B.S., Interdisciplinary Studies, University of South Carolina; M.S., Human Resource Development, Clemson University)

ALIMAGHAM, M. MATTHEW, Instructor, Computer Technology (A.A., Data Processing Technology, B.S., Engineering Science, University of Louisville)

ALIMOHAMAD, SAKINA I., Applications Analyst, Information Technologies (A.A.S., Computer Technology, Spartanburg Technical College)

ANDERSON, RANDALL W., Department Head, Respiratory Care (R.R.T., A.A.S., Respiratory Therapy, Greenville Technical College)

ANDERSON-HUCKS, CHERYL M., Director of Marketing and Publications, Development Office (B.A., Journalism and Mass Communications, University of South Carolina)

AUTENZIO, ELLEN H., Learning Specialist, English (B.A., English; M.A., English, University of Alabama - Huntsville)

BACKMAN, JON M., Instructor, Accounting (B.B.A., Evangel College; M.B.A., Southwest Missouri State University)

BAGWELL, JASON G., Instructor, Horticulture (B.S., Agronomy; M.S. Agriculture Education, Clemson University)

BAILEY, RHODAL., Accounting Technician, Business Office (B.A., Business Administration, Converse College)

BAKER, CHRISTINA D., Instructor, Biology (B.S., Biology, B.A., Psychology, Converse College; M.S., Zoology, Clemson University)

BARBER, DAVID W., Maintenance Supervisor, Physical Plant

BAUSS, CELIA N., Dean of Enrollment Management (B.S., Sociology/English, Clemson University; M.Ed., Community and Occupational Education, University of South Carolina)

BEACH, KATHY C., Payroll Technician, Human Resources

BENNETT, CHIPLEY B., Instructor, Biology (B.S., Biology, King College; M.S., Microbiology, University of West Florida; Ph.D., Plant Physiology, Clemson University)

BENSON, BARNDT C., Program Director, Continuing Education (B.A., English/Sociology, Wofford College)

BERENSON, ROBIN O., Instructor, Office Systems Technology (B.A., Psychology, University of North Carolina - Charlotte; M.S., Human Resources Development, Towson University)

BERNOCK, CHRISTINE E., Instructor, Radiography (R.T.(R)(QM)(M)(ARRT); A.A.S., Radiologic Technology, Spartanburg Technical College; B.A., Psychology, University of Michigan)

BHATTI, AMJAD M., Instructor, Chemistry (B.S., Physical Sciences, Panjab University, Chandigarh, India; M.S., Organic Chemistry, Punjabi University, Patiala, India; Ph.D., Chemistry, Punjabi University, Patiala, India)

BISHOP, LISA D., Director of Advertising and Public Relations, Development Office (B.A., Journalism and Mass Communications, University of South Carolina)

BLACKWELL, JO ANN, Administrative Specialist, Foundation Office

BOND, D. GREGORY, Instructional Development Specialist, Information Technologies (B.A., Psychology, Clemson University)

BOOKER, BEVERLY D., Administrative Specialist, Student Financial Aid (A.A.S., Management - Information Technologies, Spartanburg Technical College)

BOURGEOIS, JACK R., Director of Research (B.A., Business, Furman University; M.B.A., Clemson University)

BRACKETT, DOUGLAS C., Coordinator, One-Stop Career Center (B.A., Social Science, Allen University; M.Ed., Education, University of South Carolina)

BRANNON, JEAN T., Program Director, Continuing Education (B.A., Sociology, Winthrop College)

BRIDGES, ROBIN M., Media Specialist, Media Services

BRIDWELL, REBECCA C., Instructor, Early Childhood Development (B.S., Early Childhood Development, Gardner-Webb College; M. Ed., Elementary Education, University of South Carolina)

BROWNING, CARLA A., Coordinator, Hope VI Educational Services (B.S., Sociology, Lander University)

BRYANT, KATHY G., Administrative Specialist, Health and Human Services

BUCHANAN, DONNA I., Program Director, Medical Assisting, (A.A.S., Applied Science, Western Piedmont Community College; B.H.S., Medical University of South Carolina)

BULMAN, THOMAS F., Director of Physical Plant (A.A.S., General Technologies, Spartanburg Technical College; Licensed General Contractor)

BYARS, JACQUELINE, Administrative Specialist, Student Affairs (Diploma, Automated Office, A.A.S., Office Systems Technology; Spartanburg Technical College)

BYRD, FRIEDA E., Instructor, Medical Laboratory Technology (Registered Medical Technologist; B.A., Biology, Converse College)

CAMP, T. LYNN, Administrative Assistant to the President (A.A.S, Office Systems Technology, Spartanburg Technical College)

CANN, J. ALISON, Director of Advising Center (B.S., Psychology, Presbyterian College; M.Ed., Special Education, Converse College)

CANNON, DOROTHY H., Administrative Specialist, Information Technologies

CANNON, J. BRUCE, Webmaster, Information Technologies (A.A.S., Electronics Engineering Technology, Spartanburg Technical College)

CANTRELL, AMY P., Accounts Payable Coordinator, Business Office (B.S., Accounting; M.B.A., Clemson University; Certified Professional Secretary)

CANTRELL, JO ELLEN, Vice President, Continuing Education (B.S., Business Administration, Winthrop College; M.B.A., Clemson and Furman Universities)

CANTRELL, LAURA J., Administrative Specialist, Student Affairs

CARVER, BARBARA J., Evening Cashier, Business Office

CASE, S. JAYNE, Instructor, Practical Nursing (B.S.N., University of South Carolina)

CASH, BETTY S., Instructor, English, Transitional Studies (B.S., Secondary Education; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina)

CASH, KELLIE B., Administrative Specialist, Industrial and Engineering Technologies Divisions

CHAMBERS, KATHY J., Director, Success Network (B.A., Social Sciences, Winthrop College; M.Ed., Student Personnel Services, University of South Carolina)

CHAMPION, CYNTHIA K., Accounting Technician, Business Office

CHASTAIN, SUSAN H., Administrative Specialist, Human Resources

CLARKSON, MARILYN M., Instructor, English, Transitional Studies (B.A., English / French, Winthrop College; M.A., English, University of Tennessee)

