

# Florence-Darlington Technical College

## 2015-2016 Catalog

This catalog is intended to be a detailed listing of our products and services. For information pertaining directly to the student, please refer to [www.fdtc.edu](http://www.fdtc.edu).

The primary accreditor of Florence-Darlington Technical College is the Commission on the Colleges of the Southern Association of Colleges and Schools, located at 1866 Southern Lane, Decatur, GA 30033-4097. Phone: 404-679-4501. Inquiries to the Commission should relate only to the accreditation status of the College.

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# General Information

## Policy on Non-Discrimination

Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's Title IX coordinator is the Vice President for Enrollment Management and Student Services (843.661.8110). The Section 504 Coordinator is the Director of Internal Relations (843.661.8321). They can be reached at the following location:

Florence-Darlington Technical College  
2715 West Lucas Street  
P. O. Box 100548  
Florence, South Carolina 29502-0548  
843.661.TECH (8324)

Florence-Darlington Technical College operates under an "open door" policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements.

This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.

## Student Consumer Rights and Responsibilities

Postsecondary education or training requires your investment of money, time, and hopes for which you expect returns in the form of productive employment, social development, intellectual enrichment, or personal satisfaction. A postsecondary education is one of the largest investments you will make. As a consumer, it is your responsibility to carefully evaluate the product (education or training), and fully understand what it is you are about to purchase.

Before you make a final decision on your education and/or training, you should have information about the College's academic programs, facilities, completion rates, full cost of attendance, refund policy, financial aid programs, or any other information you will need to help make your decisions. Remember, the final choice is yours. Be sure you fully understand all your options and your responsibilities before you make your decision.

## Disclaimer

Although every reasonable effort has been made to attain factual accuracy throughout this publication, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this catalog does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop programs and courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students.

## HEOA Summary of Penalties

### *Florence-Darlington Technical College Compliance Statement and Summary of Penalties -- Unlawful Use of Copyrighted Material*

Using, duplicating, or transmitting copyrighted material without first obtaining the owner's permission, including peer-to-peer sharing of music or video, is specifically prohibited.

Penalties for copyright violation are severe. Under federal law, a person found guilty of copyright infringement may be liable for actual and statutory damages from \$200 to \$150,000, attorney's fees, court costs, and criminal penalties, including jail time.

## Academic Programs

### *Degree Programs*

Degrees are academic programs that generally take two years to complete and require between 60 and 84 semester hours.

- Accounting
- Administrative Office Technology
- Associate in Arts
- Associate of Arts - Leadership and Management
- Associate of Arts - Robotics Production Technology
- Associate in Science
- Automotive Technology
- Automotive Technology - Diesel Option (Day/Evening Program)
- Civil Engineering Technology - Civil Program of Study
- Civil Engineering Technology - Graphics Program of Study
- Computer Technology - Network Systems Management
- Criminal Justice Technology
- Dental Hygiene
- Diesel Technology - Caterpillar Dealer Service Technician Program
- Electronics Engineering Technology
- General Technology
- Health Information Management
- Human Services
- Human Services - Early Childhood Development Option
- Human Services - Early Childhood Development Option (Evening Program)
- HVAC - Heating, Ventilation and Air Conditioning Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Management
- Marketing
- Mechanical Engineering Technology - Mechanical Program of Study
- Mechanical Engineering Technology - Nuclear Program of Study
- Medical Laboratory Technology
- Nursing
- Paralegal
- Paralegal (Evening Program)
- Physical Therapist Assistant - Full-time
- Radiologic Technology
- Respiratory Care

## Diploma Programs

Diplomas are academic programs that generally take one year to complete and require between 41 and 52 semester hours.

- Early Childhood Development
- Expanded Duty Dental Assisting
- Machine Tool
- Nursing - Practical Nursing (Fall Admission)
- Surgical Technology
- Welding

## Certificate Programs

Certificates are academic programs that generally take one year to complete and require between 8 and 40 semester hours.

- Accounting
- Additive Manufacturing Designer - Level 1
- Additive Manufacturing Technician - Level 2
- Administrative Office Technology - Office Support Specialist
- Automotive Technology - Auto Body Repair
- Basic Automotive
- Cardiac Care Vascular Technician
- Civil Engineering Technology - Computer-Assisted Drafting
- Civil Engineering Technology - Engineering Graphics
- Civil Engineering Technology - Geographic Information Systems
- Computer Technology - CISCO Networking
- Computer Technology - Essential Web Development
- Computer Technology - Fundamentals of Networking
- Computer Technology - Information Technology for Sales
- Diesel and Heavy Equipment (Evening Program)
- Early Childhood Development
- Early Childhood Development (Evening Program)
- Electronics Engineering Technology - Process Control
- Entrepreneurship
- General Studies (for High School Dual Enrollment Only)
- Health Information Management
- Health Care Risk Management
- Medical Coding and Billing (Fall Admission)
- Human Resources Management
- Human Services - Early Childhood Development Option - Infant/Toddler Certificate
- HVAC - Essentials of Heating, Ventilation and Air Conditioning
- HVAC - Essentials of Heating, Ventilation and Air Conditioning (Evening Program)
- Industrial Maintenance Technology
- International Business
- Machine Tool and Die
- Machine Tool Technology - Computer Numerical Control Programmer
- Machine Tool Technology - Computer Numerical Control Operator
- Machine Tool Technology - Machinist I - Tool & Die Cert
- Machine Tool Technology - Machinist I
- Machine Tool Technology - Machine Operator
- Management
- Medical Assisting
- Phlebotomy Technician
- Rapid Prototyping Lab Technician
- Retail Merchandising
- Robotics Assembly Technician
- Welding
- Welding - MIG
- Welding - Pipe Welding

## Core of Study Programs

A Core of Study is a special track of courses within an existing program.

- Advanced Technological Education (ATE)

## General Information

### President's Message

Welcome to Florence-Darlington Technical College (FDTC). I would like to encourage you to discover the many opportunities that we have to offer students.

With more and more jobs requiring training beyond the high school level, FDTC stands ready to meet your higher educational needs by offering affordable, quality education in more than 75 fields of study - from business to allied health to machine tool to welding to nursing and more. In fact, the stellar job placement rate enjoyed by FDTC's recent graduating classes speaks to the relevance of our educational opportunities. Acknowledged as the fastest growing institution of higher education in South Carolina during the late 1990s, FDTC seeks to maximize student success through excellent customer service.

Florence-Darlington's main campus is located between the cities of Florence and Darlington on U.S. Hwy. 52 and near Interstates 95 and 20. The 100-acre campus has eight major buildings.

The college also operates remote sites in Hartsville, Lake City, Mullins, and in downtown Florence (Health Sciences Campus). The Cosmetology Center is located just down the road from the main campus in Darlington County.

Among the special programs and services located at the main campus are the Advanced Welding and Cutting Center, the Caterpillar Dealer Academy, and a CISCO Systems training laboratory. FDTC's Online College offers a host of courses and several entire degree programs via the Internet.

The first phase of the Southeastern Institute of Manufacturing and Technology (SiMT) has recently been completed on a 146-acre tract behind the main FDTC campus. An Advanced Manufacturing Center (AMC) is the centerpiece of this first phase of construction. It contains an 800-seat auditorium, a conference center, an advanced manufacturing lab, a rapid prototyping lab, a 3D/Virtual Reality Center, and the National Robotics Training Center of Excellence. The cutting-edge, strategic training and manufacturing technology solutions offered by the SiMT are designed to maximize workforce productivity in the Southeast.

Technical education is playing an increasingly prominent role in our society, and it is estimated that nearly 85 percent of all jobs, now and in the future, will require some college-level training. Whether you are a recent high school graduate pursuing a college education or a citizen dedicated to lifelong learning and personal enrichment, we are here to serve you. Let us help you start your future in a rewarding career now.

*Dr. Ben P. Dillard III*  
**FDTC President**

### Our History

Founded to attract industry to the state to provide employment for South Carolinians, the South Carolina Technical Education System began with legislation enacted in 1961 to create the South Carolina Advisory Committee for Technical Education. The Committee identified strategic locations throughout the state for technical education training centers to train people for industrial employment.

The Florence-Darlington Technical Education Center was established in 1963 and presently serves Florence, Darlington, and Marion counties. The College's initial enrollment of 250 students now exceeds 5,400 curriculum students. Its original campus of less than 10 acres has expanded to nearly 240 acres with a modern complex of eight major buildings totaling nearly 350,000 square feet.

The college is in the midst of planning and developing another 325,000 square feet of instructional space entirely devoted to the advanced technology required in today's sophisticated manufacturing environment. The college operates sites in Hartsville, Lake City, and Mullins. The college also operates a large health sciences complex in downtown Florence entirely devoted to careers in the health arena.

### Vision Statement

Florence-Darlington Technical College will provide the highest quality comprehensive and advanced technical education available with an emphasis on workforce development and nurturing entrepreneurs.

## Statement of Mission

Florence-Darlington Technical College will provide a high quality education that furthers the regional economic development, enhances the quality of life in the region we serve and supports students' marketability in the global economy.

## Our Goals

### Service Excellence

Florence-Darlington Technical College will provide high quality, efficient, customer-focused, affordable programs and services utilizing state-of-the-art delivery systems to all constituents, both internal and external to the College.

### Educational Effectiveness

Florence-Darlington Technical College will offer first class delivery customized to the businesses and/or students' needs. Traditional lecture classes will be offered as well as customer-oriented learning environments emphasizing certifications, work experience credit, competence-based outcomes, self-paced individualized instruction and the infusion of technology in all programs of study.

### Financial Stewardship

Florence-Darlington Technical College will have a fiscal base that enables the college to achieve its goals in a responsible and efficient manner.

### Quality Programs and Services

Florence-Darlington Technical College will customize products and services that provide strategic value to meet customer needs.

### Institutional Advancement and Growth

Florence-Darlington Technical College Educational Foundation will help FDTC reach its goals by building relationships, building business for FDTC and seeking financial support from alumni, corporations, foundations, friends, and other community resources.

### Personal and Organizational Learning

Florence-Darlington Technical College encourages professional development of all its board, faculty and staff through ensuring that resources are proved and made available on an ongoing basis.

## Evening College

Florence-Darlington Technical College has a strong commitment to adult students who have limited time but who still want to pursue their educational goals. FDTC offers a wide selection of evening classes which begin at 6:00pm or later. Many of the traditional fifteen-week semester classes are offered as well as the popular eight-week classes.

FDTC's two eight-week terms allows students to complete courses in half the time of the traditional semester courses. In the eight-week terms students may take anywhere from one to four classes. A student may register for both evening terms at the regularly scheduled registration or register at the beginning of each term. Three semester hour classes will be held on Monday/Wednesday or Tuesday/Thursday evenings beginning at 6:00pm. Eight-week classes begin at 6:00pm and end at 8:45pm. The traditional fifteen-week classes are offered three periods each night: 6:00pm-7:15pm; 7:30pm-8:45pm; and 9:00pm-10:15pm (Summer Term - 10 weeks). Check the class schedules for courses offered other than three credit hour classes.

Our Evening College is committed to offering students a quality education at an affordable low cost and the opportunity to work full-time and meet family obligations while pursuing their educational goals. Come join the growing number of students at FDTC who have found evening classes to be the perfect solution to furthering their education!

## Off-Campus Programs

### Academic Programs for Business and Industry

FDTC provides academic courses for employees, on site at the business location, as well as on our campuses. The program has been developed to provide employees the opportunity to continue their education around a schedule which is appropriate to their work. The employee has the same privileges as a regular student on our campus.

Each employee, who wishes to enroll in a class, must complete an application for admission to FDTC and meet all requirements for acceptance to a program of study. A person who does not wish to enter a curriculum program may enter as an undeclared student and take up to, but no more than 15 credit hours in selected courses.

## High School Dual Credit

FDTC provides academic courses on site at high schools and also on FDTC campuses for selected juniors and seniors. Any student under the age of 18 must submit a letter of permission from their high school principal or home-school principal on school letterhead to the Admissions Office prior to enrolling in the college. This program has been developed to provide students the opportunity to begin their college education, while still in high school. The student may be eligible to receive both college and high school credit for each course satisfactorily completed. In addition, high schools set the schedule which best suits the needs of their students. Each 3 credit hour course must be taught for a total of 45 instructional hours plus an exam. Students have the same privileges as any regular student on our campus.

Each student is required to complete an application for admission into the General Studies Certificate program via the FDTC college website at [www.fdtc.edu](http://www.fdtc.edu). All high school students are required to pay for their textbook(s) and tuition; however, the college fees and the technology fees are waived. Lottery funds are also available for high school dual credit students to help offset the costs of tuition when an approved student is taking more than one course within a term.

### Disclaimer

It is understood that FDTC does not guarantee the transfer of courses to any other school, college or university, except where articulation agreements have been developed. Furman University will not accept college courses taught on a high school campus. If a student is planning to attend a public or private college in SC or a college outside of SC, please contact that institution regarding transfer courses.

## Hartsville Site - Hartsville, SC

FDTC Hartsville Site  
225 Swift Creek Road  
Hartsville, South Carolina 29550  
843.676.8570 or 843.383.4500  
FAX 843.383.4503

Casey Copeland, *Director*  
[Casey.Copeland@fdtc.edu](mailto:Casey.Copeland@fdtc.edu)

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[Risha.Teal@fdtc.edu](mailto:Risha.Teal@fdtc.edu)

FDTC's off-campus site in Hartsville provides post-secondary public education in various disciplines. The primary responsibility of the site is to service the surrounding communities with affordable, comprehensive and technical education emphasizing curriculum and continuing education courses.

The Hartsville Site was opened on June 13, 1990. It was moved to its current location in September 1996 when it purchased the building from CP&L. This Site provides regular lecture and distance learning classrooms, a computer lab with Internet accessibility, a resource lab, EMT labs, an Allied Health Lab, business and industry training, enrollment services, and a meeting space for conferences.

## Lake City Site - Lake City, SC

FDTC Lake City Site  
278 West Cole Road  
Lake City, SC 29560  
843.676.8591 or 843.394.7233  
FAX 843.394.8191

Email - [LakeCity@fdtc.edu](mailto:LakeCity@fdtc.edu)

Paula McLaughlin, *Director*  
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Trisha Ard, *Evening Assistant*  
[Trisha.Ard@fdtc.edu](mailto:Trisha.Ard@fdtc.edu)

FDTC's off-campus site in Lake City provides post-secondary public education in various disciplines. The primary responsibility of the site is to service their surrounding communities with affordable, comprehensive and technical education emphasizing curriculum and continuing education courses. The Facility provides: Traditional Lecture and Distance Learning Instruction; Enrollment, Financial Aid, and Business Office Services; Computer Labs with Internet Accessibility; Business and Industry Training; College Placement and Online Testing; Tutoring Services; an Allied Health Lab and a Resource Lab. The Lake City Site participates in the



## Employment and Training Program

The Lake City Site was officially opened on March 21, 1997 in a building constructed by the Lake City Development Corporation.

### Mullins Technology Site - Mullins, SC

FDTC Mullins Site  
109 South Main Street  
Mullins, South Carolina 29574  
843.676.8567 or 843.676.8568  
FAX 843.464.6201

Marie Ferguson, Director  
843.676.8558  
Marie.Ferguson@fdtc.edu

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843.676.8569  
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Elizabeth Fralix, Evening Assistant  
843.676.8568  
Elizabeth.Fralix@fdtc.edu

FDTC's off-campus site in Mullins provides post-secondary public education in various disciplines. The primary responsibility of the site is to service the surrounding communities with affordable, comprehensive and technical education, emphasizing curriculum and continuing education courses. The Mullins Technology Site was officially opened on November 7, 2003, in a building remodeled for FDTC, as part of the Mullins Downtown Revitalization Project. The building is a certified part of the City of Mullins Commercial-Historic District and offers a variety of curriculum and continuing education courses. Due to the growth of the Mullins Site, a new addition was opened on October 11, 2007 which provides four additional classrooms and adds over 4,000 square feet to the existing facility. Marie Ferguson, Director

## Continuing Education

Register for our CE Conference NOW!

### For Who?

Students, business, and industry

### For What?

- To upgrade technical skills
- To enhance advancement opportunities
- To acquire new skills and interests

### When?

Evening and day

### Where?

FDTC campus, or satellite locations

## How?

Just register...

- In person... SiMT
- By fax... 843.413.2717
- By mail...
- Continuing Education Division  
Florence Darlington Technical College  
P.O. Box 100549  
Florence, SC 29502

## More?

Interested in a course or program that is not offered? Write or call us at 843.413.2715.

Continuing Education courses and programs are designed for students who want to upgrade their technical skills, enhance their advancement opportunities, or acquire new skills and interests. Course and program offerings are scheduled on the basis of periodic surveys of business, industry, commerce and the community-at-large.

Many of these courses and programs are conducted in the evening at the College, and may also be scheduled during the day or evening at off-campus locations. The number of hours of instruction varies with the specific needs that each course and program is designed to meet.

Advising is available upon request. Registration for an announced course may be made in person at the College, by letter addressed to the Continuing Education Division, Florence-Darlington Technical College, P.O. Box 100549, Florence, SC 29502, or by fax (843.413.2717). If you are interested in a course or program that is not offered, write or call the Continuing Education Division at 843.413.2715. For detailed registration information, call the Continuing Education Division or visit their office in the SiMT. It is recommended you enroll several days prior to the start date of the class.

## Fees

Course and program fees vary and are based on course expense. Community Interest programs are offered on a self-supporting basis.

## Senior Citizen Discounts

Due to the nature of continuing education funding, senior citizens pay the same fees as other students for all courses. Certain courses with "senior citizen" in the course title show tuition fees as listed for those courses.

## Financial Assistance

Students enrolled in certificate programs or Continuing Education Courses may be eligible for low cost student loans. Further information about these loans and applications are available in the Continuing Education registration office. Loans may be applied for at any time during the year and funds for approved loans are available within ten (10) business days. To ensure that your loan will be processed promptly, be sure to file a hard copy of your application with the Continuing Education Financial Assistance Coordinator when you apply for funds.

## Course Cancellations

When the enrollment of a course or program is below the required number, the course may be cancelled at the discretion of the Program Manager. Students affected by such cancellations are informed of the alternatives available.

## Refunds

Requests for refunds will be accepted up to 48 hours (2 working days) before a course starts. Requests must be made directly to the Continuing Education office by telephone (843-413-2715) or in person. Automatic refunds will be processed on courses cancelled by the College.

## Admissions

### Enrollment Center

The following services are located in the Enrollment Center:

- New students are encouraged to visit the Enrollment Center for initial advising and registration.

### Admission Requirements & Procedures

#### Requirements

Individuals who possess a high school diploma or GED from an accredited institution recognized by the state of South Carolina will be allowed to enroll at FDTC upon successful completion of the college's application process and entrance requirements.

Exception to the above: An applicant who is a high school junior or senior must submit, prior to admission, written permission/recommendation from the principal/guidance counselor of the school he/she is attending to take classes at FDTC.

An applicant must submit satisfactory scores on either the SAT, ACT, or the college's placement test. There is a five-year limit on all entrance test scores.

#### Procedures

1. Submit an online application for admissions.
2. Submit proof of high school graduation or GED from an accredited institution recognized by the state of South Carolina.
3. Submit appropriate entrance test scores (SAT, ACT, or college's placement test). Some programs may require additional test scores.
4. Some programs require a placement interview with the department head.
5. Students will be admitted into their chosen program with a proviso that they must meet test scores or take all necessary pre-requisite courses associated with the courses in their desired program. Allied Health applicants will be admitted into the Associate in Science program until space is available in their desired program and they meet all pre-requisites necessary to begin the clinical portion of their chosen allied health field. Students will be admitted into the Allied Health fields by the Allied Health departments.
6. A faculty advisor will be assigned to all accepted students. Students who test into zero-level reading or writing classes will be assigned an advisor with expertise to develop a plan to move students through their developmental courses into their program coursework.

#### Admissions Waiver

Admissions waivers are available, for the student's first semester only, to designated student groups, providing them the opportunity to take curriculum courses without meeting the required SAT, ACT or COMPASS testing scores.

Designated student groups are defined as follows:

- Applicants who have earned a Bachelor's Degree, or advanced degree, and who meet all other requirements for his/her chosen program
- Applicants who have graduated from high school within one year of application; who are LIFE Scholarship eligible; and who meet all other requirements for his/her chosen program
- Applicants who apply for designated evening programs
- Admissions Representatives will have the authority to offer waivers based on special circumstances following an interview with an applicant

If a student enters a curriculum course via an admissions waiver and is unsuccessful in that course, the Faculty Advisor will: direct the student to take the COMPASS test (if applicable); complete a Change of Curriculum form (if applicable); register the student into the course level identified by the COMPASS, SAT or ACT score.

A waiver will only be offered once.

### Readmission Requirements & Procedures

#### Readmission Requirements

If an accepted student is required to sit out for one or more semesters due to a lack of courses offered or lack of space, the college will readmit the student into the curriculum based on the entrance requirements from the previous acceptance.

If an accepted student elects not to enroll (for more than one year after initial application) for reasons other than situations mentioned above, the student must readmit under the current curriculum requirements.

Students in a program who are normally out during summer term will not go through the readmit process for fall semester.

#### Readmission Procedures

1. Submit an online application
2. Readmit students must resubmit proof of high school graduation or GED from an accredited institution recognized by the state of South Carolina if they have not attended FDTC within the past two years.

### Home Schooled Applicants

Individuals who possess a high school diploma approved by the South Carolina Association of Independent Home Schools (SCAHS) or any legal alternate organization that provide a means of accountability and issues credible documentation of high school coursework recognized by the state of South Carolina will be allowed to enroll at FDTC upon successful completion of the college's entrance requirements.

Applicants must have satisfactory scores on either the SAT, ACT, or the college's placement test for entrance into their desired program.

Applicants who have been home schooled and possess a credible high school diploma issued by the South Carolina Association of Independent Home Schools, or any organization as described above, are eligible for financial assistance.

Under some circumstances home schooled applicants may be asked to provide a GED certificate in order to meet the requirements of approving agencies or accreditation requirements for certain programs.

### How To Transfer to FDTC

1. Applications will remain in active status for one year from the date of application.
2. FDTC admits transfer students regardless of standing or status at the previous institution. Students are admitted to our institution based on the entrance requirements for our specific programs.
3. Testing may be waived if 30 semester hours, including transferable English and Math courses, have been completed with a "C" or better grade from an accredited U.S. college.
4. Transfer students with an associate or higher degree will be exempt from submitting a high school transcript unless it is necessary to provide proof of prerequisite courses or graduation for some majors.
5. Transfer credit will be awarded by the Registrar after acceptance and prior to the end of the first semester of enrollment.
6. At least 25 percent of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma.
7. A grade of "C" or better is required to receive transfer credit.

### Undeclared Applicants

A student may also enter the College as an 'undeclared' student. An undeclared student is one who wishes to take courses for self-improvement and does not intend on entering a curriculum program. Undeclared students are not eligible for financial aid. An undeclared status student may take up to fifteen (15) credit hours. Students with 'undeclared' status must meet course pre-requisites and admissions test scores as designated by each course.

### Transient Applicants

Transient Applicants are those who are already enrolled in another institution and wish to take courses to transfer back to the parent institution. No testing will be required if written permission is provided from the parent institution. If a transient student does not submit a transient form, the student will be required to submit satisfactory scores on either the SAT, ACT, or the college's placements test for entrance into their desired course(s).

It is the transient student's responsibility to verify that the courses taken at FDTC transfer back to the parent institution.

### Bridge Partnership Programs

FDTC has created partnerships with various four-year colleges and universities to provide Bridge Partnership Programs for our students. Bridge Programs allow the

student to complete the first year at FDTC and transfer smoothly to the college or university. Current partnerships include: Coastal Carolina University, Coker College, Francis Marion University, Lander University, and the University of South Carolina. Students interested in participating in the Bridge Program should contact Admissions for additional information.

## Teacher Recertification Renewal

Teacher Recertification Renewal credit is offered at FDTC. It is recommended that courses be approved by the State Department of Education prior to enrollment. Teachers must submit an online application for admission and submit a copy of their current teacher's certificate.

# Placement and Advanced Standing

## Placement Tests

1. COMPASS or ASSET is used for entry into all programs.
  - a. COMPASS consists of the following tests:  
Reading Skills  
Writing Skills  
Pre-Algebra  
Algebra
  - b. Students are required to meet the appropriate placement test scores in Reading, Writing, and Math in order to be accepted into their respective curricula. See specific programs for additional requirements.
  - c. Transfer or Readmit students who have successfully completed ENG 101 with a grade of 'C' or better at an accredited U.S. college will be exempt from the reading and writing placement test. Appropriate testing may be required prior to taking math courses.
  - d. Students who do not meet the appropriate placement test scores to enter their curriculum will be placed in developmental courses. Additional placement testing may be required in some cases.
  - e. Students may progress by completion of approved reading, English, and math courses with a "C" or better for all majors.
2. The Institutional Scholastic Aptitude Test - Recentered (ISATR) is administered on campus by the Assessment Center for on-campus use only and is accepted for all programs as an alternate placement test. For ISATR testing times and fee information, contact the Assessment Center at 843.661.8293.
3. Students who require special assistance or accommodations for testing should contact the Director of Student Support & Grant Programs at 843.661.8029. Appropriate documentation must be submitted prior to testing.

All students must take the appropriate Placements Tests except:

1. An applicant with an associate, undergraduate or graduate degree from an accredited U.S. college or university. An official transcript is required to award class placement. Additional testing may be required if transfer courses are not equivalent to FDTC courses.
2. Transfer or re-admit students who have successfully completed ENG 101. In addition, appropriate testing may be required prior to taking math courses.

	Compass	Asset	ACT	SAT
RDG 031	R 45-60	R 31-34	R 10-14	250-330
RDG 032	R 61-80	R 35-41	R 15-19	340-470
ENG 032	W 0-60	W 0-40	E 0-14	200-390
ENG 155**	W 61-100	W 41-54	E 15-36	400-800
ENG 100	W 61-77	W 41-45	E 15-19	400-470
ENG101/160	E 78-100 (Change E to W)	W 46	E 20	480-800
MAT 031	PA 0-42	NS 0-39	0-7	200-330
MAT 032	PA 43-59	NS 40-44	8-15	340-370
MAT 101/ 155 / 160 / 170	PA 60-100	EA 45-55	16	380-410
MAT102/165	A 44-59	A 45-48	17	420-470
MAT 110/120	A 60-100	A 49-55	20	480-800

The Assessment Center is open Monday-Thursday from 8:00am to 7:00pm and

Friday from 8:00am to 4:00pm. Students should arrive two hours prior to the posted closing time to allow sufficient time to complete testing. Testing stops one hour prior to closing.

## Advanced Placement

Transfer of credits from an accredited secondary institution can place a student in advanced standing at FDTC. The Registrar will determine this decision.

Any student completing special training in military service may have their work evaluated for advanced standing, for possible transfer, by the Registrar.

Transfer of credits within one college, i.e., from one curriculum to another, are granted by the Registrar.

## Proficiency Tests

Proficiency tests are given to award students college credit for formal and informal educational experiences. Proficiency tests must be completed prior to enrollment in that course. The student will pay a \$25 per credit hour testing fee to the Business Office. A student is allowed only one challenge attempt per course. The student should contact the Department Head responsible for the course for which he/she seeks credit.

## High School Articulation

Agreements with many area career/technology centers allow selected students to enter FDTC with advanced standing at no charge for the college credit awarded. Articulation agreements have been developed in these areas:

- Automotive Technology
- Business Technologies
- Civil Engineering Technology
- Computer Technology
- Machine Tool Technology
- Administrative Office Technology
- Welding

Students should contact their high school guidance counselor to complete the required paperwork for advanced standing. Credit for articulated courses is accepted for up to one year from the date of high school graduation until the student enrolls at FDTC.

## College Level Exam Program (CLEP)

College Level Exam Program (CLEP) credit is accepted. Contact the Registrar's Office for more information. FDTC does not offer CLEP testing.

## Service Member Opportunity Colleges (SOC)

FDTC 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.

## Transfer Credit Policy

Credit for work previously completed at another college will be granted to transfer students under certain conditions. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in FDTC's own degree, diploma, or certificate programs. In assessing and documenting equivalent learning and qualified faculty, FDTC will use recognized guides, which aid in the evaluation for credit. Such guides include but are not limited to those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Students must have a "C" or better at the previous institution, the course must be required in the student's specified curriculum and must be within the time limits established for certain courses. A list of time limits on courses is available from the Registrar.

Only students who have been accepted by the College and have submitted official transcripts from each school previously attended will be awarded transfer credit. The Registrar will evaluate transfer credit, confer with faculty and departments when necessary, and award credit. The Registrar will award transfer credit after acceptance and prior to the end of the first semester of enrollment. Transfer credit appears in the

"Earned Hours" portion of the transcript and grade points are not transferable from previous institutions.

## Residency

### *Residency Requirements for Admission*

Residents of South Carolina as defined by state law are independent persons who have been domiciled in South Carolina for a period of no less than 12 months who have full-time employment in the state and the dependents of such person. Payment of South Carolina property taxes or living with relatives other than parents except under court decree is not a factor in determining legal state residence. If there is any question, contact the Registrar at 661-8351 or the Financial Aid Office at 661-8085.

The South Carolina Illegal Immigration Reform Act requires that all students currently attending FDTC provide proof of residency in order to remain in school.

### *Financial Info*

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 or in either Florence or Darlington counties for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Tax documents and Drivers License will be used to determine residency.

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 colleges and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

### **Residents with Full-Time Employment and their Dependents**

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. 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 director of enrollment management. International students are not considered residents of the state until they gain permanent resident status from Immigration and Naturalization Service.

Additional information regarding residency may be found on the South Carolina Commission on Higher Education's website at <http://www.che.sc.gov/StudentServices/Residency/Residency.htm>

### *Off-Campus Housing*

Dormitories are not provided at FDTC. All students commute to and from class daily. Financial arrangements for rooms and apartments are on an individual basis between the student and the landlord. Students desiring any information on housing should contact the Student Activities Office.

## *International Students*

### **Admissions**

Under federal law of the United States, FDTC is authorized to enroll non-immigrant international students on F-1 and M-1 student visas. Admission is subject to the requirements stated below and approval by the Vice President for Enrollment Management and Student Services. An international student interested in applying should write to the Admissions Office for application materials. Application and all supporting documents must be received in the Office of Admissions at least three months prior to the day of registration for the term of entry.

All transcripts (submitted in English translation if the original is in another language), test scores, and other credentials become the property of the College and will not be returned or transferred to another institution.

It is recommended that all F-1 and M-1 visa students provide official immunization records and related documentation to verify condition of good health. Additionally, visa students are responsible for obtaining health and accident insurance.

All F-1 and M-1 visa students are subject to an out-of-country tuition as set by the County Commission. Current tuition rates may be obtained from the Office of Admissions. In addition to the College's general admission requirements, international students must fulfill certain requirements.

### **General Info**

1. An applicant must have English language ability adequate to enable the student to profit from instruction at the college level. A student is not admitted solely for special training in English. Adequacy of English proficiency is determined by a minimum 500 score on the Test of English as a Foreign Language (TOEFL), administered worldwide by the Educational Testing Service, Box 6155, Princeton, New Jersey 08541-6155; if the test is not available in the applicant's area, results of a standardized test administered at a U. S. consulate or other authorized test center may be substituted.
2. An applicant must offer evidence of academic achievement equivalent to an American high school education with a B (above average) record in secondary school subjects and meet the minimum SAT and/or TOEFL score required for the program of his/her choice. It is the student's responsibility to submit all transcripts translated into English if the originals are in another language. The SAT and/or TOEFL should be taken prior to coming to the United States.
3. All applicants must present an affidavit of support for him/herself and for all members of his/her family who will accompany him/her to Florence during the period of attendance at the College. Estimated costs include: the out-of-country tuition fee; living expenses; textbooks and supplies; transportation to, from, and in the United States; and miscellaneous expenses. An applicant should anticipate tuition and living cost increases in subsequent years.
4. At the opening of a semester, an applicant must be at least 18 years of age. An exception to this is a graduate of an accredited United States high school.
5. All international students who are accepted must take the College's placement tests. Placement into the appropriate level of courses will be determined by the tests. International students must arrange to be on



campus approximately one week prior to registration for the proposed term of entry. Failure to complete placement tests may result in denial of acceptance into programs.

Activity Fee per term	\$35	\$35	\$35	\$35
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\* Florence and Darlington county legal taxpaying residents.  
 \*\* Based on residence at time of application

### Limitations & Exceptions

1. An international student accepted by another college in the United States must attend that institution for at least one year before applying for transfer to FDTC. Transfer students from other colleges must have completed at least a "C" average and have approval for transfer from the institution of attendance.
2. A foreign national in the United States as a visitor or tourist will be considered for admission in F-1 or M-1 visa status upon completion of the application for change of status. If admitted, he/she cannot enroll until he/she provides proof of approval of status change from visitor status to F-1 or M-1 by the Immigration and Naturalization Service.

### Employment

An international student must attend the College full-time for at least a year before a request for employment is allowed. You must document urgency of financial need with extenuating circumstances. The Immigration and Naturalization Service grant approval of authorization to work.

### International Student Housing

International students must make arrangements for their own housing within the FDTC area. The College does not provide living accommodations.

### Maximum Period of Enrollment

An international student is expected to complete a program in the most expeditious manner possible, generally in two years. Three years of post-secondary enrollment is the maximum permitted.

### Regulations for International Students

International students should become familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with test regulations as well as college regulations on student conduct and enrollment and comply with those regulations. A student who drops below full-time enrollment is subject to removal from the College. The Immigration and Naturalization Service will be notified in such cases.

### Types of Visas

Students with visas other than F-1 and M-1 status may be eligible for admission subject to approval of the Vice President for Enrollment Management and Student Services. If admitted, such students will be subject to out-of-country tuition.

### International Student Services

The Admissions Office is responsible for all immigration related matters, as well as programming for the international community. In addition, advisors are available to counsel and direct students in a wide variety of personal and academic areas. We promote multi-cultural awareness through a wide variety of activities. Students are encouraged to visit the Admissions Office on a regular basis and get to know the staff. We would like all international students to feel comfortable about discussing their problems with the advisors in a confidential and positive atmosphere.

## Financial Information

### Tuition & Fees

#### Student Tuition

Note: Students will NOT receive a bill for tuition and fees via U.S mail. Check WebAdvisor under "View Account and Make Payments" for tuition amounts due.

The College has removed the tuition cap, which limited student tuition to the cost of 12 credit hours per term. Students will now pay per-credit hour charge for **all hours taken**.

Student	In-County*	Out-Of-County**	Out-Of-State	Out-Of-Country
Tuition Fee per credit hour	\$163	\$174	\$250	\$337
Technology fee per Credit Hour (\$50) cap	\$4	\$4	\$4	\$4

### Additional Fees

- Technology Fee (\$4/credit hour, capped at \$50 per term)
- Activity Fee (\$35/semester)
- Late Fee\* (\$50)  
 \* - A \$50 late fee will be charged to all students who have not paid their tuition and fees by the published due date each term.

### Part-time Status

- 3/4 time (9 to 11.5 hours)
- 1/2 time (6 to 8.5 hours)

**PLEASE NOTE: The College reserves the right to change tuition and fee rates each term without prior notice.**

NOTE: Students will **NOT** receive a bill for tuition and fees via U.S. mail. Check WebAdvisor under "View Accounts and Make Payments" for tuition amounts due.

Fees for auditing a course is the same as taking a course for credit. Minimum of 50 cents per contact hour is charged for any continuing education student. Additional Allied Health Science Fees may consist of a malpractice fee of \$2.00 per clinical course, Nursing Test Fees ranging from \$76 to \$233.

The above fees do not include the cost of books, shop coats, uniforms, equipment, tools and materials, graduation fees, math hub fee or allied health course fees. Fees are subject to change in accordance with policies established by the State Board for Technical and Comprehensive Education. All tuition fees must be paid or charged to financial aid, sponsor, scholarship or other source before attending class. Tuition, fees and book store charges are the responsibility of the student. All institutional charges not paid by financial aid, sponsors, scholarships, loans, or other sources, must be paid by the student.

All tuition must be paid by the published due date each term. During the term, circumstances may occur which results in a student's financial aid or scholarship being reduced or rescinded or other transactions occur which causes the student's tuition and/or books to be unpaid. At this time, the student should pay the balance in full.

### Policy for Students With Outstanding Obligations

Any student who has an outstanding obligation (financial or other) to FDTC will not be allowed to register for an additional term. The student is responsible for clearing the obligation. All academic records will be frozen and will not be completed or released until all obligations are fulfilled.

After the student has received three bills, the account will be placed with a collection agency and the SC Tax Commission for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.

### Methods of Tuition Payment

#### Debit or Credit Card (VISA, MasterCard, Discover)

Credit or debit card payments may be made online through WebAdvisor or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000 and at our satellite sites in Lake City and Hartsville.

#### Cash or Check

The College accepts cash and check payments at the Business Office located in the 5000 building and at our satellite sites in Lake City, Hartsville and Mullins. Cash and checks are also generally accepted during stated arena registration times. Checks may also be mailed to the Business Office.

#### Tuition Payment Plan

FDTC's payment plan requires a \$30.00 non-refundable handling fee in advance. The payment plan balance is payable in two equal payments on dates determined according to the academic calendar and included in the contract by the Business Office.

A \$25.00 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future

registrations will be cancelled and all transcripts will be held.

1st - 5th Week Day of the Term	100%
After 5th Week Day of the Term	0%

## Sponsorships

Tuition may be paid by sponsoring businesses and/or individuals. These arrangements vary according to the sponsor. Generally the student will deliver a letter of guarantee from the sponsor to the FDTC Business Office.

## Financial Aid

Awarded financial aid may be applied to the tuition cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay the balance by the due date. Any balance of award not used for tuition may be used in the FDTC bookstore to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student. Disbursements are made to the students approximately 5 weeks after the term begins.

## Free Tuition Available for Senior Citizens

By South Carolina law, state-supported colleges and universities are authorized to permit legal residents of South Carolina who are 60 years of age or older when the term begins to attend classes for credit on a space available basis without the required payment of tuition.

## Returned Checks

All returned checks will have a \$30.00 return check fee added to the student account. Any returned checks not paid within the specified 10 day time period will be turned over to the authorities for legal action. Payments are due in full. No partial payments will be accepted.

## Purge of Unpaid Classes

At a date determined by the administration, a purge will be done to drop all students who have unpaid classes from the class rolls. Any student who is attending class during this time and is dropped from the class rolls will be asked to contact the Business Office to make payment arrangements.

## Refund Policy

I. It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring agencies receive a fair and equitable refund of tuition and other institutional charges upon the student's withdrawal from the College or net reduction of hours. Institutional charges are defined as tuition; room and/or board; equipment and/or books and supplies, if costs are separately identified or the College requires students to purchase items from a college affiliated vendor; and fees, required of all students, or categories of students, and are related to the student's program of study, excluding items of a pass through nature. See VA Refunds.

II. Except as provided in Section I, institutional charges for a semester term will be refunded at the following rates:

<b>Withdrawal or Net Reduction of Credit Hours</b>	<b>Refund</b>
<b>15-Week and 16-Week Sessions</b>	
Before the first date in term that classes are offered (start of term)	100%
1st - 6th Calendar Day of the Term	100%
After 6th Calendar Day of the Term	0%
<b>8-Week Session</b>	
Before the first date in term that classes are offered (start of term)	100%
1st - 3rd Business Day of the Term	100%
After 3rd Business Day of the Term	0%
<b>Summer Term - (10-Week Session)</b>	
Before the first date in term that classes are offered (start of term)	100%
1st - 7th Week Day of the Term	100%
After 7th Week Day of the Term	0%
<b>Summer Term - (8-Week Session)</b>	
Before the first date in term that classes are offered (start of term)	100%
1st - 5th Week Day of the Term	100%
After 5th Week Day of the Term	0%
<b>Summer Term - (5-Week Session)</b>	
Before the first date in term that classes are offered (start of term)	100%

Students who never attend a class for which they are enrolled will be considered to have constructively withdrawn before the start of term.

A student's official withdrawal date is the date the student initiates the withdrawal process.

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

Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code

Advance payment of fees and other charges by eligible persons under Title 38 U.S. Code who fail to enter, withdraw, or who are discontinued prior to completion of the course, will be refunded in an amount which does not vary more than 10% from the exact pro-rata portion of such fees and other charges that the length of the completed portion of the course bears to its total length. The exact pro-rata will be determined by the ratio of number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payments have been made.

## Financial Aid

### Student Financial Aid

Students must be accepted for admission to the college before any action can be taken on their application for financial assistance, including scholarships, student employment, grants, or loans. Students must have a high school diploma or GED and be accepted for enrollment in an eligible program of study. Students enrolled in certificate programs of less than 16 semester credit hours, or Continuing Education Courses do not qualify to receive Federal financial aid.

Applications for financial assistance must be completed annually. The Free Application for Federal Student Aid (FAFSA) is used to apply for all forms of Federal financial aid awarded by the college. Priority for any available funds is given to students with complete applications received in the Financial Aid Center by April 1st. Applications received after that date are awarded on a continuing basis as long as funds are available. Students with completed applications will receive an official award letter in the mail. When registered, the student is allowed to charge tuition, fees, books, and supplies against the financial aid that they have been awarded. Loan checks for any remaining funds will be mailed to the student's home address approximately three weeks after classes begin. All other refund checks will be mailed by mid-term. Students must take a minimum of 12 semester hours to be considered a full-time student. Federal Pell Grant awards will be adjusted to the student's enrollment status, if the student enrolls for fewer hours. Students must maintain satisfactory academic progress in order to continue receiving financial assistance.

Applicants for employment, SEOG and loans received after April 1st will be considered according to the date received as long as funds are still available. Pell Grants are awarded continuously throughout the year. There are several federally funded programs that are available to students at FDTC. All of these programs are contingent upon the funding of the programs by the U.S. Congress.

**IMPORTANT NOTICE: Tuition, fee, and book charges are the responsibility of the student.** All institutional charges not paid by financial aid, sponsors, scholarships, loans, or other sources, must be paid by the student.

## Financial Aid Student Rights and Responsibilities

It is your responsibility to:

- Review and consider all information about the College's program before you enroll.
- Complete all application forms accurately and submit them on time and to the appropriate office.
- Pay special attention to accurately complete your application for student financial aid.
- Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.

- Accept responsibility for all agreements you sign.
- If you have a loan, notify Direct Lending of changes in your name, address, or school status.
- Perform the work that is agreed upon in accepting a Federal College Work-Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedures.

## Quick Steps - How to Apply

Online (*fast & easy*)

First...

1. Get PIN needed to apply.
2. Apply online.

Application is processed...

1. Response is sent to student via email within 1-3 weeks
2. If no response is received within 4-6 weeks, check status.

After application has been processed...

1. Check Student Aid Report for accuracy of data processed.
2. Check award amount.

## Satisfactory Academic Progress - Introduction

All students receiving federal and state student financial aid must adhere to Florence-Darlington Technical College's Financial Aid policy on standards of satisfactory academic progress. This policy has been established to meet the requirements. The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable period of time. The policy is separate from the institution's standards of progress and is monitored each semester for all enrolled students who have applied for financial aid.

Satisfactory academic progress must include both a qualitative component, grade point average (GPA) and a quantitative (maximum time frame). The following three criteria/rules are applied to determine progress at Florence-Darlington Technical College:

1. The maximum length of time for which the student may receive financial aid (150 Percent) of the published time-frame for the program of study.
2. The percentage of attempted credit hours the student must earn cumulative and the end of each semester. (70 Percent)
3. The minimum grade point average (GPA) the student must maintain. (2.0 Minimum GPA)

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

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

## Satisfactory Academic Progress Scope

This policy applies to all students applying for or receiving federal grants, loans, federal work-study and state funds. To reasonably measure a student's satisfactory academic progress toward completion of his/her degree, diploma, or certificate the student's total academic record will be evaluated. This includes all academic work attempted for any FDTC program and transferred credits accepted from any other schools attended.

As the recipients of federal or state financial aid, students have certain rights and responsibilities. Students' failure to fulfill their part of the agreement as described may result in the cancellation of their awards, and/or repayment of any funds already

received.

## Satisfactory Academic Progress - Monitoring Procedures

The Financial Aid Center will monitor satisfactory academic progress for all students receiving federal or state financial aid to ensure that they are making progress toward program completion. Associate degree, diploma and certificate programs will be reviewed for satisfactory academic progress at the end of each term enrolled. The standards defining satisfactory academic progress for Florence-Darlington Technical College students are outlined below.

## Course Withdrawals, Incomplete Courses, Repetitions, Remedial or Noncredit Remedial:

Students who receive federal or state financial aid must be aware that repeated courses; noncredit remedial courses and grades of F, W, WF, and I will be considered in assessing their progress toward completion. Students who do not satisfactorily complete at least 70 percent of attempted hours for two consecutive semesters will no longer be eligible for federal and/or most state assistance (i.e., South Carolina Need-Based Grant).

## Developmental Studies (Remedial rule) Standards of Progress:

Financial Aid recipients may take a maximum of 30 credit hours in Developmental Studies course work. Students enrolled in Developmental Studies classes only must receive grades of A\*, B\* C\* and SC\* in at least 70 percent of their classes to remain in good standing. Developmental Studies students who do not meet this requirement will receive a warning during the next term in which they enroll in the college.

## Transfer Students:

All transfer students will be considered to be making satisfactory progress based on the number of credit hours accepted toward their program of study. Each academic record will otherwise be reviewed at the end of the required period of enrollment (i.e., at the end of each enrolled term). Transfer credits are included in the calculations of the pace of the program completion and they are included in the 150% maximum timeframe.

## Change of Major(s):

Students will be allowed two changes in curriculum. Any requests for additional changes will be considered on a case-by-case basis. A student who changes majors is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program into a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change due to the 150 percent completion rule.

## Fresh Start that may be granted through Registrar Services:

Federal regulation excludes federal student aid from a school's fresh start policy and requires the Financial Aid Center to track students' academic progress from the first date of enrollment, whether or not financial aid was received.

Students approved for the Fresh Start Program should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the first date of enrollment. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

## Satisfactory Academic Progress Standards

Length of Eligibility (Completion rule) The Financial Aid Center monitors the satisfactory academic progress of all students receiving federal and state aid. Financial aid recipients are eligible for assistance until they have attempted up to one and a half (1.5) time the semester hours required for the program of study in which they are currently enrolled.

## Examples of Maximum Timeframe

Academic Program	Hours required in program	Maximum allowable Attempted Hours(150%)
Associate in Nursing Degree	68	(x1.5) = 102
Associate in Arts Degree	62	(x1.5) = 93
Early Childhood Development Diploma	42	(x1.5) = 63

Students pursuing multiple programs of study through Florence-Darlington Technical College will be limited to a maximum timeframe of 150 hours attempted. In all instances, financial assistance will be limited to a maximum of 150 hours attempted. At the time it is determined that a student cannot complete their program of study without reaching 150 hours, the student becomes ineligible for financial aid. Students can appeal this ineligibility by completing the appropriate appeal request form providing the required documentation. Examples of acceptable documentation is shown later in this policy.