CLEMENTS, MARLENE C., Administrative Specialist, Transitional Studies and Arts and Sciences Divisions

COCHRAN, ROBIN R., Administrative Assistant, Business Affairs (Certified Professional Secretary)

COCHRANE, SUSAN J., Administrative Specialist, Auxiliary Services

COCHRUM, LOU A., Instructor, Machine Tool Technology (A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 11 Years; Teaching, 15 Years)

COFFER, JAY T., Instructor, Industrial Electronics Technology / Automated Manufacturing Technology (A.A.S., Industrial Electronics Technology; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 5 Years; Teaching, 14 Years)

COHEN, SHIRLEY G., Administrative Specialist, Business Technology Division

COLLINS, JENNIFER B., Administrative Specialist, Continuing Education

COLLINS, MELISSA M., Instructor, Mathematics, Transitional Studies (B.S., Mathematics, Secondary Education, Appalachian State University; M.Ed., Secondary Mathematics, Converse College)

CORDEN, PAUL H., Program Director, Continuing Education (B.A., Xavier University; J.D., Salmon P. Chase College of Law - Northern Kentucky University)

COUNTS, SHEILA A., Instructor, English, Transitional Studies (B.A., Business and Technical Writing, Clemson University; M.Ed., Secondary - English, Converse College)

CRAWFORD, DIANNE D., Administrative Specialist, Center for Accelerated Technology Training

CROCKER, SUSAN H., Human Resources Specialist, Human Resources

CROWE, MARVIN H., Instructor, Electronics Engineering Technology (B.S., Engineering, University of South Carolina)

DALE, LYNN F., Dean, Business, Engineering and Industrial Technologies (A.A.S., Accounting, Spartanburg Technical College; B.G.S., University of South Carolina; M.B.A., Clemson University)

DANIELS, BARBARA M., Telecommunications Specialist, Administrative Services

DAUBENSPECK, MARY I., Technical Services Librarian (B.S., Marketing, Clemson; M.A., Library and Information Science, University of South Carolina)

DAUGHERTY, SHANNON L., Network Manager, Information Technologies (A.A.S., Computer Electronics Technology, Greenville Technical College)

DAVIS, RUTH F., Instructor and Clinical Coordinator, Medical Laboratory Technology (Registered Medical Technologist; B.S., Medical Technology; B.S. Ed., Biology and Social Studies, Western Carolina University; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina)

DILL, VICKIE L., Instructor, Reading, Transitional Studies (B.A., English, Limestone College; M.Ed., Reading, University of South Carolina)

DILLARD, JOHN W., Instructor, Industrial Electronics Technology (B.S.E.E., University of South Carolina; M.S.E.E., Stephens Institute of Technology; Experience: Industry, 30 Years; Teaching, 10 Years)

DILLENBECK, BRUCE L., Instructor, History and Government (B.A., American Studies / History, University of South Florida; M.A., American History, University of South Florida; Ph.D., History, Florida State University)

DIVVER, W. THOMAS, Instructor, Physics/Mathematics (B.S., Physics, Wofford College; M.S., Physics, University of Georgia; Ed.D., Curriculum and Instruction, University of South Carolina)

DODD, JANNIE M., Counselor, One-Stop Career Center (B.S., Business Administration, Voorhees College)

DRAKE, GABRIELLE, Instructor, Spanish (B.S., Foreign Language, Mississippi State University)

DUNCAN, CYNTHIA B., Administrative Specialist, Human Resources (A.A.S., Marketing, Spartanburg Technical College; B.S., Marketing, Limestone College)

EAKER, REGINA J., Director of Human Resources (B.S., Management, Limestone College; Certified Civil Court Mediator)

EDGE, F. SCOTT, Printing Equipment Operator, Media Services

EDWARDS, NANCY C., Administrative Specialist, Student Affairs (A.A.S., Office Systems Technology, Spartanburg Technical College; Certified Professional Secretary)

EDWARDS, NATALIA F., Instructor, Health Unit Coordinating (Certificate, Ward Secretary, Spartanburg Technical College)

ELLIS, C. LYNDA, Administrative Specialist, Student Affairs

ETHINGTON, JEFFREY L., Learning Specialist, Mathematics (M.Ed., Secondary Education, Converse College)

EULAND, TONYA F., Counselor, Student Financial Aid (M.Ed., Counseling and Guidance Services, Clemson University)

FAULKNER, STEVEN W., Dean, Arts and Sciences Division (B.S., Industrial Engineering, Clemson University; M.Ed., Secondary Education - Mathematics, Converse College)

FLOYD, ROBERT K., Instructor, Welding (Certificate, Diesel Mechanics, Greenville Technical College; Certificate, Plumber-Steamfitter, United States Department of Labor; Experience: Industry, 17 Years; Teaching, 8 Years)

FORD, GEORGE D., Program Coordinator, Mechanical Engineering Technology (B.S., Mechanical Engineering, Clemson University; M.E., Civil Engineering, University of South Carolina; M.B.A., Clemson University)

FORTNER, JERRY L., Equipment/Inventory Specialist, Administrative Services

FOSTER, FELICIA C., Administrative Specialist, Auxiliary Services (Diploma, Automated Office; A.A.S., Office Systems Technology, Spartanburg Technical College)

FOWLER, ANGELA P., Assistant Director, Student Financial Aid (A.A.S., Office Systems Technology; A.A.S., Arts, Spartanburg Technical College; B.S., Business Administration, University of South Carolina Spartanburg)

GAFFNEY, PORTIA C., Administrative Specialist, Continuing Education

GALLEN, PETE C., Director of Information Technologies (B.S., Computer Science/Systems Analysis, Appalachian State University)

GARMROTH, NANCY T., Director, Student Financial Aid (M.B.A., Winthrop University; B.S., Business Administration, Francis Marion University)

GILES, HENRY C., JR., Executive Vice President, Business Affairs (B.A., Mathematics, Wofford College; M.A.T., Mathematics, Converse College)