### Academic Progress (minimum GPA and 70 percent rule)

In order to remain in good academic standing, students pursuing a degree, diploma or certificate who are enrolled in regular curriculum classes must maintain a minimum credit hour Cumulative Grade Point Average (GPA) of 2.0. Students are also required to have earned at least 70 percent of credit hours attempted to have continued federal and state eligibility for financial assistance. All Developmental Studies courses will be included in the calculation of 70% of credit hours.

### Warning Semester

Students who fail to earn the required GPA as specified above or who fail to earn 70% of credits attempted will receive a financial aid warning for the next term in which they enroll at the college. In addition, students who are approaching the maximum timeframe to complete their program, will be placed on warning as well. Students in all programs of study who receive a financial aid warning as a result of failing to earn the required GPA or failing to earn 70% of credits attempted, may receive Title IV funds for one payment period. Students in all programs of study who receive a financial aid warning as a result of approaching the maximum timeframe to complete their programs may receive Title IV funds up until they reach the maximum timeframe. Students must meet the FDTC Financial Aid Center's SAP standards and will be reviewed at the end of the warning term. Students who fail to obtain a cumulative GPA of 2.0 or who fail to bring cumulative completion rate up to 70% or greater will lose federal and state aid eligibility and will be placed on suspension. In addition, students who fail to complete their programs prior to reaching the program's maximum timeframe will be placed on suspension.

Students placed on suspension may be allowed to submit either a First Time Appeal or Committee Appeal form to the Financial Aid Center for evaluation of special circumstances that may have contributed to not meeting satisfactory progress standards. The required form will be communicated to each individual student.

### Satisfactory Academic Progress - Declaration of Ineligibility Procedures

Following a review, if a student is deemed not to be making satisfactory academic progress, he/she will be notified in writing of the resulting ineligibility for federal and/or state funds. Awards will be canceled upon becoming ineligible. To receive federal or state assistance, the student will need to submit an appeal to the Financial Aid Center.

### Satisfactory Academic Progress Re-Establishing Eligibility for Financial Aid

A student may be reinstated for financial aid eligibility at such time as he or she successfully completes sufficient hours (70% of attempted hours) and has a sufficient grade point average (2.0) to meet the minimum requirements for eligibility as set forth in this policy. It is the student's responsibility to present evidence to the Financial Aid Center at the time he or she has met minimum requirements for reinstatement or is appealing.

### Satisfactory Academic Program Appeal of Financial Aid Ineligibility

A. An ineligible student may appeal by indicating in writing to the Financial Aid Center a detailed account of the appeal (a) why the student failed to make satisfactory academic progress, and (b) what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Each appeal will be considered individually on its merit. Individual cases will not be considered as precedent. Some reinstatements are considered if the following circumstances have occurred:

- Death in the student's immediate family that has been documented.
- Personal illness requiring a loss of the equivalent of more than five consecutive class days that is supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by at least one letter of documentation from a family members' physician.
- Divorce or separation in the student's immediate family that can be documented for the time frame in question.
- Change in job schedule/responsibilities required by the employer and documented by the employer.

B. Each appeal will be reviewed by one or more members of the Financial Aid

Center in order to determine whether the financial aid probation or suspension action is justified. The student will be advised in writing of the decision within 10 business days after the appeal has been reviewed. If a student's appeal is denied, the student has the right to appeal to the Director of Financial Aid. The Director of Financial Aid who will decide if additional documentation is needed and if the appeal will be reviewed a second time. Any student who is denied can re-establish eligibility by successfully completing sufficient hours (70% of attempted hours) and has a sufficient grade point average (2.0) to meet the minimum requirements for eligibility as set forth in this policy. It is the student's responsibility to present evidence to the Financial Aid Center at the time he or she has met minimum requirements for reinstatement or is appealing.

C. If a student is approved for reinstatement, that student who is reinstated with an approved appeal is considered to be on probation and is required to meet all reinstatement stipulations in order to continue eligibility for federal and/or state financial aid. Reinstatement stipulations include, but are not limited to, requiring a student to pass all courses attempted with a grade of "C" or higher, and maintaining a cumulative GPA of 2.0 or higher. Withdrawing or failing a class is considered not meeting stipulations. Should a student fail to meet any of the stipulations of their probationary term, he or she may submit another appeal request to the financial aid center along with documentation of the extenuating circumstances that caused them to fail or withdraw from a course.

D. A student for whom the satisfactory academic progress standards are out of reach in one period, may be placed on an academic plan if the appeal was approved. The student is required to meet all reinstatement stipulations in order to continue eligibility for federal and/or state financial aid. Reinstatement stipulations include, but are not limited to requiring a student to pass all courses attempted with a grade of "C" or higher, completing their program before an established deadline, and finally raising their cumulative GPA to the minimum 2.0 or higher before an established deadline.

E. For priority potential awarding, appeals must be submitted within the first 10 days of the start of the term.

F. Committee decisions on appeals are final and cannot be appealed at the college or federal level.

### Transferring Financial Aid

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 FDTC must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to FDTC. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

### Scholarship Application Procedures

Scholarships are made available to students through donations from individuals, businesses, industry, foundations, and private sources. Applicants must have a minimum 2.50 cumulative grade point average to apply for a scholarship. Students enrolled in Transitional Studies are not eligible to apply. All applicants must submit an FDTC Scholarship Application online no later than the deadline dates for priority consideration.

Scholarship recipients must complete all admissions requirements to FDTC. Students must be pursuing a certificate, degree, or diploma unless otherwise specified by the donor. Each semester, students enrolled for less than 6 credit hours receive 1/2 of the scholarship amount. Students enrolled in 6 or more credit hours receive the full scholarship amount. Scholarship recipients that withdraw from the College, or transfer to another college, and decide not to return, will not have their scholarship automatically reinstated.

Scholarship deadlines are as follows:

- Fall Semester -- The first working day after April 15th
- Spring Semester -- October 31st

To be considered for scholarships administered by the FDTC Foundation, students must have appropriate test scores, high school records, and show potential academic and personal growth. Recipients of scholarships are requested to respond in writing to the donor of the scholarship. The FDTC Foundation will provide each recipient a FDTC Thank You Card, and the name and address of the donor of the scholarship.

The Drs. Bruce and Lee Allied Health Scholarship award is no longer automatically awarded for the 2nd year of study. Students wishing to be considered for their 2nd year of study must submit a new scholarship application, provided the student maintains a minimum 2.5 cumulative GPA in their Allied Health program for the terms since the scholarship was awarded.

### Types of Financial Aid

#### Need-based

- Federal Pell Grant

- Federal Supplemental Education Opportunity Grant
- Federal Work-Study
- Federal Perkins Loan
- South Carolina Need-Based Grants
- Federal Stafford Loan (subsidized)

#### Other

- Federal Stafford Loan (unsubsidized)
- Federal Parent Loans for Undergraduate Students (PLUS)
- Student Loan Marketing Association (SLMA) Career Loans
- National and State Agencies
- Legislative Incentives for Future Excellence (LIFE) Scholarships
- LIFE Scholarship Enhancement
- Lottery Tuition Assistance
- Academic Scholarships
- WIA Tuition Vouchers
- Tuition Payment Plan
- SC National Guard College Assistance Program

## Veterans Program

### *Veterans Tuition Assistance Program*

FDTC is approved for training under Title of the U.S. Code; Chapter 30 and Chapter 106 under the Montgomery GI Bill for Active Duty Educational Assistance Program/ Selected Reserve; Chapter 31, Disabled Veterans; Chapter 33, Post 9-11; Chapter 32, Veterans Education Assistance Program (VEAP); Chapter 35, Children and Widows of Totally Disabled or Deceased Veterans of Service Connected Condition. In order to register for classes, all veterans must provide the school with complete admission information. The veteran assumes full responsibility when registering for courses which he or she may have previously taken. The student will be responsible for reimbursing the Veterans Administration if an overpayment situation occurs. To determine eligibility, call the VA Regional Office at 1-888-442-4551, or additional information may be found at the VA website, <http://www.gibill.va.gov>, then contact FDTC's VA Certifying Official in Registrar Services at 843.661.8157 to obtain the appropriate forms for certification.

## Registration and Student Records

### *Registration Process*

NOTE: Application and acceptance to the College is required BEFORE a student is allowed to register for classes.

Students should complete the following list of activities for registration:

#### **Review the list of required program courses in the FDTC Catalog online.**

Review course offerings on our website via WebAdvisor's Schedule of Classes, which is made available approximately two weeks before pre-registration begins.

**Make an appointment with his/her academic advisor** each semester to discuss a schedule of classes for the next semester. Faculty advisors' office hours are posted on their office doors.

**Have selected courses entered into the College's computer system** during published registration dates in one of the following ways:

- Register online with WebAdvisor/Students/ Register for Classes.
- Make an appointment with his/her academic advisor for advisement and registration.
- Present a registration form signed by the advisor to the Registrar Services office in the 100 Building for data entry.

**Check printed copy of registration schedule immediately after registering** to confirm courses, days, times and campus locations. Any necessary corrections can then be made before leaving the advisor's office or the registration area.

**Pay tuition by published deadline dates each semester.** The College does not send out tuition bills. Account information can be accessed through WebAdvisor/ Student Account Summary. If tuition and fees are not paid by payment deadlines, a \$50.00 late fee will be charged and/or all classes will be dropped for nonpayment.

**Obtain a parking decal** from the Security office located at the entrance to the College.

**Obtain a student identification card** from the Student Activities office on the first floor of the 5000 Building.

### *Student Records*

The primary responsibility for insuring the security, confidentiality, and integrity of student records lies with the Registrar and Registrar Services staff members. FDTC complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) and supports the right of students to inspect and review their educational records. Students receive annual notification about FERPA confidentiality requirements.

The Office of Registrar Services maintains student records on all actively enrolled students. These records consist of, but are not limited to the following documents:

- Admissions and/or Readmit Applications;
- High School Transcripts (if applicable), College Transcripts (if applicable), Placement Test Scores;
- Change of Curriculum Forms, Change of Name and Address Forms, Change of Grade Forms;
- Transfer Credit Evaluations for Academic Advanced Standing (if applicable); and
- General Admissions and Registrar Services Correspondence.
- The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History.

Information retained in the student's permanent academic record housed in the vault located in the Registrar Services Office may include the following:

- academic transcripts from high school or GED certificate
- placement test scores
- acceptance letter
- transcript requests
- add/drop withdrawal form
- change of curriculum form
- proficiency test scores
- change of grade form
- progress checklists

Florence-Darlington Technical College must maintain a master academic record (transcript) for all former and current students for 75 years as noted in the Records Retention Schedule regarding this procedure.

The Registrar Services and Admissions personnel are the only staff authorized to access student records in the vault. Once a file has entered the vault from the Admissions acceptance files, it becomes a permanent student record. A file is only removed from the vault when appropriate written requests are filed with the Registrar or for the purpose of re-admitting a student to the College.

The Registrar's office issues transcripts in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment. FERPA regulations require that you sign individual release forms for each company, school or individual to whom you desire information released. The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History. Students receive annual notification about FERPA confidentiality requirements each year, the right to request to view the education records within 45 days of the notification.

### *Drop/Add*

A student may add a course during the first three (3) days and drop a course during the first seven (7) business days of the term for a 15 week or 12 week course. A student may add a course during the first five (5) days and drop a course during the first five (5) days of the term for an 8 week or 5 week course. This drop and add period may be adjusted under exceptional circumstances including open-entry, mini-term, evening and summer courses. Exceptions will be made only by the Academic Department Heads.

- Drop/Add dates and deadlines are published in the Catalog and the printed Course Schedule. Courses may not be added or sections changed after the Drop/Add period.
- Drop/Add forms are available in the Academic Advisor's office or Registrar Services Office located in the 100 building.
- It is the student's responsibility to initiate the proper paperwork to drop or withdraw from courses. Failure to attend a course does not constitute proper procedure for dropping or withdrawing from a course. However,

you will be dropped from a course if you have never attended. Also, if you fail to pay for a course you will be removed from the class. Contact the Register Services Office for additional information.

See College Procedure for Attendance and Withdrawal from Course(s).

## Drop/No-Show

A student who does not login to their online course during the first five (5) days of class, nor attend any class meeting prior to the drop date will be dropped as a no-show.

## Class Cancellations

A course may be cancelled if a minimum of ten students do not enroll in a section. If one of your courses is cancelled, you will be notified so that you can add another section or course during the Drop/Add period.

- Drop/Add dates and deadlines are published in the Catalog and the printed Course Schedule. Courses may not be added or sections changed after the Drop/Add period.

## Online College

FDTC was the first college in South Carolina to offer complete programs via the Internet. If your personal situation, such as your job, health, or family obligations, prevent you from attending college on campus, the Online College provides you the opportunity to receive a certificate or degree and reach your educational goals. Remember, you may also take online courses even if you attend on-campus classes in other curriculums.

## Current Online Programs

- Associate in Arts
- Associate in Criminal Justice Technology
- Associate in Leadership and Management
- Associate in Marketing
- Associate in Management
- Associate in Robotics Production
- Certificate in Accounting
- Certificate in International Business
- Certificate in Management
- Certificate in Robotics Assembly Technician

## Benefits and Points of Interest

Online classes require almost no regular class attendance. (Students will be required, at a minimum, to come to FDTC or other approved location for a supervised final exam.) Students register for online classes just as they would for on-campus classes. However, students "attend" by logging into their courses from a computer at home or work. Assignments are displayed in the Desire2Learn learning management system, as are instructor's lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via the electronic drop box they participate in online discussion groups, and take assessments within the Learning Management System. Although students must follow a schedule of assignment submission, they work at a time and a place convenient to them. Generally, students attend campus only for supervised testing or labs. Students living out of the FDTC service area may obtain a local proctor for their supervised testing. You must have a GPA of 2.0 or better in order to take online classes.

## Distance Learning

Mission: To make higher education and training more accessible to the citizens and industries served by Florence-Darlington Technical College. Delivery of programs via the Internet, ITV, and other distance learning methods enables students to take curriculum and continuing education courses; to complete degrees and certificates; and to upgrade their job skills without attending traditionally scheduled, on-campus classes.

FDTC offers numerous distance learning opportunities. In addition to Internet courses, many classes are offered via Interactive Television (ITV). Instead of having to come to the main campus, students participate in live classes via two-way audio/video from the Health Sciences, Hartsville, Lake City, and Mullins campuses.

Distance Learning is the transmission of learning opportunities to remote locations. Distance Learning will allow FDTC to deal with barriers preventing students from attending daily classes at a campus-based location. The college intends to extend

learning through audio, visual and data transmission to satellite sites, other public institutions, and business and industry via:

- Telecourses
- Teleclasses
- Teleconferencing
- Internet - via Online College

## Academic Information

### Academic Programs of Study Instructional Organization

The role of Florence-Darlington Technical College is to offer one and two-year programs to a community of diverse needs. An associate degree, a diploma, or a certificate denoting satisfactory completion of work is awarded, depending upon the course of study chosen.

#### I. Division of Health and Sciences

The Health and Sciences Division offers the Associate in Science degree along with comprehensive training in allied health and nursing programs which lead to certification and/or professional licensure.

#### II. Division of Technical and General Education

The Technical and General Education Division provides curricula through which students master the technical, business, communication, and interpersonal skills required by area employers. Certificate, diploma, and degree programs are developed and offered in response to the employment needs of the college service area and of the State of South Carolina. General education core courses are offered to support college-wide degree, diploma, certificate, and college transfer programs. Developmental courses are also offered through this division.

#### III. Division of Arts and Sciences

The Arts and Sciences Division provides general education core courses to support college-wide degree, diploma, certificate, and college transfer programs. Developmental courses are also offered through this division.

#### IV. The Online College

The Online College provides students an opportunity to take courses without the typical time constraints associated with on-campus courses. The course learning outcomes are the same as any other course in a traditional instructional format. Students enrolling in an online course must have access to a computer and internet service.

## Academic Advising

Students are assigned advisors when they enter FDTC. Students should see their advisor each semester to plan a schedule of classes for the next semester, or register through WebAdvisor. Each student is responsible for completion of all requirements in their program. Students are encouraged to consult with their advisor or the Enrollment Management staff in the 100 building whenever questions about academics arise.

## Student Course Loads

Students who wish to enroll in nineteen (19) credit hours or more must have the approval of their appropriate Associate Vice President.

Students who wish to enroll in a lower level course that is not required by their declared curriculum or is below the level that they have achieved must have approval of their academic advisor and their appropriate Associate Vice President.

## Auditing of Courses

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A student enrolled in a course for credit cannot change to audit after the add/drop period. Students are expected to pay normal tuition per credit hour to enroll in audited courses.

Federal regulations will not allow students to receive financial aid for the courses being audited.

## Course Substitution

Curriculum department heads have the right to authorize course substitutions for those prescribed in the standard course outlines. Such substitutions may be necessary because:

- program courses change
- content of another course is deemed equivalent
- curriculum department head determines that it will meet the student's educational objective

## Prerequisites

Many courses require prerequisite courses and/or test scores. FDTC's computer system will automatically block registration when a prerequisite course and/or placement test score is required for enrollment in the course and if FDTC records do not show that you have met the prerequisite(s).

## Prerequisite Course Regulation

Students who fail any course that is a prerequisite to another course will not be allowed to take that class until the prerequisite course has been repeated and passed or otherwise satisfactorily made up. Special approval may be granted jointly by the appropriate Associate Vice President and the student's advisor.

## Agency Requirements

Students in health majors must meet the published clinical agency requirements when participating in assigned labs. Requirements include immunizations, background checks, and drug testing. To be in compliance with Article, 23, Section 44-7-2920 of the S.C. Code of Law, all students enrolled in AHS 141, DAT 154, DHG 154, HIM 102, MED 102, NUR 160, NUR 201, PNR 110, RAD 101, RES 101, and SUR 101 must complete the requirements listed above prior to being assigned to any direct care entity. Results of the background check/drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed. For example, a felony conviction could make a student ineligible to take the licensing exam(s) required by the profession or prevent the student from participating in the clinical training component.

## Grade Policy

### Assignment of Grades, Grade Changes, Grades for Repeated Courses

See College Procedure for Change of Grade and Repeating Courses.

## Grade Reports

Grade reports are available to students with an active Student ID and Password online through WebAdvisor. Students who require a copy of their grades (via an FDTC Transcript) may print one from the College's WebAdvisor or request an official or student copy from the Registrar's Office by going to [www.getmytranscript.com](http://www.getmytranscript.com).

## Grade Appeals

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within the semester following the term in which the grade was received. Example: A Spring semester grade may be appealed during Summer or Fall term; Fall grades may be appealed during Spring term; Summer grades may be appealed during Fall term. The appeal must begin with the instructor who issued the grade in question.

## Grade Point System

Students are required to maintain a certain level of quality points while completing the required number of credit hours for an associate degree, diploma, or certificate. The standard is based on the quality point system. The grade received in a course indicates the number of quality points per semester hour. Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of grade points by the total number of semester hours taken. A cumulative grade point average of 2.0 or higher is required for graduation. In the calculation of the grade point average, a repeated course will be counted only once in computing net semester hours taken. The highest grade earned on a repeated course will determine the number of quality points earned. Quality points earned per semester hour are as follows:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- I = 0 quality points until course is completed

- F = 0 quality points

(Grades of E, W, WF, TR, AU, and any grade with an asterisk behind it, do not earn quality points.)

## Sample Computation of GPA:

Grade Point Conversion	x Semester Hours	= Quality Points
A = 4	x 3	= 12
B = 3	x 3	= 9
C = 2	x 4	= 8
F = 0	x 3	= 0
Totals: 13		29

(Divide products total by total semester hours.)

$$29 / 13 = 2.231 \text{ GPA}$$

NOTE: A lifetime GPA will be calculated upon request for the purpose of Life Scholarship eligibility.

## Standard Grading System

The following is the official FDTC grading system.

Grade	Description	Detailed Description
A	Excellent	indicates outstanding achievement and carries 4 quality points per semester hour.
B	Above Average	indicates excellent achievement and carries 3 quality points per semester hour.
C	Average	indicates average achievement and carries 2 quality points per semester hour.
D	Below Average	indicates below average achievement, and carries 1 quality point per semester hour.
F	Failure	indicates failure of a course and no quality points are earned. The grade "F" becomes a record and cannot be deleted from a student's transcript. When the course is repeated with a higher grade, the higher grade will be used to compute the grade point average.
I	Incomplete	indicates incomplete work and is assigned at the discretion of the instructor when a student who is otherwise passing has not completed all the work required in a given term. A student with an "I" has until the beginning of exams for the subsequent semester to satisfactorily complete the course requirements. If after this date, the work has not been satisfactorily completed, the grade will be changed to an "F."
E	Examination	indicates credit earned by examination. The credit is indicated on the transcript but the grade is neither assigned quality points nor computed in the grade point average.
W	Withdrew	indicates that a course was officially (after filing appropriate form) dropped no later than the last designated instructional day of the term with a passing grade. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] No quality points are earned and it is not included as semester hours taken in computing the grade point average.

WF	Withdrawn Failing	assigned at the discretion of the instructor, indicates a student withdrew after the designated instructional day of the term. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] The semester hours attempted will be used in computing the grade point average.
AU	Audit	indicates a course was audited and not taken for credit. A student cannot change from audit status to credit status after the drop/add period, or from credit status to audit status after the drop/add period. Credit for such courses cannot be established at a later date. Permission to audit a course must be obtained from the instructor. The semester hours audited are not computed in the grade point average.
TR	Transfer	indicates credit for a course was granted by FDTC from another accredited college. Semester hours for a transfer course are not computed in the grade point average.

For more information see College Procedure for Attendance and Withdrawal from Course(s) and Change of Grade and Repeating Courses.

### Developmental Course Grading System

The following is the official FDTC grading system for developmental courses. The grade symbols with an asterisk (\*) do not earn quality points and are not included in the GPA calculation.

Grade	Description	Detailed Description
A*	Outstanding	indicates outstanding achievement, but does not carry quality points per semester hour.
B*	Excellent	indicates excellent achievement, but does not carry quality points per semester hour.
C*	Average	indicates average achievement, but does not carry quality points per semester hour.
D*	Below Average	indicates below average achievement, but does not carry quality points per semester hour.
F*	Failure	indicates failure of a course and no quality points are earned.
SC*	Satisfactorily Completed	indicates completion in reading, English, and/or mathematics, but does not carry quality points per semester hour.
W	Withdrawn	indicates that a course was officially (after filing appropriate form) dropped no later than the last designated instructional day of the term with a passing grade. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] No quality points are earned and it is not included as semester hours taken in computing the grade point average.
WF*	Withdrawn failing	assigned at the discretion of the instructor, indicates a student withdrew after the designated instructional day of the term. [semester-46th day; 10 week session-32nd day; 8 week session-26th day; 5 week session-16th day] The semester hours attempted will not be used in computing the grade point average.

**Privacy of Student Records:** The Registrar's office issues transcripts in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment. FERPA regulations require that you sign individual release forms for each company, school or individual to whom you desire information released. The responsibility for the protection of the privacy of student educational records rests primarily with the Registrar. Florence-Darlington Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and coordinates the disposition of student records with the South Carolina Department of Archives and History. Students receive annual notification about FERPA confidentiality requirements each year, the right to request to view the education records within 45 days of the notification.

**College Transfer Credit:** You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. In awarding transfer credit, FDTC considers equivalency of course content, quality, level, hours and program relevance. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of

Educational Institutions" serves as a guide for acceptance of transfer credit.

For FDTC to consider your transfer credits, you must have official transcripts of previous college work sent to FDTC's Admissions office, and you may be asked to provide additional documentation. FDTC awards transfer credit only when the grade is C or higher. Transfer credit will not be included in the calculation of your GPA at FDTC.

**Advanced Placement:** You will receive college credit for a score of 3, 4 or 5 on selected Advanced Placement examinations.

**International Baccalaureate:** You may receive college credit for scores of 4 or greater on selected International Baccalaureate higher-level exams.

**CLEP:** You may receive credit for selected College Level Examination Program (CLEP) exams if your scores meet FDTC minimum score requirements. Contact Registrar's Services for a listing of accepted CLEP examination Scores. Official score reports must be on file in the Registrar's office prior to credit being awarded.

**Registration:** After meeting admission requirements and being accepted to the college, you will be eligible to register for the semester in which you plan to enroll. You must meet with your academic advisor to register. Your enrollment is not official until you complete all the steps of registration, including payment of fees and attending classes or participating in online classes.

### Incomplete "I" Grade Policy

An Incomplete "I" is assigned for academic work which, for unforeseeable, emergency and justifiable reasons beyond student's control, has not been finished at the end of the term. Having a non-passing grade does not constitute justifiable reason or an unforeseeable emergency. Incomplete grades are contingent upon instructor approval. However, it is the primary responsibility of the student to request an incomplete grade from his/her instructor. An instructor, who agrees to award an incomplete grade, must file an incomplete grade form.

Incomplete grades may be given only in the following circumstances:

1. The student's work completed to date is passing.
2. The student's work completed to date is passing.
3. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date; (Instructors at their discretion may require Doctor's note, etc.)
4. Required work may reasonably be completed in an agreed-upon time frame.
5. The incomplete is not given as a substitute for a failing grade.
6. The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.
7. The student initiates the request for an incomplete grade before the end of the academic term.
8. The instructor and student complete the "Application for Incomplete Grade" form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The following provisions for incomplete grades apply:

1. The "Application for Incomplete Grade" form may be obtained on the web at [www.fdtc.edu/registrar](http://www.fdtc.edu/registrar) or in the Office of the Registrar.
2. The form must indicate exactly what is required in order to finish the course and what percentage of the grade will be based on the remaining work.
3. It should also indicate which letter grade the instructor will assign to the student in the event that the student fails to complete the remaining work within the prescribed time.
4. A copy of this form is given to the Department Head, the Registrar and the student.
5. The incomplete may be made up no later than one semester after the end of the term in which it was assigned, at which time, the instructor's alternate grade shall be entered on the record. For example: (Fall incomplete must be completed at the end of Spring), (Spring incomplete at the end of Fall).
6. A student may petition for an extension of one semester of time due to unusual circumstances.



- Such a petition will be reviewed by the instructor whose decision shall be reviewed and approved by the Department Head and the Divisional Associate Vice President and subsequently forwarded to the Registrar's Office.

## Attendance Policy

It is the responsibility of the student to attend all scheduled classes in each of the courses that he/she is enrolled. A student is considered in attendance until he/she withdraws or is absent more than 10% of the total hours that a course usually meets in a semester. When a student is absent more than 10% of the class time, the student may be administratively withdrawn from class and is subject to a failing grade. Exceptions to this policy can be made only by the appropriate Associate Vice President.

See College Procedure for Attendance and Withdrawal from Course(s).

## Attendance Policy For Internet Students

To provide you the benefits of a focused, disciplined learning experience, online courses are structured within the framework of a 16-week semester, 8-week semester or 10-week summer session. Although some courses may require that you come to campus or arrange a proctor for supervised tests and/or labs, there will be no regularly scheduled campus class attendance requirements. While there is more flexibility than in on-campus instruction, online courses do require regular participation; for example, observing assignment due dates, regularly logging in, and responding to your teacher's and classmates' correspondence, including discussion board postings. **Unless instructed otherwise by your teacher, you are required to login to the course every 48 hours. If you fail to maintain regular participation, you will be withdrawn from the course with a "WF."** In order to withdraw from the course with a "W," you must contact your teacher prior to the withdrawal deadline, which is published in the college calendar. The withdrawal policy in the FDTC Catalog will be observed. Contact your instructor concerning his/her specific participation requirements.

## Attendance Policy For Veterans

This attendance policy is required for institutions offering courses for veterans or other eligible persons enrolled in non-college degree (NCD) programs approved under Title 38, United States Code, 3676.

This policy is established to set minimum standards of attendance for student(s) enrolled in non-college degree programs receiving veteran education benefits. Wherever the word "veteran" is used, it is intended to include all persons receiving veteran education benefits.

Veterans enrolled in non-degree programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed ten (10) percent of class contact hours. \* The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance (use VA Form 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed.

Students interrupted a second time for unsatisfactory attendance will not be allowed to re-enroll for benefits in the absence of mitigating circumstances.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course.
- Active duty military service, including active duty for training.

For institutions that have a published "Leave of Absence" Policy: Student(s) receiving VA education benefits will have their benefits discontinued while on an "official leave of absence."

\* NOTE: If the institution's existing policy is more restrictive, that policy will be used.

## Graduation

### Requirements

All candidates for graduation must meet the following requirements:

- Complete all required courses specified in the curriculum.

- Fulfill all financial obligations to the College.
- Achieve a cumulative final GPA of 2.0 for all courses presented as meeting a program's course requirements.
- Earn at least 25 percent of the total credit hours of his/her curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.

Candidates for graduation must file an application for graduation with the Registrar's Office at the beginning of the semester in which curriculum requirements will be completed. A \$25 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each.

## Exercises

Commencement exercises are held at the end of each Spring Semester. Fall graduates and potential Summer graduates (with 12 hours or less to complete) may participate in the May Exercises. A rehearsal is scheduled prior to the Graduation Ceremony. All candidates for graduation are expected to attend both the rehearsal and the commencement ceremony. The Registrar Services Office should be notified if a student does not plan to attend Commencement.

## Invitations, Caps and Gowns

Graduation invitations can be ordered through the College Bookstore. Although the cost of a cap and gown is included in the graduation fee, students must report to the bookstore to be fitted during the month of February.

## College Rings

Information for ordering College rings may be obtained through the bookstore at anytime. Twice a year (generally October and February) a ring vendor representative is on campus to show rings and take orders. A deposit is required to order a ring, and a payment plan may be offered. Rings will be delivered to the students' home, C.O.D., within 10-12 weeks after the order is placed.

## English Fluency Requirements for Faculty

It is the policy of FDTC to employ means to ensure that faculty members possess adequate proficiency in writing and speaking the English language. Provisions are made for grievance procedures for students regarding the English fluency of an instructor.

## Academic Probation

Any student who fails to achieve a cumulative GPA of 2.0 shall be placed on academic probation. Once on academic probation, a student shall remain on academic probation until the student has a cumulative GPA of 2.0.

During this probationary period, the student's advisor counsels the student to repeat those courses in which the student earned less than a "C" in order to improve the student's grade point average and to enroll in COL 103, provided that the student has not previously completed COL 103 successfully. Academic advising, individualized career counseling and referrals to appropriate educational services will also be provided to help the student succeed.

**Repeating a Course:** A student may repeat any course. The complete academic record including all grades is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veteran's Administration, federal student assistance and SC Need Based Grant will not pay educational benefits for repeating a course for which the student previously received credit with an exception to programs that require a minimum grade to successfully complete the program being sought.

In addition to the term and cumulative GPA requirements, certain academic programs may have additional academic standards that must be met. Program probation is determined by the particular program. Support programs such as Financial Aid, Workforce Investment Act (WIA)/One-Stop, and Veterans' benefits require the student to meet specific academic standards to continue receiving benefits.

## Academic Suspension

If a cumulative GPA of 2.0 is not achieved for two consecutive semesters (excluding Summer Term), after having been placed on academic probation, the student shall then be academically suspended from the College for a period of one full semester (excluding Summer Term). Upon readmission to the College, the student shall remain on academic probation until that student achieves a cumulative GPA of 2.0. Upon readmission to the College, the cumulative GPA of 2.0 must be achieved within two semesters (excluding Summer Term).

If a student is not removed from academic probation after readmission and two semesters (excluding Summer Term), the student shall be academically suspended from the College for a period of two full semesters (excluding Summer Term).

Students placed on Academic Suspension are automatically placed on Federal Financial Aid suspension.

## Appeal of Academic Suspension

An academic suspension of one semester may not be appealed.

A student who disagrees with the second academic suspension may request a hearing by submitting an appeal in writing to the Registrar within two weeks of grades being posted to WebAdvisor.

The Student Appeals Committee will hear the appeal. A student who disagrees with the decision of the Appeals Committee may appeal to the Vice President for Academic Affairs by submitting an appeal in writing to the Registrar within two weeks of notification of the committee's findings.

## Academic Support Services

### Computer Labs

Students may gain access to computers in the Open Computer Labs located in 7130. Students must have appropriate identification, valid FDTC ID card, to utilize services.

#### Hours

Monday-Thursday 7:30am - 9:30pm

Friday 7:30am - 11:30am

### Tutorial Services

### Success Center

The Success Center provides academic support and preparation services to all FDTC Students. For more information, call the Success Center at 843.661.8281 or visit the Center in room 300 in the 300 Building.

#### Hours

Monday-Thursday 8:00am - 6:00pm

Friday 8:00am - 12:00pm

### Child Care

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center is accredited by the National Association for the Education of Young Children (NAEYC) and offers childcare services to FDTC faculty, staff, and students for their children ages 2 - 12. Students must be enrolled in a minimum of 6 credit hours to take advantage of this service. For those who are not eligible for free services, fees are assessed by the week, day, or hour. Childcare services are also available in the evening from 5:00pm - 11:00pm for children ages 2 - 12.

The Head Start Program, also located in the Child Development Center, is for children ages 3 - 4. Eligibility for Head Start is based on income guidelines. For more information on the Head Start Program, contact the program director at 843.676.8520.

All children must have the following documentation submitted before being approved to receive childcare services on campus: birth certificate, social security card, SC immunization certificate, proof of family income, proof of insurance, and birthdates/ social security numbers of all household members.

## Student Employment Services

The Student Activities Office at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees. If you are a graduate of FDTC and would like to request employment assistance, please contact the Student Activities Office at 843-676-8076 or 843-661-8081.

## Procedure

The Student Activities Office assists graduates and currently enrolled students in the following order of priority:

1. First priority is given to those most recently completing a degree, diploma, or certificate program to the satisfaction of the institution.
2. Second priority is given to graduates of the institution who are unemployed or are seeking a change in employment.

Students presently enrolled and interested in part-time jobs are assisted in obtaining employment as long as they remain enrolled and are making satisfactory progress towards a certificate, diploma or degree. General employment opportunities are posted on the college website. For program specific employment, the student and/or graduate would view available positions on the Florence Darlington Technical College web page @ <http://www.fdtc.edu/StudentServices/employment/default.asp>. Contact the Student Activities Office at 843.661.8576 or 843.661.8081.

## Services offered to graduating diploma, degree and certificate students include:

1. Placement Credential File includes application for placement, release form, resume and confidential student appraisals. The student is responsible for filing the necessary credentials with the Student Activities Office when seeking full-time employment assistance.
2. Job Notifications for full-time employment opportunities are placed on the college website. Employment opportunities are listed by major. The student must register with the Student Activities Office in order to be referred to a job opening.
3. On-Campus Interviews are arranged for representatives of government, industry and business. Students that have registered for student employment assistance will be notified of on-campus interviews.
4. Resume, Cover Letter Preparation, and Interview Techniques are available to students at the Student Activities Office.
5. A Job Fair is held during the fall and spring of each year. All graduates registered to receive employment assistance, as well as students currently attending Florence-Darlington Technical College are invited to attend.
6. Reciprocal Agreement is extended to graduates of any credited program from any South Carolina Technical College. Applicants must abide by the regulations of the receiving college and meet eligibility requirements and/ or proof of graduation.

Although employment cannot be guaranteed, efforts are made to assist students in obtaining employment and helping to make their search for employment a success. It is the responsibility of the prospective graduate to see that credentials are filed with the Student Activities Office, if the prospective graduate desires employment assistance.

## Services for Students with Disabilities

Florence-Darlington Technical College will make every effort to meet the needs of students with disabilities by providing reasonable accommodations for an equal access education.

After admission to FDTC, students requesting assistance must self-identify and provide current medical documentation (within the last three years). Medical documentation should include a diagnosis, prognosis, restrictions or limitations that the disability might dictate, as well as specified reasonable accommodations.

A qualified individual with a disability is an individual who has a physical, mental, or sensory impairment that substantially limits one or more major life activities, has a record of such impairment, or is perceived to have such impairment.

It is recommended that students notify ADA Services of special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality, availability, and provision of the services needed in a timely manner. For more information contact the ADA Services Office at (843) 661-8029 or (843) 661-8218. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site.

Florence-Darlington Technical College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, national or ethnic origin, disability, sex or age in its enrollment policies, academic programs, student activities or employment practices. In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Florence-Darlington Technical College offers equal access and opportunity in its enrollment policies and will make reasonable accommodations for individuals with disabilities to its academic programs, student services, employment practices and facilities. Florence-Darlington Technical College ensures that no otherwise qualified person will be denied these provisions on the basis of a disability.

## Intellectual Property Rights Policy (Policy 40-08)

Except as specifically and expressly exempted herein or in the Procedures developed under this Policy, it is the policy of Florence-Darlington Technical College that copyrights, patents, and all other forms of intellectual property developed by any employee or student using College resources, while engaged in activity for which he/she is compensated or receiving academic credit, or which is developed under contract is exclusive property of the College. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the College expressly and specifically transfers the ownership rights, in whole or in part, to the employee or other party or parties. No sharing of proceeds shall be expected by the creator unless specifically agreed to by the College and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments, and in accordance with SBTCE Policy and Procedure. Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

## Intellectual Property Rights Procedure (Procedure 54-07)

Florence-Darlington Technical College encourages creativity among its faculty, staff, and students. The College contributes to this activity by making available its facilities, equipment, personnel, and information resources, and by providing a procedure whereby the creator may participate in potential proceeds of his/her creation.

The intent of this procedure is to:

\* encourage and recognize the creative efforts of its faculty, staff, and students, reflecting the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors.

\* protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the sharing of intellectual property among the colleges and the SBTCE.

\* protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the use of College resources in manners consistent with the College and SBTCE missions and the public good.

\* provide for the sharing of proceeds from the commercial exploitation of intellectual property among the College, the State Board for Technical and Comprehensive Education, and the

creator(s), in a manner consistent with SBTCE procedure; and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments.

Definition: Intellectual Property - any potentially copyrightable or patentable creation (pursuant to Title 17 or Title 35 of the U.S. Code of Laws), including but not limited to written, audio, or visual creations, inventions, or processes, whether tangible or electronic.

Agreement: Faculty, staff, and students who use College resources, engage in activity for which they are compensated or receive academic credit, or create work under contract, accept that the intellectual property which may result from such endeavors is owned by the College.

In limited circumstances and by prior written agreement only, Florence-Darlington Technical College may provide the creator a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property. Any agreement entered into must adhere to the following terms:

\* Such agreement will waive the institution's copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment or class activities, or to scholarly works which are not created using agency resources.

\* Under no circumstances will such agreement provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) or student(s) who created the work on the institution's behalf if the material was created within the scope of his or her employment or class activities, or if the material was created by using any agency resources.

\* Such agreement is fully compliant with the provisions of the State Ethics Act, Policy 8-0-102: Personal Benefit from Projects or Written Materials, and Policy 8-0-105: Ethics Requirements for Employees.

\* Such agreement will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.

Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the college, unless otherwise provided in the consulting contract. Nothing in this

procedure precludes a college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

Although the College will endeavor to observe the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors, the above decisions are at the discretion of the College.

Florence-Darlington Technical College, as a state agency, has 11th Amendment immunity from Title 17 lawsuits; however, 11th Amendment immunity does not extend to lawsuits against state employees in their individual capacities.

## Collegiate Sports

Florence-Darlington Technical College fields two Junior College Athletic Association Teams, men's baseball and women's fast pitch softball. Both will play an abbreviated fall scrimmage schedule as well as a full spring season. Tryout participation is open to all students through regularly scheduled tryout camps usually held in the late spring and summer months. Both teams compete in Division I, District X of the NJCAA.

The NJCAA has some 520 member schools in 43 states and is the national governing body of 28 different sports of three divisions. Approximately 60,000 student athletes compete in one of 24 regions and every year the NJCAA hosts 48 national championship events and nine (9) football bowl games. The purpose is to promote and foster Junior College athletics on inter-sectional and national levels so that the results will be consistent with the total educational program of its members.

Florence-Darlington Technical College is committed to the development of our student athletes both in the classroom and on the field. For further information about FDTC Athletics visit [www.stingerathletics.com](http://www.stingerathletics.com), or contact the Athletics Office, 843.661.8292 for softball and 843.661.8291 for baseball.

## General Education

### General Education Competencies

All associate degree programs at the College contain a basic core of general education courses that require a minimum of fifteen semester hours. Each associate degree program contains a minimum of one course in English, one course in communication and at least one three semester hour course from each of the following areas: humanities/fine arts; social/behavioral sciences and natural sciences/mathematics. The general education core courses prepare students for life-long learning in pursuit of professional and personal development. These courses provide the foundation for students to increase their ability to express themselves effectively in oral and written communications and to apply logical, creative and analytical thinking to a range of learning experiences. Core general education competencies for all associate degree graduates are outlined below. See Courses.

- **Computer Literacy:** Students will demonstrate proficiency in the use of computer technology in the integration of microcomputer applications software including word processing, data bases, spreadsheets, graphs, presentation methodologies and applications specific to their discipline of study.
- **Mathematics:** Students will use appropriate mathematical skills for the purpose of solving practical problems as well as discipline specific math problems.
- **Oral and Written Communications:** Students will deliver information in a clear and effective manner, demonstrate effective listening skills in communication with others, target the information presented to the audience's needs, and use media to support presentations. Additionally, they will produce unified, coherent, well-developed written communication using standard written English.
- **Reading:** Students will apply critical reading strategies to evaluate, interpret and analyze academic, technical, and other professional readings.
- **Applied Technology:** Students will be able to apply general technology as well as discipline-specific technology at the entry job level within their chosen field of study.
- **Problem-Solving Skills:** Students will be able to demonstrate effective problem-solving skills in practical situations as well as in their specific career field.

### General Education Core Courses

Associate degree programs must contain a basic core of general education courses.

A minimum of 15 semester hours for associate degree programs are required for degree completion. See General Education Competencies.

The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral/written communications.

Required prerequisite courses must be completed with a minimum grade of "C" or better.

### **Fine Arts**

#### **Art (ART)**

\*ART 101 Art History and Appreciation

#### **Music (MUS)**

\*MUS 105 Music Appreciation

#### **Theater (THE)**

\*THE 101 Introduction to Theatre

### **Humanities**

#### **Visual Arts (ARV)**

ARV 123 Composition And Color

#### **English (ENG)**

\*ENG 201 American Literature I

\*ENG 202 American Literature II

\*ENG 205 English Literature I

\*ENG 206 English Literature II

\*ENG 208 World Literature I

\*ENG 209 World Literature II

\*ENG 214 Fiction

\*ENG 218 Drama

\*ENG 222 Poetry

\*ENG 230 Women in Literature

\*ENG 236 African American Literature

\*ENG 238 Creative Writing

#### **French (FRE)**

\*FRE 101 Elementary French I

\*FRE 102 Elementary French II

#### **History (HIS)**

\*HIS 101 Western Civilization To 1689

\*HIS 102 Western Civilization Post 1689

HIS 115 African-American History

\*HIS 201 American History: Discovery To 1877

\*HIS 202 American History: 1877 to Present

HIS 222 Global Women's History

#### **Humanities and Social Sciences (HSS)**

HSS 205 Technology and Society

#### **Philosophy (PHI)**

\*PHI 101 Introduction to Philosophy

\*PHI 110 Ethics

#### **Religion (REL)**

REL 103 Comparative Religion

#### **Spanish (SPA)**

\*SPA 101 Elementary Spanish I

\*SPA 102 Elementary Spanish II

### **Natural Sciences & Mathematics**

#### **Biology (BIO)**

\*BIO 101 Biological Science I

\*BIO 102 Biological Science II

\*BIO 210 Anatomy And Physiology I

\*BIO 211 Anatomy And Physiology II

#### **Chemistry (CHM)**

\*CHM 110 College Chemistry I

#### **Mathematics (MAT)**

\*MAT 110 College Algebra

MAT 155 Contemporary Mathematics

MAT 165 Statistics

MAT 170 Algebra, Geometry, And Trigonometry I

### **Physical Science (PHS)**

PHS 101 Physical Science I

PHS 102 Physical Science II

### **Physics (PHY)**

\*PHY 201 Physics I

\*PHY 202 Physics II

### **Oral & Written Communication**

#### **English (ENG)**

\*ENG 101 English Composition I

\*ENG 102 English Composition II

ENG 238 Creative Writing

\*ENG 260 Advanced Technical Communications

#### **Speech (SPC)**

\*SPC 205 Public Speaking

SPC 209 Interpersonal Communication

### **Social & Behavioral Sciences**

#### **Economics (ECO)**

ECO 201 Economic Concepts

\*ECO 210 Macroeconomics

\*ECO 211 Microeconomics

#### **Geography (GEO)**

\*GEO 101 Introduction To Geography

\*GEO 102 World Geography

#### **Political Science (PSC)**

\*PSC 201 American Government

\*PSC 215 State and Local Government

#### **Psychology (PSY)**

PSY 105 Personal/interpersonal Psychology

\*PSY 201 General Psychology

\*PSY 203 Human Growth and Development

#### **Sociology (SOC)**

\*SOC 101 Introduction to Sociology

\*SOC 205 Social Problems

\*SOC 220 Sociology of The Family

\*SOC 235 Thanatology

\* These courses are on the Statewide Articulation Agreement for transfer to all South Carolina Public Colleges/Universities. Other courses may be on an articulation agreement with an individual college/university. Check with the college/university where you plan to transfer regarding transferability of courses not marked with an asterisk (\*).

## **College Transfer and Co-op Programs**

Coastal Carolina University - Paralegal

Coker College - Liberal Arts

Limestone College - Accounting, Management, Marketing, Human Services

Morris College - Accounting, Management, Marketing

South University - Paralegal

For more information, go to [www.SCTRAC.org](http://www.SCTRAC.org)

### **Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)**

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: [www.SCTRAC.org](http://www.SCTRAC.org). This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with [www.SCTRAC.org](http://www.SCTRAC.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

## Admissions Criteria, Course Grades, GPA's. Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. 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.
- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only 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.
- G. 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.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

## South Carolina Transfer and Articulation Center CSCTAC)

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

## Statewide Articulation of 86 Courses

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 is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

## Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, 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 for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

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 the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics 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. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see

<http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm>.

## Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the 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. In addition, 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.

Any coursework covered within this transfer policy 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.

## Assurance of Quality

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 by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

## Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

## Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on

[www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures."

This section will:

A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.

B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

# Degrees

## ACCOUNTING

### DEGREE: Associate in Applied Science with a major in Accounting

Students who obtain an Associate in Business - Accounting are prepared for a variety of career opportunities. These include general accounting, financial accounting, cost accounting assistant, accounts payable clerk, payroll clerk, and purchasing agent. All businesses need to keep financial records and there are many possibilities for varied and exciting careers in fields from movie production to government accounting.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: ACC

### COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit
ECO 201 Economic Concepts	3	0	3
ENG 101 English Composition I	3	0	3
MAT 165 Statistics	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

#### Required Major Core Courses

Course	Class	Lab	Credit
ACC 101 Accounting Principles I	3	0	3
ACC 102 Accounting Principles II	3	0	3
ACC 201 Intermediate Accounting I	3	0	3
AOT 261 Office Spreadsheet Applications	3	0	3
BUS 123 Business Law II	3	0	3

15 0 15

#### Other Hours Required for Graduation

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
ACC 112 Organizational Accounting	3	0	3
ACC 115 Managerial Accounting	3	0	3
ACC 150 Payroll Accounting	3	0	3
ACC 230 Cost Accounting I	3	0	3
ACC 231 Cost Accounting II	3	0	3
ACC 240 Computerized Accounting	3	0	3
ACC 265 Not-For-Profit Accounting	3	0	3
BUS 240 Business Statistics	3	0	3
MGT 280 Executive Development	3	0	3
	30	0	30

Minimum Total Credit Hours: 60

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
BUS 123 Business Law II	3	0	3
MAT 165 Statistics	3	0	3
ECO 201 Economic Concepts	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
ACC 112 Organizational Accounting	3	0	3
AOT 261 Office Spreadsheet Applications	3	0	3
ENG 101 English Composition I	3	0	3
MGT 280 Executive Development	3	0	3
SPC 205 Public Speaking	3	0	3
	15	0	15

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
ACC 101 Accounting Principles I	3	0	3
ACC 115 Managerial Accounting	3	0	3
ACC 150 Payroll Accounting	3	0	3
ACC 230 Cost Accounting I	3	0	3
ACC 265 Not-For-Profit Accounting	3	0	3
	15	0	15

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
ACC 102 Accounting Principles II	3	0	3
ACC 201 Intermediate Accounting I	3	0	3
ACC 231 Cost Accounting II	3	0	3
ACC 240 Computerized Accounting	3	0	3
BUS 240 Business Statistics	3	0	3
	15	0	15

Minimum Total Credit Hours: 60

## ADMINISTRATIVE OFFICE TECHNOLOGY

### DEGREE: Associate in Applied Science with a major in Administrative Office Technology

The Administrative Office program provides training in administrative office procedures, customer service, keyboarding, machine transcription, and word processing. It covers all aspects of the office professional and incorporates hands-on, in-depth training on various software packages that will prepare students for office careers such as administrative assistants, administrative support personnel, and executive secretaries.

Administrative Office graduates are employed by facilities of various sizes from an office with one assistant to Fortune 500 corporations. Larger corporations usually have higher salaries.

### PREREQUISITES FOR ENTRANCE



MAT	110	College Algebra	3	0	3
PHY	201	Physics I	3	3	4
			9	6	11

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications *Students should take ENG 260 ET for ATE credit.	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	202	Physics II *CET students take CHM 101 in lieu of PHY 202.	3	3	4
			9	6	11

**SEMESTER 3 (Summer)**

Course			Class	Lab	Credit
EGR	183	Integrated Technology III	0	3	1
MAT	130	Elementary Calculus	3	0	3
OR					
MAT	140	Analytical Geometry And Calculus I	4	0	4
			3	3	4

**Minimum Total Credit Hours: 26**

# ASSOCIATE IN ARTS

**DEGREE: Associate in Arts**

Students in the Associate in Arts degree program take classes in a small classroom environment taught by instructors, not graduate students or teaching assistants. Their first two years of education at a technical college is the same as the first two years at a four-year university, yet costs much less! The college offers students in the program a variety of learning formats including accelerated, online, web enhanced, and hybrid courses that are transferable or lead to transferable courses to accommodate traditional and non-traditional students. Graduates of the program will have the necessary communication and analytical thinking skills to compete in a professional work environment or compete with university students entering their third year of a baccalaureate program.

## PREREQUISITES FOR ENTRANCE

**Required Courses**

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

**Other Requirements**

1. High School Diploma or GED

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG 101 and ENG 102

## COURSE REQUIREMENTS

The Associate in Arts program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral communications.

At least 25% of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma. Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Florence-Darlington Tech meet the senior institution's requirements for the desired four-year degree.

**Group A -- Required Courses (12 semester hours)**

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3

SPC	205	Public Speaking	3	0	3
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**Group B -- Mathematics (3 semester hours)**

Course			Class	Lab	Credit
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	122	Finite College Mathematics	3	0	3
MAT	130	Elementary Calculus	3	0	3

**Group C -- Natural Sciences (8 semester hours)**

Course			Class	Lab	Credit
BIO	101	Biological Science I	3	3	4
BIO	102	Biological Science II	3	3	4
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
CHM	110	College Chemistry I	3	3	4
CHM	111	College Chemistry II	3	3	4
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II	3	3	4

**Group D -- Literature (3 semester hours)**

Course			Class	Lab	Credit
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	208	World Literature I	3	0	3
ENG	209	World Literature II	3	0	3
ENG	230	Women in Literature	3	0	3
ENG	236	African American Literature	3	0	3

**Group E -- History (3 semester hours)**

Course			Class	Lab	Credit
HIS	101	Western Civilization To 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3

**Group F -- Humanities and/or Social Sciences (20 semester hours)**

Students who did not have two years of high school foreign language are strongly encouraged to take two semesters of the same foreign language. Students are strongly encouraged to take at least 6 hours from HIS 101, HIS 102, HIS 201, and HIS 202.

Course			Class	Lab	Credit
ARV	123	Composition And Color **	3	0	3
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	3	0	3
FRE	101	Elementary French I	4	0	4
FRE	102	Elementary French II	4	0	4
GEO	101	Introduction To Geography	3	0	3
GEO	102	World Geography	3	0	3
HIS	101	Western Civilization To 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
HIS	115	African-American History **	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3
HIS	222	Global Women's History **	3	0	3
HIS	230	The American Civil War **	3	0	3
HSS	205	Technology and Society **	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
PHI	110	Ethics	3	0	3
PSC	201	American Government	3	0	3
PSC	215	State and Local Government	3	0	3
PSY	105	Personal/interpersonal Psychology **	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	208	Human Sexuality	3	0	3
PSY	212	Abnormal Psychology	3	0	3
REL	103	Comparative Religion **	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SOC	102	Marriage and the Family	3	0	3
SOC	205	Social Problems	3	0	3



SOC	220	Sociology of The Family	3	0	3
SOC	235	Thanatology	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4

### Group G -- Elective Courses (12 to 15 semester hours)

Any course on the articulation agreement for transfer between South Carolina Universities and SC Technical Colleges (a.k.a. the state transfer list) plus the following courses. Students should take courses excluding those courses already used for another category.

Course	Class	Lab	Credit
ARV 123 Composition and Color **	3	0	3
BUS 123 Business Law II **	3	0	3
COL 103 College Skills **	3	0	3
CPT 170 Microcomputer Applications **	3	0	3
ENG 238 Creative Writing **	3	0	3
HIS 115 African-American History **	3	0	3
HIS 222 Global Women's History **	3	0	3
HIS 230 The American Civil War **	3	0	3
HSS 205 Technology and Society	3	0	3
PHS 101 Physical Science I **	3	3	4
PHS 102 Physical Science II **	3	3	4
PSY 105 Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
REL 103 Comparative Religion**	3	0	3

\*\* This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

**Minimum Total Credit Hours: 61**

## ASSOCIATE IN ARTS - LEADERSHIP AND MANAGEMENT PROGRAM OF STUDY

### DEGREE: Associate in Arts

Students in the Associate in Arts degree program take classes on line and in a small classroom environment taught by instructors, not graduate students or teaching assistants. Their first two years of education at a technical college is the same as the first two years at a four-year university, yet costs much less! The college offers students in the program a variety of learning formats including accelerated, online, web enhanced, and hybrid courses that are transferable or lead to transferable courses to accommodate traditional and non-traditional students. Graduates of the program will have the necessary communication and analytical thinking skills to compete in a professional work environment or compete with university students entering their third year of a baccalaureate program.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED

### ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG 101 and ENG 102, MGT

### COURSE REQUIREMENTS

The Associate in Arts program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral communications.

At least 25% of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma. Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Florence-Darlington Tech meet the senior institution's requirements for the desired four-year degree.

#### Required Courses (12 semester hours)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
ENG 102 English Composition II	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3

#### Mathematics (6 semester hours)

Course	Class	Lab	Credit
MAT 110 College Algebra	3	0	3
MAT 111 College Trigonometry	3	0	3
MAT 120 Probability And Statistics	3	0	3
MAT 122 Finite College Mathematics	3	0	3
MAT 130 Elementary Calculus	3	0	3

#### Literature (minimum of 3 semester hours)

Course	Class	Lab	Credit
ENG 201 American Literature I	3	0	3
ENG 202 American Literature II	3	0	3
ENG 205 English Literature I	3	0	3
ENG 206 English Literature II	3	0	3
ENG 230 Women in Literature	3	0	3

#### Humanities and/or Social Sciences (15 semester hours)

PHI 110 and SOC 101 are required courses for the Leadership and Management Program of Study.\* Students who did not have two years of high school foreign language are strongly encouraged to take two semesters of the same foreign language. Students are strongly encouraged to take at least 6 hours from HIS 101, HIS 102, HIS 201, and HIS 202.

Course	Class	Lab	Credit
ECO 210 Macroeconomics	3	0	3
ECO 211 Microeconomics	3	0	3
GEO 102 World Geography	3	0	3
HIS 101 Western Civilization to 1689	3	0	3
HIS 102 Western Civilization Post 1689	3	0	3
HIS 115 African-American History **	3	0	3
HIS 201 American History: Discovery To 1877	3	0	3
HIS 202 American History: 1877 to Present	3	0	3
HIS 222 Global Women's History **	3	0	3
HIS 230 The American Civil War **	3	0	3
HSS 205 Technology and Society	3	0	3
PHI 110 Ethics	3	0	3
PSC 201 American Government	3	0	3
PSC 215 State and Local Government	3	0	3
PSY 203 Human Growth and Development	3	0	3
PSY 208 Human Sexuality	3	0	3
PSY 212 Abnormal Psychology	3	0	3
REL 103 Comparative Religion**	3	0	3
SOC 101 Introduction to Sociology	3	0	3
SOC 102 Marriage and the Family	3	0	3
SOC 205 Social Problems	3	0	3
SOC 220 Sociology of The Family	3	0	3
SPA 101 Elementary Spanish I	4	0	4
SPA 102 Elementary Spanish II	4	0	4

#### Leadership and Management (18 semester hours)

Course	Class	Lab	Credit
MGT 101 Principles of Management**	3	0	3
MGT 150 Fundamentals of Supervision**	3	0	3
MGT 240 Management Decision Making**	3	0	3
MGT 250 Situational Supervision**	3	0	3
MGT 255 Organizational Behavior**	3	0	3
MGT 260 Leadership Fundamentals**	3	0	3

**Elective Courses (6 semester hours)**

Students should take courses excluding those courses already used for another category.

Course	Class	Lab	Credit	
ART 101	Art History and Appreciation	3	0	3
COL 103	College Skills	3	0	3
CPT 170	Microcomputer Applications **	3	0	3
ENG 201	American Literature I	3	0	3
ENG 202	American Literature II	3	0	3
ENG 205	English Literature I	3	0	3
ENG 206	English Literature II	3	0	3
ENG 230	Women in Literature	3	0	3
ENG 238	Creative Writing**	3	0	3
ENG 260	Advanced Technology Communication	3	0	3
HIS 101	Western Civilization to 1689	3	0	3
HIS 102	Western Civilization Post 1689	3	0	3
HIS 201	American History: Discovery To 1877	3	0	3
HIS 202	American History: 1877 to Present	3	0	3
MAT 120	Probability and Statistics	3	0	3
MUS 105	Music Appreciation	3	0	3
SPA 101	Elementary Spanish I	4	0	4
SPA 102	Elementary Spanish II	4	0	4

\*\* This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

**Minimum Total Credit Hours: 60**

# ASSOCIATE IN ARTS - ROBOTICS PRODUCTION TECHNOLOGY PROGRAM OF STUDY

**DEGREE: Associate in Arts**

Students in the Associate in Arts degree program take classes on line and in a small classroom environment taught by instructors, not graduate students or teaching assistants. Their first two years of education at a technical college is the same as the first two years at a four-year university, yet costs much less! The college offers students in the program a variety of learning formats including accelerated, online, web enhanced, and hybrid courses that are transferable or lead to transferable courses to accommodate traditional and non-traditional students. Graduates of the program will have the necessary communication and analytical thinking skills to compete in a professional work environment or compete with university students entering their third year of a baccalaureate program.

**PREREQUISITES FOR ENTRANCE****Required Courses**

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

**Other Requirements**

1. High School Diploma or GED

**ACADEMIC REQUIREMENTS**

1. Any course with one of the following prefixes requires a grade of "C" or better: AMT, EET, EGR, ENG 101, ENG 102, IET

**COURSE REQUIREMENTS**

The Associate in Arts program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral communications.

At least 25% of the total semester hours of a student's curriculum must be earned at FDTC for a degree or diploma. Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Florence-Darlington Tech meet the senior institution's requirements for the desired four-year degree.

**Required Courses (12 semester hours)**

Course	Class	Lab	Credit	
ENG 101	English Composition I	3	0	3
ENG 102	English Composition II	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3

**Mathematics (6 semester hours)**

Course	Class	Lab	Credit	
MAT 110	College Algebra	3	0	3
MAT 111	College Trigonometry	3	0	3
MAT 120	Probability And Statistics	3	0	3
MAT 122	Finite College Mathematics	3	0	3
MAT 130	Elementary Calculus	3	0	3

**Literature (minimum of 3 semester hours)**

Course	Class	Lab	Credit	
ENG 201	American Literature I	3	0	3
ENG 202	American Literature II	3	0	3
ENG 205	English Literature I	3	0	3
ENG 206	English Literature II	3	0	3
ENG 230	Women in Literature	3	0	3

**Humanities and Social Sciences (15 semester hours)**

Students who did not have two years of high school foreign language are strongly encouraged to take two semesters of the same foreign language. Students are strongly encouraged to take at least 6 hours from HIS 101, HIS 102, HIS 201, and HIS 202.

Course	Class	Lab	Credit	
ECO 210	Macroeconomics	3	0	3
ECO 211	Microeconomics	3	0	3
GEO 102	World Geography	3	0	3
HIS 101	Western Civilization to 1689	3	0	3
HIS 102	Western Civilization Post 1689	3	0	3
HIS 115	African-American History **	3	0	3
HIS 201	American History: Discovery To 1877	3	0	3
HIS 202	American History: 1877 to Present	3	0	3
HIS 222	Global Women's History **	3	0	3
HIS 230	The American Civil War **	3	0	3
HSS 205	Technology and Society	3	0	3
PHI 110	Ethics	3	0	3
PSC 201	American Government	3	0	3
PSC 215	State and Local Government	3	0	3
PSY 203	Human Growth and Development	3	0	3
PSY 208	Human Sexuality	3	0	3
PSY 212	Abnormal Psychology	3	0	3
REL 103	Comparative Religion	3	0	3
SOC 101	Introduction to Sociology	3	0	3
SOC 102	Marriage and the Family	3	0	3
SOC 205	Social Problems	3	0	3
SOC 220	Sociology of The Family	3	0	3
SPA 101	Elementary Spanish I	4	0	4
SPA 102	Elementary Spanish II	4	0	4

**Robotics Production Technician (24 semester hours)**

Course	Class	Lab	Credit	
AMT 106	Manufacturing Workplace Skills**	3	0	3
AMT 155	Principles of Maintenance**	3	0	3
AMT 160	Principles of Quality and Continuous Improvement**	3	0	3
AMT 161	Computer Systems and Sensors**	2	3	3
AMT 220	Concepts of Lean Manufacturing**	3	0	3

EET	275	Intro to Robotics Manufacturing Technology**	2	3	3
EGR	175	Manufacturing Processes**	3	0	3
IET	223	Industrial Safety **	3	0	3

### Elective Courses (6 semester hours)

Students should take courses excluding those courses already used for another category.

Course			Class	Lab	Credit
ART	101	Art History and Appreciation	3	0	3
COL	103	College Skills	3	0	3
CPT	170	Microcomputer Applications **	3	0	3
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	230	Women in Literature	3	0	3
ENG	238	Creative Writing**	3	0	3
ENG	260	Advanced Technical Communications	3	0	3
HIS	101	Western Civilization to 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
HIS	201	American History: Discovery To 1877	3	0	3
HIS	202	American History: 1877 to Present	3	0	3
MAT	120	Probability and Statistics	3	0	3
MUS	105	Music Appreciation	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4
THE	101	Introduction to Theatre	3	0	3

\*\* This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

**Minimum Total Credit Hours: 66**

## ASSOCIATE IN SCIENCE

### DEGREE: Associate in Science

This program prepares the student to transfer courses and the degree in its entirety to a four-year senior college. The degree stresses the natural sciences, mathematics, communications, the social sciences and humanities. Entrance requirements for transfer students vary widely among senior colleges and universities. Transfer of credits is a privilege granted by the institution to which the student plans to transfer, and all applicants and requests for transfer of credits are evaluated individually. Each student must complete courses with grades acceptable to the college to which the student seeks to transfer. Thus, it is strongly recommended that a student discuss transferring to a four-year institution with a representative of that institution early in the student's academic career at Florence-Darlington Technical College. Furthermore, it is the responsibility of each student, with the assistance of a counselor or academic advisor, to plan his/her program of study to meet the requirements of the college to which the student expects to transfer.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG 101 and ENG 102
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, CHM, PHS, PHY

## COURSE REQUIREMENTS

The Associate in Science program must contain a basic core of general education courses. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and oral/written communications.

### Required Courses (12 semester hours)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3

### Natural Sciences and Mathematics

(total 26 semester hours = any combination of courses with a minimum of 8 hours sciences and 6 hours mathematics)

Course			Class	Lab	Credit
BIO	101	Biological Science I	3	3	4
BIO	102	Biological Science II	3	3	4
BIO	210	Anatomy And Physiology I	3	3	4
BIO	211	Anatomy And Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
CHM	110	College Chemistry I	3	3	4
CHM	111	College Chemistry II	3	3	4
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
MAT	120	Probability And Statistics	3	0	3
MAT	122	Finite College Mathematics	3	0	3
MAT	130	Elementary Calculus	3	0	3
MAT	140	Analytical Geometry And Calculus I	4	0	4
PHS	101	Physical Science I **	3	3	4
PHS	102	Physical Science II **	3	3	4
PHY	201	Physics I	3	3	4
PHY	202	Physics II	3	3	4
PHY	221	University Physics I	3	3	4

### Humanities and Fine Arts (minimum of 3 semester hours)

Course			Class	Lab	Credit
ART	101	Art History and Appreciation	3	0	3
ARV	123	Composition And Color **	3	0	3
FRE	101	Elementary French I	4	0	4
FRE	102	Elementary French II	4	0	4
HSS	205	Technology and Society **	3	0	3
MUS	105	Music Appreciation	3	0	3
PHI	101	Introduction to Philosophy	3	0	3
PHI	110	Ethics	3	0	3
SPA	101	Elementary Spanish I	4	0	4
SPA	102	Elementary Spanish II	4	0	4
THE	101	Introduction to Theatre	3	0	3
REL	103	Comparative Religion **	3	0	3

### Social and Behavioral Science (minimum of 3 semester hours)

Course			Class	Lab	Credit
CRJ	101	Introduction To Criminal Justice **	3	0	3
CRJ	125	Criminology **	3	0	3
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	3	0	3
GEO	102	World Geography	3	0	3
PSC	201	American Government	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	208	Human Sexuality	3	0	3
PSY	210	Educational Psychology **	3	0	3
PSY	212	Abnormal Psychology	3	0	3
SOC	101	Introduction to Sociology	3	0	3
SOC	205	Social Problems	3	0	3
SOC	210	Juvenile Delinquency	3	0	3
SOC	220	Sociology of The Family	3	0	3

SOC 235 Thanatology 3 0 3

**History (minimum of 3 semester hours)**

Course	Class	Lab	Credit
HIS 101 Western Civilization To 1689	3	0	3
HIS 102 Western Civilization Post 1689	3	0	3
HIS 115 African-American History **	3	0	3
HIS 201 American History: Discovery To 1877	3	0	3
HIS 202 American History: 1877 to Present	3	0	3
HIS 222 Global Women's History **	3	0	3
HIS 230 The American Civil War **	3	0	3

**Literature (minimum of 3 semester hours)**

Course	Class	Lab	Credit
ENG 201 American Literature I	3	0	3
ENG 202 American Literature II	3	0	3
ENG 205 English Literature I	3	0	3
ENG 206 English Literature II	3	0	3
ENG 208 World Literature I	3	0	3
ENG 209 World Literature II	3	0	3
ENG 214 Fiction	3	0	3
ENG 218 Drama	3	0	3
ENG 222 Poetry	3	0	3
ENG 230 Women in Literature	3	0	3
ENG 234 Survey in Minority Literature **	3	0	3
ENG 236 African American Literature	3	0	3
ENG 238 Creative Writing **	3	0	3
ENG 260 Advanced Technical Communications	3	0	3

**Elective Courses (12 semester hours)**

Electives may be chosen, with assistance of advisor, from the list below or any appropriate transfer curriculum course offered at the College.

Course	Class	Lab	Credit
ACC 101 Accounting Principles I	3	0	3
ACC 102 Accounting Principles II	3	0	3
ACC 230 Cost Accounting I **	3	0	3
BUS 123 Business Law II **	3	0	3
BUS 240 Business Statistics **	3	0	3
COL 103 College Skills **	3	0	3
CPT 170 Microcomputer Applications **	3	0	3
REL 103 Comparative Religion **	3	0	3
SPA 201 Intermediate Spanish I	3	0	3
SPA 202 Intermediate Spanish II	3	0	3

\*\* This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

**Minimum Total Credit Hours: 62**

# AUTOMOTIVE TECHNOLOGY

## DEGREE: Associate in Applied Science with a major in Automotive Technology

This program trains automotive technicians to diagnose, service and repair automobiles and light trucks. The technology changes in the automotive industry now require technicians to use computerized shop equipment and work with electronic components, while maintaining their skills with traditional hand tools.

Employment opportunities are available in the automotive service industry and related fields. The projected growth in job opportunities for automotive technicians is expected to be 38% over the next decade.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been certified by National Automotive Technicians Education Foundation Automotive Service Excellence (ASE) (<http://www.natef.org>).

National Automotive Technicians Education Foundation  
101 Blue Seal Drive  
Suite 101  
Leesburg, VA 20175  
703.669.6650

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ECO 201 Economic Concepts	3	0	3
ENG 160 Technical Communications	3	0	3
HSS 205 Technology and Society	3	0	3
*Serves as Humanities/Fine Arts Elective.			
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
PSY 103 Human Relations	3	0	3
	15	0	15

### Required Major Core Courses

Course	Class	Lab	Credit
AUT 103 Engine Reconditioning	2	6	4
AUT 112 Braking Systems	2	6	4
AUT 122 Suspension and Alignment	2	6	4
AUT 131 Electrical Systems	2	3	3
AUT 141 Introduction To Heating & Air Conditioning	2	6	4
AUT 152 Automatic Transmission	2	6	4
	12	33	23

### Other Hours Required for Graduation

Course	Class	Lab	Credit
AUT 102 Engine Repair	2	6	4
AUT 116 Manual Transmission & Axle	2	6	4
AUT 145 Engine Performance	2	3	3
AUT 149 Ignition and Fuel Systems	2	6	4
AUT 231 Automotive Electronics	2	6	4
AUT 232 Automotive Accessories	1	3	2
AUT 247 Electronic Fuel Systems	2	6	4
AUT 252 Advanced Automatic Transmission	2	6	4
AUT 262 Advanced Auto Diagnosis & Repair	2	6	4
AUT 268 Special Topics In Automotives	2	3	3
CPT 170 Microcomputer Applications	3	0	3
OR			
EGR 120 Engineering Computer Applications	3	0	3
WLD 145 Field Welding (AUT Students)	1	3	2
	23	59	41

**Minimum Total Credit Hours: 79**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AUT 112 Braking Systems	2	6	4
AUT 131 Electrical Systems	2	3	3
AUT 149 Ignition and Fuel Systems	2	6	4
CPT 170 Microcomputer Applications	3	0	3
OR			
EGR 120 Engineering Computer Applications	3	0	3
	9	15	14

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AUT 102 Engine Repair	2	6	4
AUT 103 Engine Reconditioning	2	6	4
AUT 145 Engine Performance	2	3	3
ENG 160 Technical Communications	3	0	3

				9	15	14
<b>SEMESTER 3 (Summer)</b>						
Course			Class	Lab	Credit	
AUT	116	Manual Transmission & Axle	2	6	4	
AUT	141	Introduction To Heating & Air Conditioning	2	6	4	
PSY	103	Human Relations	3	0	3	
			7	12	11	

<b>SEMESTER 4 (Fall)</b>						
Course			Class	Lab	Credit	
AUT	122	Suspension and Alignment	2	6	4	
AUT	152	Automatic Transmission	2	6	4	
AUT	268	Special Topics In Automotives	2	3	3	
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3	
			9	15	14	

<b>SEMESTER 5 (Spring)</b>						
Course			Class	Lab	Credit	
AUT	232	Automotive Accessories	1	3	2	
AUT	247	Electronic Fuel Systems	2	6	4	
AUT	252	Advanced Automatic Transmission	2	6	4	
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3	
WLD	145	Field Welding (AUT Students)	1	3	2	
			9	18	15	

<b>SEMESTER 6 (Summer)</b>						
Course			Class	Lab	Credit	
AUT	231	Automotive Electronics	2	6	4	
AUT	262	Advanced Auto Diagnosis & Repair	2	6	4	
ECO	201	Economic Concepts	3	0	3	
			7	12	11	

**Minimum Total Credit Hours: 79**

## AUTOMOTIVE TECHNOLOGY - DIESEL OPTION (DAY/EVENING PROGRAM)

### DEGREE: Associate in Applied Science with a major in Automotive Technology

This program trains technicians to diagnose, service and maintain both gasoline and diesel vehicles. Employment opportunities are available in the automotive or trucking industries and their related fields.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### General Education Courses

Course			Class	Lab	Credit	
ECO	201	Economic Concepts	3	0	3	
ENG	160	Technical Communications	3	0	3	
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3	
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3	
PSY	103	Human Relations	3	0	3	
			15	0	15	

#### Required Major Core Courses

Course			Class	Lab	Credit	
DHM	105	Diesel Engines I	2	3	3	
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3	
DHM	125	Diesel Fuel Systems	2	3	3	
DHM	151	Drive Trains	2	6	4	
DHM	173	Electrical Systems I	2	3	3	

DHM	205	Diesel Engines II	1	6	3	
DHM	225	Electronic Fuel Systems	2	3	3	
DHM	251	Suspension and Steering	2	3	3	
DHM	255	Air Brakes Systems	2	3	3	
DHM	265	Hydraulic Systems	2	3	3	
			19	41	31	

#### Other Hours Required for Graduation

Course			Class	Lab	Credit	
AUT	102	Engine Repair	2	6	4	
AUT	103	Engine Reconditioning	2	6	4	
AUT	112	Braking Systems	2	6	4	
AUT	116	Manual Transmission & Axle	2	6	4	
AUT	131	Electrical Systems	2	3	3	
AUT	141	Introduction To Heating & Air Conditioning	2	6	4	
AUT	145	Engine Performance	2	3	3	
AUT	149	Ignition and Fuel Systems	2	6	4	
CPT	170	Microcomputer Applications	3	0	3	
			OR			
EGR	120	Engineering Computer Applications	3	0	3	
WLD	145	Field Welding (AUT Students)	1	3	2	
			20	45	35	

**Minimum Total Credit Hours: 81**

## SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course			Class	Lab	Credit	
AUT	112	Braking Systems	2	6	4	
AUT	131	Electrical Systems	2	3	3	
AUT	149	Ignition and Fuel Systems	2	6	4	
CPT	170	Microcomputer Applications	3	0	3	
			OR			
EGR	120	Engineering Computer Applications	3	0	3	
			9	15	14	

#### SEMESTER 2 (Spring)

Course			Class	Lab	Credit	
AUT	102	Engine Repair	2	6	4	
AUT	103	Engine Reconditioning	2	6	4	
AUT	145	Engine Performance	2	3	3	
ENG	160	Technical Communications	3	0	3	
			9	15	14	

#### SEMESTER 3 (Summer)

Course			Class	Lab	Credit	
AUT	116	Manual Transmission & Axle	2	6	4	
AUT	141	Introduction To Heating & Air Conditioning	2	6	4	
PSY	103	Human Relations	3	0	3	
			7	12	11	

#### SEMESTER 4 (Fall)

Course			Class	Lab	Credit	
DHM	125	Diesel Fuel Systems	2	3	3	
DHM	173	Electrical Systems I	2	3	3	
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3	
			7	6	9	

#### SEMESTER 5 (Spring)

Course			Class	Lab	Credit	
DHM	105	Diesel Engines I	2	3	3	
DHM	107	Diesel Equipment Service And Diagnosis	2	3	3	
HSS	205	Technology and Society *Serves as Humanities/Fine Arts Elective.	3	0	3	
			7	6	9	

#### SEMESTER 6 (Summer)

Course			Class	Lab	Credit	
DHM	205	Diesel Engines II	1	6	3	
WLD	145	Field Welding (AUT Students)	1	3	2	
			2	9	5	

#### SEMESTER 7 (Fall)

Course			Class	Lab	Credit	
DHM	225	Electronic Fuel Systems	2	3	3	
DHM	265	Hydraulic Systems	2	3	3	
			4	6	6	

#### SEMESTER 8 (Spring)

Course			Class	Lab	Credit	
DHM	251	Suspension and Steering	2	3	3	

DHM	255	Air Brakes Systems	2	3	3
ECO	201	Economic Concepts	3	0	3
			7	6	9

**SEMESTER 9 (Summer)**

Course	Class	Lab	Credit
DHM 151 Drive Trains	2	6	4
			2 6 4

**Minimum Total Credit Hours: 81**

## CIVIL ENGINEERING TECHNOLOGY - CIVIL PROGRAM OF STUDY

### DEGREE: Associate in Applied Science with a major in Civil Engineering Technology

This program uses classroom and laboratory experiences to provide students with civil engineering technical skills which will prepare them for careers in the environmental field, surveying, construction, design, and testing.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: CET

### COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit
CHM 101 General Chemistry I	3	3	4
ECO 201 Economic Concepts	3	0	3
ENG 101 English Composition I	3	0	3
ENG 260 Advanced Technical Communications	3	0	3
MAT 110 College Algebra	3	0	3
PHY 201 Physics I	3	3	4
XXX XXX Elective: Humanities/Fine Arts	3	0	3
			21 6 23

#### Required Major Core Courses

Course	Class	Lab	Credit
CET 105 Surveying I	2	3	3
CET 125 Fundamentals of Building Construction	1	3	2
CET 205 Surveying II	3	3	4
CET 216 Soil Mechanics	2	3	3
CET 218 Hydraulics	2	3	3
CET 235 Construction Methods & Estimating	2	3	3
CET 246 Environmental Systems Technology	2	3	3
CET 250 Transportation Engineering Technology	2	3	3
CET 255 Senior Project in Civil Engineering Technology	0	3	1
EGR 181 Integrated Technology I	0	3	1
EGR 182 Integrated Technology II	0	3	1
EGR 183 Integrated Technology III	0	3	1
EGR 194 Statics & Strength of Materials	3	3	4
EGT 101 Basic Technical Drawing	0	6	2
EGT 105 Basic Civil Drafting	1	3	2
			20 48 36

#### Other Hours Required for Graduation

Course	Class	Lab	Credit
EGT 151 Introduction to CAD	2	3	3
MAT 111 College Trigonometry	3	0	3
MAT 130 Elementary Calculus	3	0	3
XXX XXX Elective: General	3	0	3

11 3 12

**Minimum Total Credit Hours: 71**

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
CET 125 Fundamentals of Building Construction	1	3	2
EGR 181 Integrated Technology I	0	3	1
EGT 101 Basic Technical Drawing	0	6	2
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
PHY 201 Physics I	3	3	4
			10 15 15

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CET 105 Surveying I	2	3	3
CHM 101 General Chemistry I	3	3	4
EGR 182 Integrated Technology II	0	3	1
ENG 260 Advanced Technical Communications	3	0	3
MAT 111 College Trigonometry	3	0	3
			11 9 14

#### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
CET 205 Surveying II	3	3	4
EGR 183 Integrated Technology III	0	3	1
EGR 194 Statics & Strength of Materials	3	3	4
EGT 151 Introduction to CAD	2	3	3
MAT 130 Elementary Calculus	3	0	3
			11 12 15

#### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
CET 216 Soil Mechanics	2	3	3
CET 218 Hydraulics	2	3	3
CET 250 Transportation Engineering Technology	2	3	3
EGT 105 Basic Civil Drafting	1	3	2
XXX XXX Elective: Humanities/Fine Arts	3	0	3
			10 12 14

#### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
CET 235 Construction Methods & Estimating	2	3	3
CET 246 Environmental Systems Technology	2	3	3
CET 255 Senior Project in Civil Engineering Technology	0	3	1
ECO 201 Economic Concepts	3	0	3
XXX XXX Elective: General	3	0	3
			10 9 13

**Minimum Total Credit Hours: 71**

## CIVIL ENGINEERING TECHNOLOGY - GRAPHICS PROGRAM OF STUDY

### DEGREE: Associate in Applied Science with a major in Civil Engineering Technology

This program uses classroom and laboratory experiences to provide students with technical skills such as drafting, CAD operations, which will prepare them for careers with a variety of industries.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: EGT

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
CHM 101 General Chemistry I	3	3	4
ECO 201 Economic Concepts	3	0	3
ENG 101 English Composition I	3	0	3
ENG 260 Advanced Technical Communications	3	0	3
MAT 110 College Algebra	3	0	3
PHY 201 Physics I	3	3	4
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	21	6	23

### Required Major Core Courses

Course	Class	Lab	Credit
CET 105 Surveying I	2	3	3
CET 125 Fundamentals of Building Construction	1	3	2
CET 205 Surveying II	3	3	4
EGR 170 Engineering Materials	2	3	3
EGR 181 Integrated Technology I	0	3	1
EGR 182 Integrated Technology II	0	3	1
EGR 183 Integrated Technology III	0	3	1
EGR 194 Statics & Strength of Materials	3	3	4
EGR 255 Engineering Technology Senior Systems Project	0	6	2
EGT 101 Basic Technical Drawing	0	6	2
EGT 105 Basic Civil Drafting	1	3	2
EGT 115 Engineering Graphics II	2	6	4
EGT 210 Engineering Graphics III	2	6	4
EGT 250 CAD Applications	1	3	2
	17	54	35

### Other Hours Required for Graduation

Course	Class	Lab	Credit
EGT 151 Introduction to CAD	2	3	3
MAT 111 College Trigonometry	3	0	3
MAT 130 Elementary Calculus	3	0	3
MET 213 Dynamics	2	3	3
XXX XXX Elective: General	3	0	3
	13	6	15

**Minimum Total Credit Hours: 73**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
CET 125 Fundamentals of Building Construction	1	3	2
EGR 181 Integrated Technology I	0	3	1
EGT 101 Basic Technical Drawing	0	6	2
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
PHY 201 Physics I	3	3	4
	10	15	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CET 105 Surveying I	2	3	3
CHM 101 General Chemistry I	3	3	4
EGR 182 Integrated Technology II	0	3	1
ENG 260 Advanced Technical Communications	3	0	3
MAT 111 College Trigonometry	3	0	3
	11	9	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
CET 205 Surveying II	3	3	4
EGR 183 Integrated Technology III	0	3	1
EGR 194 Statics & Strength of Materials	3	3	4
EGT 151 Introduction to CAD	2	3	3
MAT 130 Elementary Calculus	3	0	3
	11	12	15

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
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EGR 170 Engineering Materials	2	3	3
EGT 105 Basic Civil Drafting	1	3	2
EGT 115 Engineering Graphics II	2	6	4
MET 213 Dynamics	2	3	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	10	15	15

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
ECO 201 Economic Concepts	3	0	3
EGR 255 Engineering Technology Senior Systems Project	0	6	2
EGT 210 Engineering Graphics III	2	6	4
EGT 250 CAD Applications	1	3	2
XXX XXX Elective: General	3	0	3
	9	15	14

**Minimum Total Credit Hours: 73**

## COMPUTER TECHNOLOGY - NETWORK SYSTEMS MANAGEMENT

### DEGREE: Associate in Applied Science with a major in Network Systems Management

The Network Systems Management program prepares students for entry-level positions as network administrators, network managers, network designers, network operations specialists, network technicians, network installers or network support specialists.

The goal is to give students the ability to fit into a variety of information systems infrastructures by teaching basic concepts within the framework of a wide variety of equipment and architectures. The program prepares students for the CompTIA A+, Network+, and the Cisco CCNA exams.

NOTE: If students place in developmental courses, they must complete CPT 104.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

Association of Collegiate Business Schools and Programs  
7007 College Boulevard  
Suite 420  
Overland Park, KS 66211  
913.339.9356

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: CPT, IST
- Any course with one of the following prefixes may not be attempted more than twice: CPT, IST

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 160 Technical Communications	3	0	3
ENG 260 Advanced Technical Communications	3	0	3
MAT 120 Probability And Statistics	3	0	3

MAT	135	Fundamentals of Logic Design	3	0	3
XXX	XXX	Elective: Social/Behavioral Science	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	0	18

**Required Major Core Courses**

Course	Class	Lab	Credit		
CPT 240	Internet Programming With Databases	3	0	3	
CPT 242	Database	3	0	3	
IST 201	Cisco Internetworking Concepts	3	0	3	
IST 202	CISCO Router Configuration	3	0	3	
IST 203	Advanced Cisco Router Configuration	3	0	3	
IST 204	CISCO Troubleshooting	3	0	3	
			18	0	18

**Other Hours Required for Graduation**

Course	Class	Lab	Credit		
CPT 162	Introduction To Web Page Publishing	3	0	3	
CPT 168	Programming Logic And Design	3	0	3	
CPT 257	Operating Systems	3	0	3	
CPT 285	PC Hardware Concepts	3	0	3	
IST 209	Fundamentals of Wireless LANs	3	0	3	
IST 257	LAN Network Server Technologies	3	0	3	
IST 291	Fundamentals of Network Security I	3	0	3	
IST 295	Fundamentals of Voice Over IP	3	0	3	
CPT 186	Visual Basic.NET	3	0	3	
OR					
IST 227	Internet Operations & Management	3	0	3	
OR					
IST 290	Special Topics in Information Sciences	3	0	3	
			27	0	27

**Minimum Total Credit Hours: 63****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course	Class	Lab	Credit		
CPT 162	Introduction To Web Page Publishing	3	0	3	
CPT 285	PC Hardware Concepts	3	0	3	
ENG 160	Technical Communications	3	0	3	
IST 201	Cisco Internetworking Concepts	3	0	3	
MAT 135	Fundamentals of Logic Design	3	0	3	
			15	0	15

**SEMESTER 2 (Spring)**

Course	Class	Lab	Credit		
CPT 168	Programming Logic And Design	3	0	3	
CPT 257	Operating Systems	3	0	3	
IST 202	CISCO Router Configuration	3	0	3	
MAT 120	Probability And Statistics	3	0	3	
			12	0	12

**SEMESTER 3 (Summer)**

Course	Class	Lab	Credit		
ENG 260	Advanced Technical Communications	3	0	3	
IST 203	Advanced Cisco Router Configuration	3	0	3	
IST 257	LAN Network Server Technologies	3	0	3	
			9	0	9

**SEMESTER 4 (Fall)**

Course	Class	Lab	Credit		
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
CPT 242	Database	3	0	3	
IST 204	CISCO Troubleshooting	3	0	3	
IST 209	Fundamentals of Wireless LANs	3	0	3	
CPT 186	Visual Basic.NET	3	0	3	
OR					
IST 227	Internet Operations & Management	3	0	3	
OR					
IST 290	Special Topics in Information Sciences	3	0	3	
			15	0	15

**SEMESTER 5 (Spring)**

Course	Class	Lab	Credit		
CPT 240	Internet Programming With Databases	3	0	3	
XXX XXX	Elective: Social/Behavioral Science	3	0	3	
IST 291	Fundamentals of Network Security I	3	0	3	
IST 295	Fundamentals of Voice Over IP	3	0	3	
			12	0	12

**Minimum Total Credit Hours: 63****CRIMINAL JUSTICE TECHNOLOGY****DEGREE: Associate in Applied Science with a major in Criminal Justice Technology**

Criminal Justice Technology prepares students for a broad variety of careers in policing, corrections, courts, private security, and homeland security. The duties include protecting lives and property, enhancing community relations, enforcing laws, patrolling and responding to calls, collecting facts through investigations, conducting surveillance, writing reports, and controlling convicted offenders in a correctional setting or in the community.

Personnel in this vocation are employed by private, local, state, and federal agencies. According to the U. S. Department of Labor the annual income for criminal justice personnel is \$22,000. The projected growth in job opportunities in criminal justice positions is in the 21-35% range for the next decade.

**PREREQUISITES FOR ENTRANCE****Required Courses***High School: None**College: None*

NOTE: A grade of "C" or better is required for each prerequisite course.

**Other Requirements**

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

**ACADEMIC REQUIREMENTS**

1. Any course with one of the following prefixes requires a grade of "C" or better: CRJ, ENG, PSY, SOC, SPC

**COURSE REQUIREMENTS****General Education Courses**

Course	Class	Lab	Credit		
ENG 101	English Composition I	3	0	3	
MAT 155	Contemporary Mathematics	3	0	3	
PSY 201	General Psychology	3	0	3	
SPC 205	Public Speaking	3	0	3	
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
			15	0	15

**Required Major Core Courses**

Course	Class	Lab	Credit		
CRJ 101	Introduction To Criminal Justice	3	0	3	
CRJ 115	Criminal Law I	3	0	3	
CRJ 125	Criminology	3	0	3	
CRJ 236	Criminal Evidence	3	0	3	
CRJ 239	Terrorism & Homeland Security	3	0	3	
CRJ 242	Correctional Systems	3	0	3	
			18	0	18

**Other Hours Required for Graduation**

Course	Class	Lab	Credit	
CPT 170	Microcomputer Applications	3	0	3
CRJ 102	Introduction to Security	3	0	3
OR				
CRJ 244	Probation, Pardon and Parole	3	0	3
CRJ 120	Constitutional Law	3	0	3
CRJ 130	Police Administration	3	0	3
CRJ 210	The Juvenile and the Law	3	0	3
CRJ 222	Ethics in Criminal Justice	3	0	3
CRJ 224	Police Community Relations	3	0	3
CRJ 230	Criminal Investigation I	3	0	3
CRJ 250	Criminal Justice Internship I	1	8	3
CRJ 251	Criminal Justice Internship II	1	8	3
OR				
CRJ 246	Special Problems In Criminal Justice	3	0	3
ENG 102	English Composition II	3	0	3



	OR				
ENG	238	Creative Writing	3	0	3
	OR				
ENG	260	Advanced Technical Communications	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			32	16	36

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
CRJ 101 Introduction To Criminal Justice	3	0	3
CRJ 115 Criminal Law I	3	0	3
CRJ 120 Constitutional Law	3	0	3
ENG 101 English Composition I	3	0	3
	15	0	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CRJ 125 Criminology	3	0	3
CRJ 130 Police Administration	3	0	3
ENG 102 English Composition II	3	0	3
	OR		
ENG 238 Creative Writing	3	0	3
	OR		
ENG 260 Advanced Technical Communications	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
	15	0	15

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
CRJ 230 Criminal Investigation I	3	0	3
CRJ 236 Criminal Evidence	3	0	3
CRJ 239 Terrorism & Homeland Security	3	0	3
	9	0	9

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
CRJ 102 Introduction to Security	3	0	3
	OR		
CRJ 244 Probation, Pardon and Parole	3	0	3
CRJ 242 Correctional Systems	3	0	3
CRJ 250 Criminal Justice Internship I	1	8	3
MAT 155 Contemporary Mathematics	3	0	3
SOC 101 Introduction to Sociology	3	0	3
	13	8	15

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
CRJ 210 The Juvenile and the Law	3	0	3
CRJ 222 Ethics in Criminal Justice	3	0	3
CRJ 224 Police Community Relations	3	0	3
CRJ 251 Criminal Justice Internship II	1	8	3
	OR		
CRJ 246 Special Problems In Criminal Justice	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	13	8	15

**Minimum Total Credit Hours: 69**

## CRIMINAL JUSTICE TECHNOLOGY (EVENING PROGRAM)

**DEGREE: Associate in Applied Science with a major in Criminal Justice Technology**

Criminal Justice Technology prepares students for a broad variety of careers in policing, corrections, courts, private security, and homeland security. The duties include protecting lives and property, enhancing community relations, enforcing laws, patrolling and responding to calls, collecting facts through investigations, conducting surveillance, writing reports, and controlling convicted offenders in a correctional setting or in the community.

Personnel in this vocation are employed by private, local, state, and federal agencies. According to the U. S. Department of Labor the annual income for criminal justice personnel is \$22,000. The projected growth in job opportunities in criminal justice positions is in the 21-35% range for the next decade.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* None

*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: CRJ, ENG, PSY, SOC, SPC

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### Required Major Core Courses

Course	Class	Lab	Credit
CRJ 101 Introduction To Criminal Justice	3	0	3
CRJ 115 Criminal Law I	3	0	3
CRJ 125 Criminology	3	0	3
CRJ 236 Criminal Evidence	3	0	3
CRJ 239 Terrorism & Homeland Security	3	0	3
CRJ 242 Correctional Systems	3	0	3
	18	0	18

### Other Hours Required for Graduation

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
CRJ 102 Introduction to Security	3	0	3
	OR		
CRJ 244 Probation, Pardon and Parole	3	0	3
CRJ 120 Constitutional Law	3	0	3
CRJ 130 Police Administration	3	0	3
CRJ 210 The Juvenile and the Law	3	0	3
CRJ 222 Ethics in Criminal Justice	3	0	3
CRJ 224 Police Community Relations	3	0	3
CRJ 230 Criminal Investigation I	3	0	3
CRJ 250 Criminal Justice Internship I	1	8	3
CRJ 251 Criminal Justice Internship II	1	8	3
	OR		
CRJ 246 Special Problems In Criminal Justice	3	0	3
ENG 102 English Composition II	3	0	3
	OR		
ENG 238 Creative Writing	3	0	3
	OR		
ENG 260 Advanced Technical Communications	3	0	3
SOC 101 Introduction to Sociology	3	0	3
	32	16	36

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit
CRJ 101	Introduction To Criminal Justice	3	0	3
CRJ 115	Criminal Law I	3	0	3
CRJ 120	Constitutional Law	3	0	3
ENG 101	English Composition I	3	0	3
		12	0	12

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit
CPT 170	Microcomputer Applications	3	0	3
CRJ 125	Criminology	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
		12	0	12

### SEMESTER 3 (Summer)

Course		Class	Lab	Credit
CRJ 130	Police Administration	3	0	3
CRJ 230	Criminal Investigation I	3	0	3
CRJ 236	Criminal Evidence	3	0	3
CRJ 239	Terrorism & Homeland Security	3	0	3
		12	0	12

### SEMESTER 4 (Fall)

Course		Class	Lab	Credit
CRJ 222	Ethics in Criminal Justice	3	0	3
CRJ 242	Correctional Systems	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
		9	0	9

### SEMESTER 5 (Spring)

Course		Class	Lab	Credit
CRJ 102	Introduction to Security	3	0	3
	OR			
CRJ 244	Probation, Pardon and Parole	3	0	3
CRJ 210	The Juvenile and the Law	3	0	3
CRJ 250	Criminal Justice Internship I	1	8	3
SOC 101	Introduction to Sociology	3	0	3
XXX XXX	Elective: Humanities/Fine Arts	3	0	3
		13	8	15

### SEMESTER 6 (Summer)

Course		Class	Lab	Credit
CRJ 224	Police Community Relations	3	0	3
CRJ 251	Criminal Justice Internship II	1	8	3
	OR			
CRJ 246	Special Problems In Criminal Justice	3	0	3
ENG 102	English Composition II	3	0	3
	OR			
ENG 238	Creative Writing	3	0	3
	OR			
ENG 260	Advanced Technical Communications	3	0	3
		7	8	9

**Minimum Total Credit Hours: 69**

## DENTAL HYGIENE

### DEGREE: Associate in Applied Science with a major in Dental Hygiene

Dental Hygienists perform a variety of duties including those relating to prevention of oral and dental diseases and direct patient care. Dental Hygienists must be reliable, have good manual dexterity, and be able to communicate and work effectively with patients and other members of the dental office staff. Dental Hygienists are employed primarily in private dental offices, although some employment opportunities are available in public and government facilities. The annual income for Dental Hygienists is approximately \$30,000 plus available benefits. As the population grows and as emphasis on prevention of oral diseases continues to be a priority, job prospects for Dental Hygienists are expected to continue to grow.