GILLIAM, ELIZABETH L., Administrative Specialist, Career Planning and Placement

GLENN, BETTY J., Records Technician, Student Affairs (Diploma, Data Processing Operations, Spartanburg Technical College)

GRAY, VICKIE C., Administrative Specialist, Learning Resources (Certified Professional Secretary)

GREEN, MARGARET E., Dean, Learning Resources (B.A., History/International Affairs, University of North Carolina - Greensboro; M.S., Library Science, Simmons College)

GUERRANT, JAMES W., Instructor, Mathematics (B.S., Education; M.S., Education, Northern State University)

HAGAN, PAM V., Instructor, Psychology (B.S., Psychology, College of Charleston; M.Ed., Secondary School Guidance/Counseling, University of South Carolina; National Certified Counselor)

HARDY, RICHARD K., Instructor, Computer Technology (B.S., Accounting, Canisius College; M.B.A., Xavier University)

HARVEY, MICHAEL W., Applicant Records Coordinator, Admissions and Counseling (B.S., Business Administration, B.S., Psychology, University of South Carolina Spartanburg)

HAULBROOK, T. DOUGLAS, Mail/Supply Specialist, Auxiliary Services

HAWKINS, MICHAEL L., Trades Specialist, Physical Plant (A.A.S., Marketing; A.A.S., General Technology, Spartanburg Technical College)

HAYES, LINDA E., Department Head, Practical Nursing/Health Unit Coordinating/Therapeutic Massage/Medical Assisting (B.S., Nursing, University of South Carolina Spartanburg; M.N., University of South Carolina)

HENDERSON, DEBBIE R., Administrative Assistant, Student Affairs

HENDRICKSON, JANIS R., Learning Disabilities Specialist/Tutor Coordinator, Success Network (B.A., History/Education, Mars Hill College; M.A., Education, Furman University)

HENSLEY, BOYCE B., Instructor, Computer Technology (B.S., Business Education and Computer Science, Gardner-Webb College; M.A., Business and Economics, Appalachian State University)

HOEBERLING, DEBRA A., Instructor, Mathematics (B.A., Economics, Hope College; M.Ed., Mathematics, Converse College)

HOLDEN, RENE M., Instructor, Surgical Technology (R.N.; A.S., Nursing, Greenville Technical College; Diploma, Surgical Technology, Spartanburg Technical College; Certified Surgical Technologist)

HOOKER, CAROLYN W., Instructor, English (B.S., Education; M.A., English, University of South Carolina)

HOWARD, EDNA E., Administrative Specialist, Academic Affairs (Diploma, Automated Office, Spartanburg Technical College)

HOWARD, J. TIM, Counselor/Special Projects Coordinator (B.S., Psychology; M.Ed., Student Personnel Services, University of South Carolina; National Certified Counselor)

HOWER, FLOYD V., Director of Grants (B.S., Agriculture, Rutgers University; M.A., Counseling, Ball State University; Ph.D., Higher Education, Michigan State University)

HUGHES, MELISSA P., Accounting Technician, Business Office

HUNT, JEFF H., Department Head, Ford ASSET (A.A.S., Industrial/Auto Technology, Tri-County Technical College; B.S., Industrial Education, Clemson University; Certificate of Graduate Study, Higher Education Leadership; M.Ed., Community and Occupational Program in Education, University of South Carolina; Experience: Industry, 8 Years; Teaching, 17 Years)

HUNT, LADELLE L., Instructor, Commercial Graphics (B.S., Education, Georgia Southern University; Experience: Industry, 4 Years; Teaching, 10 Years)

HUNT, REBA C., Administrative Coordinator, Continuing Education (A.A.S., Office Systems Technology, Spartanburg Technical College; Certified Professional Secretary)

HUNT, RITA R., Program Director, Continuing Education (B.S., Interdisciplinary Studies, University of South Carolina - Spartanburg; M.Ed., Secondary School Guidance, University of South Carolina)

HUTCHERSON, CECIL L., Business Manager (B.A., Business Administration, Wofford College)

ISENHOWER, ROBERT W., JR., Vice President, Planning and Development (B.A., Economics; M.Ed., Guidance and Counseling, University of North Carolina, Chapel Hill; M.Ed., Secondary Education - Mathematics, Converse College)

JACKSON, JAMES A., Administrative Specialist, Center for Excellence in Teaching and Learning

JACKSON, SUSAN B., Instructor, English (B.A., English, Converse College; M.Ed., English, Converse College)

JAMES, ALFREDA C., Data/User Coordinator, Student Affairs (A.A.S., Computer Technology, Spartanburg Technical College)

JENNINGS, DEBORAH B., Instructor, Radiography (R.T.(R)(M)(QM)(ARRT); B.S., Radiologic Technology, Medical University of South Carolina)

JENNINGS, STEPHEN L., Department Head, Heating, Ventilation, and Air Conditioning Technology (Diploma, Air Conditioning / Refrigeration; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 10 Years; Teaching, 24 Years)

JOHNSON, SYLVIA A., Administrative Specialist, Student Affairs

JONES, ANN B., Instructor, Math, Transitional Studies (B.S., Secondary Education, University of South Carolina; M.A., Webster University)

JONES, GAIL R., Instructor, Biology / Chemistry, Transitional Studies (B.S., Chemistry, South Carolina State University; Doctor of Chiropractic, Sherman College of Straight Chiropractic)

KEHM, JANALYN M., Instructor, Office Systems Technology (B.A., Journalism Advertising / Public Relations, University of South Carolina; M.A., Management / Computer Resource Management, Webster University)

KERR, F. ANDRE, Public Safety Officer (A.A., Criminal Justice, Spartanburg Methodist College; Certified by S.C. Criminal Justice Academy)

KERR, LESLIE M., Recruiter / Student Activities Coordinator, Student Affairs (B.A., Interdisciplinary Studies, University of South Carolina)

KERSHAW, ERIC A., Electronics Technician, Information Technologies (A.A.S., Management - Information Technologies, Spartanburg Technical College)