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by American Dental Association Commission on Dental Accreditation (<http://www.ada.org>).

American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611  
312.440.2500

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* Algebra I, Biology, Chemistry  
*College:* BIO 210, ENG 101, PSY 201, MAT 165

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Prior Experience/Observation - Minimum fifteen hours of observation in a dental office preferably with a RDH, or experience working in a dental office
4. Minimum Cumulative GPA of 2.5
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization, Signed Informed Refusal or Titer
7. MMR Immunization or Titer
8. Chicken Pox Vaccination or Titer
9. One-Stepped PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
11. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.
12. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.
13. Applications available on FDTC.edu website March 1st for Fall admission.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: All.
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, CHM, DAT, DHG, ENG, MAT, PSY, SOC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 36 months
5. Dismissal Policy: A student must maintain a 2.0 GPA or better each semester. Failure to comply with this standard will result in the student being placed on academic probation. Two consecutive semesters in which the GPA is less than 2.0 will result in the student being withdrawn from curriculum courses. If a student fails to earn a "C" or better in DHG prefix courses or AHS 113, they are withdrawn from the AAS.DHG curriculum. If a student fails to earn the minimum required grade in the following courses in two attempts by the end of the accompanying listed semester, they are withdrawn from the AAS.DHG curriculum: BIO 211 (1st semester), CHM 105 (2ND semester), BIO 115 (3rd semester), SOC 101 (5th semester), Humanities/Fine Arts Elective (5th semester).

## COURSE REQUIREMENTS

### Prerequisites:

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
ENG 101 English Composition I	3	0	3
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
	12	3	13

### General Education Courses

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
SOC 101 Introduction to Sociology	3	0	3
SPC 205 Public Speaking	3	0	3
	9	3	10

### Required Major Core Courses

Course	Class	Lab	Credit
AHS 113 Head And Neck Anatomy	0	3	1
BIO 115 Basic Microbiology	2	3	3
DHG 121 Dental Radiography	2	3	3
DHG 140 General & Oral Pathology	2	0	2
DHG 141 Periodontology	2	0	2
DHG 143 Dental Pharmacology	2	0	2
DHG 154 Preclinical Dental Hygiene	2	6	4
DHG 165 Clinical Dental Hygiene I	2	9	5
DHG 175 Clinical Dental Hygiene II	2	9	5
DHG 230 Public Health Dentistry	3	0	3
DHG 239 Dental Assisting For DHG's	1	3	2
	20	36	32

### Other Hours Required for Graduation

Course	Class	Lab	Credit
CHM 105 General Organic And Biochemistry	3	3	4
DHG 115 Medical & Dental Emergencies	2	0	2
DHG 125 Tooth Morphology & Histology	1	3	2
DHG 231 Dental Health Education	0	3	1
DHG 241 Integrated Dental Hygiene I	0	3	1
DHG 242 Integrated Dental Hygiene II	0	3	1
DHG 243 Nutrition & Dental Health	2	0	2
DHG 255 Clinical Dental Hygiene III	1	12	5
DHG 265 Clinical Dental Hygiene IV	1	12	5
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	13	39	26

### Minimum Total Credit Hours: 81

## SEMESTER CURRICULUM

### To be completed before the final semester of study.

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
ENG 101 English Composition I	3	0	3
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
	12	3	13

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 113 Head And Neck Anatomy	0	3	1
BIO 211 Anatomy And Physiology II	3	3	4
DHG 125 Tooth Morphology & Histology	1	3	2
DHG 154 Preclinical Dental Hygiene	2	6	4
SPC 205 Public Speaking	3	0	3
	9	15	14

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CHM 105 General Organic And Biochemistry	3	3	4
DHG 115 Medical & Dental Emergencies	2	0	2
DHG 121 Dental Radiography	2	3	3
DHG 165 Clinical Dental Hygiene I	2	9	5
	9	15	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
BIO 115 Basic Microbiology	2	3	3
DHG 141 Periodontology	2	0	2
DHG 143 Dental Pharmacology	2	0	2

DHG 175 Clinical Dental Hygiene II	2	9	5
DHG 241 Integrated Dental Hygiene I	0	3	1
	8	15	13

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
DHG 140 General & Oral Pathology	2	0	2
DHG 231 Dental Health Education	0	3	1
DHG 239 Dental Assisting For DHG's	1	3	2
DHG 243 Nutrition & Dental Health	2	0	2
DHG 255 Clinical Dental Hygiene III	1	12	5
	6	18	12

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
DHG 230 Public Health Dentistry	3	0	3
DHG 242 Integrated Dental Hygiene II	0	3	1
DHG 265 Clinical Dental Hygiene IV	1	12	5
SOC 101 Introduction to Sociology	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	10	15	15

### Minimum Total Credit Hours: 81

## DIESEL TECHNOLOGY - CATERPILLAR DEALER SERVICE TECHNICIAN PROGRAM DEGREE

### DEGREE: Associate in Applied Science with a major in Diesel Technology

This two-year program is designed to prepare entry-level service technicians for Caterpillar dealerships throughout North Carolina and South Carolina. Students will develop skills to be productive with limited on-the-job training following graduation.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: Any course with one of the following prefixes requires a grade of "C" or better: DHM

#### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.5

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ECO 201 Economic Concepts	3	0	3
ENG 160 Technical Communications	3	0	3
ENG 260 Advanced Technical Communications	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### Required Major Core Courses

Course	Class	Lab	Credit
DHM 101 Intro to Diesel Engines	2	6	4
DHM 125 Diesel Fuel Systems	2	3	3
DHM 156 Fundamentals of Transmissions And Torque Converters	2	3	3
DHM 173 Electrical Systems I	2	3	3
DHM 231 Diesel Air Conditioning	1	3	2
DHM 265 Hydraulic Systems	2	3	3
	11	21	18

### Other Hours Required for Graduation

Course	Class	Lab	Credit
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CWE	114	Cooperative Work Experience I *Internship #1	0	20	4
CWE	124	Cooperative Work Experience II *Internship #2	0	20	4
CWE	214	Cooperative Work Experience III *Internship #3	0	20	4
CWE	224	Cooperative Work Experience IV *Internship #4	0	20	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
DHM	266	Machine Hydraulic Systems	2	3	3
DHM	267	Undercarriage/Final Drive	2	3	3
DHM	268	Caterpillar Engine Performance	1	3	2
DHM	269	Diagnostic Testing	1	3	2
DHM	270	Caterpillar Machine Specific Systems	2	3	3
DHM	273	Electrical Systems II	2	3	3
WLD	116	Welding (Caterpillar Students)	1	3	2
			12.5	102.5	36

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit	
CWE	114	Cooperative Work Experience I *Internship #1	0	20	4
DHM	101	Intro to Diesel Engines	2	6	4
DHM	111	Introduction to Caterpillar	1.5	1.5	2
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
WLD	116	Welding (Caterpillar Students)	1	3	2
			7.5	30.5	15

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit	
CWE	124	Cooperative Work Experience II *Internship #2	0	20	4
DHM	173	Electrical Systems I	2	3	3
DHM	265	Hydraulic Systems	2	3	3
ENG	160	Technical Communications	3	0	3
			7	26	13

### SEMESTER 3 (Summer)

Course		Class	Lab	Credit	
DHM	125	Diesel Fuel Systems	2	3	3
DHM	156	Fundamentals of Transmissions And Torque Converters	2	3	3
DHM	231	Diesel Air Conditioning	1	3	2
DHM	266	Machine Hydraulic Systems	2	3	3
			7	12	11

### SEMESTER 4 (Fall)

Course		Class	Lab	Credit	
CWE	214	Cooperative Work Experience III *Internship #3	0	20	4
DHM	267	Undercarriage/Final Drive	2	3	3
DHM	273	Electrical Systems II	2	3	3
ENG	260	Advanced Technical Communications	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			10	26	16

### SEMESTER 5 (Spring)

Course		Class	Lab	Credit	
CWE	224	Cooperative Work Experience IV *Internship #4	0	20	4
DHM	268	Caterpillar Engine Performance	1	3	2
DHM	269	Diagnostic Testing	1	3	2
DHM	270	Caterpillar Machine Specific Systems	2	3	3
ECO	201	Economic Concepts	3	0	3
			7	29	14

**Minimum Total Credit Hours: 69**

# ELECTRONICS ENGINEERING TECHNOLOGY

**DEGREE: Associate in Applied Science with a major in  
Electronics Engineering Technology**

This program uses classroom and laboratory experiences to provide students with electronics or networking engineering technical skills such as building, testing, trouble-shooting, repairing, and modifying electronic equipment or networking systems, which will prepare them for careers with a variety of industries.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* None

*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: EET

## COURSE REQUIREMENTS

### General Education Courses

Course		Class	Lab	Credit	
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			18	3	19

### Required Major Core Courses

Course		Class	Lab	Credit	
EET	113	Electrical Circuits I	3	3	4
EET	114	Electrical Circuits II	3	3	4
EET	131	Active Devices	3	3	4
EET	145	Digital Circuits	3	3	4
EET	220	Analog Integrated Circuits	2	3	3
EGR	181	Integrated Technology I	0	3	1
EGR	182	Integrated Technology II	0	3	1
EGR	183	Integrated Technology III	0	3	1
			14	24	22

### Other Hours Required for Graduation

Course		Class	Lab	Credit	
EET	218	Electrical Power Systems	3	3	4
EET	231	Industrial Electronics	3	3	4
EET	235	Programmable Controllers	2	3	3
EET	243	Data Communications	2	3	3
EET	251	Microprocessor Fundamentals	3	3	4
EET	273	Electronics Senior Project	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	130	Elementary Calculus	3	0	3
PHY	202	Physics II	3	3	4
			22	21	29

**Minimum Total Credit Hours: 70**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit	
EET	113	Electrical Circuits I	3	3	4
EGR	181	Integrated Technology I	0	3	1
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	6	14

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit	
EET	131	Active Devices	3	3	4
EGR	182	Integrated Technology II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
PHY	201	Physics I	3	3	4
			12	9	15

**SEMESTER 3 (Summer)**

Course		Class	Lab	Credit
EET 114	Electrical Circuits II	3	3	4
EGR 183	Integrated Technology III	0	3	1
MAT 130	Elementary Calculus	3	0	3
PHY 202	Physics II	3	3	4
		9	9	12

**SEMESTER 4 (Fall)**

Course		Class	Lab	Credit
EET 145	Digital Circuits	3	3	4
EET 218	Electrical Power Systems	3	3	4
EET 220	Analog Integrated Circuits	2	3	3
EET 231	Industrial Electronics	3	3	4
		11	12	15

**SEMESTER 5 (Spring)**

Course		Class	Lab	Credit
ECO 201	Economic Concepts	3	0	3
EET 235	Programmable Controllers	2	3	3
EET 243	Data Communications	2	3	3
EET 251	Microprocessor Fundamentals	3	3	4
EET 273	Electronics Senior Project	0	3	1
		10	12	14

**Minimum Total Credit Hours: 70**

## GENERAL TECHNOLOGY

**DEGREE: Associate in Applied Science with a major in General Technology**

This General Technology program provides a combination of occupationally oriented courses to meet specific career objectives and the opportunity to get cross-training in two or more specialties to meet the needs of employees who have a variety of job responsibilities. The student and the academic advisor work together to design a sequence of existing courses to meet employment objectives.

### PREREQUISITES FOR ENTRANCE

**Required Courses***High School:* None*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: Each technical specialty course

### COURSE REQUIREMENTS

**General Education Courses**

Course		Class	Lab	Credit
ENG 101	English Composition I	3	0	3
	OR			
ENG 160	Technical Communications	3	0	3
MAT 170	Algebra, Geometry, And Trigonometry I	3	0	3
SPC 205	Public Speaking	3	0	3
	OR			
ENG 260	Advanced Technical Communications	3	0	3
XXX XXX	Elective: Humanities/Fine Arts	3	0	3
XXX XXX	Elective: Social/Behavioral Science	3	0	3
XXX XXX	Ensure Computer Competence	0	0	0
	OR			
CPT 170	Microcomputer Applications	3	0	3
	OR			
EGR 120	Engineering Computer Applications	3	0	3
		15	0	15

**Required Major Core Courses**

Course		Class	Lab	Credit
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XXX	XXX	28 SHC minimum in primary technical specialty (single content area from an approved degree, diploma, or certificate program).	28	0	28
XXX	XXX	12 SHC minimum in secondary technical specialty	12	0	12
			40	0	40

**Other Hours Required for Graduation**

Course		Class	Lab	Credit	
XXX	XXX	5-29 SHC for other courses to include a minimum of one 3 SHC Elective chosen from a technical specialty other than those comprising the major and minor core courses.	5	0	5
			5	0	5

**Minimum Total Credit Hours: 60**

## HEALTH INFORMATION MANAGEMENT

**DEGREE: Associate in Health Science**

To provide students with a comprehensive technical education program that prepares quality graduates to work in the Health Information Management industry.

Health Information Management professionals play a key role in quality health care processes as their responsibilities encompass all the facets and job skills involved in the administration of health information to include; collection, storage, retrieval, access, data analytics, utilization review, medical coding, registries, compliance with regulatory agencies, financial and technical operations. They regularly communicate with health care administration, physicians, clinical professionals, insurance companies, government agencies, and patients to accomplish their job responsibilities with a focus on quality improvement and work in virtually every area of the health care delivery system. In fact, this is one of the 20 fastest growing occupations in the country.

Credentialed HIM graduates starting salaries in the range of \$30,000 to \$40,000 annually. Positions exist in Hospitals, Physicians' practices, Insurance companies, Home Care agencies, Pharmaceutical companies, Law firms, Long-term care facilities, Government agencies, Consulting firms, and more.

National Employment Statistics, Employment Expectations and Occupational Outlook information is available through the Bureau of Labor Statistics and other employment agencies.

<http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

<http://swz.salary.com/SalaryWizard/Medical-Records-Technician-Job-Description.aspx>

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS



This program has been accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue Suite 2150 Chicago, IL 60601-5800 312-233-1131

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Algebra I, Biology, Keyboarding  
College: Completion of Certificate in Health Information Management

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Hepatitis B immunization, Signed Informed Refusal or Titer
4. MMR Immunization
5. Chicken Pox Vaccination or Titer
6. Two-Step PPD / Chest X-Ray
7. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
8. Application required for 2 year acceptance

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: ALL
3. Curriculum Completion Requirement - 24 months

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
BIO 112 Basic Anatomy and Physiology	3	3	4
ENG 101 English Composition I	3	0	3
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
CPT 170 Microcomputer Applications	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	21	3	22

### Required Major Core Courses

Course	Class	Lab	Credit
HIM 103 Introduction to Health Information Management and Coding	3	0	3
HIM 115 Medical Record and the Law	2	0	2
HIM 130 Billing and Reimbursement	3	0	3
HIM 135 Medical Pathology	3	0	3
HIM 110 Health Information Science I	2	3	3
HIM 120 Health Information Science II	2	3	3
HIM 125 Standards and Regulations	1	3	2
HIM 140 Current Procedural Technology I	2	3	3
HIM 141 Current Procedural Technology II	2	3	3
HIM 163 Supervised Clinical Practice I	0	9	3
HIM 164 Supervised Clinical Practice II	0	9	3
HIM 215 Registries and Statistics	2	3	3
HIM 216 Coding and Classification I	2	3	3
HIM 225 Coding and Classification II	2	3	3
HIM 227 Senior Professional Competencies	3	0	3
HIM 265 Supervisory Principles	2	3	3

HIM 266 Computers in Health Care	2	3	3
	32	54	49

### Other Hours Required for Graduation

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 121 Pharmacology	2	0	2
	5	0	5

Minimum Total Credit Hours: 76

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
ENG 101 English Composition I	3	0	3
CPT 170 Microcomputer Applications	3	0	3
XXX XXX Humanity Course	3	0	3
HIM 103 Introduction to Health Information Management & Coding	3	0	3
	15	0	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
BIO 112 Basic Anatomy and Physiology	3	3	4
MAT 165 Statistics	3	0	3
HIM 115 Medical Record and the Law	2	0	2
HIM 130 Billing and Reimbursement	2	3	3
PSY 201 General Psychology	3	0	3
	13	6	15

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
SPC 205 Public Speaking	3	0	3
AHS 121 Pharmacology	2	0	2
HIM 135 Medical Pathology	3	0	3
	8	0	8

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
HIM 110 Health Information Science I	2	3	3
HIM 265 Supervisory Principles	2	3	3
HIM 125 Standards and Regulations	1	3	2
HIM 215 Registries and Statistics	2	3	3
HIM 266 Computers in Health Care *Taught First 10-Weeks	2	3	3
	10	12	14

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
HIM 120 Health Information Science II	3	0	3
HIM 140 Current Procedural Terminology I	3	0	3
HIM 216 Coding and Classification I	2	3	3
HIM 163 Supervised Clinical Practice I	0	9	3
	6	12	12

### SEMESTER 6 (Summer)

Course	Class	Lab	Credit
HIM 164 Supervised Clinical Practice II	0	9	3
HIM 225 Coding and Classification II	2	3	3
HIM 141 Current Procedural Technology II	2	3	3
HIM 227 Senior Professional Competencies	3	0	3
	8	12	12

Minimum Total Credit Hours: 76

## HUMAN SERVICES

**DEGREE: Associate in Applied Science with a major in Human Services**

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is \$21,000. The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Council for Standards in Human Service Education (<http://www.cshse.org>).

Council for Standards in Human Service Education  
3337 Duke Street  
Alexandria, VA 22314

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

9. High School Diploma or GED
10. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

4. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
5. Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
6. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
7. Curriculum Completion Requirement - 60 months

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
SOC 101 Introduction to Sociology	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### Required Major Core Courses

Course	Class	Lab	Credit
HUS 101 Introduction To Human Services *Prerequisite for Field Placement	3	0	3
PSY 105 Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY 201 General Psychology *Prerequisite for Field Placement	3	0	3
PSY 203 Human Growth and Development	3	0	3
PSY 230 Interviewing Techniques *Prerequisite for Field Placement	3	0	3
	15	0	15

### Other Hours Required for Graduation

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
HUS 110 Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS 205 Gerontology *Prerequisite for Field Placement	3	0	3
HUS 208 Alcohol and Drug Abuse	3	0	3
HUS 251 Supervised Field Placement II	1	12	4
HUS 255 Supervised Field Placement III	1	12	4
PSY 212 Abnormal Psychology	3	0	3
PSY 215 Psychology of The Intellectually Disabled	3	0	3
PSY 218 Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY 231 Counseling Techniques	3	0	3
PSY 235 Group Dynamics *Prerequisite for Field Placement	3	0	3
PSY 237 Crisis Management	3	0	3
SOC 205 Social Problems	3	0	3
	33	24	39

Minimum Total Credit Hours: 69

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
HUS 101 Introduction To Human Services *Prerequisite for Field Placement	3	0	3
HUS 110 Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY 105 Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY 201 General Psychology *Prerequisite for Field Placement	3	0	3
	13	0	13

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
PSY 203 Human Growth and Development	3	0	3
PSY 218 Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY 235 Group Dynamics *Prerequisite for Field Placement	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
MAT 155 Contemporary Mathematics	3	0	3
PSY 212 Abnormal Psychology	3	0	3
PSY 230 Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC 101 Introduction to Sociology	3	0	3
	12	0	12

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
HUS 208 Alcohol and Drug Abuse	3	0	3
HUS 251 Supervised Field Placement II	1	12	4
PSY 231 Counseling Techniques	3	0	3
SPC 205 Public Speaking	3	0	3
	10	12	13

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
HUS 205 Gerontology *Prerequisite for Field Placement	3	0	3
HUS 255 Supervised Field Placement III	1	12	4
PSY 215 Psychology of The Intellectually Disabled	3	0	3
PSY 237 Crisis Management	3	0	3
SOC 205 Social Problems	3	0	3
	13	12	16

Minimum Total Credit Hours: 69

# HUMAN SERVICES (EVENING PROGRAM)

## DEGREE: Associate in Applied Science with a major in Human Services

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is \$21,000. The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Council for Standards in Human Service Education (<http://www.cshse.org>).

Council for Standards in Human Service Education  
3337 Duke Street  
Alexandria, VA 22314

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
SOC 101 Introduction to Sociology	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	15	0	15

### Required Major Core Courses

Course	Class	Lab	Credit
HUS 101 Introduction To Human Services *Prerequisite for Field Placement	3	0	3

PSY 105 Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY 201 General Psychology *Prerequisite for Field Placement	3	0	3
PSY 203 Human Growth and Development	3	0	3
PSY 230 Interviewing Techniques *Prerequisite for Field Placement	3	0	3
	15	0	15

### Other Hours Required for Graduation

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
HUS 110 Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS 205 Gerontology *Prerequisite for Field Placement	3	0	3
HUS 208 Alcohol and Drug Abuse	3	0	3
HUS 251 Supervised Field Placement II	1	12	4
HUS 255 Supervised Field Placement III	1	12	4
PSY 212 Abnormal Psychology	3	0	3
PSY 215 Psychology of The Intellectually Disabled	3	0	3
PSY 218 Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY 231 Counseling Techniques	3	0	3
PSY 235 Group Dynamics *Prerequisite for Field Placement	3	0	3
PSY 237 Crisis Management	3	0	3
SOC 205 Social Problems	3	0	3
	33	24	39

Minimum Total Credit Hours: 69

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
HUS 101 Introduction To Human Services *Prerequisite for Field Placement	3	0	3
HUS 110 Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY 105 Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY 201 General Psychology *Prerequisite for Field Placement	3	0	3
	13	0	13

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
PSY 218 Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY 235 Group Dynamics *Prerequisite for Field Placement	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	12	0	12

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
PSY 203 Human Growth and Development	3	0	3
PSY 230 Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC 101 Introduction to Sociology	3	0	3
	9	0	9

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
HUS 208 Alcohol and Drug Abuse	3	0	3
PSY 231 Counseling Techniques	3	0	3
SPC 205 Public Speaking	3	0	3
	9	0	9

### SEMESTER 5 (Summer)

Course	Class	Lab	Credit
MAT 155 Contemporary Mathematics	3	0	3
PSY 212 Abnormal Psychology	3	0	3
	6	0	6

### SEMESTER 6 (Fall)

Course	Class	Lab	Credit
HUS 205 Gerontology *Prerequisite for Field Placement	3	0	3
HUS 251 Supervised Field Placement II	1	12	4



PSY	215	Psychology of The Intellectually Disabled	3	0	3
SOC	205	Social Problems	3	0	3
			10	12	13

**SEMESTER 7 (Spring)**

Course			Class	Lab	Credit
HUS	255	Supervised Field Placement III	1	12	4
PSY	237	Crisis Management	3	0	3
			4	12	7

**Minimum Total Credit Hours: 69**

## HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION

### DEGREE: Associate in Applied Science with a major in Human Services - Early Childhood Development

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is \$21,000. The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Council for Standards in Human Service Education (<http://www.cshse.org>).

Council for Standards in Human Service Education  
3337 Duke Street  
Alexandria, VA 22314

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Two-step PPD / Chest X-Ray

### ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ECD, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ECD, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

## COURSE REQUIREMENTS

### General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
OR					
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

### Required Major Core Courses

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
ECD	243	Supervised Field Experience I	1	8	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
HUS	251	Supervised Field Placement II	1	12	4
HUS	255	Supervised Field Placement III	1	12	4
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	215	Psychology of The Intellectually Disabled	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
PSY	237	Crisis Management	3	0	3
SOC	101	Introduction to Sociology	3	0	3
			28	32	36

### Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			14	12	18

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ENG	101	English Composition I *Prerequisite for Field Placement	3	0	3
HUS	110	Orientation to Human Services *Prerequisite for Field Placement	1	0	1
PSY	105	Personal/interpersonal Psychology *Prerequisite for Field Placement	3	0	3
PSY	201	General Psychology *Prerequisite for Field Placement	3	0	3
			16	0	16

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT	170	Microcomputer Applications	3	0	3
PSY	203	Human Growth and Development	3	0	3
PSY	218	Behavior Modification *Prerequisite for Field Placement	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			12	0	12

### SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ECD	243	Supervised Field Experience I	1	8	3
MAT	155	Contemporary Mathematics	3	0	3
OR					
MAT	110	College Algebra	3	0	3
PSY	230	Interviewing Techniques *Prerequisite for Field Placement	3	0	3
SOC	101	Introduction to Sociology	3	0	3

				10	8	12
<b>SEMESTER 4 (Fall)</b>						
Course			Class	Lab	Credit	
ECD 131	Language Arts		2	3	3	
ECD 133	Science & Math Concepts		2	3	3	
HUS 251	Supervised Field Placement II		1	12	4	
SPC 205	Public Speaking		3	0	3	
			8	18	13	

<b>SEMESTER 5 (Spring)</b>						
Course			Class	Lab	Credit	
ECD 105	Guidance-Classroom Management		2	3	3	
ECD 132	Creative Experiences		2	3	3	
HUS 255	Supervised Field Placement III		1	12	4	
PSY 215	Psychology of The Intellectually Disabled		3	0	3	
PSY 237	Crisis Management		3	0	3	
			11	18	16	

**Minimum Total Credit Hours: 69**

## HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION (EVENING PROGRAM)

### DEGREE: Associate in Applied Science with a major in Human Services - Early Childhood Development

Human services worker is a generic term for individuals with a wide array of job titles and responsibilities. Human service workers usually work and provide services under the direct supervision of professionals from a variety of fields. These services would include: direct and indirect client care, assess client needs, lead group activities, assist clients in need of counseling and/or crisis intervention, teach daily living skills, act as a liaison for family members, provide emotional support, and treatment plan participation.

Human service workers are employed by state and local government agencies, individual and family services providers, emergency and relief services, as well as, residential mental retardation, mental health, and substance abuse facilities. According to the U. S. Department of Labor the median income for human service workers is \$21,000. The projected growth in job opportunities for human service workers is in the 25-35% range for the next ten years.

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Council for Standards in Human Service Education (<http://www.cshse.org>).

Council for Standards in Human Service Education  
3337 Duke Street  
Alexandria, VA 22314

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Two-step PPD / Chest X-Ray

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: CPT, ECD, ENG, HUS, PSY, SOC, SPC
2. Any course with one of the following prefixes may not be attempted more than twice: CPT, ECD, ENG, HUS, PSY, SOC, SPC
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 60 months

## COURSE REQUIREMENTS

### General Education Courses

Course			Class	Lab	Credit
ENG 101	English Composition I		3	0	3
*Prerequisite for Field Placement					
MAT 155	Contemporary Mathematics		3	0	3
OR					
MAT 110	College Algebra		3	0	3
PSY 201	General Psychology		3	0	3
*Prerequisite for Field Placement					
SPC 205	Public Speaking		3	0	3
XXX XXX	Elective: Humanities/Fine Arts		3	0	3
			15	0	15

### Required Major Core Courses

Course			Class	Lab	Credit
CPT 170	Microcomputer Applications		3	0	3
ECD 243	Supervised Field Experience I		1	8	3
HUS 110	Orientation to Human Services		1	0	1
*Prerequisite for Field Placement					
HUS 251	Supervised Field Placement II		1	12	4
HUS 255	Supervised Field Placement III		1	12	4
PSY 105	Personal/interpersonal Psychology		3	0	3
*Prerequisite for Field Placement					
PSY 203	Human Growth and Development		3	0	3
PSY 215	Psychology of The Intellectually Disabled		3	0	3
PSY 218	Behavior Modification		3	0	3
*Prerequisite for Field Placement					
PSY 230	Interviewing Techniques		3	0	3
*Prerequisite for Field Placement					
PSY 237	Crisis Management		3	0	3
SOC 101	Introduction to Sociology		3	0	3
			28	32	36

### Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD 101	Introduction To Early Childhood		3	0	3
ECD 105	Guidance-Classroom Management		2	3	3
ECD 131	Language Arts		2	3	3
ECD 132	Creative Experiences		2	3	3
ECD 133	Science & Math Concepts		2	3	3
ECD 135	Health, Safety and Nutrition		3	0	3
			14	12	18

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD 101	Introduction To Early Childhood		3	0	3
ENG 101	English Composition I		3	0	3
*Prerequisite for Field Placement					
PSY 105	Personal/interpersonal Psychology		3	0	3
*Prerequisite for Field Placement					
PSY 201	General Psychology		3	0	3
*Prerequisite for Field Placement					
			12	0	12

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
CPT 170	Microcomputer Applications		3	0	3
HUS 110	Orientation to Human Services		1	0	1
*Prerequisite for Field Placement					
PSY 203	Human Growth and Development		3	0	3
PSY 218	Behavior Modification		3	0	3
*Prerequisite for Field Placement					

XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	0	13

**SEMESTER 3 (Fall)**

Course	Class	Lab	Credit		
ECD 243 Supervised Field Experience I	1	8	3		
MAT 155 Contemporary Mathematics	3	0	3		
OR					
MAT 110 College Algebra	3	0	3		
PSY 230 Interviewing Techniques	3	0	3		
*Prerequisite for Field Placement					
SOC 101 Introduction to Sociology	3	0	3		
			10	8	12

**SEMESTER 4 (Spring)**

Course	Class	Lab	Credit		
ECD 131 Language Arts	2	3	3		
ECD 133 Science & Math Concepts	2	3	3		
HUS 251 Supervised Field Placement II	1	12	4		
			5	18	10

**SEMESTER 5 (Summer)**

Course	Class	Lab	Credit		
ECD 105 Guidance-Classroom Management	2	3	3		
ECD 135 Health, Safety and Nutrition	3	0	3		
PSY 237 Crisis Management	3	0	3		
			8	3	9

**SEMESTER 6 (Fall)**

Course	Class	Lab	Credit		
ECD 132 Creative Experiences	2	3	3		
HUS 255 Supervised Field Placement III	1	12	4		
PSY 215 Psychology of The Intellectually Disabled	3	0	3		
SPC 205 Public Speaking	3	0	3		
			9	15	13

**Minimum Total Credit Hours: 69**

# HVAC - HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

## DEGREE: Associate in Applied Science with a major in Heating, Ventilation and Air Conditioning Technology

Efficient heating and air conditioning is needed for our residences, businesses, and industrial plants. Almost all new residential or commercial construction now requires air conditioning for proper equipment operation and comfort. As a student in Heating, Ventilation, Air Conditioning Technology you will learn the theory and operation of electric, gas and oil furnaces, window air conditioners, heat pumps, refrigerators, freezers, coolers, and walk-in boxes.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit		
ENG 160 Technical Communications	3	0	3		
HSS 205 Technology and Society	3	0	3		
*Serves as Humanities/Fine Arts Elective					
MAT 140 Algebra, Geometry, and Trigonometry 1	3	0	3		
PSY 103 Human Relations	3	0	3		
			12	0	12

#### Required Major Core Courses

Course	Class	Lab	Credit
ACR 101 Fundamentals of Refrigeration	3	6	5
ACR 102 Tools & Service Techniques	2	3	3
ACR 106 Basic Electricity for HVAC/R	3	3	4

ACR 110 Heating Fundamentals	2	6	4		
ACR 120 Basic Air Conditioning	3	3	4		
ACR 140 Automatic Controls	2	3	3		
			15	24	23

#### Other Hours Required for Graduation

Course	Class	Lab	Credit		
ACR 104 Print Reading for HVAC	0	3	1		
ACR 107 Wiring Diagrams	2	0	2		
ACR 111 Gas Heating Principles	2	3	3		
ACR 131 Commercial Refrigeration	2	6	4		
ACR 206 Advanced Electricity for HVAC/R	1	3	2		
ACR 210 Heat Pumps	2	6	4		
ACR 220 Advanced Air Conditioning	2	6	4		
ACR 221 Residential Load Calculations	1	3	2		
ACR 231 Advanced Refrigeration	1	9	4		
ACR 240 Advanced Automatic Controls	1	6	3		
ACR 250 Duct Fabrication	2	3	3		
ACR 251 SCWE in HVAC	0	20	4		
ECO 201 Economic Concepts	3	0	3		
XXX XXX Elective: General	3	0	3		
*Students are strongly encouraged to take CPT 170.					
			22	68	42

**Minimum Total Credit Hours: 77**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit		
ACR 101 Fundamentals of Refrigeration	3	6	5		
ACR 102 Tools & Service Techniques	2	3	3		
ACR 120 Basic Air Conditioning	3	3	4		
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3		
			11	12	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit		
ACR 106 Basic Electricity for HVAC/R	3	3	4		
ACR 107 Wiring Diagrams	2	0	2		
ACR 110 Heating Fundamentals	3	6	4		
ACR 140 Automatic Controls	2	3	3		
ENG 160 Technical Communications	3	0	3		
			12	12	16

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit		
ACR 104 Print Reading for HVAC	0	3	1		
ACR 131 Commercial Refrigeration	2	6	4		
ACR 250 Duct Fabrication	2	3	3		
			4	12	8

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit		
ACR 206 Advanced Electricity for HVAC/R	1	3	2		
ACR 231 Advanced Refrigeration	1	9	4		
ACR 240 Advanced Automatic Controls	1	6	3		
ECO 201 Economic Concepts	3	0	3		
XXX XXX Elective: General	3	0	3		
*Students are strongly encouraged to take CPT 170.					
			9	18	15

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit		
ACR 111 Gas Heating Principles	2	3	3		
ACR 210 Heat Pumps	2	6	4		
ACR 220 Advanced Air Conditioning	2	6	4		
PSY 103 Human Relations	3	0	3		
			9	15	14

### SEMESTER 6 (Summer)

Course	Class	Lab	Credit		
ACR 221 Residential Load Calculations	1	3	2		
ACR 251 SCWE in HVAC	0	20	4		
HSS 205 Technology and Society	3	0	3		
*Serves as Humanities/Fine Arts Elective					
			4	23	9

**Minimum Total Credit Hours: 77**

# INDUSTRIAL MAINTENANCE TECHNOLOGY

## DEGREE: Degree in Applied Science with a major in Industrial Maintenance

This degree provides students with fundamental mechanical skills associated with entry-level maintenance positions in manufacturing settings.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

- Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit
ENG 160 Technical Communications	3	0	3
ECO 201 Economics Concepts	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
PSY 103 Human Relations	3	0	3
EGR 120 Engineering Computer Applications	3	0	3
HSS 205 Technology and Society	3	0	3
	18	0	18

#### Required Major Core Courses

Course	Class	Lab	Credit
IMT 131 Hydraulics & Pneumatics	3	3	4
IMT 140 Industrial Electricity	3	6	5
IMT 141 Electrical Control Devices	3	6	5
IMT 161 Mechanical Power Applications	3	3	4
IMT 210 Basic Industrial Skills I	2	3	3
IMT 211 Basic Industrial Skills II	2	3	3
IMT 212 Electrical Theory	2	3	3
IMT 214 Industrial Writing	1	6	3
	19	33	30

#### Other Hours Required for Graduation

Course	Class	Lab	Credit
WLD 142 Maintenance Welding(E-Met Students)	2	3	3
MTT 101 Introduction to Machine Tool	1	3	2
IMT 233 Programmable Logic Controllers	2	3	3
IMT 202 Electrical Troubleshooting	2	6	4
IMT 203 Mechanical Troubleshooting	2	6	4
XXX XXX Elective: General	3	0	3
	12	21	19

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
IMT 210 Basic Industrial Skills I	2	3	3
IMT 212 Electrical Theory	2	3	3
EGR 120 Economics Concepts	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
	10	6	12

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
IMT 211 Basic Industrial Skills II	2	3	3
IMT 140 Industrial Electricity	3	6	5
WLD 142 Maintenance Welding(E-Met Students)	2	3	3
ENG 160 Technical Writing	3	0	3
	10	12	14

#### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
IMT 214 Industrial Writing	1	6	3
IMT 202 Electrical Troubleshooting	2	6	4
PSY 103 Human Relations	3	0	3
MTT 101 Introduction to Machine Tool	1	3	2
	7	15	12

#### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
IMT 141 Electrical Control Devices	3	6	5
IMT 161 Mechanical Power Applications	3	3	4
ECO 201 Economic Concepts	3	0	3
XXX XXX Elective: General	3	0	3
	12	9	15

#### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
IMT 233 Programmable Logic Controllers	2	3	3
IMT 131 Hydraulics & Pneumatics	3	3	4
IMT 203 Mechanical Troubleshooting	2	6	4
HSS 205 Technology and Society	3	0	3
	10	12	14

**Minimum Total Credit Hours: 67**

# MACHINE TOOL TECHNOLOGY

## DEGREE: Associate in Applied Science with a major in Machine Tool Technology

The Machine Tool Technology program is designed to teach manufacturing processes and methods using both manual and computer-controlled machine tools. Basic skills will be developed on a variety of machine tools such as lathes, milling machines, Wire EDM and Computer Numerical Control (CNC) machines.

Machinists perform some or all of the following tasks: -Study and draw blue-prints or written plans of the part to be made -Set up and operate a variety of machine tools to make parts to specified tolerances -Fit and assemble parts to make a functional machine or tool -Measure work using micrometers, depth gauges and calipers -Program machines including Wire EDM, CNC Mill, and CNC Lathes.

Employment opportunities include machinist, tool inspector, and tool and die maker, methods technician, manufacturing process technician, quality and production control technician.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester.

### COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit
ENG 160 Technical Communications	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	9	0	9

#### Required Major Core Courses

Course	Class	Lab	Credit
MTT 105 Machine Tool Math	3	0	3

MTT	111	Machine Tool Theory and Practice I	1	12	5
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
MTT	205	Tool & Die Math Applications	3	0	3
MTT	255	CNC Programming II	2	3	3
			13	42	27

**Other Hours Required for Graduation**

Course			Class	Lab	Credit
MTT	141	Metal & Heat Treatment	3	0	3
MTT	211	Die Theory	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
MTT	250	Principles of CNC	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	252	CNC Setup and Operations	2	6	4
MTT	253	CNC Programming & Operations	0	9	3
MTT	254	CNC Programming	0	9	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			20	30	30

**Minimum Total Credit Hours: 66****SEMESTER CURRICULUM**

NOTE: Students that have successfully completed the MTT diploma program will begin with semester 4.

**SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
ENG	160	Technical Communications	3	0	3
MTT	105	Machine Tool Math Applications	3	0	3
MTT	111	Machine Tool Theory & Practice I	1	12	5
MTT	120	Machine Tool Print Reading	2	3	3
			9	15	14

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
MAT	170	Algebra, Geometry, and Trigonometry I	3	0	3
MTT	112	Machine Tool Theory and Practice II	1	12	5
MTT	141	Metals and Heat Treatment	3	0	3
MTT	241	Jigs and Fixtures I	1	3	2
			8	15	13

**SEMESTER 3 (Summer)**

Course			Class	Lab	Credit
MTT	113	Machine Tool Theory and Practice III	1	12	5
MTT	250	Principles of CNC	3	0	3
PSY	103	Human Relations	3	0	3
XXX	XXX	Elective: General	3	0	3
			10	12	14

**SEMESTER 4 (Fall)**

Course			Class	Lab	Credit
MTT	205	Tool & Die Math Applications	3	0	3
MTT	211	Die Theory	3	0	3
MTT	251	CNC Operations	2	3	3
MTT	253	CNC Programming & Operations	0	9	3
			8	12	12

**SEMESTER 5 (Spring)**

Course			Class	Lab	Credit
MTT	252	CNC Setup and Operations	2	6	4
MTT	254	CNC Programming I	0	9	3
MTT	255	CNC Programming II	2	3	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			7	18	13

**Minimum Total Credit Hours: 66****MANAGEMENT****DEGREE: Associate in Applied Science with a major in Management**

This program focuses on management with an emphasis on small business management. Students are taught planning, staffing organizing, leading, and monitoring skills required for a successful career in management.

Many people dream of having their own business but do not know where to start. This program includes the basic skills for designing an effective business plan and the skills necessary to carry it out. This is an exciting and popular field of study.

Additional key skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, how to market products and services, and being successful in a global business environment.

**PREREQUISITES FOR ENTRANCE****Required Courses***High School:* None*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

**ACADEMIC REQUIREMENTS**

- Any course with one of the following prefixes requires a grade of "C" or better: MGT

**COURSE REQUIREMENTS****General Education Courses**

Course			Class	Lab	Credit
ECO	201	Economic Concepts	3	0	3
ENG	101	English Composition I	3	0	3
MAT	165	Statistics	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

**Required Major Core Courses**

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
BUS	123	Business Law II	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	0	15

**Other Hours Required for Graduation**

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
ACC	115	Managerial Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	240	Business Statistics	3	0	3
BUS	250	Introduction to International Business	3	0	3
MGT	121	Small Business Operations	3	0	3
MGT	240	Management Decision Making	3	0	3
MGT	280	Executive Development	3	0	3
MKT	240	Advertising	3	0	3
			30	0	30

**Minimum Total Credit Hours: 60****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
BUS	123	Business Law II	3	0	3
BUS	250	Introduction to International Business	3	0	3
ECO	201	Economic Concepts	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			15	0	15

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
ACC	112	Organizational Accounting	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3

ENG	101	English Composition I	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			15	0	15

**SEMESTER 3 (Fall)**

Course		Class	Lab	Credit	
ACC 115	Managerial Accounting	3	0	3	
BAF 101	Personal Finance	3	0	3	
MAT 165	Statistics	3	0	3	
MGT 121	Small Business Operations	3	0	3	
SPC 205	Public Speaking	3	0	3	
			15	0	15

**SEMESTER 4 (Spring)**

Course		Class	Lab	Credit	
ACC 150	Payroll Accounting	3	0	3	
BUS 240	Business Statistics	3	0	3	
MGT 240	Management Decision Making	3	0	3	
MGT 280	Executive Development	3	0	3	
MKT 240	Advertising	3	0	3	
			15	0	15

**Minimum Total Credit Hours: 60**

## MARKETING

**DEGREE: Associate in Applied Science with a major in Marketing**

This program uses classroom laboratory experience and work-based learning to prepare graduates for entry-level positions in marketing, advertising, sales, and retailing. This is also an excellent program for individuals seeking to improve their promotion potential in these areas.

### PREREQUISITES FOR ENTRANCE

**Required Courses***High School:* None*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: MKT

### COURSE REQUIREMENTS

**General Education Courses**

Course		Class	Lab	Credit	
ECO 201	Economic Concepts	3	0	3	
ENG 101	English Composition I	3	0	3	
MAT 165	Statistics	3	0	3	
SPC 205	Public Speaking	3	0	3	
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
			15	0	15

**Required Major Core Courses**

Course		Class	Lab	Credit	
ACC 111	Accounting Concepts	3	0	3	
BUS 123	Business Law II	3	0	3	
MGT 101	Principles of Management	3	0	3	
MKT 101	Marketing	3	0	3	
			12	0	12

**Other Hours Required for Graduation**

Course		Class	Lab	Credit
ACC 112	Organizational Accounting	3	0	3
ACC 150	Payroll Accounting	3	0	3
AOT 261	Office Spreadsheet Applications	3	0	3
BAF 101	Personal Finance	3	0	3
BUS 240	Business Statistics	3	0	3
BUS 250	Introduction to International Business	3	0	3
MGT 280	Executive Development	3	0	3
MKT 110	Retailing	3	0	3

MKT 120	Sales Principles	3	0	3	
MKT 240	Advertising	3	0	3	
MKT 250	Consumer Behavior	3	0	3	
			33	0	33

**Minimum Total Credit Hours: 60**

## SEMESTER CURRICULUM

**SEMESTER 1 (Fall)**

Course		Class	Lab	Credit	
ACC 111	Accounting Concepts	3	0	3	
BUS 123	Business Law II	3	0	3	
BUS 250	Introduction to International Business	3	0	3	
ECO 201	Economic Concepts	3	0	3	
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
			15	0	15

**SEMESTER 2 (Spring)**

Course		Class	Lab	Credit	
ACC 112	Organizational Accounting	3	0	3	
AOT 261	Office Spreadsheet Applications	3	0	3	
ENG 101	English Composition I	3	0	3	
MGT 101	Principles of Management	3	0	3	
MKT 101	Marketing	3	0	3	
			15	0	15

**SEMESTER 3 (Fall)**

Course		Class	Lab	Credit	
ACC 150	Individual Tax Procedures	3	0	3	
BAF 101	Personal Finance	3	0	3	
MAT 165	Statistics	3	0	3	
MKT 120	Sales Principles	3	0	3	
SPC 205	Public Speaking	3	0	3	
			15	0	15

**SEMESTER 4 (Spring)**

Course		Class	Lab	Credit	
BUS 240	Business Statistics	3	0	3	
MGT 280	Executive Development	3	0	3	
MKT 240	Advertising	3	0	3	
MKT 250	Consumer Behavior	3	0	3	
			15	0	15

**Minimum Total Credit Hours: 60**

## MECHANICAL ENGINEERING TECHNOLOGY - MECHANICAL PROGRAM OF STUDY

**DEGREE: Associate in Applied Science with a major in Mechanical Engineering Technology**

This program uses classroom and laboratory experiences to prepare graduates to work as engineering technicians and related engineering technology positions in various industries and production facilities. The intent is broad-based education that gives the student a number of career choices.