KINION, ROBBIE D., Instructor, Ford ASSET (Certificate, Maintenance Technology, Greenville Technical College; A.A.S., Occupational Technology, Spartanburg Technical College; Experience: Industry, 20 Years; Teaching, 14 Years)

KISER, DOROTHY A., Department Head, Radiography and Radiation Therapy (R.T.(R)(QM)(M)(CT)(ARRT); Lima Memorial School of Radiologic Technologists; A.A.S., Radiologic Technology, Spartanburg Technical College; B.S., Interdisciplinary Studies, University of South Carolina; M.H.S., Health Sciences, Medical University of South Carolina)

KNIGHT, CYNTHIA B., Director of Media and Printing Services (A.A.S., Marketing, Spartanburg Technical College)

LAMBRIGHT, THOMAS D., Instructor, Machine Tool Technology (Diploma, Machine Shop; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 10 Years; Teaching, 21 Years)

LANE, NANCY D., Counselor, Student Disability Services (B.S., Elementary Education, Georgia College; M.S.W., Social Work, University of Georgia)

LANFORD, R. FAYE, Training Coordinator, Continuing Education (B.S., Management of Human Resources, Southern Wesleyan University)

LATHAM, DOUGLAS E., Program Coordinator, Civil Engineering Technology (B.S., Civil Engineering, Clemson University; Registered Professional Engineer)

LEDFOURD, ANGELA H., Instructor, Nursing (R.N.; B.S.N, Gardner Webb University)

LISTER, CYNTHIA L., Program Director, Continuing Education (B.A., Journalism/English; M.Ed., Community and Occupational Programs in Education; Ed.S., Educational Administration; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina)

LIVESAY, JOEL S., Director of Clinical Education/Respiratory Care Instructor (A.A.S., Respiratory Therapy, Greenville Technical College; B.A., Interdisciplinary Studies, University of South Carolina Spartanburg)

LOCKE, KATHY E., Instructor, Office Systems Technology (B.S., Business Education, California State University - Long Beach; M.S. Business Administration, California State Polytechnic University - Pomona)

LONG, DETRIA E., Counselor, Success Network (B.A., Interdisciplinary Studies, University of South Carolina)

MAHAFFEY, KATHRYN E., Department Head, Transitional Studies (A.S., Greenville Technical College; B.S., Business Administration, University of South Carolina - Spartanburg; M.Ed., Secondary Education - Mathematics, Converse College)

MARLOR, W. KEITH, Server Manager, Information Technologies

MARTIN, PEGGY, Administrative Specialist, Physical Plant (Certified Professional Secretary)

MAULTSBY, GRETCHEN L., Public Services Librarian (B.A., English, Converse College; M.A., Library and Information Science, University of South Carolina)

MAYFIELD, ELAINE B., Administrative Specialist, Student Financial Aid

MAYNARD, BETSY F., Instructor, Mathematics, Transitional Studies (B.S., Mathematics Education, University of South Carolina; MAT, Mathematics, University of South Carolina)

MCABEE, DOUGLAS L., Instructor, Horticulture (A.A.S., Horticulture, Spartanburg Technical College; B.S. Horticulture/AG Education, Clemson University)

MCBRIDE, TIMOTHY R., Instructor, Mathematics (B.A., Math, Wofford College; M.S., Math, Clemson University)

MCCLAIN, HAROLD D., Vice President, Student Affairs (B.A., Sociology, Claflin College; M.Ed., Personnel Services, Clemson University)

MCKINNEY, LEILA L., Coordinator, Perkins III (B.S., Psychology, Wofford College)

MCKINZIE, KATHY F., Director, One Stop Career Center (B.A., English/History, Murray State University, M.A., Education, Tusculum College)

MCLEOD, R. NORMAN, Associate Vice President, Academic Affairs (B.A, Psychology, University of Florida; M.S., Administration and Supervision, Ed.S., Reading, Nova University; Ph.D., Higher Education Administration, University of Florida)

MEADOWS, CASSANDRA L., Director of Auxiliary Services (B.S., Business Management, University of South Carolina; Certified Store Professional)

MELTON, RITA A., Dean, Health and Human Services (B.A., Biology, Coker College; B.S.N., University of South Carolina; D.M.D., Medical University of South Carolina)

METCALF, PATRICIA C., Library Assistant

MILLER, GLENN L., Trades Specialist, Physical Plant

MITCHELL, SONYA H., Software Support Technician, Information Technologies (A.A.S., Electronics Engineering Technology, Spartanburg Technical College)

MITCHEM, JEAN L., Custodial Supervisor, Physical Plant

MONSON, KAREN M., Community Liaison (B.A., Psychology, Queens College; M.A.Ed., Wake Forest University)

MOORE, DEBORAH L., Administrative Specialist, Student Financial Aid (A.A.S., Office Systems Technology, Spartanburg Technical College)

NIX, TINA S., Applications Analyst, Information Technologies (A.S., Liberal Arts and Sciences, University of South Carolina)

O'SHIELDS, LARRY K., Instructor, Industrial Electronics Technology (A.A.S., Computer Programming, Cecil's Business College; A.A.S., Industrial Electronics Technology, A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 6 Years; Teaching, 21 Years)

OGLESBY, SAVTRI A., Printing Specialist, Media Services
OWENS, SARA J., Administrative Specialist, Continuing Education (B.A., Elementary Education, University of South Carolina - Spartanburg)

OWINGS, CARROLL H., Instructor, Machine Tool Technology (Diploma, Machine Tool Technology, A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 3 Years; Teaching, 27 Years)

PAINTER, JAMES W., Department Head, Horticulture (B.S., Agriculture Education, Clemson University; M.S., Horticulture, Clemson University)

PARRIS, GINA C., Counselor/Business Technology and Advising Center (B.A., Guidance and Counseling/Psychology, Limestone College; M.A.Ed., School Counseling, Western Carolina University)

PATRICK, JOYCE J., Administrative Specialist, Advising Center

PAYNE, KATHERINE J., Administrative Assistant/VA Coordinator, Student Financial Aid (Diploma, Technical Secretary; A.A.S., Degree, Secretarial Science; A.A.S., Management, Spartanburg Technical College)

PELLATT, ROSE F., Institutional Effectiveness Coordinator, Development Office (A.A.S., Business Administration, Isothermal Community College; B.S., Interdisciplinary Studies, University of South Carolina Spartanburg; M.P.A., University of South Carolina)

PERRY, L. FAYE, Administrative Specialist, Arts and Sciences Division

PETROSKI, W. JIM, Department Head, Industrial Maintenance Mechanics (A.S., E.E.T., Spartanburg Technical College; B.S., Industrial Management, Michigan State University; M.S., Industrial Management, Central Michigan University; Experience: Industry, 4 Years; Teaching, 23 Years)

PINKER, PATSY D., Computer Technician, Information Technologies

PORTER, JEAN D., Instructor, Mathematics (B.S., Mathematics, Winthrop College; M.Ed., Secondary Mathematics, Converse College)

POSS, SUSAN H., Instructor, Mathematics (B.A., Religion/Math, Wake Forest University; M.Ed., Math, Clemson University)

POWELL, BILLY L., Director of Administrative Services

PRITCHER, LOUISE M., Library Technical Assistant

QUERIM, DANA, Computer Programmer, Information Technologies (B.S., Textile Chemistry, Southeastern Massachusetts University; B.S., Computer Science, University of South Carolina Spartanburg; M.S., Textile Technology, Institute of Textile Technology)

RAVAN, KAREN W., Department Head, Office Systems Technology (A.A.S., Computer Programming, Spartanburg Technical College; B.S.N., M.B.A., Clemson University)

READY, SCOTT A., Department Head, Interpreter Training Program (B.S., Business Administration, Central Missouri State University)

REEDER, WILLIAM A., Department Head, Welding (Certified Welding Certificate, Purdue University; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 19 Years; Teaching, 14 Years)

REID, TINA S., Manager of Computer Services (A.A., Business Management, Spartanburg Technical College; B.S., Computer Science, University of South Carolina Spartanburg)

RICHARDS, JOE A., Instructor, Welding (Diploma, Welding, Spartanburg Technical College; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 13 Years; Teaching, 12 Years)

RICHARDS, MARTY G., Director of Foundation (B.A., Government, Wofford College; M.A., Political Science, Ohio State University)

ROGERS, EMILY W., Department Head, Surgical Technology (R.N.; A.S.T.N., University of South Carolina - Spartanburg; B.S., Management of Human Resources, Southern Wesleyan University; Certified Surgical Technologist; Certified Operating Room Nurse)

ROGERS, PAMELA T., Instructor, Mathematics (B.S. Ed., Mathematics, Western Carolina University; M.A. Ed., Mathematics, Western Carolina University)

ROGERS, PHYLLIS T., Counselor/Pre-Health and Health and Human Services Coordinator (B.A., Sociology, Winthrop College; M.Ed., Personnel Services, Clemson University)

ROSEVEARE, MARK A., Director of Distance Learning (B.A., English/History; M.A., Library and Information Science, University of South Carolina)

SALTERS, JO ELLA, Administrative Specialist, Success Network (Diploma, Automated Office; A.A.S., Office Systems Technology; Certificate, Word Processing, Spartanburg Technical College)

SANTANIELLO, JOSEPH A., Program Coordinator, Electronics Engineering Technology (B.E.E., Manhattan College; M.S.E.E., Syracuse University; Certificate of Graduate Study, Higher Education Leadership, University of South Carolina)

SCHENCK, MARCIA L., Department Head, Computer Technology (B.S., Applied Science, Miami University of Ohio; M.B.A., Clemson University; Cisco Certified Network Associate)

SHAW, W. CHARLES, Department Head, Machine Tool Technology (A.A.S., Tool and Die, Florence-Darlington Technical College; A.O.T., Vocational Technical Education, Spartanburg Technical College; Experience: Industry, 4 Years; Teaching, 30 Years)

SHEALY, ANDREW W., Trades Specialist, Physical Plant

SHEALY, ROBERT M., Instructor, Anatomy and Physiology (B.S., Biology, Clemson University; M.S., Zoology, Clemson University; Ph.D., Auburn University)

SHELL, CLARA P., Administrative Specialist, Student Affairs

SIEG, JUDY K., Department Head, English/Speech/Humanities/Foreign Languages (B.A., English, Converse College; M.Ed., Gifted Ed/Humanities, Converse College)

SIGMON, KEMP I., Coordinator, SACS (B.S., Industrial Arts; M.A., Industrial Arts; Ed.S., Higher Education, Appalachian State University)

SILTZER, RONALD A., Instructor, Economics/Government (B.A., Economics, Wofford College; M.A.T., Social Sciences, Converse College)

SMITH, EMILIE S., Administrative Specialist, Auxiliary Services

SMITH, EVA M., Program Coordinator, Culinary Arts (B.A., Government, Wofford College; M.A., Hotel, Restaurant and Tourism Administration, University of South Carolina)

SMITH, K. DARYL, Department Head, Business Administration (B.A., Political Science, University of South Carolina - Spartanburg; M.A., Business Administration, Clemson University)

SMITH, MARILYN J., Administrative Specialist, Planning and Development

SMITH, MYRA H., Director of Finance (A.A.S., Business Administration, Spartanburg Technical College)

SMITH, NANCY B. (Bunny), Instructor, Practical Nursing (A.D.N., Nursing; B.S.N., University of South Carolina)

SNODDY, SHEILA L., Program Director, Continuing Education (B.A. Drama Education, South Carolina State University; M.A., Educational Administration, Howard University)

STEED, TAMI A., Administrative Specialist, Administrative Services

STOKEM, ROBERT J., Instructor, Speech, (B.A., Rhetoric and Communication, M.A., Communication, University of New York - Albany)

STOKLEY, SUE E., Department Head, Math and Sciences (B.S., Mathematics, Longwood College; M.S., Mathematics, Radford University; Ed.D., Curriculum and Instruction, University of South Carolina)

STONE, PETER L., Instructor, Management/Marketing (B.S., Business Administration/Management, Baptist College at Charleston; M.B.A., Clemson University)