### PREREQUISITES FOR ENTRANCE

**Required Courses***High School:* None*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: MET

### COURSE REQUIREMENTS

**General Education Courses**

Course		Class	Lab	Credit
CHM 110	College Chemistry I	3	3	4

ENG	101	English Composition I	3	0	3
ENG	260	Adv. Technical Communications	3	0	3
MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
PHY	201	Physics I	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
XXX	XXX	Elective: Social Behavioral Sciences	3	0	3
			24	6	26

**Required Major Core Courses**

Course	Class	Lab	Credit		
EGR 194	Statics & Strength of Materials	3	3	4	
EGT 252	Advanced CAD	2	3	3	
EGR 170	Engineering Materials	2	3	3	
EGR 120	Computer Applications	3	0	3	
EGT 106	Print Reading & Sketching	3	0	3	
			13	9	16

**Other Hours Required for Graduation**

Course	Class	Lab	Credit		
MET 213	Dynamics	3	0	3	
MET 216	Mechanics of Fluid Systems	2	3	3	
MET 224	Hydraulics & Pneumatics	2	3	3	
MET 226	Applied Heat Principles	3	3	4	
MET 231	Machine Design	3	3	4	
MET 240	Mechanical Senior Project	0	3	1	
NET 113	Nuclear Physics	2	3	3	
NET 130	Radiological Protection	3	0	3	
EET 103	Introduction to Electronics	2	3	3	
EEM 251	Programmable Logic Controllers	2	3	3	
			22	24	30

**Minimum Total Credit Hours: 72****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course	Class	Lab	Credit		
ENG 101	English Composition	3	0	3	
MAT 110	College Algebra	3	0	3	
EGT 106	Print Reading & Sketching	3	0	3	
EGR 120	Computer Applications	3	0	3	
XXX XXX	Elective: Social Behavior Sciences	3	0	3	
			15	0	15

**SEMESTER 2 (Spring)**

Course	Class	Lab	Credit		
MAT 120	Probability & Statistics	3	0	3	
CHM 110	College Chemistry I	3	3	4	
NET 130	Radiological Protection	3	0	3	
XXX XXX	Elective: Humanities	3	0	3	
			12	3	13

**SEMESTER 3 (Summer)**

Course	Class	Lab	Credit		
PHY 201	Physics I	3	3	4	
ENG 260	Advanced Technical Communications	3	0	3	
EET 103	Introduction to Electronics	2	3	3	
EGR 194	Statics & Strength of Materials	3	3	4	
			11	9	14

**SEMESTER 4 (Fall)**

Course	Class	Lab	Credit		
EGR 170	Engineering Materials	2	3	3	
MET 216	Mechanics of Fluid Systems	2	3	3	
MET 213	Dynamics	3	0	3	
NET 113	Nuclear Physics	2	3	3	
EGT 252	Advanced CAD	2	3	3	
			11	12	15

**SEMESTER 5 (Spring)**

Course	Class	Lab	Credit		
MET 224	Hydraulics & Pneumatics	2	3	3	
MET 226	Applied Heat Principles	3	3	4	
MET 240	Mechanical Senior Project	0	3	1	
MET 231	Machine Design	3	3	4	
EEM 251	Programmable Logic Controllers	2	3	3	
			10	15	15

**Minimum Total Credit Hours: 72****MECHANICAL ENGINEERING TECHNOLOGY - NUCLEAR PROGRAM OF STUDY****DEGREE: Associate in Applied Science with a major in Mechanical Engineering Technology**

This program uses classroom and laboratory experiences to prepare graduates to work as engineering technicians and related engineering technology positions in industries relating to nuclear power generation

**PREREQUISITES FOR ENTRANCE****Required Courses***High School:* None*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

**ACADEMIC REQUIREMENTS**

- Any course with one of the following prefixes requires a grade of "C" or better: NET

**COURSE REQUIREMENTS****General Education Courses**

Course	Class	Lab	Credit		
CHM 110	College Chemistry I	3	3	4	
ENG 101	English Composition I	3	0	3	
ENG 260	Adv. Technical Communications	3	0	3	
MAT 110	College Algebra	3	0	3	
MAT 120	Probability & Statistics	3	0	3	
PHY 201	Physics I	3	3	4	
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
XXX XXX	Elective: Social Behavioral Sciences	3	0	3	
			24	6	26

**Required Major Core Courses**

Course	Class	Lab	Credit		
EGR 120	Engineering Computer Applications	3	0	3	
EGR 170	Engineering Materials	2	3	3	
EGT 106	Print Reading & Sketching	3	0	3	
NET 113	Nuclear Physics	2	3	3	
NET 130	Radiological Protection	3	0	3	
NET 230	Nuclear Plant Chemistry	2	3	3	
			15	9	18

**Other Hours Required for Graduation**

Course	Class	Lab	Credit		
EET 103	Introduction to Electronics	2	3	3	
MET 216	Fluid Mechanics	2	3	3	
MET 224	Hydraulics & Pneumatics	2	3	3	
MET 226	Applied Heat Principles	3	3	4	
MET 240	Mechanical Senior Project	0	3	1	
NET 112	Nuclear Power Plant Components	3	0	3	
NET 215	Nuclear Reactor Physics	2	3	3	
NET 237	Nuclear Reactor Safety	2	0	2	
NET 240	Nuclear Primary & Secondary Systems	3	0	3	
			21	21	28

**Minimum Total Credit Hours: 72****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course	Class	Lab	Credit	
EGR 120	Computer Applications	3	0	3
EGT 106	Print Reading & Sketching	3	0	3
ENG 101	English Composition	3	0	3
MAT 110	College Algebra	3	0	3

NET	112	Nuclear Power Plant Components	3	0	3
			15	0	15

**SEMESTER 2 (Spring)**

Course	Class	Lab	Credit		
CHM 110	College Chemistry I	3	3	4	
MAT 120	Probability & Statistics	3	0	3	
NET 130	Radiological Protection	3	0	3	
XXX XXX	Elective: Humanities	3	0	3	
			12	3	13

**SEMESTER 3 (Summer)**

Course	Class	Lab	Credit		
EET 103	Intro to Electronics	2	3	3	
ENG 260	Advanced Technical Communications	3	0	3	
NET 122	Nuclear Electrical Sciences	2	3	3	
NET 237	Nuclear Reactor Safety	2	0	2	
PHY 201	Physics I	3	3	4	
			12	9	15

**SEMESTER 4 (Fall)**

Course	Class	Lab	Credit		
EGR 170	Engineering Materials	2	3	3	
MET 216	Mechanics of Fluid Systems	2	3	3	
NET 113	Nuclear Physics	2	3	3	
NET 230	Nuclear Plant Chemistry	2	3	3	
NET 240	Nuclear Primary & Secondary Systems	3	0	3	
			11	12	15

**SEMESTER 5 (Spring)**

Course	Class	Lab	Credit		
MET 224	Hydraulics & Pneumatics	2	3	3	
MET 226	Applied Heat Principles	3	3	4	
MET 240	Mechanical Senior Project	0	3	1	
NET 215	Nuclear Reactor Physics	2	3	3	
XXX XXX	Elective: Social/Behavioral Science	3	0	3	
			10	12	14

**Minimum Total Credit Hours: 72**

## MEDICAL LABORATORY TECHNOLOGY

### DEGREE: Associate in Applied Science with a major in Cnology

Medical Laboratory Technicians perform laboratory tests to obtain data that will be used by physicians and other medical staff 70% of the time to prevent, diagnose and treat illness. They are expected to microscopically examine specimens, operate automated testing equipment and inoculate culture media to identify bacteria. Medical laboratory technicians prepare specimens and operate automatic analyzers, or they may perform manual tests following detailed instructions.

MLT personnel work in hospital laboratories in the specialized areas of hematology, blood banking, microbiology, clinical chemistry, or as a generalist in all the areas. They are also employed in physicians' offices, medical schools, pharmaceutical companies, public health agencies such as DHEC and veterinarians' offices. Earnings vary depending on education, experience, level of responsibility, and degree of specialization. MLT's in South Carolina have a yearly average earnings of \$33,280 to \$38,280.

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by National Accrediting Agency for Clinical Laboratory Sciences (<http://www.naacls.org>).

National Accrediting Agency for Clinical Laboratory Sciences  
8410 West Bryn Mawr Avenue  
Suite 670  
Chicago, IL 60631-3415  
773.714.8880

### PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* Algebra I, Biology, Chemistry  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
10. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: MLT
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 36 months
5. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit		
BIO 112	Basic Anatomy And Physiology	3	3	4	
CHM 105	General Organic And Biochemistry	3	3	4	
ENG 101	English Composition I	3	0	3	
MAT 165	Statistics	3	0	3	
PSY 201	General Psychology	3	0	3	
XXX XXX	Elective: Humanities/Fine Arts	3	0	3	
			18	6	21

### Required Major Core Courses

Course	Class	Lab	Credit		
MLT 105	Medical Microbiology	3	3	4	
MLT 120	Immunohematology	3	3	4	
MLT 230	Advanced Clinical Chemistry	3	3	4	
MLT 210	Advanced Hematology	3	3	4	
			12	12	16

### Other Hours Required for Graduation

Course	Class	Lab	Credit	
MLT 102	Medical Lab Fundamentals	2	3	3
MLT 104	Basic Medical Microbiology	1	3	2
MLT 108	Urinalysis and Body Fluids	2	3	3
MLT 115	Immunology	2	3	3
MLT 240	Integrated Lab Concepts	1	9	4
MLT 241	Medical Lab Transition	0	9	3
MLT 242	Survey in Medical Laboratory Technology 0	15		5



MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
			10	69	33

**Minimum Total Credit Hours: 70**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BIO	112	General Anatomy And Physiology	3	3	4
CHM	105	General Organic And Biochemistry	3	3	4
MLT	102	Fundamentals of Medical Laboratory Technology	2	3	3
MAT	165	Statistics	3	0	3
			11	9	14

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ENG	101	English Composition I	3	0	3
MLT	104	Basic Microbiology	1	3	2
MLT	210	Advanced Hematology	3	3	4
MLT	230	Advanced Clinical Chemistry	3	3	4
			10	9	13

### SEMESTER 3 (Summer)

Course			Class	Lab	Credit
PSY	201	General Psychology	3	0	3
MLT	115	Immunology	2	3	3
			5	3	6

### SEMESTER 4 (Fall)

Course			Class	Lab	Credit
MLT	105	Medical Microbiology	3	3	4
MLT	108	Urinalysis & Body Fluids	2	3	3
MLT	120	Immunohematology	3	3	4
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			11	9	14

### SEMESTER 5 (Spring)

Course			Class	Lab	Credit
MLT	240	Integrated Laboratory Concepts	1	9	4
MLT	241	Medical Lab Transition	0	9	3
MLT	242	Survey in Medical Laboratory Technology	0	15	5
			1	33	12

### SEMESTER 6 (Summer)

Course			Class	Lab	Credit
MLT	251	Clinical Experience I	1	12	5
MLT	252	Clinical Experience II	1	12	5
			2	24	10

**Minimum Total Credit Hours: 70**

## NURSING

### DEGREE: Associate in Applied Science with a major in Nursing

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the life span. The nurse is a competent, knowledgeable, accountable and collaborative member of the multidisciplinary health care team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health and/or a peaceful death.

Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the US Department of Labor (Bureau of Labor Statistics) website, the mean annual salary for a Registered Nurse in South Carolina is estimated to be \$58,940 (May 2012).

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Accreditation Commission for Education in Nursing, Inc. (<http://www.acenursing.org>).

Accreditation Commission for Education in Nursing, INC.  
3343 Peachtree Road NE  
Suite 850  
Atlanta, GA 30326  
404.975.5000

This program has also been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (<http://www.llr.state.sc.gov/POL/Nursing/index.asp>).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing  
Synergy Business Park; Kingstree Building  
110 Centerview Drive; Suite 202  
Columbia, SC 29210  
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ADN Program Pre-Application Requirements

1. Complete a Florence-Darlington College Admission Application
2. Attend a Nursing Career Talk
3. An official copy of the applicant's high school transcript/GED and official transcripts from colleges or universities previously attended received in Registrar's Office. High school credentials are required unless applicant has earned 12 college credits or received an Associate in Arts/Science or Bachelor's degree or higher from a regionally accredited institution.
4. Must have a Program GPA of 2.5 or higher to qualify for admission. There is no rounding of GPA scores.
5. Take the TEAS Test and make a Score of Proficient or above
6. There is a two year waiting period beginning with the last NUR/PHM course taken if unsuccessful in a nursing program.
7. BIO courses must be taken within 5 years of the application

## Other Requirements

1. Departmental Approval
2. Current CPR Certification by American Heart Association or American Red Cross.
3. Hepatitis B Immunization, Signed Informed Refusal or Titer
4. MMR Immunization or Titer
5. Chicken Pox Vaccination or Titer
6. Two-Step PPD/Chest X-Ray
7. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
8. Recent Photograph - Photograph will not be returned.
9. Satisfactory Background Check and Drug Screen

## ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.
2. Any course with one of the following prefixes may not be attempted more than twice: NUR, PHM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.
5. Curriculum Completion Requirement - 36 months
6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
7. Dismissal Policy: A student who receives a grade below "C" for any three or more NUR/PHM courses will be dismissed from the program.
8. Reentry Policy: There is a 2 year waiting period beginning with the last NUR/PHM course taken.
9. Satisfactory Background Check and Drug Screen.

## COURSE REQUIREMENTS

### Prerequisites:

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
PSY 201 General Psychology	3	0	3
	12	3	13

### General Education Courses

Course	Class	Lab	Credit
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	3	0	3

### Required Major Core Courses

Course	Class	Lab	Credit
NUR 160 Introduction to Nursing	2	6	4
NUR 162 Psychiatric And Mental Health Nursing	2	3	3
NUR 163 Nursing Across Lifespan I	2	0	2
NUR 165 Nursing Concepts & Clinical Practice I	3	9	6
NUR 170 Nursing Applications	0	3	1
NUR 263 Nursing Across Life Span II	2	6	4
NUR 264 Nursing Across Life Span III	2	6	4
NUR 265 Nursing Concepts & Clinical Practice II	3	9	6
	16	42	30

### Other Hours Required for Graduation

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
BIO 225 Microbiology	3	3	4

NUR 266 Nursing Concepts & Clinical Practice III	3	9	6
NUR 267 Nursing Concepts & Clinical Practice IV	1	15	6
PHM 115 Drug Classification I	2	0	2
	12	30	22

**Minimum Total Credit Hours: 68**

## FALL ADMISSION SEMESTER CURRICULUM

### SEMESTER 1 (FALL)

Course	Class	Lab	Credit
NUR 160 Introduction to Nursing	2	6	4
NUR 163 Nursing Across Lifespan I	2	0	2
NUR 170 Nursing Applications	0	3	1
PSY 201 General Psychology	3	0	3
BIO 210 Anatomy & Physiology	3	3	4
	10	12	14

### SEMESTER 2 (SPRING)

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
NUR 165 Nursing Concepts & Clinical Practice I	3	9	6
NUR 263 Nursing Across Life Span II	2	6	4
PHM 115 Drug Classification I	2	0	2
	10	18	16

### SEMESTER 3 (SUMMER)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
NUR 265 Nursing Concepts & Clinical Practice II	3	9	6
	9	9	12

### SEMESTER 4 (FALL)

Course	Class	Lab	Credit
BIO 225 Microbiology	3	3	4
NUR 264 Nursing Across Life Span III	2	6	4
NUR 266 Nursing Concepts & Clinical Practice III	3	9	6
	8	18	14

### SEMESTER 5 (SPRING)

Course	Class	Lab	Credit
NUR 162 Psychiatric And Mental Health Nursing	2	3	3
NUR 267 Nursing Concepts & Clinical Practice IV	1	15	6
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	6	18	12

**Minimum Total Credit Hours: 68**

## SPRING ADMISSION SEMESTER CURRICULUM

### SEMESTER 1 (SPRING)

Course	Class	Lab	Credit
NUR 160 Introduction to Nursing	2	6	4
NUR 163 Nursing Across Lifespan I	2	0	2
NUR 170 Nursing Applications	0	3	1
PSY 201 General Psychology	3	0	3
BIO 210 Anatomy & Physiology	3	3	4
	10	12	14

### SEMESTER 2 (SUMMER)

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
NUR 165 Nursing Concepts & Clinical Practice I	3	9	6
PHM 115 Drug Classification I	2	0	2
	8	12	12

### SEMESTER 3 (FALL)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
NUR 263 Nursing Across Life Span II	2	6	4
NUR 265 Nursing Concepts & Clinical Practice II	3	9	6
	11	15	16

**SEMESTER 4 (SPRING)**

Course			Class	Lab	Credit
BIO	225	Microbiology	3	3	4
NUR	264	Nursing Across Life Span III	2	6	4
NUR	266	Nursing Concepts & Clinical Practice III	3	9	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			11	18	17

**SEMESTER 5 (SPRING)**

Course			Class	Lab	Credit
NUR	162	Psychiatric And Mental Health Nursing	2	3	3
NUR	267	Nursing Concepts & Clinical Practice IV	1	15	6
			3	18	9

**Minimum Total Credit Hours: 68**

## NURSING - LPN/ADN TRANSITION - ADVANCED PLACEMENT FOR ADN

### DEGREE: Associate in Applied Science with a major in Nursing

This program is designed for the Licensed Practical Nurse interested in obtaining an Associate Degree in Nursing by providing ways to take full advantage of her/his training and experience. Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the US Department of Labor (Bureau of Labor Statistics) website, the mean annual salary for a Registered Nurse in South Carolina is estimated to be \$58,940 (May 2012).

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Accreditation Commission for Education in Nursing, Inc. (<http://www.acenursing.org>).

Accreditation Commission for Education in Nursing, INC.  
3343 Peachtree Road NE  
Suite 850  
Atlanta, GA 30326  
404.975.5000

This program has also been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (<http://www.llr.state.sc.gov/POL/Nursing/index.asp>).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing  
Synergy Business Park; Kingstree Building  
110 Centerview Drive; Suite 202  
Columbia, SC 29210  
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School: None*

*College: None*

NOTE: A grade of "C" or better is required for each prerequisite course.

### LPN to ADN Transition Pre-Application Requirements

- Complete a Florence-Darlington College Admission Application
- Attend a Nursing Career Talk
- An official copy of the applicant's high school transcript/GED and official transcripts from colleges or universities previously attended received in Registrar's Office. High school credentials are required unless applicant has earned 12 college credits or received an Associate in Arts/Science or Bachelor's degree or higher from a regionally accredited institution.
- Must have a Program GPA of 2.5 or higher to qualify for admission. There is no rounding of GPA scores.
- Completion of pre-requisites: BIO 210, MAT 110, ENG 101, BIO 211, and PSY 201 with a grade of "C" or better.
- There is a two year waiting period beginning with the last NUR/PHM course taken if unsuccessful in a nursing program.
- Licensed as an LPN in South Carolina without disciplinary action

### Other Requirements

- Departmental Approval
- Current CPR Certification by American Heart Association or American Red Cross
- Hepatitis B Immunization, Signed Informed Refusal or Titer
- MMR Immunization or Titer
- Chicken Pox Vaccination or Titer
- Two-Step PPD/Chest X-Ray
- Medical Examination - Forms are provided by the college and should be current (within one year) to complete.
- Recent Photograph - Photograph will not be returned
- Satisfactory Background Check and Drug Screen

## ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.
2. Any course with one of the following prefixes may not be attempted more than twice: NUR, PHM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.
5. Curriculum Completion Requirement - 24 months (NOTE: The Associate Dean of Nursing must approve part-time sequence. )
6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
7. Dismissal Policy: A student who receives a grade below "C" for any two or more NUR/PHM courses will be dismissed from the program.
8. Reentry Policy: There is a 2 year waiting period beginning with the last NUNR/PHM course taken.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
BIO 225 Microbiology	3	3	4
NUR 162 Psychiatric And Mental Health Nursing	2	3	3
NUR 201 Transition Nursing	2	3	3
NUR 264 Nursing Across Life Span III	2	6	4
NUR 266 Nursing Concepts & Clinical Practice III	3	9	6
NUR 267 Nursing Concepts & Clinical Practice IV	1	15	6
PHM 115 Drug Classification I	2	0	2
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	18	39	31

**Minimum Total Credit Hours: 31**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
NUR 201 Transitional	2	3	3
PHM 115 Drug Classification I	2	0	2
	4	3	5

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
BIO 225 Microbiology	3	3	4
NUR 264 Nursing Across Life Span III	2	6	4
NUR 266 Nursing Concepts & Clinical Practice III	3	9	6
	8	18	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
NUR 162 Psychiatric And Mental Health Nursing	2	3	3
NUR 267 Nursing Concepts & Clinical Practice IV	1	15	6
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	6	18	12

**Minimum Total Credit Hours: 31**

## PARALEGAL

**DEGREE: Associate in Applied Science with a major in Paralegal**

Paralegals assist lawyers in their professional responsibilities. For example, they help lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals interview clients, investigate the facts of cases, and identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. They draft written reports that help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. A paralegal operates under the direct supervision of the attorney, paralegals must be mindful of prohibitions against lay persons practicing law.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. According to the US Department of Labor Bureau of Labor Statistics 2004-05 Occupational Outlook Handbook, the median income is approximately \$37,950 including bonuses. The projected growth for job opportunities is projected to increase 21-35% through 2012.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been approved by American Bar Association (ABA) (<http://www.abanet.org/legalservices/paralegals>).

American Bar Association - Standing Committee on Legal Assistants  
321 North Clark Street  
Chicago, IL 60610-4714  
312.988.5618

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ENG, LEG, PSY

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
ENG 102 English Composition II	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
PHI 110 Ethics	3	0	3
PSY 201 General Psychology	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	18	0	18

### Required Major Core Courses

Course	Class	Lab	Credit
LEG 120 Torts	3	0	3
LEG 121 Business Law I	3	0	3
LEG 135 Introduction To Law And Ethics	3	0	3
LEG 213 Family Law	3	0	3
LEG 231 Criminal Law	3	0	3
LEG 233 Wills, Trusts, and Probate	3	0	3
	18	0	18

### Other Hours Required for Graduation

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3



LEG	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation I	3	0	3
LEG	214	Property Law	3	0	3
LEG	222	Constitutional Law	3	0	3
LEG	230	Legal Writing	3	0	3
LEG	232	Law Office Management	3	0	3
LEG	236	Advanced Legal Writing	3	0	3
LEG	240	Claims Investigation	3	0	3
		OR			
LEG	216	Administrative Law	3	0	3
LEG	242	Law Practice Workshop	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
LEG	244	Special Projects For Paralegals	1	8	3
		*Must be a 2nd-year LEG student with a 2.0 GPA			
			29	16	33

**Minimum Total Credit Hours: 69**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit	
ENG 101	English Composition I	3	0	3
	*Take First 8-week Term			
LEG 132	Legal Bibliography	3	0	3
LEG 135	Introduction To Law And Ethics	3	0	3
LEG 222	Constitutional Law	3	0	3
		12	0	12

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit	
ENG 102	English Composition II	3	0	3
LEG 201	Civil Litigation I	3	0	3
LEG 230	Legal Writing	3	0	3
PSY 201	General Psychology	3	0	3
		12	0	12

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit	
LEG 214	Property Law	3	0	3
LEG 231	Criminal Law	3	0	3
PHI 110	Ethics	3	0	3
		9	0	9

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit	
LEG 213	Family Law	3	0	3
LEG 233	Wills, Trusts, and Probate	3	0	3
LEG 236	Advanced Legal Writing	3	0	3
		9	0	9

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit	
CPT 170	Microcomputer Applications	3	0	3
LEG 120	Torts	3	0	3
LEG 121	Business Law I	3	0	3
		9	0	9

### SEMESTER 6 (Summer)

Course	Class	Lab	Credit	
LEG 232	Law Office Management	3	0	3
LEG 240	Claims Investigation	3	0	3
	OR			
LEG 216	Administrative Law	3	0	3
LEG 242	Law Practice Workshop	1	8	3
	*Must be a 2nd-year LEG student with a 2.0 GPA			
		7	8	9

### SEMESTER 7 (Fall)

Course	Class	Lab	Credit	
LEG 244	Special Projects For Paralegals	1	8	3
	*Must be a 2nd-year LEG student with a 2.0 GPA			
MAT 155	Contemporary Mathematics	3	0	3
XXX XXX	Elective: Humanities/Fine Arts	3	0	3
		7	8	9

**Minimum Total Credit Hours: 69**

# PHYSICAL THERAPIST ASSISTANT - FULL-TIME

## DEGREE: Associate in Applied Science, Major in Physical Therapist Assistant

Florence-Darlington Technical College is collaborating with Greenville Technical College to offer the Physical Therapist Assistant program. All of the courses are taught at FDTC; however, the program is under the direction of GTC. Physical therapy is a health profession which involves direct patient care of individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects. A PTA can work in hospitals, rehabilitation centers, school systems, home health care, private practice, health clubs and academia. Job opportunities are excellent, especially if the graduate is willing to relocate. Working under the supervision of a physical therapist, the physical therapist assistant works to prevent pain and disability, relieve pain, promote healing, and improve function. Beginning students should have excellent verbal and math skills. This program is accredited by the Commission on Accreditation in Physical Therapy Education.

The Physical Therapist Assistant curriculum is arranged as a One-Plus-One program. Phase I courses, qualified students are eligible to apply to Phase II, which covers academic and clinical physical therapist assistant coursework. This phase may be completed full-time over 4 successive semesters or via an Extended Track option over 6 semesters. Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home. Graduates of this program must pass a national licensure exam to practice as a physical therapist assistant.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* Diploma or GED

*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Attendance at Career Talk is required within first semester of Phase I.
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit	
BIO 210	Anatomy And Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 120	Probability And Statistics	3	0	3
PSY 201	General Psychology	3	0	3
XXX XXX	Elective: Humanities/Fine Arts	3	0	3
		15	3	16

### Required Major Core Courses

Course	Class	Lab	Credit	
PTH 115	Pathology for Physical Therapist Assistants	3	0	3

PTH	118	Physical Agents & Modalities	3	3	4
PTH	226	Therapeutic Exercises	2	3	3
PTH	234	Clinical Education I	0	9	3
PTH	242	Orthopedic Management	3	3	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
PTH	264	Clinical Education II	0	15	5
PTH	274	Clinical Education III	0	15	5
			14	54	32

**Other Hours Required for Graduation**

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	211	Anatomy And Physiology II	3	3	4
BIO	150	Anatomy Review for Kinesiology (online course through GTC)	1	0	1
PSY	203	Human Growth and Development	3	0	3
PTH	101	Physical Therapy Professional Preparation	2	0	2
PTH	102	Introduction to Physical Therapy	1	3	2
PTH	105	Introduction to Kinesiology	2	3	3
PTH	220	Patient Assessment Techniques	3	3	4
PTH	270	Special Topics in Physical Therapy	3	0	3
SPC	205	Public Speaking	3	0	3
			26	12	30

**Minimum Total Credit Hours: 76****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	210	Anatomy And Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	120	Probability And Statistics	3	0	3
PSY	201	General Psychology	3	0	3
			15	3	16

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
BIO	211	Anatomy And Physiology II	3	3	4
BIO	150	Anatomy Review for Kinesiology (online course through GTC)	1	0	1
PSY	203	Human Growth and Development	3	0	3
SPC	205	Public Speaking	3	0	3
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			13	3	14

**SEMESTER 3 (Fall)**

Course			Class	Lab	Credit
PTH	102	Introduction to Physical Therapy	1	3	2
PTH	105	Introduction to Kinesiology	2	3	3
PTH	115	Pathology for Physical Therapist Assistants	3	0	3
PTH	118	Physical Agents & Modalities	3	3	4
			9	9	12

**SEMESTER 4 (Spring)**

Course			Class	Lab	Credit
PTH	101	Physical Therapy Professional Preparation	2	0	2
PTH	220	Patient Assessment Techniques	3	3	4
PTH	226	Therapeutic Exercises	2	3	3
PTH	234	Clinical Education I	0	9	3
PTH	270	Special Topics in Physical Therapy	3	0	3
			10	15	15

**SEMESTER 5 (Summer)**

Course			Class	Lab	Credit
PTH	242	Orthopedic Management	3	3	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
			6	9	9

**SEMESTER 6 (Fall)**

Course			Class	Lab	Credit
PTH	264	Clinical Education II	0	15	5
PTH	274	Clinical Education III	0	15	5
			0	30	10

**Minimum Total Credit Hours: 76**

# RADIOLOGIC TECHNOLOGY

## DEGREE: Associate in Applied Science with a major in Radiologic Technology

Radiographers use radiation equipment to produce images of the tissue, organs, bones, and vessels of the body, as prescribed by physicians, to assist in the diagnosis of disease or injury. Radiographers use problem-solving and critical thinking skills to perform medical imaging procedures. They must be able to communicate effectively with patients, other health professionals and the public. The radiographer must display competence and compassion in meeting the special needs of the patient. Additional duties may include evaluating radiologic equipment, providing patient education, and managing a medical imaging department.

Radiographers are employed in health care facilities including specialized imaging centers, urgent care clinics, and private physician offices. According to the Bureau of Labor Statistics 2005 Occupational Outlook Handbook, the median annual income for radiologic technologists is approximately \$42,300. The projected growth in job opportunities for radiologic technologists will be in the 28% range over the next decade.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Joint Review Committee on Education in Radiological Technology (JRCERT) (<http://www.jrcert.org>).

Joint Review Committee on Education in Radiological Technology (JRCERT)  
20 North Wacker Drive  
Suite 2850  
Chicago, IL 60606  
312.704.5300

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* Algebra I, Biology or Chemistry  
*College:* BIO 210, BIO 211, MAT 110

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
10. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: ALL
- Any course with one of the following prefixes may not be attempted more than twice: BIO, MAT, RAD
- Dismissal Policy: A student who fails three or more required courses will be dismissed from the program and will not be eligible to re-enter the program. A student may be dismissed at any time during a semester if he/she is unsafe and/or unethical in the clinical area.
- Reentry Policy: Any student who has been dismissed from the Radiologic Technology program for academic or clinical failure may reenter the program the following year in the semester from which they failed. This will be allowed only if the student's GPA is a 2.0 or better, they have not failed three (3) or more courses, **and there is space available in the curriculum.** A student who has a cumulative GPA of less than 2.0 and/or violates the Radiologic Technology Academic Progression Policy cannot apply for re-admission into the Radiologic Technology curriculum until after a waiting period of at least one (1) year. The student will be allowed to reenter the Radiologic Technology curriculum one (1) time only.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
BIO 211 Anatomy And Physiology II	3	3	4
ENG 160 Technical Communications *Both ENG 101 & SPC 205 may be substituted for ENG 160.	3	0	3
MAT 110 College Algebra	3	0	3
PSY 201 General Psychology	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	18	6	20

### Required Major Core Courses

Course	Class	Lab	Credit
RAD 101 Introduction to Radiography	2	0	2
RAD 110 Radiographic Imaging I	3	0	3
RAD 115 Radiographic Imaging II	3	0	3
RAD 121 Radiographic Physics	4	0	4
RAD 201 Radiation Biology	2	0	2
RAD 205 Radiographic Pathology	2	0	2
RAD 230 Radiographic Procedures III	2	3	3
	18	3	19

### Other Hours Required for Graduation

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 110 Patient Care Procedures	2F	0	2
RAD 130 Radiographic Procedures I	2	3	3
RAD 136 Radiographic Procedures II	2	3	3
RAD 153 Applied Radiography I	0	9	3
RAD 165 Applied Radiography II	0	15	5
RAD 175 Applied Radiography III	0	15	5
RAD 210 Radiographic Imaging III	3	0	3
RAD 220 Selected Imaging Topics	3	0	3
RAD 235 Radiography Seminar I	0	3	1
RAD 257 Advanced Radiography I	0	21	7
RAD 266 Advanced Radiography II	0	18	6
	15	87	44

**Minimum Total Credit Hours: 83**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 110 Patient Care Procedures	2	0	2
BIO 210 Anatomy And Physiology I	3	3	4
MAT 110 College Algebra	3	0	3
RAD 101 Introduction to Radiography	2	0	2
RAD 153 Applied Radiography I	0	9	3
	13	12	17

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
RAD 110 Radiographic Imaging I	3	0	3
RAD 121 Radiographic Physics	4	0	4
RAD 130 Radiographic Procedures I	2	3	3
RAD 165 Applied Radiography II	0	15	5
	12	21	19

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
RAD 115 Radiographic Imaging II	3	0	3
RAD 136 Radiographic Procedures II	2	3	3
RAD 175 Applied Radiography III	0	15	5
RAD 201 Radiation Biology	2	0	2
	7	18	13

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
ENG 160 Technical Communications *Both ENG 101 & SPC 205 may be substituted for ENG 160.	3	0	3
RAD 205 Radiographic Pathology	2	0	2
RAD 210 Radiographic Imaging III	3	0	3
RAD 230 Radiographic Procedures III	2	3	3
RAD 257 Advanced Radiography I	0	21	7
	10	24	18

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
PSY 201 General Psychology	3	0	3
RAD 220 Selected Imaging Topics	3	0	3
RAD 235 Radiography Seminar I	0	3	1
RAD 266 Advanced Radiography II	0	18	6
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	9	21	16

**Minimum Total Credit Hours: 83**

## RESPIRATORY CARE

### DEGREE: Associate in Applied Science with a major in Respiratory Care

Respiratory therapists work closely with physicians and nurses in the treatment and diagnosis of various breathing disorders. Respiratory therapists, practicing under a physician's direction, assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures, including the supervision of respiratory therapy technicians. Respiratory therapists are also more likely to provide complex therapy requiring considerable independent judgment, such as caring for patients on life support in hospital intensive care units. Respiratory therapists are required to have an in-depth knowledge of heart-lung physiology, effective communication skills, problem solving skills, integrity, compassion, tolerance, ethics, and effective stress coping skills. Graduates are also eligible to apply for a Bachelor of Science (B.S.) program in Respiratory Care at a senior college.

Respiratory therapists are employed in health care facilities including acute care hospitals, rehabilitation hospitals, skilled nursing facilities, and home care. According to the Bureau of Labor Statistics Web site, the median annual income for respiratory therapists was approximately \$55,870 for 2012. Employment of respiratory therapists is expected to grow by 19% (faster than average) through the year 2022, because of substantial growth in numbers of the middle-aged and elderly population -- a development that will heighten the incidence of heart and lung disease. For more information on the profession, go to [www.aarc.org](http://www.aarc.org).

Applications are accepted March 1 – Last Business day of March. All prerequisites must be completed by the end of the Spring Semester in which you apply. Respiratory Care application, entrance map, and advising worksheets may be downloaded or printed at <http://www.fdtc.edu/academics/programs/catalog/forms/default.asp>.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS



This program has been accredited by Commission on Accreditation for Respiratory Care (<http://www.coarc.com>).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
817.283.2835

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* None

*College:* BIO 112 or BIO 210 & BIO 211, MAT 110, PHS 101

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Hepatitis B Immunization, Signed Informed Refusal or Titer
5. MMR Immunization or Titer
6. Chicken Pox Vaccination or Titer
7. Two-step PPD / Chest X-Ray
8. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
9. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
3. Dismissal Policy: A student who fails four or more required courses will be dismissed from the program and will not be eligible to re-enter the program.
4. Reentry Policy: Any student who has been dismissed from the Respiratory Care program for academic or clinical failure may re-enter the program the following year in the semester from which they failed. This will be allowed only if the student's GPA is a 2.0 or better, they have not failed more than three (3) courses, and there is space available in the curriculum. A student who has a cumulative GPA of less than 2.0 and/or violates the Respiratory Care Program Academic Progression Policy cannot apply for re-admission into the Respiratory Care curriculum until after a waiting period of at least one (1) year. The student will be allowed to re-enter the Respiratory Care curriculum one (1) time only.

## COURSE REQUIREMENTS

### Prerequisites:

Course	Class	Lab	Credit
BIO 112 Basic Anatomy And Physiology *BIO 210 & 211 may be substituted for BIO 112.	3	3	4
MAT 110 College Algebra	3	0	3
PHS 101 Physical Science I	3	3	4
	9	6	11

### General Education Courses

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	12	0	12

### Required Major Core Courses

Course	Class	Lab	Credit
RES 101 Introduction To Respiratory Care	2	3	3
RES 121 Respiratory Skills I	2	6	4
RES 123 Cardiopulmonary Physiology	3	0	3
RES 131 Respiratory Skills II	3	3	4
RES 141 Respiratory Skills III	2	3	3
RES 204 Neonatal/Pediatric Care	2	3	3
RES 232 Respiratory Therapeutics	2	0	2
RES 236 Cardiopulmonary Diagnostics	2	3	3
	18	21	25

### Other Hours Required for Graduation

Course	Class	Lab	Credit
RES 111 Pathophysiology	2	0	2
RES 151 Clinical Applications I	0	15	5
RES 152 Clinical Applications II	0	9	3
RES 244 Advanced Respiratory Skills I	3	3	4
RES 246 Respiratory Pharmacology	2	0	2
RES 249 Comprehensive Applications	2	0	2
RES 251 Clinical Applications III	0	24	8
RES 265 Advanced Clinical Applications I	0	9	3
RES 276 Advanced Clinical Applications II	0	18	6
	9	78	35

**Minimum Total Credit Hours: 83**

## SEMESTER CURRICULUM

### To be completed before the final semester of study.

Course	Class	Lab	Credit
BIO 112 Basic Anatomy And Physiology *BIO 210 & 211 may be substituted for BIO 112.	3	3	4
MAT 110 College Algebra	3	0	3
PHS 101 Physical Science I	3	3	4
	9	6	11

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ENG 101 English Composition I	3	0	3
RES 101 Introduction To Respiratory Care	2	3	3
RES 121 Respiratory Skills I	2	6	4
RES 123 Cardiopulmonary Physiology	3	0	3
	10	9	13

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
RES 131 Respiratory Skills II	3	3	4
RES 151 Clinical Applications I	0	15	5
RES 246 Respiratory Pharmacology	2	0	2
SPC 205 Public Speaking	3	0	3
	8	18	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
PSY 201 General Psychology	3	0	3
RES 141 Respiratory Skills III	2	3	3
RES 152 Clinical Applications II	0	9	3
	5	12	9

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
RES 111 Pathophysiology	2	0	2
RES 232 Respiratory Therapeutics	2	0	2
RES 249 Comprehensive Applications	2	0	2
RES 251 Clinical Applications III	0	24	8
	6	24	14

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
RES 204 Neonatal/Pediatric Care	2	3	3
RES 236 Cardiopulmonary Diagnostics	2	3	3
RES 244 Advanced Respiratory Skills I	3	3	4

RES	265	Advanced Clinical Applications I	0	9	3
			7	18	13

**SEMESTER 6 (Summer)**

Course			Class	Lab	Credit
RES	276	Advanced Clinical Applications II	0	18	6
XXX	XXX	Elective: Humanities/Fine Arts	3	0	3
			3	18	9

**Minimum Total Credit Hours: 83**

# Diplomas

## EARLY CHILDHOOD DEVELOPMENT

**DIPLOMA: Diploma in Applied Science with a major in Early Childhood Dev.**

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is \$15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Two-step PPD / Chest X-Ray

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ECD
2. Any course with one of the following prefixes may not be attempted more than twice: ECD
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

## COURSE REQUIREMENTS

### General Education Courses

Course			Class	Lab	Credit
ENG	101	English Composition I *A grade of "C" or better required	3	0	3
		OR			
ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	105	Personal/interpersonal Psychology *A grade of "C" or better required for PSY 105 or PSY 201	3	0	3
		OR			
PSY	201	General Psychology	3	0	3
			9	0	9

### Required Major Core Courses

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	105	Guidance-Classroom Management	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	2	3	3
			12	9	15

### Other Hours Required for Graduation

Course			Class	Lab	Credit
ECD	107	Exceptional Children	2	3	3
ECD	131	Language Arts	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	237	Methods and Materials	3	0	3
ECD	243	Supervised Field Experience I *A grade of "C" or better required	1	8	3
			12	20	18

**Minimum Total Credit Hours: 42**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
ECD	101	Introduction To Early Childhood	3	0	3
ECD	102	Growth & Development I	2	3	3
ECD	131	Language Arts	2	3	3
ECD	133	Science & Math Concepts	2	3	3
ECD	135	Health, Safety and Nutrition	3	0	3
			12	9	15

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECD	105	Guidance-Classroom Management	2	3	3
ECD	107	Exceptional Children	2	3	3
ECD	132	Creative Experiences	2	3	3
ECD	203	Growth & Development II	2	3	3
ECD	237	Methods and Materials	3	0	3
			11	12	15

### SEMESTER 3 (Summer)

Course			Class	Lab	Credit
ECD	243	Supervised Field Experience I *A grade of "C" or better required	1	8	3
ENG	101	English Composition I *A grade of "C" or better required	3	0	3
		OR			

ENG	155	Communications I	3	0	3
MAT	155	Contemporary Mathematics	3	0	3
PSY	105	Personal/interpersonal Psychology	3	0	3
		*A grade of "C" or better required for PSY 105 or PSY 201			
OR					
PSY	201	General Psychology	3	0	3
			10	8	12

**Minimum Total Credit Hours: 42**

## EXPANDED DUTY DENTAL ASSISTING

### DIPLOMA: Diploma in Applied Science with a major in Expanded Duty Dental Assisting

Dental Assistants perform a variety of duties including those related to patient care, as well as many office and laboratory responsibilities. During patient care they work chair-side assisting dentists as they examine and treat patients. Dental Assistants must be reliable, have good manual dexterity, and be able to communicate and work effectively with patients and other members of the dental office staff. Dental Assistants are employed, almost exclusively, in private dental offices. Some employment opportunities are available in public and government facilities. Nationally, the starting salary for a Certified Dental Assistant is approximately \$20,000 plus available benefits. As the population grows and as dentist's workloads increase, there is an increasing need for more trained Dental Assistants.

### ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by American Dental Association Commission on Dental Accreditation (<http://www.ada.org>).

American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611  
312.440.2500

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* Biology, Typing/Computer (Recommended: Algebra, Chemistry)  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED
2. Prior Experience/Observation - Minimum fifteen hours of observation in a dental office
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
8. One-Stepped PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
10. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.
11. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: All.
2. Any course with one of the following prefixes may not be attempted more than twice: DAT, ENG, MAT, PSY
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 24 months

## COURSE REQUIREMENTS

#### General Education Courses

Course	Class	Lab	Credit
ENG 155 Communications I	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
PSY 103 Human Relations	3	0	3
	9	0	9

#### Required Major Core Courses

Course	Class	Lab	Credit
DAT 113 Dental Materials	3	3	4
DAT 118 Dental Morphology	1	3	2
DAT 121 Dental Health Education	1	3	2
DAT 122 Dental Office Management	2	0	2
DAT 127 Dental Radiography	3	3	4
DAT 154 Clinical Procedures I	2	6	4
DAT 164 Clinical Procedures II	1	9	4
	13	27	22

#### Other Hours Required for Graduation

Course	Class	Lab	Credit
DAT 112 Integrated Human Sciences	3	3	4
DAT 115 Ethics & Professionalism	1	0	1
DAT 123 Oral Medicine/Oral Biology	3	0	3
DAT 124 Expanded Functions/Specialties	0	3	1
DAT 177 Dental Office Experience	0	21	7
	7	27	16

**Minimum Total Credit Hours: 47**

## SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
DAT 112 Integrated Human Sciences	3	3	4
DAT 113 Dental Materials	3	3	4
DAT 115 Ethics & Professionalism	1	0	1
DAT 118 Dental Morphology	1	3	2
DAT 154 Clinical Procedures I	2	6	4
ENG 155 Communications I	3	0	3
	13	15	18

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
DAT 121 Dental Health Education	1	3	2
DAT 122 Dental Office Management	2	0	2
DAT 123 Oral Medicine/Oral Biology	3	0	3
DAT 127 Dental Radiography	3	3	4
DAT 164 Clinical Procedures II	1	9	4
PSY 103 Human Relations	3	0	3
	13	15	18

#### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
DAT 124 Expanded Functions/Specialties	0	3	1
DAT 177 Dental Office Experience	0	21	7
MAT 155 Contemporary Mathematics	3	0	3
	3	24	11

**Minimum Total Credit Hours: 47**

## MACHINE TOOL

### DIPLOMA: Diploma in Applied Science with a major in Machine Tool

The Machine Tool diploma is a three semester program designed to prepare students for gainful employment in the area of precision machining. The course objectives include learning safe work habits, metallurgy, precision measurement, and the set up and operation of machine tools that cut and shape metal. Lathes, milling machines, drill presses, saws, and grinders are some of the equipment used in the Machine Tool curriculum. Machine Tool graduates can become employed as a machinist, instrument maker, and CNC Operator.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None

College: None

### Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

NOTE: A grade of "C" or better is required for each prerequisite course.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 160 Technical Communications	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
XXX XXX Elective: General	3	0	3
	9	0	9

### Required Major Core Courses

Course	Class	Lab	Credit
MTT 105 Machine Tool Math	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 113 Machine Tool Theory and Practice III	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
	8	39	21

### Other Hours Required for Graduation

Course	Class	Lab	Credit
MTT 141 Metals & Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
MTT 250 Principles of CNC	3	0	3
PSY 103 Human Relations	3	0	3
	10	3	11

**Minimum Total Credit Hours: 41**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ENG 160 Technical Communications	3	0	3
MTT 105 Machine Tool Math Applications	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
	9	15	14

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MAT 170 Algebra, Geometry, and Trigonometry I	3	0	3
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 141 Metals & Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
	8	15	13

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
MTT 113 Machine Tool Theory and Practice III	1	12	5
MTT 250 Principles of CNC	3	0	3
PSY 103 Human Relations	3	0	3
XXX XXX Elective: General	3	0	3
	10	12	14

**Minimum Total Credit Hours: 41**

## NURSING - PRACTICAL NURSING (FALL ADMISSION)

### DIPLOMA: Diploma in Applied Science with a major in Practical Nursing

The Practical Nursing program prepares students for a vocation requiring intellectual, interpersonal, and psychomotor skills that are based upon biological, behavioral, and humanistic principles. Graduates of the Practical Nursing program are prepared to work in a variety of settings including hospitals, clinics, long term care facilities, and out-patient centers. Upon completion of the program, the student is eligible to apply to take the licensure boards for Licensed Practical Nursing Practice. The mean salary for a LPN is \$33,000 annually.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been approved by South Carolina Department of Labor, Licensure, & Registration State Board of Nursing (<http://www.llr.state.sc.gov/POL/Nursing/index.asp>).