STRIDIRON, VALARIE D., Administrative Specialist, Student Affairs

SUTTLES, BARBARA C., Accounts Receivable Coordinator, Business Office (A.A.S., Accounting, Spartanburg Technical College)

TERHUNE, DAN L., President (B.S., Mathematics, Defiance College; Master's of Education, Wright State University; Ed.D., Higher Education Administration, University of Florida)

TESTER, ROBERT T., Public Safety Officer (Certified by S.C. Criminal Justice Academy)

THOMAS, J. ROBERT, Media Technical Specialist, Distance Learning (A.A.S., Logistics, Community College of the Air Force; B.M.A., University of South Carolina)

TOWERY, RONALD D., Department Head, Industrial Electronics Technology / Automated Manufacturing Technology (A.A.S., Industrial Electronics, A.O.T., Vocational Technical Education, Spartanburg Technical College; B.S., Human Resources, Central Wesleyan College; Experience: Industry, 7 Years; Teaching, 18 Years)

TRAMMELL, RENEE H., Instructor, Office Systems Technology (B.B.A., Management Information Systems; M.Ed., Business Education, University of Georgia)

TURNER, PAUL E., Instructor, Industrial Maintenance Mechanics (A.A.S., Mechanical Engineering Technology, Spartanburg Technical College; Journeyman Millwright, Edinboro State College, University of Pittsburgh; Experience: Industry, 20 Years; Teaching, 11 Years)

UPTON, TINA R., Administrative Specialist, Continuing Education

VANCOONEY, NINA O., Telecommunications Specialist, Administrative Services

VAUGHN, SHERRILL H., Vice President, Academic Affairs (R.N.; B.S.N, Clemson University; M.N., University of South Carolina)

VICK, MELANIE M., Director of Counseling (B.A., Secondary Education; M.Ed., Student Personnel Services, University of South Carolina)

VOELKER, PATRICIA H., Department Head, Early Childhood Development and Advanced Child Care Management (B.S., Recreation and Psychology, North Carolina State University; M.Ed., Early Childhood Education, University of South Carolina)

WALKER, LYNN H., Department Head, Expanded Duty Dental Assisting (A.A., Liberal Arts, Spartanburg Methodist College; B.S., Management of Human Resources, Southern Wesleyan University; Dental Assisting, University of North Carolina; Certified Dental Assistant; Certified Dental Practice Management Assistant)

WALLACE, BRIAN M., Trades Specialist, Physical Plant

WATTS, JOHN R., Department Head, Engineering Technology (B.S., Mechanical Engineering, Clemson University)

WEEKS, RITA B., Instructor, English (B.S., English, Illinois State University; M.S., Library and Information Studies, Florida State University)

WEST, JUNE M., Instructor, Computer Technology (B.S., Information Processing Systems, University of Cincinnati; M.B.A., Clemson University; Microsoft Office User Specialist - Microsoft Word 2000 and Microsoft Excel 2000; CompTIA A+ Certified Professional)

WILBURN, REGINALD F., Coordinator of Recruiting Services (B.A., Business Administration, Furman University; M.Ed., Community and Occupational Programs, University of South Carolina)

WILKERSON, CHRISTOPHER T., Instructor, English (B.A., Anthropology, Georgia Southern University; M.F.A., English, Southern Illinois University)

WILKINS, MELISSA J., Instructor, Engineering Graphics and Civil Engineering Technology (B.S., Civil Engineering, Clemson University; M.S., Civil Engineering, Vanderbilt University)

WILLIAMS, CHARLTON R., Case Manager/Career Specialist, One-Stop Career Center (B.A., Sociology, Converse College)

WILLIAMS, DAVID K., Department Head, Social Sciences (B.A., Psychology, Clemson University; M.A., School Psychology, University of South Carolina)

WILSON, BARBARA J., Administrative Assistant, Academic Affairs (Diploma, Technical Secretary; A.A.S., Secretarial Science, Spartanburg Technical College)

WILSON, KATHERINE P., Accounting Technician, Business Office

WINKLER, SANDRA J., Director, Center for Excellence in Teaching and Learning (B.S., Economics and Business; M.A., Student Personnel, Appalachian State University)

Notes

Index

- Absences for religious holidays, 59-60
 Academic Advising, 58; (also see Advising Center)
 Academic Calendar, 2
 Academic Policies, 58-62
 Academic Procedures, 57-62
 Academic Probation (see Probation)
 Academic Requirements and Veterans' Assistance, 52-53
 Academic Standards and Financial Assistance, 45
 Academic Standards of Progress, 45, 58
 Academic Suspension, 58
 Accounting, 74-75
 Accreditations, 5
 ACE (Attend College Early), 25-26
 ACE College Credit Recommendation Service, 25-26
 ACT (see Skills Assessment)
 Add/Drop Period, 59
 Address Changes and Veterans' Assistance, 52
 Administrative Accounting Specialist, 76-77
 Administration, 4
 Admissions Information, 13-30
 Admission Requirements and Transient Students, 28
 Admissions Policies, 14
 Admissions Procedures, 14-18 (see also Special Admissions Procedures)
 Admission of Special Applicants Program (ASAP), 25
 Advanced Child Care Management, 116-117
 Advanced Payment and Veterans' Assistance, 52-53
 Advanced Placement, 15
 Advising (see Academic Advising)
 Advising Center, 32
 AIM Center, 32; and Financial Assistance, 52
 American Council on Education (see ACE)
 American Sign Language, 118; (also see Interpreter Training)
 Appeals and Financial Assistance, 47
 Application Deadline, 15
 Architectural Graphics Technology (see Engineering Graphics Technology)
 Articulations, 15; (also see Statewide Articulation Agreements)
 Arts and Sciences Division, 63-72
 ASSET (see Skills Assessment)
 Associate in Arts, 64-65
 Associate in Science, 64-66
 Attend College Early (ACE), 25-26
 Auditing a Course, 59
 Automated Manufacturing Technology (see Industrial Electronics Technology)
 Automated Office, 78-79
 Automotive Technology Ford ASSET, 165-166
 Awarding Multiple Degrees, 61
 Basic Electronics, 167
 Basic Skills Courses, 62
 Benefit Eligibility and Veterans' Assistance, 53
 BMW Center map (see Maps)
 Book Inn, 32
 Bookstore (see Book Inn)
 Bridging Courses, 62
 Business Technology Division, 73-114
 Cafeteria, 32
 Calendar (see Academic Calendar)
 Campus Safety and Security, 32
 Career Development (see Counseling and Career Development)
 Career Planning and Placement, 33
 Children of Certain War Veterans and Free Tuition, 51
 CISCO (see Computer Technology)
 Civil Engineering Technology, 150-151
 Class Attendance, 59; and Veterans' Assistance, 53
 Class-Lab-Credit (explanation of), 186
 CLEP (see College Level Examination Program)
 College Costs, 40
 College Level Examination Program (CLEP), 15
 College Mission, 5
 College Refund Policy, 54-55
 College Values, 6
 College-Level Credit Programs, 7
 Commercial Graphics, 168-169
 Commission (see Spartanburg County Commission for Technical Education)
 Community Interest, 10
 Compass (see Skills Assessment)
 Computer Aided Drafting, 152 (also see Engineering Graphics Technology)
 Computer Numerical Control, 170 (see also Machine Tool Technology)
 Computer Science (see Computer Technology or Computer Support Specialist)
 Computer Support Specialist, 80-81
 Computer Technology with Cisco Electives, 84-85
 Computer Technology, 82-83
 Consumer Information, iv
 Continuing Education Division, 10; Programs, 7
 Contract Training and Occupational Advancement, 10
 Cooperative Program for the Deaf and Blind, 37
 Corequisites (explanation of), 186
 Counseling and Career Development, 33-34
 Course Descriptions 185-234; (also see Explanation of Terms)
 Course Listing and Number and Title (explanation of), 186
 Course Overload Policy, 60
 Credit By Examination, 16
 Culinary Arts, 86-87 (also see Management with Culinary Arts Electives)

- Dean's List, 60
- Dependents and Residency, 33
- Determination of Financial Need, 43
- Directory Information and Release of, 36
- Distance Learning, 34
- Drop/Withdrawal Notification and Veterans, 43

- Early Admission, 25-26
- Early Childhood Development, 119-120;
(see also Advanced Child Care Management
and Special Needs)
- Early Registration, 34
- Electronics Engineering Technology with
Computer Applications, 153-154
- Electronics Engineering Technology with
Industrial Applications, 115-156
- Eligible Programs/Courses and Enrollment
Status and Financial Assistance, 44
- Engineering Graphics Technology Architectural
Computer Aided Drafting, 157-158
- Engineering Graphics Technology Mechanical
Computer Aided Drafting, 159-160
- Engineering Technology, 150-164
- English Fluency of Faculty, iv
- Enrollment Status and Eligible Programs/
Courses, 36
- Evening Services, 34
- Exams (see Academic Calendar)
- Exemption from Skills Assessment, 17
- Exemption Policy, 15-16
- Expanded Duty Dental Assisting, 20, 121-122
- Experiential Learning, 16
- Explanation of Terms Used in Course
Descriptions, 186

- Facility Services at STC, iv
- Faculty and Administrative Employees and
Dependent Children and Spouses, 41
- Faculty and Staff Listing, 235-250
- Federal programs (see name of program)
- Fee Payment (Payment Due and Payment
Methods), 42
- Fees and Expenses (see Tuition)
- Financial Aid Probation (see Probation)
- Financial Assistance Appeals, 39
- Financial Assistance, 42-48
- Financial Matters, 39-56
- Financial Need, Determination of, 35
- Fire Service (see Management with Fire Service
Electives)
- Ford Asset (see Automotive Technology)
- Ford MLR, 171
- Foreign Students, 29
- Foundation, STC, 10
- Free Tuition for Children of Certain War
Veterans, 51
- Front Desk (see Medical Front Desk Specialist)
- FSEOG (see Supplemental Educational
Opportunity Grant)

- FWS (see Work Study Program)

- GED (see General Educational Development)
- General Educational Development (GED), 16-17;
and Financial Assistance, 43-45
- General Engineering Technology, 161-162
- General Technology and Health Sciences, 123;
and Industrial Technology, 172-173
- Grades (Policy), 60
- Grades (System), 61
- Graduation and Eligibility, 61
- Graphics (see Engineering Graphics Technology)
- Greenville Technical College and Phase I of
Health programs, 27, 136-139

- Health and Human Services Division, 115-148
- Health Sciences (Certificate Program), 124
- Health Sciences Technology and admissions,
26-28
- Health Services, 34
- Health Unit Coordinating, 125
- Heating, Ventilation, Air Conditioning and
Refrigeration Technology, 174
- Historical Overview, 8-9
- Horticulture Technology, 67-68
- Hotel (see Management with Hotel, Restaurant
and Travel Electives)
- Housing Information, 35
- How You Receive Your (Financial) Assistance, 44

- Identification Cards, 35
- Industrial and Engineering Technologies
Division, 149-184
- Industrial Electronics Technology, 175-176
- Industrial Electronics Technology Automated
Manufacturing Technology, 177-178
- Industrial Mechanics, 179-180
- Industrial Technology, 165-184
- Information Technology (see Management with
Information Technology Electives)
- Insurance Specialist, 88-89
- Insurance (coverage of STC students), 35
- Interpreter Training, 126-127
- Introduction to the College, 4-12

- Landscape Management, 69
- Landscape/Nursery Professional, 70-71
- Legal Administrative Specialist, 90-91
- Legislative Incentives for Future Excellence
(LIFE) Scholarship, 49-50
- Length of Eligibility and financial assistance, 45
- Library, 35
- Loans (see Federal Stafford Loans)
- Lottery Tuition Assistance (see SC Education
Lottery Tuition Assistance)

- Machine Tool Technology, 181-182
- Management, 92-93
- Management with Culinary Arts Electives, 94-95