South Carolina Department of Labor, Licensing & Regulation Board of Nursing Synergy Business Park; Kingstree Building  
110 Centerview Drive; Suite 202  
Columbia, SC 29210  
803.896.4300

NOTE: The LLR Board of Nursing may deny licensure to graduates of nursing programs based on evidence of unlawful acts, incompetence, unprofessional conduct, or other misconduct. Background checks and drug screening will be requested prior to nursing clinical courses. Successful completion of this program does not ensure nursing licensure. Prior charges may preclude a student from eligibility for entering the clinical and from applying to take the NCLEX exam.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Departmental Approval
2. Current CPR Certification by American Heart Association or American Red Cross
3. Hepatitis B Immunization, Signed Informed Refusal or Titer/Minimum Cumulative GPA of 2.0
4. MMR Immunization or Titer
5. Chicken Pox Vaccination or Titer
6. Two-Step PPD/Chest X-Ray
7. Medical Examination - Forms are provided by the college and should be current (within one year) to complete.
8. Recent Photograph - Photograph will not be returned
9. Satisfactory Background Check and Drug Screen

## ACADEMIC REQUIREMENTS

1. A grade of "C" or better is required on all courses in the nursing curriculum.
2. Any course with one of the following prefixes may not be attempted more than twice: PNR
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. A 2 Step PPD is required upon entrance to the Nursing Curriculum and maintain yearly with a 1 step.
5. Curriculum Completion Requirement - 24 months
6. Drug Calculation Competency - Students must demonstrate drug calculation competency each semester in order to progress in curriculum courses.
7. Dismissal Policy: A student who receives a grade below "C" for any two or more PNR courses will be dismissed from the program.
8. Reentry Policy: There is a 2 year waiting period beginning with the last PNR course taken.
9. Satisfactory Background Check and Drug Screen.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
ENG 101 English Composition I	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
PSY 201 General Psychology	3	0	3
	12	3	13

### Required Major Core Courses

Course	Class	Lab	Credit
PNR 110 Fundamentals of Nursing	3	6	5
PNR 120 Medical/Surgical Nursing I	3	6	5
PNR 130 Medical/Surgical Nursing II	3	6	5
PNR 140 Medical/Surgical Nursing III	3	6	5
PNR 155 Maternal/Infant/Child Nursing	5	6	7
PNR 170 Nursing of the Older Adult	1.5	1.5	2
PNR 182 Special Topics in Practical Nursing	2	0	2
	20.5	31.5	31

### Other Hours Required for Graduation

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
	3	3	4

### Minimum Total Credit Hours: 48

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
BIO 210 Anatomy And Physiology I	3	3	4
MAT 155 Contemporary Mathematics	3	0	3
PNR 110 Fundamentals of Nursing	3	6	5
PNR 182 Special Topics in PN: Pharmacology	2	0	2
	11	9	14

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
BIO 211 Anatomy And Physiology II	3	3	4
ENG 101 English Composition I	3	0	3
PNR 120 Medical/Surgical Nursing I	3	6	5
PNR 130 Medical/Surgical Nursing II	3	6	5
	12	15	17

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
PNR 140 Medical/Surgical Nursing III	3	6	5
PNR 155 Maternal/Infant/Child Nursing	5	6	7
PNR 170 Nursing of the Older Adult	1.5	1.5	2
PSY 201 General Psychology	3	0	3
	12.5	13.5	17

### Minimum Total Credit Hours: 48

## SURGICAL TECHNOLOGY

### DIPLOMA: Diploma in Applied Science with a major in Surgical Technology

Surgical Technologists are highly skilled allied health personnel who perform multiple technical tasks within the surgical environment. The qualified candidate will have excellent eye-hand coordination, effective communication skills, an affinity for detail, and the ability to function well in stressful situations. Knowledge of human anatomy and physiology, surgical instrumentation, aseptic technique, surgical supplies and procedures allows the surgical technologist to function as an integral member of the surgical team.

Graduates from the program are prepared for entry level positions in many diverse areas of the health care system, such as: Operating Rooms, Labor and Delivery units, GI and Cardiac Catheterization Suites, Ambulatory Surgery Centers, Sterile Supply units, Emergency Rooms, Anesthesia Technologists, Cell Saver Technologists, Physician Offices, Private Scrubs, Instrument Sales Representatives, and Veterinary Assistants. Graduates of the Surgical Technology program qualify to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) National Certification Exam. The Association of Surgical Technologists (AST) reports the mean salary for Certified Surgical Technologists is \$32,000.

Applications to the Surgical Technology program are accepted March 1-31st. Qualified applicants will have either successfully completed or be enrolled in all required General Education courses at the time of application. A program entrance map is located in the forms section of the FDTC web site.

## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

This program has been accredited by Commission on Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (<http://www.caahep.org>).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727.210.2350

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Biology  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Other Requirements

1. High School Diploma or GED
2. Prior Experience / Observation - Attendance at Career Talk expected.
3. Departmental Approval
4. Minimum Cumulative GPA of 2.0
5. Current CPR Certification by American Heart Association or American Red Cross
6. Hepatitis B Immunization, Signed Informed Refusal or Titer
7. MMR Immunization or Titer
8. Chicken Pox Vaccination or Titer
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.
11. Dental Examination - Forms are provided by the college and should be current (within one year) and complete. Dental health must meet departmental standards.
12. Technical Standards - Forms are provided by the college and should be current (within one year) and complete.
13. Recent Photograph - Photograph will not be returned.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: BIO, SUR
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

Dismissal Policy: A student who has been unsuccessful at three or more required courses will be dismissed from the program and will not be eligible to re-enter the program.

Reentry Policy: Any student re-entering the program due to unsuccessful completion of SUR 101, SUR 102, SUR 103, SUR 104, SUR 111, or SUR 113 must, prior to returning, successfully complete the following requirements:

1. Surgical Skills Assessment (Skills taught in SUR 101 and SUR 102)
2. Comprehensive Surgical Instrumentation Assessment (Surgical Instrumentation taught in SUR 101 and SUR 102)
3. Cumulative GPA of 2.0 or greater

These requirements must be completed prior to advancing to SUR 103, SUR 104, SUR 111, SUR 113, or SUR 120. The length of time before re-entry will be determined by the number of applicants who have never attempted the surgical classes.

If a student must withdraw due to pregnancy or illness and is good standing academically, he/she may re-enter upon the next available slot, providing the student has proficiently completed the Surgical Skills Assessments (skills taught in SUR 101 and SUR 102) and the Comprehensive Surgical Instrumentation Assessment (Surgical Instrumentation taught in SUR 101 and SUR 102).

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
BIO 112 Basic Anatomy And Physiology	3	3	4
BIO 115 Basic Microbiology	2	3	3
ENG 101 English Composition I	3	0	3
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
	17	6	19

### Required Major Core Courses

Course	Class	Lab	Credit
SUR 101 Intro. to Surgical Technology	3	6	5
SUR 102 Applied Surgical Technology	3	6	5
SUR 103 Surgical Procedures I	4	0	4
SUR 104 Surgical Procedures II	4	0	4
SUR 111 Basic Surgical Practicum	0	21	7
SUR 113 Advanced Surgical Practicum	0	18	6
SUR 120 Surgical Seminar	2	0	2
	16	51	33

**Minimum Total Credit Hours: 52**

## SEMESTER CURRICULUM

### SEMESTER 1 (Spring)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
BIO 112 Basic Anatomy And Physiology	3	3	4
MAT 165 Statistics	3	0	3
	9	3	10

### SEMESTER 2 (Summer)

Course	Class	Lab	Credit
BIO 115 Basic Microbiology	2	3	3
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
	8	3	9

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
SUR 101 Intro. to Surgical Technology	3	6	5
SUR 102 Applied Surgical Technology	3	6	5
	6	12	10

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
SUR 103 Surgical Procedures I	4	0	4
SUR 104 Surgical Procedures II	4	0	4
SUR 111 Basic Surgical Practicum	0	21	7
	8	21	15

### SEMESTER 5 (Summer)

Course	Class	Lab	Credit
SUR 113 Advanced Surgical Practicum	0	18	6
SUR 120 Surgical Seminar	2	0	2
	2	18	8

**Minimum Total Credit Hours: 52**

## WELDING

### DIPLOMA: Diploma in Applied Science with a major in Welding

This program will provide skills that will enable the student to produce structurally sound and quality welds. Employment opportunities are found in maintenance, construction, fabrication, and their related fields.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
ENG 155 Communications I	3	0	3
MAT 170 Algebra, Geometry, And Trigonometry I	3	0	3
PSY 103 Human Relations	3	0	3
	9	0	9

### Required Major Core Courses

Course	Class	Lab	Credit
WLD 103 Print Reading I	1	0	1
WLD 104 Gas Welding and Cutting	0	6	2

WLD	105	Print Reading II	1	0	1
WLD	111	ARC Welding I	1	9	4
WLD	140	Weld Testing	1	0	1
WLD	170	Qualification Welding	2	6	4
			6	21	13

**Other Hours Required for Graduation**

Course			Class	Lab	Credit
WLD	102	Introduction to Welding	2	0	2
WLD	110	Welding Safety & Health	1	0	1
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	160	Fabrication Welding	2	3	3
WLD	201	Welding Metallurgy	2	0	2
WLD	212	Destructive Testing	2	0	2
			12	21	19

**Minimum Total Credit Hours: 41****SEMESTER CURRICULUM****SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
PSY	103	Human Relations	3	0	3
WLD	102	Introduction to Welding	2	0	2
WLD	103	Print Reading I	1	0	1
WLD	104	Gas Welding and Cutting	0	6	2
WLD	111	ARC Welding I	1	9	4
WLD	201	Welding Metallurgy	3	0	3
			10	15	15

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
WLD	110	Welding Safety & Health	1	0	1
WLD	113	ARC Welding II	1	9	4
WLD	134	Inert Gas Welding Non-Ferrous	2	3	3
WLD	140	Weld Testing	1	0	1
WLD	154	Pipe Fitting & Welding	1	9	4
			12	21	19

**SEMESTER 3 (Summer)**

Course			Class	Lab	Credit
WLD	105	Print Reading II	1	0	1
WLD	136	Advanced Inert Gas Welding	0	6	2
WLD	170	Qualification Welding	2	6	4
			3	12	7

**Minimum Total Credit Hours: 41**

# Certificates

## ACCOUNTING

### CERTIFICATE: Associate in Applied Science with a major in Accounting

This certificate program is designed to prepare for job opportunities in the areas of entry level book keeping and payroll.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: ACC

### COURSE REQUIREMENTS

**Course Requirements**

Course			Class	Lab	Credit
ACC	111	Accounting Concepts	3	0	3
ACC	112	Organizational Accounting	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	240	Computerized Accounting	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	123	Business Law II	3	0	3
MGT	280	Executive Development	3	0	3
			24	0	24

**Minimum Total Credit Hours: 24**

### SEMESTER CURRICULUM

**SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
ACC 111	Accounting Concepts		3	0	3
BUS 123	Business Law II		3	0	3
			6	0	6

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
ACC 112	Organizational Accounting		3	0	3
MGT 280	Executive Development		3	0	3
			6	0	6

**SEMESTER 3 (Fall)**

Course			Class	Lab	Credit
AOT 261	Office Spreadsheet Application		3	0	3
ECO 201	Economic Concepts		3	0	3
			6	0	6

**SEMESTER 4 (Spring)**

Course			Class	Lab	Credit
ACC 150	Payroll Accounting		3	0	3
ACC 240	Computerized Accounting		3	0	3
			6	0	6

**Minimum Total Credit Hours: 24**

## ADDITIVE MANUFACTURING DESIGNER - LEVEL 1

### CERTIFICATE: Certificate in Applied Science with a major in Additive Manufacturing

This is an advanced certificate targeted for students who have completed an Associate degree in Engineering Technology or who have work experience in a related field with a competency of MAT 110.

### COURSE REQUIREMENTS

**Required Major Core Courses**

Course			Class	Lab	Credit
EGT 151	Introduction to CAD		2	3	3
EGT 252	Advanced CAD		2	3	3
EGT 270	Manufacturing Integration		3	3	4
EGT 281	Prototype Modeling		1	6	3
EGR 194	Statistics and Strengths of Materials		3	3	4
			11	18	17

**Minimum Total Credit Hours: 17**

### SEMESTER CURRICULUM

**SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
EGT 151	Introduction to CAD		2	3	3
EGT 252	Advanced CAD		2	3	3
EGR 194	Statistics and Strengths of Materials		3	3	4
			7	9	10

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
EGT 270	Manufacturing Integration		3	3	4
EGT 281	Prototype Modeling		1	6	3
			4	9	7

**Minimum Total Credit Hours: 17**

## ADDITIVE MANUFACTURING TECHNICIAN - LEVEL 2

### CERTIFICATE: Certificate in Applied Science with a major in Additive Manufacturing

This is an advanced certificate targeted for students who have completed the Additive Manufacturing Designer certificate- Level I. Students who complete this Level II certificate will be offered the opportunity to take the SME Additive Manufacturing Certification exam.

### COURSE REQUIREMENTS

**Required Major Core Courses**

Course			Class	Lab	Credit
EGT 280	Introduction to Rapid Prototyping		1	0	1
EGT 282	Rapid Prototyping I		3	3	4
EGT 283	Rapid Prototyping II		3	3	4
MET 213	Dynamics		2	3	3
EET 103	Introduction to Electronics		2	3	3
MET 240	Mechanical Senior Project		0	3	1
			11	15	16

**Minimum Total Credit Hours: 16**

### SEMESTER CURRICULUM

**SEMESTER 1 (Fall)**

Course			Class	Lab	Credit
EGT 280	Introduction to Rapid Prototyping		1	0	1
EGT 282	Rapid Prototyping I		3	3	4
MET 213	Dynamics		2	3	3
			7	9	10

**SEMESTER 2 (Spring)**

Course			Class	Lab	Credit
EGT 283	Rapid Prototyping II		3	3	4
EET 103	Introduction to Electronics		2	3	3
MET 240	Mechanical Senior Project		0	3	1
			5	9	8

**Minimum Total Credit Hours: 16**

## ADMINISTRATIVE OFFICE TECHNOLOGY - OFFICE SUPPORT SPECIALIST

### CERTIFICATE: Certificate in Applied Science with a major in Office Support

The Office Support Specialist program will provide instruction in a short-term program for people who want to enter an office support position but do not want an associate degree. This certificate will provide students training in the latest technological advances to keep skills current as well as provide traditional job skills for entry or re-entry into the office job market.

### PREREQUISITES FOR ENTRANCE

**Required Courses**

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: AOT

### COURSE REQUIREMENTS

**Course Requirements**

Course			Class	Lab	Credit
AOT 105	Keyboarding		3	0	3
AOT 110	Document Formatting		3	0	3
AOT 133	Professional Development		3	0	3
AOT 134	Office Communications		3	0	3
AOT 141	Office Procedures I		3	0	3
AOT 162	Basic Information Processing		3	0	3



AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
			24	0	24

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit		
AOT 105	Keyboarding	3	0	3	
AOT 133	Professional Development	3	0	3	
AOT 134	Office Communications	3	0	3	
AOT 162	Basic Information Processing	3	0	3	
			12	0	12

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit		
AOT 110	Document Formatting	3	0	3	
AOT 141	Office Procedures I	3	0	3	
AOT 163	Word Processing	3	0	3	
AOT 180	Customer Service	3	0	3	
			12	0	12

**Minimum Total Credit Hours: 24**

## AUTOMOTIVE TECHNOLOGY - AUTO BODY REPAIR

### CERTIFICATE: Certificate in Applied Science with a major in Auto Body Repair

This program trains auto body technicians in the use of equipment and materials used in the auto body repair industry. The study of unibody, structure repair, sheet metal repair, welding, spot repair, estimating and refinishing are covered. Graduates are prepared for entry-level positions in the auto body repair industry.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit		
ABR 101	Structural Repair I	3	6	5	
ABR 102	MIG Welding	2	3	3	
ABR 103	Sheet Metal Repair I	2	6	4	
ABR 108	Refinishing I	2	3	3	
ABR 109	Accessories	2	3	3	
ABR 111	Structural Repair II	3	6	5	
ABR 113	Sheet Metal Repair II	2	6	4	
ABR 118	Refinishing II	2	3	3	
ABR 119	Estimating Repairs	1	3	2	
			19	49	32

**Minimum Total Credit Hours: 32**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit		
ABR 101	Structural Repair I	3	6	5	
ABR 102	MIG Welding	2	3	3	
ABR 103	Sheet Metal Repair I	2	6	4	
			7	15	12

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit		
ABR 108	Refinishing I	2	3	3	
ABR 111	Structural Repair II	3	6	5	
ABR 113	Sheet Metal Repair II	2	6	4	
			7	15	12

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit		
ABR 109	Accessories	2	3	3	
ABR 118	Refinishing II	2	3	3	
ABR 119	Estimating Repairs	1	3	2	
			5	9	7

**Minimum Total Credit Hours: 32**

## BASIC AUTOMOTIVE

### CERTIFICATE: Certificate in Applied Science with a major in Basic Automotive

This program provides basic training for persons interested in working in the automotive field. Vehicle servicing, systems maintenance and problem diagnosis are covered.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit		
AUT 102	Engine Repair	2	6	4	
AUT 103	Engine Reconditioning	2	6	4	
AUT 112	Braking Systems	2	6	4	
AUT 116	Manual Transmission & Axle	2	6	4	
AUT 131	Electrical Systems	2	3	3	
AUT 141	Introduction To Heating & Air Conditioning	2	6	4	
AUT 145	Engine Performance	2	3	3	
AUT 149	Ignition and Fuel Systems	2	6	4	
			16	42	30

**Minimum Total Credit Hours: 30**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit		
AUT 112	Braking Systems	2	6	4	
AUT 131	Electrical Systems	2	3	3	
AUT 149	Ignition and Fuel Systems	2	6	4	
			6	15	11

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit		
AUT 102	Engine Repair	2	6	4	
AUT 103	Engine Reconditioning	2	6	4	
AUT 145	Engine Performance	2	3	3	
			6	15	11

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit		
AUT 116	Manual Transmission & Axle	2	6	4	
AUT 141	Introduction To Heating & Air Conditioning	2	6	4	
			4	12	8

**Minimum Total Credit Hours: 30**

## Cardiac Care Vascular Technician

**CERTIFICATE: Certificate in Applied Science with a major in Cardiac Care Vascular**

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 131 Computers in Healthcare	3	0	3
AHS 142 Phlebotomy	2	0	2
AHS 145 Electrocardiography	1	3	2
AHS 177 Cardiac Monitoring Application	3	3	4
AHS 180 Health Careers Preparation	3	0	3
AHS 205 Medical Ethics	3	0	3
BIO 110 General Anatomy and Physiology	3	0	3
CPT 170 Microcomputer Applications	3	0	3
RDG 101 College Reading	3	0	3
	27	6	29

**Minimum Total Credit Hours: 29**

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 180 Health Careers Preparation	3	0	3
AHS 205 Medical Ethics	3	0	3
BIO 110 General Anatomy and Physiology	3	0	3
RDG 101 College Reading	3	0	3
	15	0	15

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AUT 131 Computers in Healthcare	3	0	3
AHS 142 Phlebotomy	2	0	2
AHS 145 Electrocardiography	1	3	2
AHS 177 Cardiac Monitoring Application	3	3	4
CPT 170 Microcomputer Applications	3	0	3
	12	6	14

**Minimum Total Credit Hours: 14**

## CERTIFIED NURSING ASSISTANT

**CERTIFICATE: Certificate in Applied Science with a major in Certified Nursing Assistant**

The Nursing Assistant Certificate will be the foundation of stackable, short-term, entry-level certificates in the health care arena. This certificate will provide a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop basic nursing skills required of nursing assistants in skilled health care settings, such as activity of daily living, vital signs, eating, elimination, and safety measures. Instructional methods will be varied including classroom, online/hybrid, simulation/virtual reality, and clinical rotations. Upon completion of this certificate, the student will be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination. Successful completion of the exam, along with listing on the South Carolina Nurse Aide Registry is required to work as a Certified Nursing Aide in South Carolina.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 131 Computers in Healthcare	3	0	3
AHS 180 Health Careers Preparation	3	0	3
AHS 205 Ethics and law for Allied Health Professions	3	0	3
BIO 110 General Anatomy and Physiology	3	0	3
CPT 170 Microcomputer applications	3	0	3
NUR 134 Beginning Nursing Skills	3	6	5
RDG 101 College Reading	3	0	3
	24	6	26

**Minimum Total Credit Hours: 26**

### SEMESTER CURRICULUM

#### SEMESTER 1

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 180 Health Careers Preparation	3	0	3
AHS 205 Ethics and law for Allied Health Professions	3	0	3
CPT 170 Microcomputer Applications	3	0	3
	12	0	12

#### SEMESTER 2

Course	Class	Lab	Credit
AHS 131 Computers in Healthcare	3	0	3
BIO 110 General Anatomy and Physiology	3	0	3
NUR 134 Beginning Nursing Skills	3	6	5
RDG 101 College Reading	3	0	3
	12	6	14

\*Courses Given over 8-week session

**Minimum Total Credit Hours: 26**

## CIVIL ENGINEERING TECHNOLOGY - COMPUTER-ASSISTED DRAFTING

**CERTIFICATE: Certificate in Applied Science with a major in Computer-Assisted Drafting**

This certificate provides students with training in basic CAD skills and prepares them to continue in the Civil Engineering Technology - Graphics Program of Study curriculum or for entry-level positions in the industry.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
EGR 120 Engineering Computer Applications	3	0	3
EGR 170 Engineering Materials	2	3	3
EGR 175 Manufacturing Processes	2	3	3
EGT 101 Basic Technical Drawing	0	6	2
EGT 105 Basic Civil Drafting	1	3	2
EGT 115 Engineering Graphics II	2	6	4
EGT 151 Introduction to CAD	2	3	3
EGT 210 Engineering Graphics III	2	6	4

ENG	155	Communications I	3	0	3
		OR			
ENG	101	English Composition I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
		OR			
MAT	110	College Algebra	3	0	3
PHS	101	Physical Science I	3	3	4
		OR			
PHY	201	Physics I	3	3	4
			23	33	34

**Minimum Total Credit Hours: 34**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit	
EGR 120	Engineering Computer Applications	3	0	3
EGT 101	Basic Technical Drawing	0	6	2
ENG 155	Communications I	3	0	3
	OR			
ENG 101	English Composition I	3	0	3
MAT 170	Algebra, Geometry, And Trigonometry I	3	0	3
	OR			
MAT 110	College Algebra	3	0	3
		9	6	11

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit	
EGR 175	Manufacturing Processes	2	3	3
EGT 115	Engineering Graphics II	2	6	4
EGT 151	Introduction to CAD	2	3	3
		6	12	10

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit	
EGT 105	Basic Civil Drafting	1	3	2
PHS 101	Physical Science I	3	3	4
	OR			
PHY 201	Physics I	3	3	4
		4	6	6

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit	
EGR 170	Engineering Materials	2	3	3
EGT 210	Engineering Graphics III	2	6	4
		4	9	7

**Minimum Total Credit Hours: 34**

## CIVIL ENGINEERING TECHNOLOGY - ENGINEERING GRAPHICS

### CERTIFICATE: Certificate in Applied Science with a major in Engineering Graphics

This certificate provides students with training in basic and intermediate CAD skills and prepares them to continue in the Civil Engineering Technology - Graphics Program of Study curriculum or for entry-level positions in the industry.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit	
COL 103	College Skills	3	0	3
EGT 101	Basic Technical Drawing	0	6	2

EGT 105	Basic Civil Drafting	1	3	2
EGT 151	Introduction to CAD	2	3	3
MAT 170	Algebra, Geometry, And Trigonometry I	3	0	3
MTT 120	Machine Tool Print Reading	1	6	3
PHS 101	Physical Science I	3	3	4
		13	21	20

**Minimum Total Credit Hours: 20**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit	
COL 103	College Skills	3	0	3
MTT 120	Machine Tool Print Reading	1	6	3
		4	6	6

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit	
EGT 101	Basic Technical Drawing	0	6	2
EGT 151	Introduction to CAD	2	3	3
MAT 170	Algebra, Geometry, And Trigonometry I	3	0	3
		5	9	8

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit	
EGT 105	Basic Civil Drafting	1	3	2
PHS 101	Physical Science I	3	3	4
		4	6	6

**Minimum Total Credit Hours: 20**

## CIVIL ENGINEERING TECHNOLOGY - GEOGRAPHIC INFORMATION SYSTEMS

### CERTIFICATE: Certificate in Applied Science with a major in Geographic Information Systems

This certificate provides students with fundamental skills associated with entry-level Geographic Information systems positions in industry. This program is designed to introduce students to the geographic information systems used to evaluate large amounts of data. Students will acquire techniques for retrieving spatial and database information which will be used in preparing analytical reports.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit	
EGR 120	Engineering Computer Applications	3	0	3
GMT 101	Introduction to Geographic Information Systems	3	0	3
GMT 103	Introduction to Global Positioning Systems	3	0	3
GMT 115	Fundamentals of Cartography & Photogrammetry/Imaging	4	0	4
GMT 240	Geographic Information Systems Analysis4 and Reporting	4	0	4
GMT 261	Special Topics Related to GIS	1	0	1
		18	0	18

**Minimum Total Credit Hours: 39**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
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EGR	120	Engineering Computer Applications	3	0	3
GMT	101	Introduction to Geographic Information Systems	3	0	3
			6	0	6

**SEMESTER 2 (Spring)**

Course	Class	Lab	Credit		
GMT 103	Introduction to Global Positioning Systems	3	0	3	
GMT 115	Fundamentals of Cartography & Photogrammetry/Imaging	4	0	4	
			7	0	7

**SEMESTER 3 (Summer)**

Course	Class	Lab	Credit		
GMT 240	Geographic Information Systems Analysis and Reporting	4	0	4	
GMT 261	Special Topics Related to GIS	1	0	1	
			5	0	5

**Minimum Total Credit Hours: 18**

## COMPUTER TECHNOLOGY - CISCO NETWORKING (DAY)

### CERTIFICATE: Certificate in Applied Science with a major in Cisco Networking

This certificate is designed to help students attain the skills necessary to install, configure and support Cisco devices in a small to medium organization or as part of a team in a large enterprise. This program will also help students prepare for the Cisco Certified Network Associate (CCNA) certification examination.

#### PREREQUISITES FOR ENTRANCE

##### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

##### Other Requirements

1. Math 102 or appropriate scores
2. English 100 or appropriate scores

#### COURSE REQUIREMENTS

##### Course Requirements

Course	Class	Lab	Credit		
IST 201	Cisco Internetworking Concepts	3	0	0	
IST 202	Cisco Router Configuration	3	0	0	
IST 203	Advanced Cisco Router Configuration	3	0	0	
IST 204	Cisco Troubleshooting	3	0	0	
			12	0	0

**Minimum Total Credit Hours: 12**

#### SEMESTER CURRICULUM

**SEMESTER 1 (Fall)**

Course	Class	Lab	Credit		
IST 201	Cisco Internetworking Concepts	3	0	0	
			3	0	0

**SEMESTER 2 (Spring)**

Course	Class	Lab	Credit		
IST 202	Cisco Router Configuration	3	0	0	
			3	0	0

**SEMESTER 3 (Summer)**

Course	Class	Lab	Credit		
IST 203	Advanced Cisco Router Configuration	3	0	0	
			3	0	0

**SEMESTER 4 (Fall)**

Course	Class	Lab	Credit		
IST 204	Cisco Troubleshooting	3	0	0	
			3	0	0

**Minimum Total Credit Hours: 12**

## COMPUTER TECHNOLOGY - CISCO NETWORKING (EVENING)

### CERTIFICATE: Certificate in Applied Science with a major in Cisco Networking

This certificate is designed to help students attain the skills necessary to install, configure and support Cisco devices in a small to medium organization or as part of a team in a large enterprise. This program will also help students prepare for the Cisco Certified Network Associate (CCNA) certification examination.

#### PREREQUISITES FOR ENTRANCE

##### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

##### Other Requirements

1. Math 102 or appropriate scores
2. English 100 or appropriate scores

#### COURSE REQUIREMENTS

##### Course Requirements

Course	Class	Lab	Credit		
IST 201	Cisco Internetworking Concepts	3	0	0	
IST 202	Cisco Router Configuration	3	0	0	
IST 203	Advanced Cisco Router Configuration	3	0	0	
IST 204	Cisco Troubleshooting	3	0	0	
			12	0	0

**Minimum Total Credit Hours: 12**

#### SEMESTER CURRICULUM

**SEMESTER 1 (1st 8-week)**

Course	Class	Lab	Credit		
IST 201	Cisco Internetworking Concepts	3	0	0	
			3	0	0

**SEMESTER 2 (2nd 8-week)**

Course	Class	Lab	Credit		
IST 202	Cisco Router Configuration	3	0	0	
			3	0	0

**SEMESTER 3 (1st 8-week)**

Course	Class	Lab	Credit		
IST 203	Advanced Cisco Router Configuration	3	0	0	
			3	0	0

**SEMESTER 3 (2nd 8-week)**

Course	Class	Lab	Credit		
IST 204	Cisco Troubleshooting	3	0	0	
			3	0	0

**Minimum Total Credit Hours: 12**

## COMPUTER TECHNOLOGY - ESSENTIAL WEB DEVELOPMENT

### CERTIFICATE: Certificate in Applied Science with a major in Essential Web Development

To provide students with the fundamental skills to design and construct web sites for small business applications and to interact with those business clients. The Essential Web Development Certificate provides students with the skills to design and construct web pages with programmatic and database underpinnings to support business needs.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Math 102 or appropriate scores
2. English 100 or appropriate scores

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
CPT 170 Microcomputer Applications	3	0	3
CPT 162 Introduction to Web Page Publishing	3	0	3
CPT 168 Programming Logic And Design	3	0	3
CPT 240 Internet Programming with Databases	3	0	3
CPT 242 Database	3	0	3
ECO 211 Microeconomics	3	0	3
ENG 160 Technical Communications	3	0	3
CPT 163 Introduction To Multimedia For Web Pages	3	0	3
OR			
CPT 238 Internet Scripting	3	0	3
OR			
IST 227 Internet Operations & Management	3	0	3
OR			
IST 290 Special Topics in Information Sciences	3	0	3
MKT 240 Advertising	3	0	3
MAT 135 Fundamentals of Logic Design	3	0	3
	30	0	30

**Minimum Total Credit Hours:**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
CPT 162 Introduction To Web Page Publishing	3	0	3
MAT 135 Fundamentals of Logic Design	3	0	3
CPT 170 Microcomputer Applications	3	0	3
	9	0	9

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CPT 168 Programming Logic & Design	3	0	3
ENG 160 Technical Communications	3	0	3
	6	0	6

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
CPT 242 Database	3	0	3
MKT 240 Advertising	3	0	3
CPT 163 Introduction To Multimedia For Web Pages	3	0	3
OR			
CPT 238 Internet Scripting	3	0	3
OR			
IST 227 Internet Operations & Management	3	0	3
OR			
IST 290 Special Topics in Information Sciences	3	0	3
	9	0	9

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
CPT 240 Internet Programming With Databases	3	0	3
ECO 211 Microeconomics	3	0	3
	6	0	6

**Minimum Total Credit Hours: 30**

## COMPUTER TECHNOLOGY - FUNDAMENTALS OF NETWORKING

### CERTIFICATE: Certificate in Applied Science with a major in Networking

This certificate is designed to prepare students for entry-level information technology positions requiring hands-on technical, computer, and networking skills that support home and small business.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Math 102 or appropriate scores
2. English 100 or appropriate scores

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
IST 201 Cisco Internetworking Concepts	3	0	0
IST 202 Cisco Router Configuration	3	0	0
CPT 285 PC Hardware Concepts	3	0	0
CPT 257 Operating Systems	3	0	0
MAT 135 Fundamentals of Logic Design	3	0	3
ENG 160 Technical Communications	3	0	3
	18	0	6

**Minimum Total Credit Hours: 12**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
CPT 285 PC Hardware Concepts	3	0	0
ENG 160 Technical Communications	3	0	3
IST 201 Cisco Internetworking Concepts	3	0	0
MAT 135 Fundamentals of Logic Design	3	0	3
	12	0	6

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
CPT 257 Operating Systems	3	0	0
IST 202 Cisco Router Configuration	3	0	0
	6	0	0

**Minimum Total Credit Hours: 18**

## COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY FOR SALES

### CERTIFICATE: Certificate in Applied Science with a major in Information Technology for Sales

This certificate is designed to provide students with basic technology, computer hardware, software, communications and sales skills that will prepare them for employment opportunities in a technical sales role.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Algebra I  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Math 032 or appropriate scores
2. English 100 or appropriate scores

## COURSE REQUIREMENTS

### Course Requirements

Course		Class	Lab	Credit
CPT 104	Introduction to Information Technology	3	0	3
CPT 170	Microcomputer Applications	3	0	3
MKT 120	Sales Principles	3	0	3
MGT 121	Small Business Operations	3	0	3
ENG 160	Technical Communications	3	0	3
		15	0	15

Minimum Total Credit Hours: 15

## DIESEL AND HEAVY EQUIPMENT (EVENING PROGRAM)

### CERTIFICATE: Certificate in Applied Science with a major in Diesel and Heavy Equipment

The Diesel and Heavy Equipment certificate program trains technicians to diagnose problems and to provide service and maintenance-related procedures to diesel and heavy equipment.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course		Class	Lab	Credit
DHM 105	Diesel Engines I	2	3	3
DHM 107	Diesel Equipment Service And Diagnosis	2	3	3
DHM 125	Diesel Fuel Systems	2	3	3
DHM 151	Drive Trains	2	6	4
DHM 173	Electrical Systems I	2	3	3
DHM 205	Diesel Engines II	1	6	3
DHM 225	Electronic Fuel Systems	2	3	3
DHM 251	Suspension and Steering	2	3	3
DHM 255	Air Brakes Systems	2	3	3
DHM 265	Hydraulic Systems	2	3	3
		19	41	31

Minimum Total Credit Hours: 31

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit
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DHM 125	Diesel Fuel Systems	2	3	3
DHM 173	Electrical Systems I	2	3	3
		4	6	6

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit
DHM 105	Diesel Engines I	2	3	3
DHM 107	Diesel Equipment Service And Diagnosis	2	3	3
		4	6	6

### SEMESTER 3 (Summer)

Course		Class	Lab	Credit
DHM 205	Diesel Engines II	1	6	3
		1	6	3

### SEMESTER 4 (Fall)

Course		Class	Lab	Credit
DHM 225	Electronic Fuel Systems	2	3	3
DHM 265	Hydraulic Systems	2	3	3
		4	6	6

### SEMESTER 5 (Spring)

Course		Class	Lab	Credit
DHM 251	Suspension and Steering	2	3	3
DHM 255	Air Brakes Systems	2	3	3
		4	6	6

### SEMESTER 6 (Summer)

Course		Class	Lab	Credit
DHM 151	Drive Trains	2	6	4
		2	6	4

Minimum Total Credit Hours: 31

## EARLY CHILDHOOD DEVELOPMENT

### CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Dev.

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is \$15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.
2. Two-step PPD / Chest X-Ray

## ACADEMIC REQUIREMENTS

1. Complete or Maintain CPR Certification by American Heart Association or American Red Cross

## COURSE REQUIREMENTS

### Course Requirements

Course		Class	Lab	Credit
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ECD 101	Introduction To Early Childhood	3	0	3
ECD 102	Growth & Development I	2	3	3
ECD 105	Guidance-Classroom Management	2	3	3
ECD 107	Exceptional Children	2	3	3
ECD 131	Language Arts	2	3	3
ECD 132	Creative Experiences	2	3	3
ECD 133	Science & Math Concepts	2	3	3
ECD 135	Health, Safety and Nutrition	3	0	3
ECD 203	Growth & Development II	2	3	3
		20	21	27

**Minimum Total Credit Hours: 27**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit
ECD 101	Introduction To Early Childhood	3	0	3
ECD 102	Growth & Development I	2	3	3
ECD 131	Language Arts	2	3	3
ECD 133	Science & Math Concepts	2	3	3
ECD 135	Health, Safety and Nutrition	3	0	3
		12	9	15

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit
ECD 105	Guidance-Classroom Management	2	3	3
ECD 107	Exceptional Children	2	3	3
ECD 132	Creative Experiences	2	3	3
ECD 203	Growth & Development II	2	3	3
		8	12	12

**Minimum Total Credit Hours: 27**

## EARLY CHILDHOOD DEVELOPMENT (EVENING PROGRAM)

### CERTIFICATE: Certificate in Applied Science with a major in Early Childhood Dev.

Early childhood and child-care workers nurture and teach preschool children in centers designed for childcare. These workers play an important role in a child's development by caring for the child when the primary caregivers are at work or away for other reasons. They instruct children in activities designed to promote social, physical, emotional, and intellectual growth. This is accomplished by planning for individual and group activities that include small group lessons, one-on-one instruction, and play.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is \$15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

- Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.)
- Two-step PPD / Chest X-Ray

## ACADEMIC REQUIREMENTS

- Complete or Maintain CPR Certification by American Heart Association or American Red Cross

## COURSE REQUIREMENTS

### Course Requirements

Course		Class	Lab	Credit
ECD 101	Introduction To Early Childhood	3	0	3
ECD 102	Growth & Development I	2	3	3
ECD 105	Guidance-Classroom Management	2	3	3
ECD 107	Exceptional Children	2	3	3
ECD 131	Language Arts	2	3	3
ECD 132	Creative Experiences	2	3	3
ECD 133	Science & Math Concepts	2	3	3
ECD 135	Health, Safety and Nutrition	3	0	3
ECD 203	Growth & Development II	2	3	3
		20	21	27

**Minimum Total Credit Hours: 27**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course		Class	Lab	Credit
ECD 101	Introduction To Early Childhood	3	0	3
ECD 102	Growth & Development I	2	3	3
ECD 135	Health, Safety and Nutrition	3	0	3
		8	3	9

### SEMESTER 2 (Spring)

Course		Class	Lab	Credit
ECD 131	Language Arts	2	3	3
ECD 133	Science & Math Concepts	2	3	3
		4	6	6

### SEMESTER 3 (Fall)

Course		Class	Lab	Credit
ECD 105	Guidance-Classroom Management	2	3	3
ECD 203	Growth & Development II	2	3	3
		4	6	6

### SEMESTER 4 (Spring)

Course		Class	Lab	Credit
ECD 107	Exceptional Children	2	3	3
ECD 132	Creative Experiences	2	3	3
		4	6	6

**Minimum Total Credit Hours: 27**

## ELECTRONICS ENGINEERING TECHNOLOGY - PROCESS CONTROL

### CERTIFICATE: Certificate in Applied Science with a major in Process Control

This certificate provides students with training in process controls which will prepare them for careers in manufacturing and factory automation.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## COURSE REQUIREMENTS

### Course Requirements

Course		Class	Lab	Credit
EEM 251	Programmable Controllers	2	3	3
EEM 273	Advanced Process Control	2	3	3

EGR	120	Engineering Computer Applications	3	0	3
EIT	110	Principles of Instrumentation	2	3	3
EIT	220	Control Principles	2	3	3
ELT	105	Logic & Digital Circuits	3	3	4
ELT	111	DC/AC Circuits	3	3	4
ELT	130	Basic Circuits	2	3	3
ELT	204	Industrial Electronics	3	3	4
ENG	155	Communications I	3	0	3
MAT	170	Algebra, Geometry, And Trigonometry I	3	0	3
			28	24	36

**Minimum Total Credit Hours: 36**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit		
ELT 111	DC/AC Circuits	3	3	4	
ELT 130	Basic Circuits	2	3	3	
ENG 155	Communications I	3	0	3	
MAT 170	Algebra, Geometry, And Trigonometry I	3	0	3	
			11	6	13

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit		
EEM 251	Programmable Controllers	2	3	3	
EIT 110	Principles of Instrumentation	2	3	3	
ELT 105	Logic & Digital Circuits	3	3	4	
ELT 204	Industrial Electronics	3	3	4	
			10	12	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit		
EEM 273	Advanced Process Control	2	3	3	
EGR 120	Engineering Computer Applications	3	0	3	
EIT 220	Control Principles	2	3	3	
			7	6	9

**Minimum Total Credit Hours: 36**

## ENTREPRENEURSHIP

### CERTIFICATE: Certificate in Applied Science with a major in Entrepreneurship

This program focuses on teaching students the skills necessary to be a successful small business owner. Major skills taught include financial management, innovation, business law, small business operations, and entrepreneurship with an internship component.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit	
BAF 260	Financial Management	3	0	3
BUS 110	Entrepreneurship	3	0	3
BUS 123	Business Law II	3	0	3
BUS 117	Innovation	3	0	3
CWE 111	Cooperative Work Experience I	0	5	1
MGT 121	Small Business Operations	3	0	3

**Minimum Total Credit Hours: 16**

## GENERAL STUDIES (FOR HIGH SCHOOL DUAL ENROLLMENT ONLY)

### CERTIFICATE: Certificate in Applied Science with a major in General Studies

These general education courses provide the foundation for high school students to improve skills in oral and written communications and to apply logical and analytical thinking to a range of learning experiences. These courses are transferable to public four-year institutions.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* None  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Communications/Humanities (at least 9 semester hours)

##### Select courses from the following:

Course	Class	Lab	Credit	
ENG 101	English Composition I	3	0	3
ENG 102	English Composition II	3	0	3
HIS 201	American History: Discovery To 1877	3	0	3
HIS 202	American History: 1877 to Present	3	0	3

#### Math/Science/Social Sciences (9 semester hours)

##### Select three courses from the following:

Course	Class	Lab	Credit	
BIO 101	Biological Science I	3	3	4
BIO 102	Biological Science II	3	3	4
CHM 110	College Chemistry I	3	3	4
CHM 111	College Chemistry II	3	3	4
CPT 170	Microcomputer Applications **	3	0	3
GEO 101	Introduction To Geography	3	0	3
MAT 110	College Algebra	3	0	3
MAT 111	College Trigonometry	3	0	3
MAT 120	Probability And Statistics	3	0	3
MAT 130	Elementary Calculus	3	0	3
PHI 110	Ethics	3	0	3
PHS 101	Physical Science I **	3	3	4
PHS 102	Physical Science II **	3	3	4
PSC 201	American Government	3	0	3
PSY 201	General Psychology	3	0	3
SOC 101	Introduction to Sociology	3	0	3

\*\* This course is not on the state transfer list; it satisfies the degree requirements but may not transfer. Students should check with the transfer-institution to determine if transfer credit will be assigned.

**Minimum Total Credit Hours: 40**

## HEALTH CARE RISK MANAGEMENT

### CERTIFICATE: Certificate in Applied Science with a major in Health Care Risk Management

To provide specialized education and training for members in the Health Care profession who wish to focus on quality improvement, healthcare risks and patient safety in various health care settings.

### PREREQUISITES FOR ENTRANCE



## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
LEG 272 Health Care Risk Management I	4	0	4
LEG 273 Health Care Risk Management II	4	0	4
	8	0	8

**Minimum Total Credit Hours: 8**

## SEMESTER CURRICULUM

### SEMESTER 1 (Spring)

Course	Class	Lab	Credit
LEG 272 Health Care Risk Management I	4	0	4
LEG 273 Health Care Risk Management II	4	0	4
	8	0	8

**Minimum Total Credit Hours: 8**

## HEALTH INFORMATION MANAGEMENT

### CERTIFICATE: Certificate in Applied Science with a major in Health Information Management

The Health Information Management Certificate is intended as either a stand-alone certificate for entry level employment in the administrative areas of the health care industry or as the Year 1 requirements for consideration of acceptance into the Associate degree in Health Information Management.

This certificate prepares students for entry level careers in multiple healthcare settings related to registration, healthcare insurance, healthcare claims processing, billing and payment collection, medical records release, and medical record clerk.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED

### Academic Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL

## COURSE REQUIREMENTS

### General Education Requirements

Course	Class	Lab	Credit
BIO 112 Basic Anatomy and Physiology	3	3	4
ENG 101 English Composition	3	0	3
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
	18	3	19

### Course Requirements

Course	Class	Lab	Credit
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HIM 103 Introduction to Health Information Management & Coding	3	0	3
HIM 115 Medical Records & the Law	2	0	2
HIM 130 Billing and Reimbursement	2	3	3
HIM 135 Medical Pathology	3	0	3
AHS 121 Pharmacology	2	0	2
AHS 102 Medical Terminology	3	0	3
CPT 170 Microcomputer Applications	3	0	3
	18	3	19

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
ENG 101 English Composition	3	0	3
CPT 170 Microcomputer Applications	3	0	3
XXX XXX Elective: Humanities/Fine Arts	3	0	3
HIM 103 Introduction to Health information Management & Coding	3	0	3
	15	0	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
BIO 112 Basic Anatomy & Physiology	3	3	4
MAT 165 Statistics	3	0	3
PSY 201 General Psychology	3	0	3
HIM 115 Medical Records & the Law	2	0	2
HIM 130 Billing and Reimbursement	3	0	3
	13	6	15

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
SPC 205 Public Speaking	3	0	3
AHS 121 Pharmacology	2	0	2
HIM 135 Medical Pathology	3	0	3
	8	0	8

**Minimum Total Credit Hours: 38**

## MEDICAL CODING AND BILLING (FALL ADMISSION)

### CERTIFICATE: Certificate in Applied Science with a major in Medical Coding and Billing

Medical coding and billing careers include tasks associated with reviewing patient medical records and assigning nationally approved codes to diagnoses and procedures performed, preparing the processes for submitting these codes and additional data to third-party payers for reimbursement, ensuring compliance with regulatory agency standards, and collection of coded data for industry vital statistics and research. Professionals in this field must understand medical terminology, anatomy, and disease processes as well as be familiar with government, insurance, and associated agency regulations and standards. Certified professionals work on-site for hospitals, clinics, physicians, governmental agencies, health care insurance companies, and contracted coding/billing organizations. Additional skills include critical thinking, attention to detail, good communication, and the ability to work independently.

Salaries for Certified Coders and Billers vary by geographical location but typically range from \$30,000 to \$45,000 depending on experience and industry employment.

<http://swz.salary.com/SalaryWizard/Medical-Records-Coding-Technician-Job-Description.aspx>

<http://swz.salary.com/SalaryWizard/Medical-Billing-Clerk-Job-Description.aspx>

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: Biology, Keyboarding  
College: If high school requirements not met. BIO 100, AOT 105

NOTE: A grade of "C" or better is required for each prerequisite course.

## Other Requirements

1. High School Diploma or GED
2. Application required for Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. Hepatitis B Immunization, Signed Informed Refusal or Titer
6. MMR Immunization or Titer
7. Chicken Pox Vaccination or Titer
8. Two-step PPD / Chest X-Ray
9. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: HIM
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Curriculum Completion Requirement - 24 months

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 121 Basic Pharmacology	2	0	2
BIO 112 Basic Anatomy And Physiology	3	3	4
HIM 130 Billing and Reimbursement	3	0	3
HIM 135 Medical Pathology	3	0	3
HIM 140 Current Procedural Terminology I	2	3	3
HIM 150 Coding Practicum I	0	9	3
HIM 216 Coding & Classification I	2	3	3
HIM 225 Coding & Classification II	2	3	3
HIM 266 Computers in Health Care	2	3	3
	22	24	30

**Minimum Total Credit Hours: 30**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
BIO 112 Basic Anatomy And Physiology	3	3	4
HIM 130 Billing and Reimbursement	3	0	3
HIM 266 Computers in Healthcare	2	3	3
	11	6	13

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AHS 121 Basic Pharmacology	2	0	2
HIM 130 Billing and Reimbursement	3	0	3
HIM 135 Medical Pathology	3	0	3
HIM 225 Coding & Classification II	2	3	3
	10	3	11

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
HIM 150 Coding Practicum I	0	9	3
HIM 266 Computers in Health Care	2	3	3
	2	12	6

**Minimum Total Credit Hours: 30**

# HUMAN RESOURCES MANAGEMENT - CERTIFICATE

## Certificate: Certificate in Applied Science with a major in Human Resources

This certificate program was developed in response to the increasing demand for individuals with an understanding of the Human Resource field. The purpose of this program is to provide graduates with skills and knowledge in the areas of employment law, human resources management, compensation and benefits analysis, and employee selection and retention. Courses in accounting concepts, personal finance, payroll, and information processing complete the certificate of study.