- Management with Fire Service Electives, 96-97
 Management with Hotel, Restaurant and Travel Electives, 98-99
 Management with Information Technology Electives, 100-101
 Management with Marketing Electives, 102-103
 Maps (STC Campus, BMW Center), 11-12
 Marketing (see Management with Marketing Electives)
 Mechanical Engineering Technology, 163-164
 Medical Assisting, 20, 128-129
 Medical Front Desk Specialist, 104
 Medical Laboratory Technology, 20, 130-131
 Meeting with Admissions Counselor, 17
 Military Personnel and their Dependents, 41
 Multiple Degrees, Diplomas and Certificates, Awarding of, 61
 Multi-Skilled Health Technology, 132
- Networking Operations, 105
 Non-Discrimination Statement, iv
 Notice of Student Responsibility, iv
 Nursing (see Practical Nursing)
- Occupational Advancement (see Contract Training and Occupational Advancement)
 Office Systems Technology, 106-107
 Office Systems Technology-Medical Option, 108-109
 Official Withdrawals, 43, 54
 Orientation, 36
 Other Assistance (Financial), 51-52
 Overload (see Course Overload Policy)
- Parking, 36; (also see also Maps)
 Payment Due (Fees), 42
 Payment Methods (Fees), 42
 Pell Grant, Federal, 47
 Pharmacy Technician, 20, 133
 Placement (see Career Planning and Placement)
 Postmaster Information, iv
 Practical Nursing, 134-135
 Pre-entry Courses, 62
 Pre-Occupational Therapy Assistant (Phase I), 20, 136-137
 Pre-Physical Therapist Assistant (Phase I), 20, 138-139
 Prerequisites (explanation of), 186
 President's Welcome, v
 Prior Credit and Veterans' Assistance, 53
 Probation and Financial Assistance, 45-47
 Program Changes and Financial Assistance, 45; and Veterans' Assistance, 53
- Radiography, 20, 140-141
 Readmission to the College, 28, 59; to Health Sciences programs, 28
 Receptionist, 110
 Records and Transcripts, 53-54
 Refund Policy, 44
- Release of Student Information, 36
 Release of Student Records, 53-54
 Religious Holidays and Absences for, 59-60
 Residency, 40-42
 Resident with Full-time Employment and their Dependent, 41
 Respiratory Care, 20, 142-143
 Restaurant (see Management with Hotel, Restaurant and Travel Electives)
 Retired Persons (Residency), 41-42
 Return of Federal Financial Aid, 55-56
 Right-to-Know (see Student Right-to-Know)
 Role and Scope, 7
- SAT (see Skills Assessment)
 Satisfactory Academic Progress (and Financial Assistance), 45-47
 Satisfactory Academic Progress (SAP), 45-47
 SC Education Lottery Tuition Assistance, 50-51
 SC State Board for Technical and Comprehensive Education, 4
 SC Vocational Rehabilitation (and Financial Assistance), 51
 Scholarships, 49-51
 SCNBG (see South Carolina Needs Based Grant)
 SCSDB (see Cooperative Program)
 Security (see Campus Safety and Security)
 Semester System, 61
 Senior Citizens and tuition waver (see Tuition and Fees)
 Service Members Opportunity Colleges (SOC), 16
 Services for Students, 31-38
 Services to Students with Disabilities, 37
 Skills Assessment, 17
 SOC (see Service Members Opportunity Colleges)
 Software User Specialist, 111-112
 Sources of Financial Aid, 47-48
 South Carolina Needs Based Grant, 48
 S.C. State Board for Technical and Comprehensive Education, 4
 Spartanburg County Commission for Technical Education, 4
 Spartanburg Technical College Foundation, 10
 Special Admissions Procedures, 18
 Special Needs (certificate program), 25-29
 Staff Listing (see Faculty and Staff Listing)
 Stafford Loans, Federal, 48
 Standards of Progress (see Academic Standards of Progress)
 Statewide Articulation Agreements (course listing), 24
 Statewide Agreements on Transfer and Articulation, 18-24
 STC map (see Maps)
 Student Activities, 37
 Student Development Services, 7
 Student Disability Services Center, 37

-
- Student Due Process, 37
 - Student Eligibility Requirements (and Financial Assistance), 43-44
 - Student Outcomes, 6
 - Student Records, Release of, 53-54
 - Student Recruiting Information, 36
 - Student Refund/Withdrawal/Federal Return of Funds, 54-56
 - Student Right-to-Know, iv, 32
 - Student Status, 17
 - Students with Disabilities, 51
 - Success Network, 37
 - Supplemental Educational Opportunity Grant, Federal, 47
 - Supplies (see Textbook and supplies)
 - Surgical Technology, 145-146
 - Suspension, 48; and Financial Assistance, 38

 - Table of Contents, i-iii
 - Technical Scholars, 51
 - Terms Used in Course Descriptions (see explanation of terms)
 - Testing Center, 38
 - Textbooks and Supplies, 40
 - Therapeutic Massage (certificate program), 20, 147
 - TLC (see Tutorial Learning Center)
 - Transfer: State Policies and Procedures, 18-23
 - Transferring and financial assistance, 44-45
 - Transferring Credits to STC, 17-18
 - Transferring from STC, 18-23
 - Transient Students, 28
 - Transitional Studies, 7, 61-62; and Financial Assistance, 47
 - Travel (see Management with Hotel, Restaurant and Travel Electives)
 - Tuition, 40
 - Tuition Assistance (see SC Education Lottery Tuition Assistance)
 - Tuition Waiver for Senior Citizens (see Tuition)
 - Tutorial Assistance for Veterans, 52-53
 - Tutorial Learning Center, 38

 - University Transfer Program, 64-66

 - Verification of High School Graduation/GED, 16
 - Veterans' Assistance, 52-53

 - Web Page Design, 113
 - Welcome (see President's Welcome)
 - Welding (Certificate), 183
 - Welding (Diploma), 184
 - Withdrawal from Courses, 60
 - Withdrawal from the College, 62
 - Withdrawals (see Official Withdrawals)
 - Withdrawals (See Student Refund / Withdrawal/Federal Return of Funds)
 - Work Study (see Federal Work Study Program)
 - Work Study Program, Federal, 48
 - World Wide Web Address, iv

Notes