These individuals are employed throughout corporate America in both manufacturing and service industries as well as the public sector.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Any course with one of the following prefixes requires a grade of "C" or better: BUS, MGT

## COURSE REQUIREMENTS

### Required Major Core Courses

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
ACC 150 Payroll Accounting	3	0	3
AOT 162 Basic Information Processing	3	0	3
BAF 101 Personal Finance	3	0	3
BUS 128 Employment Law	3	0	3
BUS 136 Compensation & Benefit Analysis	3	0	3
MGT 201 Human Resource Management	3	0	3
MGT 210 Employee Selection & Retention	3	0	3
	24	0	24

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
BUS 128 Employment Law	3	0	3
	6	0	6

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AOT 162 Basic Information Processing	3	0	3
BAF 101 Personal Finance	3	0	3
	3	0	3

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
MGT 201 Human Resource Management	3	0	3
BUS 136 Compensation & Benefits Analysis	3	0	3
	6	0	6

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
ACC 150 Payroll Accounting	3	0	3
MGT 210 Employee Selection & Retention	3	0	3
	6	0	6

**Minimum Total Credit Hours: 24**

## HUMAN SERVICES - EARLY CHILDHOOD DEVELOPMENT OPTION - INFANT/TODDLER CERTIFICATE

### CERTIFICATE: Certificate in Applied Science with a major in Infant/Toddler

The Infant/Toddler Certificate was developed in response to the increasing demand for quality childcare for children aged birth to three. The purpose of this program is to provide graduates with skills and knowledge in the areas of growth and development, guidance, exceptionality, inclusion and early intervention, socialization, and curriculum issues and trends. This program is for providers currently caring for children as well as individuals preparing to enter the profession.

Early childhood and child-care workers are employed in private and public centers, school systems, community and state agencies, as well as, religious institutions. According to the U. S. Bureau of Labor, the average for early childhood and child-care workers is \$15,100. The projected growth in job opportunities for early childhood and child-care workers is 21-35% for the next ten years.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### Required Major Core Courses

Course	Class	Lab	Credit
ECD 101 Introduction To Early Childhood	3	0	3
ECD 102 Growth & Development I	2	3	3
ECD 200 Curriculum Issues in Infant and Toddler Development	3	0	3
ECD 205 Socialization And Group Care of Infants and Toddlers	2	3	3
ECD 207 Inclusive Care	2	3	3
ECD 251 Supervised Field Experiences in Infant/Toddler Environment	3	0	3
	15	9	18

Minimum Total Credit Hours: 18

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ECD 101 Introduction To Early Childhood	3	0	3
ECD 102 Growth & Development I	2	3	3
ECD 200 Curriculum Issues in Infant and Toddler Development	3	0	3
	8	3	9

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
ECD 205 Socialization And Group Care of Infants and Toddlers	2	3	3
ECD 207 Inclusive Care	2	3	3
ECD 251 Supervised Field Experiences in Infant/Toddler Environment	3	0	3
	7	6	9

Minimum Total Credit Hours: 18

## HVAC - ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING

### CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation & Air Conditioning

This program provides graduates with the basic skills required for entry-level heating and air conditioning jobs.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
ACR 101 Fundamentals of Refrigeration	3	6	5
ACR 102 Tools & Service Techniques	2	3	3
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 107 Wiring Diagrams	2	0	2
ACR 110 Heating Fundamentals	2	6	4
ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	2	3	3
	17	24	25

Minimum Total Credit Hours: 25

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ACR 101 Fundamentals of Refrigeration	3	6	5
ACR 102 Tools & Service Techniques	2	3	3
ACR 120 Basic Air Conditioning	3	3	4
	8	12	12

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
ACR 107 Wiring Diagrams	2	0	2
ACR 110 Heating Fundamentals	2	6	4
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 140 Automatic Controls	2	3	3
	9	12	13

Minimum Total Credit Hours: 25

## HVAC - ESSENTIALS OF HEATING, VENTILATION AND AIR CONDITIONING (EVENING PROGRAM)

### CERTIFICATE: Certificate in Applied Science with a major in Essentials of Heating, Ventilation & Air Conditioning

This program provides graduates with the basic skills required for entry-level heating and air conditioning jobs.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
ACR 101 Fundamentals of Refrigeration	3	6	5
ACR 102 Tools & Service Techniques	2	3	3
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 107 Wiring Diagrams	2	0	2
ACR 110 Heating Fundamentals	2	6	4
ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	2	3	3
	17	24	25

Minimum Total Credit Hours: 25

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ACR 101 Fundamentals of Refrigeration	3	6	5
	3	6	5

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
ACR 110 Heating Fundamentals	2	6	4
	2	6	4

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
ACR 120 Basic Air Conditioning	3	3	4
	3	3	4

### SEMESTER 4 (Fall)

Course	Class	Lab	Credit
ACR 102 Tools & Service Techniques	2	3	3
	2	3	3

### SEMESTER 5 (Spring)

Course	Class	Lab	Credit
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 107 Wiring Diagrams	2	0	2
	5	3	6

### SEMESTER 6 (Summer)

Course	Class	Lab	Credit
ACR 140 Automatic Controls	2	3	3
	2	3	3

Minimum Total Credit Hours: 25

## INDUSTRIAL MAINTENANCE TECHNOLOGY

### CERTIFICATE: Certificate in Applied Science with a major in Industrial Maintenance

This certificate provides students with fundamental mechanical skills associated with entry-level maintenance positions in manufacturing settings.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

2. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
IMT 131 Hydraulics & Pneumatics	3	3	4
IMT 140 Industrial Electricity	3	6	5
IMT 141 Electrical Control Devices	3	6	5
IMT 161 Mechanical Power Applications	3	3	4
IMT 202 Electrical Troubleshooting	2	6	4
IMT 203 Mechanical Troubleshooting	2	6	4
IMT 210 Basic Industrial Skills I	2	3	3
IMT 211 Basic Industrial Skills II	2	3	3
IMT 212 Electrical Theory	2	3	3
IMT 214 Industrial Writing	1	6	3
MTT 101 Introduction to Machine Tool	1	3	2
	18	24	26

Minimum Total Credit Hours: 40

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
IMT 131 Hydraulics & Pneumatics	3	3	4
IMT 140 Industrial Electricity	3	6	5
IMT 210 Basic Industrial Skills I	2	3	3
IMT 212 Electrical Theory	2	3	3
	10	15	15

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
IMT 161 Mechanical Power Applications	3	3	4
IMT 203 Mechanical Troubleshooting	2	6	4
IMT 211 Basic Industrial Skills II	2	3	3
IMT 214 Industrial Writing	1	6	3
	8	18	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
IMT 141 Electrical Control Devices	3	6	5
IMT 202 Electrical Troubleshooting	2	6	4
MTT 101 Introduction to Machine Tool	1	3	2
	6	15	11

Minimum Total Credit Hours: 40

## INTERNATIONAL BUSINESS

### CERTIFICATE: Certificate in Applied Science with a major in International Business

This certificate will provide students with a knowledge and global outlook of business and culture in foreign countries.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## ACADEMIC REQUIREMENTS

- Any course with one of the following prefixes requires a grade of "C" or better: BUS, MGT,

## COURSE REQUIREMENTS

### Course Requirements

Course			Class	Lab	Credit
ECO 211	Microeconomics		3	0	3
BUS 250	Introduction to International Business		3	0	3
MGT 101	Principles of Management		3	0	3
	OR				
ECO 210	Macroeconomics		3	0	3
MKT 101	Marketing		3	0	3
SOC 101	Introduction to Sociology		3	0	3
XXX XXX	Elective: Foreign Language		4	0	4
			19	0	19

**Minimum Total Credit Hours: 19**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
BUS 250	Introduction to International Business		3	0	3
MGT 101	Principles of Management		3	0	3
	*Must take MGT 101-41 or ECO 210-41.				
	OR				
ECO 210	Macroeconomics		3	0	3
XXX XXX	Elective: Foreign Language		4	0	4
			10	0	10

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
ECO 211	Microeconomics		3	0	3
MKT 101	Marketing		3	0	3
SOC 101	Introduction to Sociology		3	0	3
			9	0	9

**Minimum Total Credit Hours: 19**

## MACHINE TOOL TECHNOLOGY - COMPUTER NUMERICAL CONTROL PROGRAMMER

### CERTIFICATE: Certificate in Applied Science with a major in Computer Numerical Control

This certificate provides an individual with the skills needed to operate computer numeric control (CNC) machines in manufacturing businesses. The students focus on the processes and procedures commonly used to set up CNC machines, select and install tooling, follow quality control procedures and meet relevant safety expectations. Certificate completers will be prepared to fill positions in manufacturing businesses that are using current machining technologies..

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

## Other Requirements

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.
- Departmental Approval
- Prior Experience/Observation - Minimum three years of machining experience with supervisor

## COURSE REQUIREMENTS

### Course Requirements

Course			Class	Lab	Credit
MTT 205	Tool & Die Math Applications		3	0	3
MTT 250	Principles of CNC		3	0	3
MTT 251	CNC Operations		2	3	3
MTT 252	CNC Setup and Operations		2	6	4
MTT 253	CNC Programming & Operations		0	9	3
MTT 254	CNC Programming I		0	9	3
MTT 255	CNC Programming II		2	3	3
MTT 256	CNC Programming III		1	6	3
MTT 258	Machine Tool Cam		2	3	3
			15	39	28

**Minimum Total Credit Hours: 28**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course			Class	Lab	Credit
MTT 205	Tool & Die Math Applications		3	0	3
MTT 250	Principles of CNC		3	0	3
MTT 251	CNC Operations		2	3	3
MTT 253	CNC Programming & Operations		0	9	3
			8	12	12

### SEMESTER 2 (Spring)

Course			Class	Lab	Credit
MTT 252	CNC Setup and Operations		2	6	4
MTT 254	CNC Programming I		0	9	3
MTT 255	CNC Programming II		2	3	3
			4	18	10

### SEMESTER 3 (Summer)

Course			Class	Lab	Credit
MTT 256	CNC Programming III		1	6	3
MTT 258	Machine Tool Cam		2	3	3
			3	9	6

**Minimum Total Credit Hours: 28**

## MACHINE TOOL TECHNOLOGY - COMPUTER NUMERICAL CONTROL OPERATOR

### CERTIFICATE: Certificate in Applied Science with a major in Computer Numerical Control Operations

The curriculum relies on a "hands-on" and lecture approach to learning, and students will spend a large portion of their time working in a practical setting. Students will become proficient in metal machining operations and planning procedures, with emphasis on practical machining techniques. Students will be introduced to modern manufacturing processes including: Computer Numerical Control (CNC) Programming; Computer Assisted Drafting (CAD); and Computer Assisted Manufacturing (CAM) software. This computer training will enhance the graduates' ability to program, set up and produce pieces in accordance with engineering drawing specifications.

### PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

## Other Requirements

1. Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.
2. Departmental Approval
3. Prior Experience/Observation - Minimum three years of machining experience with supervisor

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
MTT 250 Principles of CNC	3	0	3
MTT 251 CNC Operations	2	3	3
MTT 105 Machine Tool Math	3	0	3
MTT 290 Selected Topics in Machine Tool	2	3	3
MTT 252 CNC Setup and Operations	2	6	4
	12	12	16

**Minimum Total Credit Hours: 16**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
MTT 290 Selected Topics in Machine Tool	2	3	3
MTT 250 Principles of CNC	2	3	3
MTT 105 Machine Tool Math	3	0	3
	7	6	9

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MTT 252 CNC Setup and Operations	2	6	4
MTT 251 CNC Operations	2	3	3
	4	9	7

**Minimum Total Credit Hours: 16**

## MACHINE TOOL TECHNOLOGY - MACHINIST I

**CERTIFICATE: Certificate in Applied Science with a major in Machinist.**

This certificate provides an individual with the basic skills for manual machine operation, including: safety, tooling, set up, speeds and feeds, materials, print reading, and precision measurement. The student will focus learning activities on engine lathes and milling machines. Certificate completers will be prepared for entry level machine tool positions in manufacturing and service businesses.

## PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

## Other Requirements

1. Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
MTT 105 Machine Tool Math Applications	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 113 Machine Tool Theory and Practice III	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
MTT 141 Metals and Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
MTT 250 Principles of CNC	3	0	3
	15	42	29

**Minimum Total Credit Hours: 29**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
MTT 105 Machine Tool Math Applications	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
	6	15	11

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 141 Metals & Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
	5	15	10

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
MTT 113 Machine Tool Theory and Practice III	1	12	5
MTT 250 Principles of CNC	3	0	3
	4	12	8

**Minimum Total Credit Hours: 29**

## MACHINE TOOL TECHNOLOGY - MACHINE OPERATOR

**CERTIFICATE: Certificate in Applied Science with a major in Machine Operator**

The program will prepare you for an entry-level position as a machine tool operator. The program is intended to give you a firm foundation in conventional manufacturing methods through hands-on experience in laboratories and classroom lecture.

Topics covered in the program include blueprint interpretation, applied math, machine tool theory and practice, tool grinding, and basic metallurgy.

## PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

## Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
MTT 105 Machine Tool Math Applications	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
MTT 141 Metals & Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
	11	30	21

**Minimum Total Credit Hours: 21**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
MTT 105 Machine Tool Math Applications	3	0	3
MTT 111 Machine Tool Theory and Practice I	1	12	5
MTT 120 Machine Tool Print Reading	2	3	3
	6	15	11

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MTT 112 Machine Tool Theory and Practice II	1	12	5
MTT 141 Metals & Heat Treatment	3	0	3
MTT 241 Jigs and Fixtures I	1	3	2
	5	15	10

**Minimum Total Credit Hours: 21**

## MACHINE TOOL TECHNOLOGY - TOOL AND DIE

**CERTIFICATE: Certificate in Applied Science with a major in Tool and Die**

This certificate provides an individual with the skills needed to build and repair tooling and dies commonly used in manufacturing businesses. This is an advanced set of skills that builds on existing machine tool experience to include surface forming, finishing and structural elements of dies. Certificate completers will be prepared to fill positions in material forming and molding businesses and the companies that service these businesses.

## PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Special Requirements

It is recommended that students purchase tools each semester at a cost of approximately \$500 per semester

## Other Requirements

1. Does Not Require High School Diploma or GED (NOTE: Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
MTT 205 Tool and Die Math Applications	3	0	3
MTT 211 Die Theory	3	0	3
MTT 231 Tool & Die Making I	0	15	5
MTT 232 Tool & Die Making II	1	12	5
MTT 233 Tool & Die Making III	2	9	5
	9	36	21

**Minimum Total Credit Hours: 21**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
MTT 205 Tool and Die Math Applications	3	0	3
MTT 211 Die Theory	3	0	3
MTT 231 Tool & Die Making I	0	15	5
	6	15	11

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MTT 232 Tool & Die Making II	1	12	5
	1	12	5

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
MTT 232 Tool & Die Making II	2	9	5
	2	9	5

**Minimum Total Credit Hours: 21**

## MANAGEMENT

**CERTIFICATE: Certificate in Applied Science with a major in Management.**

This program focuses on management with an emphasis on the basic skills necessary to be a manager. Students are taught planning, staffing, organizing, leading and monitoring skills.

Additional Skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, and being successful in a global business environment.

## PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course, including management classes.

## Other Requirements

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
AOT 261 Basic Information Processing	3	0	3
BAF 101 Personal Finance	3	0	3
BUS 250 Introduction to International Business	3	0	3
ECO 201 Economic Concepts	3	0	3
MGT 101 Principles of Management	3	0	3
MGT 121 Small Business Operations	3	0	3
MGT 280 Executive Development	3	0	3
	24	0	24

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
MGT 101 Principles of Management	3	0	3
	6	0	6

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AOT 261 Office Spreadsheet Application	3	0	3
ECO 201 Economic Concepts	3	0	3
	6	0	6

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
BAF 101 Personal Finance	3	0	3
BUS 250 Introduction to International Business	3	0	3
	6	0	6

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
MGT 121 Small Business Operations	3	0	3
MGT 280 Executive Development	3	0	3
	6	0	6

**Minimum Total Credit Hours: 24**

## MEDICAL ASSISTING

### CERTIFICATE: Certificate in Applied Science with a major in Medical Assisting

Medical assistants are multi-skilled allied health professionals who work under the supervision of physicians in their office practices and in other medical settings. In accordance with state law, they perform a broad range of administrative and clinical duties. Medical assistants help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Assistants who work in a small office or health care facility may handle both clinical and clerical duties. Assistants working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

Employment of medical assistants is expected to grow much faster than the average for all occupations. The earnings of medical assistants vary widely, depending on experience, skill level, and location. Average hourly wages for medical assistants with more than five years of experience ranged from \$10.50 to \$14.00. Wages were higher in the Northeast and West and lower in the Midwest and South.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

*High School:* Biology, Keyboarding  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Departmental Approval
3. Minimum Cumulative GPA of 2.0
4. Current CPR Certification by American Heart Association or American Red Cross
5. First Aid Certification
6. Hepatitis B Immunization, Signed Informed Refusal or Titer
7. MMR Immunization or Titer
8. Chicken Pox Vaccination or Titer
9. Two-step PPD / Chest X-Ray
10. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: MED
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 121 Basic Pharmacology	2	0	2
AHS 138 Medical Coding Basics	3	0	3
AHS 180 Health Careers Preparation	3	0	3
BIO 112 Basic Anatomy And Physiology	3	3	4
CPT 170 Microcomputer Applications	3	0	3
ENG 160 Technical Communications	3	0	3
MED 107 Medical Office Management	2	6	4
MED 113 Basic Medical Lab Techniques	2	3	3
MED 114 Medical Assisting Clinical Procedures	3	3	4
MED 156 Clinical Experience I	1	15	6
	28	30	38

**Minimum Total Credit Hours: 38**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 180 Health Careers Preparation	3	0	3
BIO 112 Basic Anatomy And Physiology	3	3	4
MED 114 Medical Assisting Clinical Procedures	3	3	4
	12	6	14

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AHS 121 Basic Pharmacology	2	0	2
AHS 138 Medical Coding Basics	3	0	3
ENG 160 Technical Communications	3	0	3
CPT 170 Microcomputer Applications	3	0	3
MED 113 Basic Medical Lab Techniques	2	3	3
	13	3	14

### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
MED 107 Medical Office Management	2	6	4
MED 156 Clinical Experience I	1	15	6
	3	21	10

**Minimum Total Credit Hours: 37**



# PHLEBOTOMY TECHNICIAN

## CERTIFICATE: Certificate in Applied Science with a major in Phlebotomy

A phlebotomist draws blood by venipuncture or skin puncture collection for laboratory tests, transfusions, donations, and research. They must exercise appropriate safety precautions to prevent the transmission of infectious diseases. Phlebotomists must become familiar with hospital procedures and environments, and must perform assigned tasks efficiently while demonstrating appropriate bedside manners. Phlebotomists work in hospitals, commercial laboratories, private physician's offices, public health departments, clinics, or blood banks.

Beginning Phlebotomy Technicians earn \$9.00 per hour or \$18,720 per year. More experienced technicians can expect \$12.00 per hour or \$25,000 per year.

## PREREQUISITES FOR ENTRANCE

### Required Courses

*High School:* Algebra I, Biology  
*College:* None

NOTE: A grade of "C" or better is required for each prerequisite course.

### Other Requirements

1. High School Diploma or GED
2. Minimum Cumulative GPA of 2.0
3. Current CPR Certification by American Heart Association or American Red Cross
4. Hepatitis B Immunization, Signed Informed Refusal or Titer
5. MMR Immunization or Titer
6. Chicken Pox Vaccination or Titer
7. Two-step PPD / Chest X-Ray
8. Medical Examination - Forms are provided by the college and should be current (within one year) and complete.

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: ALL
2. Any course with one of the following prefixes may not be attempted more than twice: BIO
3. Complete or Maintain CPR Certification by American Heart Association or American Red Cross
4. Dismissal Policy: A student who receives a grade below "C" for any two or more required curriculum courses will be dismissed from the program and will not be eligible to re-enter the program.

## COURSE REQUIREMENTS

### General Education Courses

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 141 Phlebotomy for the Health Care Provider	2	3	3
AHS 144 Phlebotomy Practicum	2	9	5
AHS 180 Health Careers Preparation	3	0	3
AHS 205 Ethics and Law for Allied Health Professionals	3	0	3
BIO 110 General Anatomy And Physiology	3	0	3
CPT 170 Microcomputer Applications	3	0	3
ENG 155 Communications I	3	0	3
	22	12	26

**Minimum Total Credit Hours: 26**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 141 Phlebotomy for the Health Care Provider	2	3	3
AHS 180 Health Careers Preparation	3	0	3
BIO 110 General Anatomy And Physiology	3	0	3
	11	3	12

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AHS 144 Phlebotomy Practicum	2	9	5
AHS 205 Ethics and Law for Allied Health Professionals	3	0	3
CPT 170 Microcomputer Applications	3	0	3
ENG 155 Communications I	3	0	3
	8	9	11

**Minimum Total Credit Hours: 26**

# RAPID PROTOTYPING LAB TECHNICIAN

## CERTIFICATE: Certificate in Applied Science with a major in Rapid Prototyping

This certificate is targeted for students who wish to obtain basic entry level skills in the set up and finishing of parts for the additive manufacturing process.

## COURSE REQUIREMENTS

### Required Major Core Courses

Course	Class	Lab	Credit
EGT 280 Introduction to Rapid Prototyping	1	0	1
EGT 106 Print Reading and Sketching	3	0	3
EGR 120 Engineering Computer Applications	3	0	3
AMT 106 Manufacturing Workplace Skills	3	0	3
EGT 281 Prototype Modeling	1	6	3
EGT 285 Integrated Rapid Prototyping Applications	3	0	3
	14	6	16

**Minimum Total Credit Hours: 16**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
EGT 280 Introduction to Rapid Prototyping	1	0	1
EGT 106 Print Reading and Sketching	3	0	3
EGR 120 Engineering Computer Applications	3	0	3
	7	0	7

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
AMT 106 Manufacturing Workplace Skills	3	0	3
EGT 281 Prototype Modeling	1	6	3
EGT 285 Integrated Rapid Prototyping Applications	3	0	3
	7	6	9

**Minimum Total Credit Hours: 16**

# RETAIL MERCHANDISING

## CERTIFICATE: Certificate in Applied Science with a major in Retail Merchandising

This certificate program is designed to prepare students for job opportunities with retail and wholesale organizations in buying, fashion and styling coordination, advertising, publicity, sales and marketing supervision.

## PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course including marketing classes.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
BAF 101 Personal Finance	3	0	3
MGT 101 Principles of Management	3	0	3
MKT 101 Marketing	3	0	3
MKT 110 Retailing	3	0	3
MKT 120 Sales Principles	3	0	3
MKT 240 Advertising	3	0	3
MKT 250 Consumer Behavior	3	0	3
	24	0	24

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
MKT 110 Retailing	3	0	3
MKT 120 Sales Principles	3	0	3
	6	0	6

### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
MGT 101 Principles of Management	3	0	3
MKT 101 Marketing	3	0	3
	6	0	6

### SEMESTER 3 (Fall)

Course	Class	Lab	Credit
ACC 111 Accounting Concepts	3	0	3
BAF 101 Personal Finance	3	0	3
	6	0	6

### SEMESTER 4 (Spring)

Course	Class	Lab	Credit
MKT 240 Advertising	3	0	3
MKT 250 Consumer Behavior	3	0	3
	6	0	6

**Minimum Total Credit Hours: 24**

# ROBOTICS ASSEMBLY TECHNICIAN

## CERTIFICATE: Certificate in Applied Science with a major in Robotics Assembly Technology

This program is designed to prepare persons for entry-level careers in the robotics manufacturing industry or other industries using intelligent systems. Students will receive the latest technology training in the production of robots for the unmanned vehicle systems industry. Topics include lean manufacturing, production processes, general maintenance, quality and continuous improvement, robot mobility, GPS, and navigation, computer control systems, powers systems, sensors, communication systems, cameras, photonics and light sources, and industrial safety. Students will be prepared for production technician positions, as well as other related robotic or intelligent systems manufacturing positions.

## PREREQUISITES FOR ENTRANCE

### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Other Requirements

1. Minimum Cumulative GPA of 2.0

## ACADEMIC REQUIREMENTS

1. Any course with one of the following prefixes requires a grade of "C" or better: AMT, EET, EGR, IET

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
AMT 106 Manufacturing Workplace Skills	3	0	3
AMT 155 Principles of Maintenance *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT 160 Principles of Quality and Continuous Improvement *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT 161 Computer Systems and Sensors *Prepares students for NRTC CRPT Certification exam	2	3	3
AMT 220 Concepts of Lean Manufacturing *Prepares students for NRTC CRPT Certification exam	3	0	3
EET 275 Intro to Robotics Manufacturing Technology *Prepares students for NRTC CRPT Certification Exam	2	3	3
EGR 175 Manufacturing Processes *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
IET 223 Industrial Safety *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
	22	6	24

**Minimum Total Credit Hours: 24**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
AMT 106 Manufacturing Workplace Skills	3	0	3
AMT 160 Principles of Quality and Continuous Improvement *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT 161 Computer Systems and Sensors *Prepares students for NRTC CRPT Certification exam	2	3	3
IET 223 Industrial Safety *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
	11	3	12

### SEMESTER 2 (Fall)

Course	Class	Lab	Credit
AMT 155 Principles of Maintenance *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
AMT 220 Concepts of Lean Manufacturing *Prepares students for NRTC CRPT Certification exam	3	0	3
EET 275 Intro to Robotics Manufacturing Technology *Prepares students for NRTC CRPT Certification Exam	2	3	3
EGR 175 Manufacturing Processes *Prepares students for MSSC Certification exam (Mfg. Skills Standards Council)	3	0	3
	11	3	12

**Minimum Total Credit Hours: 24**

## WELDING

### CERTIFICATE: Certificate in Applied Science with a major in Welding

This program will provide skills that will enable the student to produce structurally sound and quality welds.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

#### Other Requirements

- Does Not Require High School Diploma or GED (**NOTE:** Non-high school graduates or those who do not have a GED, must score 61 or better on the reading portion of the COMPASS test.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
WLD 102 Introduction to Welding	2	0	2
WLD 103 Print Reading I	1	0	1
WLD 104 Gas Welding and Cutting	0	6	2
WLD 105 Print Reading II	1	0	1
WLD 110 Welding Safety & Health	1	0	1
WLD 111 ARC Welding I	1	9	4
WLD 113 ARC Welding II	1	9	4
WLD 134 Inert Gas Welding Non-Ferrous	2	3	3
WLD 136 Advanced Inert Gas Welding	0	6	2
WLD 140 Weld Testing	1	0	1
WLD 160 Fabrication Welding	2	3	3
WLD 170 Qualification Welding	2	6	4
	14	42	28

**Minimum Total Credit Hours: 28**

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
WLD 102 Introduction to Welding	2	0	2
WLD 103 Print Reading I	1	0	1
WLD 104 Gas Welding and Cutting	0	6	2
WLD 110 Welding Safety & Health	1	0	1
WLD 111 ARC Welding I	1	9	4
WLD 140 Weld Testing	1	0	1
	6	15	11

#### SEMESTER 2 (Spring)

Course	Class	Lab	Credit
WLD 105 Print Reading II	1	0	1
WLD 113 ARC Welding II	1	9	4
WLD 134 Inert Gas Welding Non-Ferrous	2	3	3
WLD 160 Fabrication Welding	1	6	3
	5	18	11

#### SEMESTER 3 (Summer)

Course	Class	Lab	Credit
WLD 136 Advanced Inert Gas Welding	0	6	2
WLD 170 Qualification Welding	2	6	4
	2	12	6

**Minimum Total Credit Hours: 28**

## WELDING - MIG

### CERTIFICATE: Certificate in Applied Science with a major in Welding - MIG

This program will provide skills will enable the student to produce structurally sound and quality MIG welds.

### PREREQUISITES FOR ENTRANCE

#### Required Courses

High School: None  
College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

### COURSE REQUIREMENTS

#### Course Requirements

Course	Class	Lab	Credit
WLD 102 Introduction to Welding	2	0	2
WLD 103 Print Reading I	1	0	1
WLD 104 Gas Welding and Cutting	0	6	2
WLD 110 Welding Safety & Health	1	0	1
WLD 118 Gas Metal Arc Welding Ferrous I	1	9	4
WLD 136 Advanced Inert Gas Welding	0	6	2
WLD 160 Fabrication Welding	1	6	3
WLD 170 Qualification Welding	2	6	4
	8	33	19

**Minimum Total Credit Hours: 19**

### SEMESTER CURRICULUM

#### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
WLD 102 Introduction to Welding	2	0	2
WLD 104 Gas Welding and Cutting	0	6	2
WLD 110 Welding Safety & Health	1	0	1
WLD 118 Gas Metal Arc Welding Ferrous I	1	9	4
	4	15	9

#### SEMESTER 2 (Fall)

Course	Class	Lab	Credit
WLD 103 Print Reading I	1	0	1
WLD 136 Advanced Inert Gas Welding	0	6	2
WLD 160 Fabrication Welding	1	6	3
WLD 170 Qualification Welding	2	6	4
	4	18	10

**Minimum Total Credit Hours: 19**

## WELDING - PIPE WELDING

### CERTIFICATE: Certificate in Applied Science with a major in Pipe Welding

Purpose: This program is designed to train individuals with welding skills and experience in the practices and processes of pipe welding and pipe fitting. Students will build mastery by using ARC welding on steel pipe and TIG welding on steel and stainless steel pipe. Additional topics include pipe fitting skills and processes such as print reading, piping calculations, material takeoffs, material cutting processes, pipe beveling, and layout practices.

### PREREQUISITES FOR ENTRANCE

## Required Courses

High School: None

College: None

NOTE: A grade of "C" or better is required for each prerequisite course.

## Other Requirements

- Successful completion of One-Year Welding Diploma Program  
Or
- Successful passing of an open butt "V" groove weld test on 3/8" carbon steel plate in the vertical and overhead position – TIG the root and hot pass and SMAW with E7018 fill and cap and 4 or greater on Work Keys Math, 3 or greater on Work Keys Reading for Information, and a 3 or better on Work Keys Locating Information.

## COURSE REQUIREMENTS

### Course Requirements

Course	Class	Lab	Credit
WLD 154 Pipefitting	1	9	4
WLD 225 Pipe Welding I	1	9	4
WLD 228 Inert Gas Pipe Welding I	2	6	4
WLD 208 Advanced Pipe Welding	1	6	3
EGT 220 Structural & Pipe Applications	3	3	4
	8	33	19

**Minimum Total Credit Hours: 19**

## SEMESTER CURRICULUM

### SEMESTER 1 (Fall)

Course	Class	Lab	Credit
WLD 154 Pipefitting	1	9	4
WLD 225 Pipe Welding I	1	9	4
WLD 228 Inert Gas Pipe Welding I	2	6	4
WLD 208 Advanced Pipe Welding	1	6	3
EGT 220 Structural & Pipe Applications	3	3	4
	8	33	19

**Minimum Total Credit Hours: 19**

# Course Descriptions

The numbers at the far right across from the course title signify important information about the course. The first number is the lecture hours; the second number is the lab hours; and the third number is the total credit hours.

Courses marked with an asterisk (\*) are on the Statewide Articulation Agreement for transfer to all South Carolina Public Colleges/Universities. Other courses may be on an articulation agreement with an individual college/university. Check with the college/university where you plan to transfer regarding transferability of courses not marked with an asterisk (\*).

For most curriculum transfer courses, the appropriate Reading score is Compass Reading 81, SAT Verbal 480, ACT Verbal 20 or ASSET Reading 42; the appropriate Writing Score is Compass Writing 78, SAT Verbal 480, ACT Verbal 20 or ASSET Writing 46; and the appropriate Math Score is Compass Algebra 60, SAT Math 480, ACT Math 20 or Asset Numerical Algebra 49.

Required prerequisite courses must be completed with a minimum grade of "C" or better.

## AUTO BODY REPAIR (ABR)

**ABR 101 STRUCTURAL REPAIR I (3-6-5)**

This course is an introduction to modern unibody and full frame structural repair and alignment.

**ABR 102 MIG WELDING (2-3-3)**

This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

**ABR 103 SHEET METAL REPAIR I (2-6-4)**

This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

**ABR 108 REFINISHING I (2-3-3)**

This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.

**ABR 109 ACCESSORIES (2-3-3)**

This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles.

**ABR 111 STRUCTURAL REPAIR II (3-6-5)**

This course covers the application of procedures for measuring, straightening, aligning, and replacing necessary structural and cosmetic parts.

**ABR 113 SHEET METAL REPAIR II (2-6-4)**

This course covers the application of sheet metal replacement alignment.

**ABR 118 REFINISHING II (2-3-3)**

This course covers overall refinishing with the newest type paints.

**ABR 119 ESTIMATING REPAIRS (1-3-2)**

This course covers writing estimates on damaged vehicles using collision repair guides.

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## ACCOUNTING (ACC)

**\* ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements.

Prerequisite(s): ACC 112

**\* ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite(s): ACC 101

**ACC 111 ACCOUNTING CONCEPTS (3-0-3)**

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

**ACC 112 ORGANIZATIONAL ACCOUNTING (3-0-3)**

This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

Prerequisite(s): ACC 111

**ACC 115 MANAGERIAL ACCOUNTING (3-0-3)**

This course is a study of the types and uses of internal accounting information for management decision-making, including cost determination, cost control, performance evaluation, and financial planning.

Prerequisite(s): ACC 112

**ACC 150 PAYROLL ACCOUNTING (3-0-3)**

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

Prerequisite(s): ACC 111

**ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3)**

This course explores fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s): ACC 101

Corequisite(s): ACC 102

**ACC 230 COST ACCOUNTING I (3-0-3)**

This course is a study of the accounting principles involved in job order cost systems.

Prerequisite(s): ACC 112

**ACC 231 COST ACCOUNTING II (3-0-3)**

This course is a study of the accounting principles involving processing and standard

cost systems.

Prerequisite(s): ACC 230

**ACC 240 COMPUTERIZED ACCOUNTING (3-0-3)**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

Prerequisite(s): ACC 112

**ACC 265 NOT-FOR-PROFIT ACCOUNTING (3-0-3)**

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s): ACC 112

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## AIR CONDITIONING AND REFRIGERATION (ACR)

**ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5)**

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

**ACR 102 TOOLS & SERVICE TECHNIQUES (2-3-3)**

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

**ACR 104 PRINT READING FOR HVAC (0-3-1)**

This course covers reading and interpreting prints used in HVAC installation and maintenance.

**ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4)**

This course includes a basic study of electricity, including OHMS' Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

**ACR 107 WIRING DIAGRAMS (2-0-2)**

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

**ACR 110 HEATING FUNDAMENTALS (2-6-4)**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

**ACR 111 GAS HEATING PRINCIPLES (2-3-3)**

This course is a study of residential and commercial gas burners and their components.

**ACR 120 BASIC AIR CONDITIONING (3-3-4)**

This course is a study of various types of air conditioning equipment, including electrical components, schematics and service to the refrigerant circuit.

**ACR 131 COMMERCIAL REFRIGERATION (2-6-4)**

This course is a study of maintenance and repair of commercial refrigeration systems.

**ACR 140 AUTOMATIC CONTROLS (2-3-3)**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

**ACR 206 ADVANCED ELECTRICITY FOR HVAC/R (1-3-2)**

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

**ACR 210 HEAT PUMPS (2-6-4)**

This course is a study of theory and operational principles of the heat pump.

**ACR 220 ADVANCED AIR CONDITIONING (2-6-4)**

This course is an advanced study of air conditioning systems.

**ACR 221 RESIDENTIAL LOAD CALCULATIONS (1-3-2)**

This course is a study of heat losses/gains in residential structures.

**ACR 231 ADVANCED REFRIGERATION (1-9-4)**

This course is an in-depth study of commercial and industrial refrigeration equipment.

**ACR 240 ADVANCED AUTOMATIC CONTROLS (1-6-3)**

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

**ACR 250 DUCT FABRICATION (2-3-3)**  
This course covers the design, fabrication, and installation of air duct systems.

**ACR 251 SCWE IN HVAC (0-20-4)**  
This course includes supervised work experience at an approved work site in

accordance with specific documented requirements.

## ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)

**AET 101 BUILDING SYSTEMS I (3-0-3)**

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

**AET 102 BASIC BUILDING CODES (2-0-2)**

This course is an introduction to the standard building code, CABO, NFPA, ADA and other local code requirements.

**AET 111 ARCH COMPUTER GRAPHICS I (3-0-3)**

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

## ALLIED HEALTH SCIENCE (AHS)

**AHS 102 MEDICAL TERMINOLOGY (3-0-3)**

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

**AHS 108 NUTRITION (3-0-3)**

This course is a study of nutrition and diet therapy as related to health care.

**AHS 110 PATIENT CARE PROCEDURES (2-0-2)**

This course provides a study of the procedures and techniques used in the general care of the patient.

Corequisite(s): RAD 101

**AHS 113 HEAD AND NECK ANATOMY (0-3-1)**

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

**AHS 121 BASIC PHARMACOLOGY (2-0-2)**

This course covers the nature of drugs, their actions in the body and side effects.

Prerequisite(s): BIO 110, BIO 112, or BIO 210; Acceptance into the MED or HIM-Medical Coding curriculum

**AHS 126 HEALTH CALCULATIONS (0-3-1)**

This course is a study of the mathematical concepts needed in health science studies.

**AHS 131 COMPUTERS IN HEALTHCARE (3-0-3)**

This course is the study of hardware and software used in various healthcare settings including information systems, computerized medical interfaces, telemedicine, networking, as well as other basic computer applications.

**AHS 138 MEDICAL CODING BASICS (3-0-3)**

This course is a study of basic concepts of coding for medical/dental services for the health professions.

Prerequisite(s): MED 102, MED 114

**AHS 141 PHLEBOTOMY FOR THE HEALTH CARE PROVIDER (2-3-3)**

This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

**AHS 142 PHLEBOTOMY (2-0-2)**

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

Prerequisite(s): BIO 110

**AHS 144 PHLEBOTOMY PRACTICUM (2-9-5)**

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

Prerequisite(s): AHS 141

**AHS 145 ELECTROCARDIOGRAPHY (1-3-2)**

This course provides the basic skills necessary to perform ECG's in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECG's.

Prerequisite(s): BIO 110

**AHS 177 CARDIAC MONITORING APPLICATIONS (3-3-4)**

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms, and dysrhythmia recognition and equipment maintenance.

Prerequisite(s): BIO 110

**AHS 180 HEALTH CAREERS PREPARATION (3-0-3)**

This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.

**AHS 205 ETHICS AND LAW FOR ALLIED HEALTH PROFESSIONS (3-0-3)**

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

**AHS 205 ETHICS AND LAW FOR ALLIED HEALTH PROFESSIONALS (3-0-3)**

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

## AUTOMATED MANUFACTURING TECHNOLOGY (AMT)

**AMT 106 MANUFACTURING WORKPLACE SKILLS (3-0-3)**

This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

**AMT 155 PRINCIPLES OF MAINTENANCE (3-0-3)**

This course prepares students for the maintenance assessment leading to the Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students are equipped with the skills to ensure that manufacturing system maintenance processes fulfill customer and business requirements.

**AMT 160 PRINCIPLES OF QUALITY AND CONTINUOUS IMPROVEMENT (3-0-3)**

This course prepares students for an assessment leading to Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT). Students will be equipped with the skills to ensure the production and manufacturing systems meet quality system requirements as defined by business/customers.

**AMT 161 COMPUTER SYSTEMS AND SENSORS (2-3-3)**

This course prepares students for the National Robotics Training Center Certified Robotics Production Technician assessment in computer systems and sensors. Students are equipped with a working knowledge of robotic operating systems, control systems, power systems, and sensors.

**AMT 220 CONCEPTS OF LEAN MANUFACTURING (3-0-3)**

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

## ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

**AOT 100 INTRODUCTION TO KEYBOARDING (NON-DEGREE CREDIT) (3-0-3)**

This is an introductory course in touch keyboarding. Non-degree credit and non-AOT majors.

Prerequisite(s): Students having already taken AOT 105 and AOT 110 are not eligible to enroll in this course.

**AOT 105 KEYBOARDING (3-0-3)**

This course focuses on the mastery of touch keyboarding.

**AOT 110 DOCUMENT FORMATTING (3-0-3)**

This course emphasizes speed, accuracy, and developing document formatting skills

using keyboarding competencies.

Prerequisite(s): AOT 105

**AOT 122 MEDICAL TRANSCRIPTION I (3-0-3)**

This course provides experience in transcribing medical documents from dictation.

Prerequisite(s): AOT 105

Corequisite(s): AOT 110

**AOT 123 LEGAL TRANSCRIPTION (3-0-3)**

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation.

Prerequisite(s): AOT 120

**AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)**

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

**AOT 134 OFFICE COMMUNICATIONS (3-0-3)**

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Prerequisite(s): ENG 032 or appropriate placement score

**AOT 141 OFFICE PROCEDURES I (3-0-3)**

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

Prerequisite(s): AOT 105 , AOT 133

**AOT 162 BASIC INFORMATION PROCESSING (3-0-3)**

This is an entry-level course to introduce the user to basic computer information processing software applications. In addition to learning the software, the student will be introduced to correct formatting of documents and appropriate terminology used in the business world.

**AOT 163 WORD PROCESSING (3-0-3)**

This course introduces the concepts of word processing.

Prerequisite(s): AOT 105

Corequisite(s): AOT 110 strongly recommended

**AOT 165 INFORMATION PROCESSING SOFTWARE (3-0-3)**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

Prerequisite(s): AOT 110, AOT 163

**AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)**

This course emphasizes applications and features of information processing software.

Prerequisite(s): AOT 163

**AOT 170 SPEEDWRITING (3-0-3)**

This is an introductory course using the alphabet for rapid notetaking. Dictation and transcription of familiar and unfamiliar material are included.

Prerequisite(s): AOT 105

**AOT 180 CUSTOMER SERVICE (3-0-3)**

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal, and nonverbal communication skills, effective telephone techniques, and cultural diversity in the workplace.

**AOT 210 DOCUMENT PRODUCTION (3-0-3)**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s): AOT 110

**AOT 221 ADVANCED TRANSCRIPTION (3-0-3)**

This course emphasizes accuracy and speed development in transcribing business applications from dictation.

Prerequisite(s): AOT 120, AOT 134

**AOT 222 ADVANCED MEDICAL TRANSCRIPTION (3-0-3)**

This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation.

Prerequisite(s): AOT 110, AOT 122

**AOT 261 OFFICE SPREADSHEET APPLICATIONS (3-0-3)**

This course emphasizes the concepts of spreadsheets for information management in an office environment.

Prerequisite(s): MAT 032

**AOT 265 OFFICE DESKTOP PUBLISHING (3-0-3)**

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisite(s): AOT 210

**AOT 267 INTEGRATED INFORMATION PROCESSING (3-0-3)**

This course emphasizes the application of integrated computer software.

Prerequisite(s): AOT 167

**AOT 270 SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY (0-12-3)**

This course integrates office skills within an approved work site related to Administrative Office technology.

Prerequisite(s): AOT 110, AOT 141, AOT 163; Minimum 2.0 GPA; Student cannot be more than one course off schedule.

**AOT 271 SCWE IN ADMINISTRATIVE OFFICE TECHNOLOGY (2-8-4)**

This course integrates office skills within an approved work site related to Administrative Office technology.

Prerequisite(s): Minimum 2.0 GPA; Student cannot be more than one course off schedule for graduation.

## ART (ART)

**\* ART 101 ART HISTORY AND APPRECIATION (3-0-3)**

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, ENG 101 or appropriate placement score

## VISUAL ARTS (ARV)

**ARV 123 COMPOSITION AND COLOR (3-0-3)**

This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.

## AUTOMOTIVE TECHNOLOGY (AUT)

**AUT 102 ENGINE REPAIR (2-6-4)**

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

**AUT 103 ENGINE RECONDITIONING (2-6-4)**

This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of unit.

**AUT 112 BRAKING SYSTEMS (2-6-4)**

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

**AUT 116 MANUAL TRANSMISSION & AXLE (2-6-4)**

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

**AUT 122 SUSPENSION AND ALIGNMENT (2-6-4)**

This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

**AUT 131 ELECTRICAL SYSTEMS (2-3-3)**

This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

**AUT 141 INTRODUCTION TO HEATING & AIR CONDITIONING (2-6-4)**

This course is a basic study of the principles of heat transfer and refrigeration in Automotive Technology.

**AUT 145 ENGINE PERFORMANCE (2-3-3)**

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course.

**AUT 149 IGNITION AND FUEL SYSTEMS (2-6-4)**

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.

**AUT 152 AUTOMATIC TRANSMISSION (2-6-4)**

This course is a basic study of power flow and hydraulics, including torque converter operation.

**AUT 231 AUTOMOTIVE ELECTRONICS (2-6-4)**

This course includes the study of solid-state devices, microprocessors, and complete diagnostics using the latest available equipment.

**AUT 232 AUTOMOTIVE ACCESSORIES (1-3-2)**

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.

**AUT 247 ELECTRONIC FUEL SYSTEMS (2-6-4)**

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery.

**AUT 252 ADVANCED AUTOMATIC TRANSMISSION (2-6-4)**

This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.

**AUT 262 ADVANCED AUTO DIAGNOSIS & REPAIR (2-6-4)**

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

**AUT 268 SPECIAL TOPICS IN AUTOMOTIVES (2-3-3)**

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

## BANKING AND FINANCE (BAF)

**BAF 101 PERSONAL FINANCE (3-0-3)**

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

**BAF 260 FINANCIAL MANAGEMENT (3-0-3)**

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.

## BIOLOGY (BIO)

**BIO 100 INTRODUCTORY BIOLOGY (4-0-4)**

This is a course in general biology designed to introduce principles of biology. Emphasis is placed on the structure and function of the human body. This is a non-laboratory course. Non-degree credit.

**\* BIO 101 BIOLOGICAL SCIENCE I (3-3-4)**

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

**\* BIO 102 BIOLOGICAL SCIENCE II (3-3-4)**

This course is a study of the 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 (3-0-3)**

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. This is a non-laboratory course.

Prerequisite(s): BIO 100 or HS Biology

**BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4)**

This course is a basic integrated study of the structure and function of the human body.

Prerequisite(s): BIO 100 or HS Biology

**BIO 115 BASIC MICROBIOLOGY (2-3-3)**

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Emphasis is on the organ systems of the human body and their interrelationships.

Prerequisite(s): BIO 112 or BIO 211

**\* BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisite(s): BIO 101 or BIO 110 or BIO 112 or appropriate BIO placement test score or a bachelor's degree or appropriate SAT verbal score.

**\* BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)**

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisite(s): BIO 210

**\* BIO 225 MICROBIOLOGY (3-3-4)**

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s): BIO 211 or departmental permission

## BUSINESS (BUS)

**BUS 101 INTRODUCTION TO BUSINESS (3-0-3)**

This course is the study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

**BUS 110 ENTREPRENEURSHIP (3-0-3)**

This course is an introduction to the process of starting a small business, including forms of ownership and management.

**BUS 117 INNOVATION (3-0-3)**

This course will introduce techniques that foster the use of personal creativity in the development of new business ventures. Coursework will examine ways to generate, assess, and implement new ideas.

**BUS 123 BUSINESS LAW II (3-0-3)**

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

**BUS 128 EMPLOYMENT LAW (3-0-3)**

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

**BUS 136 COMPENSATION & BENEFITS ANALYSIS (3-0-3)**

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems, methods & procedures involved in establishing, administering, & controlling compensation & benefits systems within the organization.

**BUS 240 BUSINESS STATISTICS (3-0-3)**

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

Prerequisite(s): AOT 162, MAT 165

**BUS 250 INTRODUCTION TO INTERNATIONAL BUSINESS (3-0-3)**

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.



## CIVIL ENGINEERING TECHNOLOGY (CET)

### CET 105 SURVEYING I (2-3-3)

This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. This is the introductory course that covers basic surveying procedures and surveying computations.

Corequisite(s): MAT 110

### CET 125 FUNDAMENTALS OF BUILDING CONSTRUCTION (1-3-2)

This course covers an overview of building construction and its related fundamental process and documentation procedures.

### CET 205 SURVEYING II (3-3-4)

This course includes electro-optical instrumentation techniques and complex computations used in surveying.

Prerequisite(s): CET 105

### CET 216 SOIL MECHANICS (2-3-3)

This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing.

Prerequisite(s): MAT 110

### CET 218 HYDRAULICS (2-3-3)

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

Corequisite(s): MAT 111

### CET 235 CONSTRUCTION METHODS & ESTIMATING (2-3-3)

This course covers basic construction techniques with emphasis on cost estimating.

### CET 246 ENVIRONMENTAL SYSTEMS TECHNOLOGY (2-3-3)

This course covers a study of the sources, treatment, collection and distribution of water and wastewater.

Prerequisite(s): CHM 101, CET 218

### CET 250 TRANSPORTATION ENGINEERING TECHNOLOGY (2-3-3)

This course covers a study of the design factors required in planning and constructing transportation systems.

Prerequisite(s): EGT 105

### CET 255 SENIOR PROJECT IN CIVIL ENGINEERING TECHNOLOGY (0-3-1)

This course is designed to permit the student to do investigation and/or advanced study in an area of specialization in Civil Engineering Technology.

Prerequisite(s): 55 or more credit hours completed in the curriculum

## CHEMISTRY (CHM)

### CHM 100 INTRODUCTORY CHEMISTRY (3-3-4)

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Non-degree credit.

### CHM 101 GENERAL CHEMISTRY I (3-3-4)

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria.

### \* CHM 105 GENERAL ORGANIC AND BIOCHEMISTRY (3-3-4)

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite(s): CHM 100 or HS chemistry

### \* CHM 111 COLLEGE CHEMISTRY I (3-3-4)

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): MAT 102 or MAT 110

### \* CHM 111 COLLEGE CHEMISTRY II (3-3-4)

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, MAT 110

## COLLEGE (COL)

### COL 103 COLLEGE SKILLS (3-0-3)

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course is required for students enrolled in any 0-level course.

Corequisite(s): (Engineering Technology students only: MAT 102)

## COMPUTER TECHNOLOGY (CPT)

### CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

This course covers basic computer history, theory and applications, including word processing spreadsheets, data bases and operating systems.

### CPT 104 INTRODUCTION TO INFORMATION TECHNOLOGY (3-0-3)

This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

NOTE: Mandatory for students not meeting NSM Program entrance requirements.

### CPT 162 INTRODUCTION TO WEB PAGE PUBLISHING (3-0-3)

This course is a study of the fundamentals of web page design and implementation.

Prerequisite(s): Must meet all entrance requirements for the NSM curriculum

### CPT 163 INTRODUCTION TO MULTIMEDIA FOR WEB PAGES (3-0-3)

This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective web pages.

Prerequisite(s): CPT 162; Can be taken as a NSM elective

### CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisite(s): Must meet all entrance requirements for the NSM curriculum

### CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

Note: May not be used for credit in any NSM degree or certificate program

### CPT 186 VISUAL BASIC.NET I (3-0-3)

This course introduces the student to development of visual basic windows applications using the Microsoft.net framework.

Prerequisite(s): CPT 168

### CPT 232 C++ PROGRAMMING I (3-0-3)

This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings.

### CPT 238 INTERNET SCRIPTING (3-0-3)

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting.

Prerequisite(s): CPT 162

### CPT 240 INTERNET PROGRAMMING WITH DATABASES (3-0-3)

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser.

Prerequisite(s): CPT 162, CPT 168, CPT 242

**CPT 242 DATABASE (3-0-3)**

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

Prerequisite(s): CPT 168

**CPT 257 OPERATING SYSTEMS (3-0-0)**

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Prerequisite(s): CPT 285

**CPT 285 PC HARDWARE CONCEPTS (3-0-0)**

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisite(s): CPT 104; Must meet all entrance requirements for the NSM curriculum

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## CRIMINAL JUSTICE (CRJ)

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

**CRJ 102 INTRODUCTION TO SECURITY (3-0-3)**

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.

**CRJ 115 CRIMINAL LAW I (3-0-3)**

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

**CRJ 120 CONSTITUTIONAL LAW (3-0-3)**

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined.

**CRJ 125 CRIMINOLOGY (3-0-3)**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 130 POLICE ADMINISTRATION (3-0-3)**

This course is a study of the organization, administration and management of law enforcement agencies.

**CRJ 210 THE JUVENILE AND THE LAW (3-0-3)**

This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

**CRJ 222 ETHICS IN CRIMINAL JUSTICE (3-0-3)**

This course is a study of the application of ethical theories to the criminal justice profession.

**CRJ 224 POLICE COMMUNITY RELATIONS (3-0-3)**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

**CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

**CRJ 236 CRIMINAL EVIDENCE (3-0-3)**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Prerequisite(s): CRJ 115 or CRJ 120

**CRJ 239 TERRORISM & HOMELAND SECURITY (3-0-3)**

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an "all hazards" approach to protecting people and assets.

**CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)**

This course is an introduction to aspects of the correctional function in criminal

justice, including organization, process, procedure, and clients incarcerated and on conditional release.

**CRJ 244 PROBATION, PARDON AND PAROLE (3-0-3)**

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

**CRJ 246 SPECIAL PROBLEMS IN CRIMINAL JUSTICE (3-0-3)**

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and or other dynamic factors of such issues.

Prerequisite(s): Student must be a senior.

**CRJ 250 CRIMINAL JUSTICE INTERNSHIP I (1-8-3)**

This course includes practical experience in a criminal justice or private security setting.

Prerequisite(s): ENG 101; Minimum 2.0 GPA; All required 1st and 2nd semester CRJ courses completed

**CRJ 251 CRIMINAL JUSTICE INTERNSHIP II (1-8-3)**

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisite(s): ENG 101, CRJ 250; Minimum 2.0 GPA; All required 1st and 2nd semester CRJ courses completed

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## COOPERATIVE WORK EXPERIENCE (CWE)

**CWE 111 COOPERATIVE WORK EXPERIENCE I (0-5-1)**

This course includes cooperative work experience in an approved setting.

**CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2)**

This course includes cooperative work experience in an approved setting.

**CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4)**

This course includes cooperative work experience in an approved setting.

**CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4)**

This course includes cooperative work experience in an approved setting.

**CWE 214 COOPERATIVE WORK EXPERIENCE III (0-20-4)**

This course includes cooperative work experience in an approved setting.

**CWE 224 COOPERATIVE WORK EXPERIENCE IV (0-20-4)**

This course includes cooperative work experience in an approved setting.

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## DENTAL ASSISTING TECHNOLOGY (DAT)

**DAT 112 INTEGRATED HUMAN SCIENCES (3-3-4)**

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

**DAT 113 DENTAL MATERIALS (3-3-4)**

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

**DAT 115 ETHICS & PROFESSIONALISM (1-0-1)**

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The State Dental Practice Act is reviewed.

**DAT 118 DENTAL MORPHOLOGY (1-3-2)**

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

**DAT 121 DENTAL HEALTH EDUCATION (1-3-2)**

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

**DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2)**

This course provides a study of the business aspect of a dental office.

**DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3)**

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

**DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1)**

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

**DAT 127 DENTAL RADIOGRAPHY (3-3-4)**

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Prerequisite(s): DAT 112

**DAT 154 CLINICAL PROCEDURES I (2-6-4)**

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.

**DAT 164 CLINICAL PROCEDURES II (1-9-4)**

This course introduces the instruments and chairside procedures of the dental specialties.

Prerequisite(s): DAT 154

**DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7)**

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): DAT 154, DAT 164

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## DENTAL HYGIENE (DHG)

**DHG 115 MEDICAL & DENTAL EMERGENCIES (2-0-2)**

This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

Prerequisite(s): AHS 113, DHG 125, DHG 154

**DHG 121 DENTAL RADIOGRAPHY (2-3-3)**

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

Prerequisite(s): AHS 113, DHG 125

**DHG 125 TOOTH MORPHOLOGY & HISTOLOGY (1-3-2)**

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

**DHG 140 GENERAL & ORAL PATHOLOGY (2-0-2)**

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

Prerequisite(s): BIO 115, BIO 210, BIO 211

**DHG 141 PERIODONTOLOGY (2-0-2)**

This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

Corequisite(s): BIO 115

**DHG 143 DENTAL PHARMACOLOGY (2-0-2)**

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

Prerequisite(s): CHM 105

**DHG 154 PRECLINICAL DENTAL HYGIENE (2-6-4)**

This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses.

**DHG 165 CLINICAL DENTAL HYGIENE I (2-9-5)**

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

Prerequisite(s): DHG 154

**DHG 175 CLINICAL DENTAL HYGIENE II (2-9-5)**

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

Prerequisite(s): CHM 105, DHG 165

**DHG 230 PUBLIC HEALTH DENTISTRY (3-0-3)**

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

Prerequisite(s): DHG 231, DHG 241, MAT 155

**DHG 231 DENTAL HEALTH EDUCATION (0-3-1)**

This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.

Prerequisite(s): DHG 154, DHG 164, DHG 175

**DHG 239 DENTAL ASSISTING FOR DHG'S (1-3-2)**

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

Prerequisite(s): CHM 105, DHG 175

**DHG 241 INTEGRATED DENTAL HYGIENE I (0-3-1)**

This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

Prerequisite(s): DHG 154, DHG 165

Corequisite(s): DHG 143, DHG 175

**DHG 242 INTEGRATED DENTAL HYGIENE II (0-3-1)**

This course provides for the integration of the basic and dental hygiene sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

Prerequisite(s): DHG 154, DHG 165, DHG 175, DHG 255

**DHG 243 NUTRITION & DENTAL HEALTH (2-0-2)**

This course provides a study of nutrients, their nature, source and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

Prerequisite(s): BIO 210, BIO 211, CHM 105

**DHG 255 CLINICAL DENTAL HYGIENE III (1-12-5)**

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

Prerequisite(s): DHG 175

**DHG 265 CLINICAL DENTAL HYGIENE IV (1-12-5)**

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

Prerequisite(s): DHG 255

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## DIESEL-HEAVY EQUIPMENT MAINTENANCE (DHM)

**DHM 101 INTRO TO DIESEL ENGINES (2-6-4)**

This course is an introduction to diesel engine design and operation principles.

**DHM 105 DIESEL ENGINES I (2-3-3)**

This course covers the basic study of diesel engine design and operating principles.

**DHM 107 DIESEL EQUIPMENT SERVICE AND DIAGNOSIS (2-3-3)**

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

**DHM 111 INTRODUCTION TO CATERPILLAR (1.5-1.5-2)**

This course provides instruction and lab experience in shop safety, shop operations and how to obtain Caterpillar service information.

**DHM 125 DIESEL FUEL SYSTEMS (2-3-3)**

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

**DHM 151 DRIVE TRAINS (2-6-4)**

This course is a study of the theory and repair of drive train systems.

**DHM 156 FUNDAMENTALS OF TRANSMISSIONS AND TORQUE CONVERTERS (2-3-3)**

This course is a study of various transmissions, torque converters, and differentials used in Caterpillar equipment, including constant mesh, sliding gear, hydrostatic, and synchromesh and newer transmissions involving planetaries. An understanding of the operation, maintenance, and adjustment of the clutch and brakes will be an integral part of this course.

**DHM 173 ELECTRICAL SYSTEMS I (2-3-3)**

This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

**DHM 205 DIESEL ENGINES II (1-6-3)**

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

**DHM 225 ELECTRONIC FUEL SYSTEMS (2-3-3)**

This course covers the theory and practical application of electronic fuel power systems.

**DHM 231 DIESEL AIR CONDITIONING (1-3-2)**

This course is a study of diesel air conditioning theory, maintenance, troubleshooting, and repair procedures.

**DHM 251 SUSPENSION AND STEERING (2-3-3)**

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

**DHM 255 AIR BRAKES SYSTEMS (2-3-3)**

This course is a study of air compressors, valves, electrical controls and brake designs.

**DHM 265 HYDRAULIC SYSTEMS (2-3-3)**

This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

**DHM 266 MACHINE HYDRAULIC SYSTEMS (2-3-3)**

This course is a study of inspecting, testing and servicing hydraulic circuits, systems and components unique to Caterpillar equipment. Appropriate testing procedures and equipment are utilized in the course.

**DHM 267 UNDERCARRIAGE/FINAL DRIVE (2-3-3)**

This course is a study of the suspension systems found on Caterpillar equipment. The course will cover brakes, tracks, suspension, and steering components.

**DHM 268 CATERPILLAR ENGINE PERFORMANCE (1-3-2)**

This course is a study of diagnostic skills required to properly troubleshoot Caterpillar engines and fuel systems. Emphasis is on assuring product reliability and performance.

**DHM 269 DIAGNOSTIC TESTING (1-3-2)**

This course will study the practical use of specific diagnostic equipment for analyzing and repairing Caterpillar machine and engine systems.

**DHM 270 CATERPILLAR MACHINE SPECIFIC SYSTEMS (2-3-3)**

This course is designed to develop knowledge and skills used to test and adjust machine systems on various different types of Caterpillar machines.

**DHM 273 ELECTRICAL SYSTEMS II (2-3-3)**

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment (Caterpillar machines, electronic engines and monitoring systems). Troubleshooting and repair techniques are included.

Prerequisite(s): DHM 173

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## EARLY CHILDHOOD

## DEVELOPMENT (ECD)

**ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)**

This course is an overview of growth and development, developmentally-appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

**ECD 102 GROWTH & DEVELOPMENT I (2-3-3)**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

**ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3)**

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.

**ECD 107 EXCEPTIONAL CHILDREN (2-3-3)**

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

**ECD 109 ADMINISTRATION & SUPERVISION (3-0-3)**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

**ECD 131 LANGUAGE ARTS (2-3-3)**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

**ECD 132 CREATIVE EXPERIENCES (2-3-3)**

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

**ECD 133 SCIENCE & MATH CONCEPTS (2-3-3)**

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

**ECD 135 HEALTH, SAFETY AND NUTRITION (3-0-3)**

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.

**ECD 200 CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3)**

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

**ECD 203 GROWTH & DEVELOPMENT II (2-3-3)**

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.

**ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (2-3-3)**

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

**ECD 207 INCLUSIVE CARE (2-3-3)**

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

**ECD 237 METHODS AND MATERIALS (3-0-3)**

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 SUPERVISED FIELD EXPERIENCE I (1-8-3)**

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): Departmental approval

**ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (3-0-3)**

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

NOTE: Departmental Approval for **Early Childhood Option** consists of successful completion ("C" or better) of the following courses: ENG 101, HUS 110, PSY 105, PSY 201, and PSY 230.

NOTE: Departmental Approval for **Early Childhood Development (diploma or certificate)** consists of an overall 2.0 GPA in ECD courses and successful completion ("C" or better) of ENG and PSY courses.

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## ECONOMICS (ECO)

**ECO 201 ECONOMIC CONCEPTS (3-0-3)**

This course is a study of micro- and macro-economic concepts and selected economic problems.

**\* ECO 210 MACROECONOMICS (3-0-3)**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

**\* ECO 211 MICROECONOMICS (3-0-3)**

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.

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## INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)

**EEM 251 PROGRAMMABLE CONTROLLERS (2-3-3)**

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): ELT 111

**EEM 273 ADVANCED PROCESS CONTROL (2-3-3)**

This course covers the application of control systems and process control. An overview covering the use of analytical and calibration equipment is included.

Prerequisite(s): EEM 251

Corequisite(s): EIT 220

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## ELECTRONICS ENGINEERING TECHNOLOGY (EET)

**EET 101 BASIC ELECTRONICS (1-3-2)**

This course is a survey of electrical and electronic circuits and measurement methods for non-electronics engineering technology students. Circuits are constructed and tested.

**EET 103 INTRODUCTION TO ELECTRONICS (2-3-3)**

This course is an introduction to simple linear circuits, voltage, current, resistance, ohm's law, power, AC versus DC, linear solutions to diode, transistor circuits, ideal operational amplifiers and essential terminology.

**EET 113 ELECTRICAL CIRCUITS I (3-3-4)**

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.

Corequisite(s): MAT 110

**EET 114 ELECTRICAL CIRCUITS II (3-3-4)**

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): EET 113

**EET 131 ACTIVE DEVICES (3-3-4)**

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.

Corequisite(s): EET 113 or MAT 110

**EET 141 ELECTRONIC CIRCUITS (3-3-4)**

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)**

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip flops, counters, and registers. Circuits are modeled, constructed, and tested.

Prerequisite(s): MAT 102

**EET 218 ELECTRICAL POWER SYSTEMS (3-3-4)**

This course is a study of power generation, transmission, transformers, distribution, and motor controls.

Prerequisite(s): EET 113

**EET 220 ANALOG INTEGRATED CIRCUITS (2-3-3)**

This course includes analysis, application, and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed, and tested.

Prerequisite(s): EET 113

**EET 231 INDUSTRIAL ELECTRONICS (3-3-4)**

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 113

**EET 235 PROGRAMMABLE CONTROLLERS (2-3-3)**

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

Prerequisite(s): EET 113

**EET 241 ELECTRONIC COMMUNICATIONS (3-3-4)**

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)**

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): MAT 110

**EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4)**

This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s): EET 145

**EET 273 ELECTRONICS SENIOR PROJECT (0-3-1)**

This course includes the construction and testing of an instructor-approved project.

Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

**EET 274      SELECTED TOPICS IN ELECTRICAL/  
ELECTRONICS ENGINEERING  
TECHNOLOGY      (2-3-3)**

This course is a study of current topics related to EET. Technical aspects of practical applications are discussed.

Prerequisite(s): 50 or more credit hours completed in the curriculum, or instructor permission

**EET 275      INTRO TO ROBOTICS MANUFACTURING  
TECHNOLOGY      (2-3-3)**

This course introduces required skills for robotics manufacturing technicians. Instruction includes integrated content from electrical, mechanical, photonic, and geospatial systems. Students will experience industry simulations and practical application of content.

Prerequisite(s): AMT 161

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## ENGINEERING (GENERAL) TECHNOLOGY (EGR)

**EGR 104      ENGINEERING TECHNOLOGY  
FOUNDATIONS      (2-3-3)**

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.

Corequisite(s): MAT 104

**EGR 105      SAFETY IN WORKPLACE      (1-0-1)**

This course is a survey of safety regulations and personal safety.

**EGR 120      ENGINEERING COMPUTER APPLICATIONS      (3-0-3)**

This course includes the utilization of applications software to solve Engineering Technology problems.

**EGR 170      ENGINEERING MATERIALS      (2-3-3)**

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

Prerequisite(s): ENG 101

**EGR 175      MANUFACTURING PROCESSES      (3-0-3)**

This course includes the processes, alternatives, and operations in the manufacturing environment.

Prerequisite(s): ENG 101

**EGR 181      INTEGRATED TECHNOLOGY I      (0-3-1)**

This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics.

Corequisite(s): ENG 101, MAT 110, PHY 201

**EGR 182      INTEGRATED TECHNOLOGY II      (0-3-1)**

This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics.

Prerequisite(s): EGR 181

Corequisite(s): (Civil Engineering Technology students only: CHM 101, ENG 260, MAT 111; All other Engineering Technology students: ENG 260, MAT 111, PHY 202)

**EGR 183      INTEGRATED TECHNOLOGY III      (0-3-1)**

This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Computer and research skills are practiced. Technical presentation skills are utilized.

Prerequisite(s): EGR 182

**EGR 194      STATICS & STRENGTH OF MATERIALS      (3-3-4)**

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 110

**EGR 255      ENGINEERING TECHNOLOGY SENIOR  
SYSTEMS PROJECT      (0-6-2)**

This course includes an instructor-approved project which is designed, specified, constructed and tested.

Prerequisite(s): 55 or more credit hours completed in the curriculum

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## ENGINEERING GRAPHICS TECHNOLOGY (EGT)

**EGT 101      BASIC TECHNICAL DRAWING      (0-6-2)**

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

**EGT 105      BASIC CIVIL DRAFTING      (1-3-2)**

This course covers the application of drawing techniques to structures, map topography, and other Civil applications.

Prerequisite(s): EGR 181 or EGT 151

**EGT 106      PRINT READING & SKETCHING      (3-0-3)**

This course covers the interpretation of basic Engineering drawings and sketching techniques for making multi-view pictorial representations.

**EGT 115      ENGINEERING GRAPHICS II      (2-6-4)**

This course in Engineering Graphics science includes additional drawing techniques for industrial applications.

Prerequisite(s): EGT 101

**EGT 150      BASIC CAD      (1-3-2)**

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.

**EGT 151      INTRODUCTION TO CAD      (2-3-3)**

This course covers the operation of a Computer Aided Drafting system. The course includes interaction with a CAD station to produce technical drawings.

**EGT 210      ENGINEERING GRAPHICS III      (2-6-4)**

This advanced course in Engineering Graphics science covers the production of technical working drawings.

Prerequisite(s): EGT 115

**EGT 220      STRUCTURAL & PIPING APPLICATIONS  
FOR PIPE FITTING      (3-3-4)**

This is advanced drawing course that covers structural steel and process piping applications.

**EGT 250      CAD APPLICATIONS      (1-3-2)**

This course covers advanced topics such as creating 3-D wire framed constructions, using shading techniques, creating user coordinate systems, and computer animations.

Prerequisite(s): EGT 210, EGT 105

**EGT 252      ADVANCED CAD      (2-3-3)**

This course covers advanced concepts of CAD software and applications.

Prerequisite(s): EGT 151

**EGT 280      INTRODUCTION TO RAPID PROTOTYPING      (1-0-1)**

This course provides an overview of rapid prototyping technologies and applications.

**EGT 282      RAPID PROTOTYPING I      (3-3-4)**

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3-D modeling applications to produce working prototypes.

**EGT 283      RAPID PROTOTYPING II      (3-3-4)**

This course includes an advanced series of problems and exercises requiring the production of prototypes of architectural models, mechanical devices, and structural applications.

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## ELECTRONIC INSTRUMENTATION

## TECHNOLOGY (EIT)

### EIT 110 PRINCIPLES OF INSTRUMENTATION (2-3-3)

This course is a study of various types of instruments and gauges used by industrial facilities. Basic principles of pneumatic, electronic and mechanically operated devices are covered.

Prerequisite(s): ELT 130

### EIT 220 CONTROL PRINCIPLES (2-3-3)

This course is a study of the static and dynamic conditions of process control loops. The step-analysis method of finding time constants and frequency response analysis are covered.

Prerequisite(s): EEM 251

Corequisite(s): EET 273

## ELECTRICAL TECHNOLOGY (ELT)

### ELT 105 LOGIC & DIGITAL CIRCUITS (3-3-4)

This course includes an introduction to number systems, math, gates, combinational logic, and flip-flops.

### ELT 107 INTRODUCTION TO ELECTRONIC COMMUNICATIONS (3-3-4)

This course provides an introduction to principles of amplitude, frequency, phase modulation transmitters, transmission lines, and antennae systems.

Prerequisite(s): ELT 111

### ELT 111 DC/AC CIRCUITS (3-3-4)

This course is an introduction to DC and AC circuits and the components and devices used therein.

Corequisite(s): MAT 101 or MAT 170

### ELT 130 BASIC CIRCUITS (2-3-3)

This course is a study of basic circuit concepts - combining individual components into a functional circuit.

Corequisite(s): MAT 101 or MAT 170

### ELT 204 INDUSTRIAL ELECTRONICS (3-3-4)

This course is a study of the industrial applications and uses of various electronic devices and circuitry, including motor controls, industrial control circuitry, and switching circuitry.

Prerequisite(s): ELT 111

## ENGLISH (ENG)

### ENG 032 DEVELOPMENTAL ENGLISH (3-0-3)

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. Non-degree credit.

Prerequisite(s): Appropriate placement scores

Corequisite(s): COL 103

### ENG 100 INTRODUCTION TO COMPOSITION (3-0-3)

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit.

Prerequisite(s): ENG 032 or appropriate placement scores

### \* ENG 101 ENGLISH COMPOSITION I (3-0-3)

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.

Prerequisite(s): ENG 100 and appropriate reading score, or appropriate English/ Writing and Reading scores

Corequisite(s): (Engineering Technology students only: EGR 181, MAT 110, PHY 201)

### \* ENG 102 ENGLISH COMPOSITION II (3-0-3)

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 155 COMMUNICATIONS I (3-0-3)

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisite(s): ENG 032 or appropriate placement scores

### ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Prerequisite(s): ENG 100 and appropriate reading score, or appropriate English/ Writing and Reading scores

### ENG 170 BUSINESS COMMUNICATIONS (3-0-3)

This course presents a comprehensive survey of business English usage and communication skills.

### \* ENG 201 AMERICAN LITERATURE I (3-0-3)

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)

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)

This is a (College Transfer) 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)

This is a (College Transfer) 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)

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)

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 102

### \* ENG 214 FICTION (3-0-3)

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

### \* ENG 218 DRAMA (3-0-3)

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

### \* ENG 222 POETRY (3-0-3)

This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite(s): ENG 102

### \* ENG 230 WOMEN IN LITERATURE (3-0-3)

This course is a critical study of women's writings examined from historical, social, and psychological points of view.

Prerequisite(s): ENG 102

### ENG 234 SURVEY IN MINORITY LITERATURE (3-0-3)

This course is a critical study of minority writings examined from historical, social, and psychological points of view.

Prerequisite(s): ENG 102

**\* ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3)**

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)**

This course presents an introduction to creative writing in various genres.

Prerequisite(s): ENG 101

**\* ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3)**

This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite(s): ENG 101 or ENG 160

Corequisite(s): (Civil Engineering Technology students only: CHM 101, EGR 182, MAT 111; All other Engineering Technology students: EGR 182, MAT 111, PHY 202)

## FRENCH (FRE)

**\* FRE 101 ELEMENTARY FRENCH I (4-0-4)**

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, ENG 101 or appropriate placement score

**\* FRE 102 ELEMENTARY FRENCH II (4-0-4)**

This course continues the development of basic language skills and includes a study of French Culture.

Prerequisite(s): FRE 101

## GEOGRAPHY (GEO)

**\* GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3)**

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**\* GEO 102 WORLD GEOGRAPHY (3-0-3)**

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## GERMAN (GER)

**GER 100 GERMAN LANGUAGE USAGE FOR BUSINESS (1-0-1)**

This course is a basic study of the German language in the context of business-to-business relationships of American businesses. The course includes basic grammar, pronunciation, a review of common German expressions, usage of English-German dictionaries, and residential living skills. Non-degree credit.

## GEOGRAPHIC MAPPING TOOLS (GMT)

**GMT 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3-0-3)**

This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

**GMT 103 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (3-0-3)**

This course introduces global positioning systems and remote sensing and their applications to GIS.

Prerequisite(s): GMT 101

**GMT 115 FUNDAMENTALS OF CARTOGRAPHY & PHOTOGRAMMETRY/IMAGING (4-0-4)**

This course is a study of the introduction to the principles of map construction and the use of aerial photography and imaging technologies in map preparation, a review of map compilation and symbolization, projections and coordinate systems, use of maps, photography and imaging products to present thematic information.

Prerequisite(s): GMT 101

**GMT 240 GEOGRAPHIC INFORMATION SYSTEMS ANALYSIS AND REPORTING (4-0-4)**

This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting.

**GMT 261 SPECIAL TOPICS RELATED TO GIS (1-0-1)**

This course is designed to provide special topics to keep students abreast of state-of-the-art concepts and applications in the GIS/GPS field.

Prerequisite(s): GMT 103, GMT 115

## HEALTH INFORMATION MANAGEMENT (HIM)

**HIM 110 HEALTH INFORMATION SCIENCE I (2-3-3)**

This course provides an in-depth study of the content, storage, retrieval, control, and retention of health information systems.

**HIM 130 BILLING AND REIMBURSEMENT (3-0-3)**

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisite(s): HIM 102, HIM 110

**HIM 135 MEDICAL PATHOLOGY (3-0-3)**

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

Prerequisite(s): BIO 112 (or BIO 210 & BIO 211), HIM 102, HIM 110

**HIM 140 CURRENT PROCEDURAL TERMINOLOGY I (3-0-3)**

This course provides a basic study of the CPT and HSPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

**HIM 150 CODING PRACTICUM I (0-9-3)**

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

Prerequisite(s): HIM 130, HIM 135, HIM 216

Corequisite(s): HIM 225

**HIM 216 CODING & CLASSIFICATION I (2-3-3)**

This course includes a study of disease and procedural coding and classification systems.

Prerequisite(s): AHS 102, BIO 112 (or BIO 210 & BIO 211), HIM 102, HIM 110

**HIM 225 CODING & CLASSIFICATION II (2-3-3)**

This course provides a study of advanced coding and classification systems.

Prerequisite(s): HIM 130, HIM 135, HIM 216

Corequisite(s): HIM 150

**HIM 266 COMPUTERS IN HEALTH CARE (2-3-3)**

This course covers hardware and software components of computers for medical record

Prerequisite(s): AHS 102, BIO 210, BIO 211, CPT 170

## HISTORY (HIS)

**\* HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)**

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 100, ENG 101 or appropriate placement score



**\* HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3)**

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 100, ENG 101 or appropriate placement score

**HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)**

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, ENG 101 or appropriate placement score

**\* HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877(3-0-3)**

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 100, ENG 101 or appropriate placement score

**\* HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)**

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 100, ENG 101 or appropriate placement score

**HIS 222 GLOBAL WOMEN'S HISTORY (3-0-3)**

This course examines the history of women and their roles in society from ancient to modern times, focusing on attitudes toward women and how gender has affected life opportunities. It follows the development of women's roles in contemporary society.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**HIS 230 THE AMERICAN CIVIL WAR (3-0-3)**

This course explores the history of the Civil War from the election of 1860 through the end of reconstruction in 1877.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## HUMANITIES AND SOCIAL SCIENCES (HSS)

**HSS 205 TECHNOLOGY AND SOCIETY (3-0-3)**

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments.

Prerequisite(s): RDG 032 or appropriate reading score

## HUMAN SERVICES (HUS)

**HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3)**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

**HUS 110 ORIENTATION TO HUMAN SERVICES (1-0-1)**

This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities.

**HUS 134 ACTIVITY THERAPY (3-0-3)**

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

**HUS 150 SUPERVISED FIELD PLACEMENT I (1-8-3)**

This course includes work experience assignments by students in selected human services agencies.

Prerequisite(s): MAT 032, Departmental approval

**HUS 205 GERONTOLOGY (3-0-3)**

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

**HUS 206 DEATH AND DYING (3-0-3)**

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

**HUS 208 ALCOHOL AND DRUG ABUSE (3-0-3)**

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

**HUS 251 SUPERVISED FIELD PLACEMENT II (1-12-4)**

This course includes work experience assignments in selected human services agencies.

Prerequisite(s): MAT 032, Departmental approval

**HUS 255 SUPERVISED FIELD PLACEMENT III (1-12-4)**

This course includes work assignments in selected human services agencies.

Prerequisite(s): MAT 032, Departmental approval

NOTE: Departmental Approval for **HUS majors only** consists of successful completion ("C" or better) of the following courses: ENG 101, HUS 101, HUS 110, PSY 105, PSY 201, PSY 218, PSY 230, and PSY 235.

## INDUSTRIAL ELECTRONICS TECHNOLOGY (IET)

**IET 223 INDUSTRIAL SAFETY (3-0-3)**

This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health (OSHA) is included.

## INDUSTRIAL MANUFACTURING (IMG)

**IMG 105 QUALITY CONTROL CONCEPTS AND TECHNIQUES (3-0-3)**

This course is a study of the scope, function, processes, techniques, and methods used for quality control.

## INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT)

**IMT 102 INDUSTRIAL SAFETY (2-0-2)**

This course covers safety awareness and practices found in industry.

**IMT 110 INDUSTRIAL INSTRUMENTATION (3-0-3)**

This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

**IMT 114 BENCHWORK AND ASSEMBLY (1-3-2)**

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

**IMT 131 HYDRAULICS & PNEUMATICS (3-3-4)**

This course covers the basic technology and principles of hydraulics and pneumatics.

**IMT 140 INDUSTRIAL ELECTRICITY (3-6-5)**

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

**IMT 141 ELECTRICAL CONTROL DEVICES (3-6-5)**

This course covers principles and applications of electrical motor control circuits and the industrial equipment.

**IMT 161 MECHANICAL POWER APPLICATIONS (3-3-4)**

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

**IMT 202 ELECTRICAL TROUBLESHOOTING (2-6-4)**

This course covers diagnosing an electrical problem using prints and electrical techniques.

**IMT 203 MECHANICAL TROUBLESHOOTING (2-6-4)**

This course covers diagnosing a mechanical problem using prints and electrical techniques.

**IMT 210 BASIC INDUSTRIAL SKILLS I (2-3-3)**

This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101-04, 00102-04)

**IMT 211 BASIC INDUSTRIAL SKILLS II (2-3-3)**

This course is designed to give students an introduction to power tools, blueprints, and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00107-04, 00108-04)

**IMT 212 ELECTRICAL THEORY (2-3-3)**

This course is the study of electrical safety, hand bending, fasteners and anchors, electrical theory one and electrical theory two. (Note: Course is aligned with NCCER modules 32102, 32103, 32104, and 32105)

**IMT 214 INDUSTRIAL WIRING (1-6-3)**

This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. (Note: Course is aligned with NCCER modules 32201, 32202, and 32203)

**IMT 233 PROGRAMMABLE LOGIC CONTROLLERS (2-3-3)**

This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems. (Note: Course is aligned with NCCER module 32508).

## INFORMATION SYSTEMS TECHNOLOGY (IST)

**IST 101 ORIENTATION TO IT PROFESSIONS (3-0-3)**

This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.

NOTE: Mandatory for students not meeting NSM Program entrance requirements

**IST 150 PROJECT MANAGEMENT ESSENTIALS FOR IT PROFESSIONALS (3-0-3)**

This course is the study of integrated project management for computer technology professionals with emphasis on the methods and software used by IT professionals including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors.

Prerequisite(s): Must meet all entrance requirements for the NSM curriculum

**IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3)**

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): Must meet all entrance requirements for the NSM curriculum

**IST 202 CISCO ROUTER CONFIGURATION (3-0-3)**

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): CPT 285, IST 201

Corequisite(s): CPT 257

**IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3)**

This course is a study of configuring Cisco routers.

Prerequisite(s): IST 202

**IST 204 CISCO TROUBLESHOOTING (3-0-3)**

This course is a study of troubleshooting network problems.

Prerequisite(s): IST 203

**IST 209 FUNDAMENTALS OF WIRELESS LANS (3-0-3)**

This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

Prerequisite(s): IST 203

**IST 225 INTERNET COMMUNICATIONS (3-0-3)**

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

Prerequisite(s): Must meet all entrance requirements for the NSM curriculum

**IST 227 INTERNET OPERATIONS AND MANAGEMENT (3-0-3)**

This course covers the duties/responsibilities of an internet webmaster, appropriate hardware, software, and network technology, designing, implementing and maintaining a web site, and utilizing security mechanisms.

Prerequisite(s): CPT 162, IST 225

**IST 257 LAN NETWORK SERVER TECHNOLOGIES (3-0-3)**

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery.

Prerequisite(s): CPT 257

**IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3)**

This course covers special topics in information sciences technologies.

Prerequisite(s): Permission of NSM advisor

**IST 291 FUNDAMENTALS OF NETWORK SECURITY I (3-0-3)**

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisite(s): IST 204, IST 209

**IST 295 FUNDAMENTALS OF VOICE OVER IP (3-0-3)**

This course is the introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QoS) and troubleshooting and configuration of VOIP networks.

Prerequisite(s): IST 204

## LEGAL STUDIES (LEG)

**LEG 120 TORTS (3-0-3)**

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Corequisite(s): LEG 135

**LEG 121 BUSINESS LAW I (3-0-3)**

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Corequisite(s): LEG 135

**LEG 132 LEGAL BIBLIOGRAPHY (3-0-3)**

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

Corequisite(s): LEG 135

**LEG 135 INTRODUCTION TO LAW AND ETHICS (3-0-3)**

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

**LEG 201 CIVIL LITIGATION I (3-0-3)**

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

Corequisite(s): LEG 135

**LEG 213 FAMILY LAW (3-0-3)**

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

Corequisite(s): LEG 135

**LEG 214 PROPERTY LAW (3-0-3)**

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 216 ADMINISTRATIVE LAW (3-0-3)**

This course is a study of state and federal administrative agencies, rules and regulations, procedures and appeals.

Corequisite(s): LEG 135

**LEG 222 CONSTITUTIONAL LAW (3-0-3)**

This course provides a study of the United States and South Carolina constitutions and the foundation of the American legal system.

**LEG 230 LEGAL WRITING (3-0-3)**

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

Prerequisite(s): LEG 132, LEG 135

**LEG 231 CRIMINAL LAW (3-0-3)**

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Corequisite(s): LEG 135

**LEG 232 LAW OFFICE MANAGEMENT (3-0-3)**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

Prerequisite(s): CPT 170, LEG 213, LEG 233, LEG 135

**LEG 233 WILLS, TRUSTS, AND PROBATE (3-0-3)**

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

Corequisite(s): LEG 135

**LEG 236 ADVANCED LEGAL WRITING (3-0-3)**

This course provides the students with a more comprehensive view of the discipline of legal writing. Students will gain additional skills in legal analysis, critical thinking, and components of public speaking (oral arguments).

Prerequisite(s): LEG 132, LEG 135, LEG 230

**LEG 240 CLAIMS INVESTIGATION (3-0-3)**

This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, assembling, and presenting evidence.

Prerequisite(s): LEG 135, LEG 201

**LEG 242 LAW PRACTICE WORKSHOP (1-8-3)**

This course includes the application of substantive knowledge in a practical situation as a paralegal.

Prerequisite(s): LEG 135; All 1st and 2nd semester credit hours completed in the curriculum

**LEG 244 SPECIAL PROJECTS FOR PARALEGALS (1-8-3)**

This course provides specialized paralegal training with an update on changes in the laws and procedures. This training is through practical experience.

Prerequisite(s): LEG 135; All 1st and 2nd semester credit hours completed in the curriculum

**LEG 272 HEALTH CARE RISK MANAGEMENT I (4-0-4)**

To provide specialized education and training for members in the HealthCare profession who wish to focus on quality improvement, healthcare risks and patient safety in various health care settings.

**LEG 273 HEALTH CARE RISK MANAGEMENT II (4-0-4)**

This course will assist the health care professional to understand the nature of the risks; cultivate the development of effective risk management and strategies; promote patient/consumer safety and understand the regulatory and technical aspects of risk management.

## MATHEMATICS (MAT)

**MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3)**

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving. Grade is not computed in GPA calculation. Non-degree credit.

**MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3)**

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are not emphasized. Grade is not computed in GPA calculation. Non-degree credit.

Prerequisite(s): MAT 031 or appropriate placement scores

**MAT 101 BEGINNING ALGEBRA (3-0-3)**

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

Prerequisite(s): MAT 032 or appropriate placement scores

**MAT 102 INTERMEDIATE ALGEBRA (3-0-3)**

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisite(s): MAT 101 or appropriate placement scores

**MAT 104 MATHEMATICS FOUNDATIONS (3-0-3)**

This course includes the study of numeration, measurement (U.S. customary and S.I.), 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.

Corequisite(s): EGR 104

**\* MAT 110 COLLEGE ALGEBRA (3-0-3)**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

Prerequisite(s): MAT 102 or appropriate placement scores

Corequisite(s): (Engineering Technology students only: ENG 101, EGR 181, PHY 201)

**\* MAT 111 COLLEGE TRIGONOMETRY (3-0-3)**

This course includes the following topics: trigonometric functions, trigonometric identities, solution of right oblique triangles, solution of trigonometric equations, polar coordinates, complex number including DeMoivre's Theorem, vectors, conic sections, and parametric equations.

Prerequisite(s): MAT 110 or appropriate placement scores

Corequisite(s): (Civil Engineering Technology students only: CHM 101, EGR 182, ENG 260; All other Engineering Technology students: EGR 182, ENG 260, PHY 202)

**\* MAT 120 PROBABILITY AND STATISTICS (3-0-3)**

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 or appropriate placement scores

**\* MAT 122 FINITE COLLEGE MATHEMATICS (3-0-3)**

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks.

Prerequisite(s): MAT 110 or appropriate placement scores

**\* MAT 130 ELEMENTARY CALCULUS (3-0-3)**

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 or appropriate placement scores

**MAT 135 FUNDAMENTALS OF LOGIC DESIGN (3-0-3)**

A survey of topics to include number systems, logic, truth tables, Boolean algebra, base 2 and base 16 representation and circuit reduction.

Prerequisite(s): MAT 102 or appropriate placement scores

**\* MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)**

This course includes the following topics: derivatives and integrals of polynomial, 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 or appropriate placement scores

**\*MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II(4-0-4)**

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

**MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)**

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

Prerequisite(s): MAT 032 or appropriate placement scores

**MAT 165 STATISTICS (3-0-3)**

This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability.

Prerequisite(s): MAT 032 and RDG 032 or appropriate placement scores

**MAT 170 ALGEBRA, GEOMETRY, AND TRIGONOMETRY I (3-0-3)**

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Prerequisite(s): MAT 032 or appropriate placement scores

**\*MAT 240 ANALYTICAL GEOMETRY AND CALCULUS III (4-0-4)**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

Prerequisite: MAT 141

## MEDICAL ASSISTING (MED)

**MED 107 MEDICAL OFFICE MANAGEMENT (2-6-4)**

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s): AHS 102, BIO 112, HIM 102, MED 102, MED 113, MED 114

**MED 113 BASIC MEDICAL LAB TECHNIQUES (2-3-3)**

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics, including hematology and procedures related to body fluids.

Prerequisite(s): MED 102, MED 114

Corequisite(s): AHS 102, BIO 112

**MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (3-3-4)**

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s): Formal acceptance into the Medical Assisting Program

Corequisite(s): AHS 102, BIO 112, MED 102

**MED 156 CLINICAL EXPERIENCE I (1-15-6)**

This course provides direct experience in a physician's office or other selected medical facilities. This is an unpaid work experience.

Prerequisite(s): AHS 102, BIO 112, HIM 102, MED 102, MED 113, MED 114

Corequisite(s): MED 107

## MECHANICAL ENGINEERING TECHNOLOGY (MET)

**MET 213 DYNAMICS (2-3-3)**

This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms.

Prerequisite(s): EGR 194

**MET 214 FLUID MECHANICS (2-3-3)**

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

Corequisite(s): MAT 111

**MET 216 MECHANICS FLUID SYSTEMS (2-3-3)**

This course is the study of the fundamentals of incompressible fluid statics and flow dynamics based on Bernoulli's principle and the conservation of mass, energy, and momentum. These principles are taught from a fluid systems standpoint.

**MET 224 HYDRAULICS AND PNEUMATICS (2-3-3)**

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.

**MET 226 APPLIED HEAT PRINCIPLES (3-3-4)**

This course covers energy transfer principles involved in heating, cooling, and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.

**MET 231 MACHINE DESIGN (3-3-4)**

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 194

**MET 240 MECHANICAL SENIOR PROJECT (0-3-1)**

This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

## MANAGEMENT (MGT)

**MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3)**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 121 SMALL BUSINESS OPERATIONS (3-0-3)**

This course is a study of the daily operations of an established small business, emphasizing staffing, record keeping inventory control and marketing.

**MGT 150 Fundamentals of Supervision (3-0-3)**

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

**MGT 201 HUMAN RESOURCE MANAGEMENT (3-0-3)**

This course is a study of personal administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

**MGT 210 EMPLOYEE SELECTION AND RETENTION (3-0-3)**

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

**MGT 240 MANAGEMENT DECISION MAKING (3-0-3)**

This course is a study of various structured approaches to managerial decision making and supervision.

**MGT 250 SITUATIONAL SUPERVISION (3-0-3)**

This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

**MGT 255 ORGANIZATIONAL BEHAVIOR (3-0-3)**

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

**MGT 260 LEADERSHIP FUNDAMENTALS (3-0-3)**

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

**MGT 280 EXECUTIVE DEVELOPMENT (3-0-3)**

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

## MARKETING (MKT)

### **MKT 101      MARKETING      (3-0-3)**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

### **MKT 110      RETAILING      (3-0-3)**

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.

### **MKT 120      SALES PRINCIPLES      (3-0-3)**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

### **MKT 240      ADVERTISING      (3-0-3)**

This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

### **MKT 250      CONSUMER BEHAVIOR      (3-0-3)**

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

## MEDICAL LABORATORY TECHNOLOGY (MLT)

### **MLT 102      MEDICAL LAB FUNDAMENTALS      (2-3-3)**

This course introduces basic concepts and procedures in medical laboratory technology.

Prerequisite(s): CHM 100 or HS chemistry

### **MLT 104      BASIC MICROBIOLOGY      (1-3-2)**

This course introduces basic concepts and procedures in medical microbiology.

Prerequisite(s): MLT 102 and MLT 115

### **MLT 105      MEDICAL MICROBIOLOGY      (3-3-4)**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Prerequisite(s): BIO 225, MLT 210

### **MLT 108      URINALYSIS & BODY FLUIDS      (2-3-3)**

This course introduces the routine analysis and clinical significance of urine and other body fluids.

Prerequisite(s): MLT 210

### **MLT 115      IMMUNOLOGY      (2-3-3)**

This course provides a study of the immune system, disease states and basic principles of immunological testing.

Prerequisite(s): BIO 100 or HS biology

### **MLT 120      IMMUNOHEMATOLOGY      (3-3-4)**

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): MLT 210

### **MLT 210      ADVANCED HEMATOLOGY      (3-3-4)**

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

### **MLT 230      ADVANCED CLINICAL CHEMISTRY      (3-3-4)**

This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

### **MLT 240      INTEGRATED LAB CONCEPTS      (1-9-4)**

This course integrates theory and clinical skills with new developments and advanced technology in laboratory medicine.

Prerequisite(s): MLT 105, MLT 108, and MLT 120

### **MLT 241      MEDICAL LAB TRANSITION      (0-9-3)**

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Prerequisite(s): MLT 105, MLT 120, MLT 230

### **MLT 242      SURVEY IN MEDICAL LABORATORY TECHNOLOGY      (0-15-5)**

This course correlates clinical experiences with theoretical concepts.

Prerequisite(s): MLT 105, MLT 108, and MLT 120

### **MLT 251      CLINICAL EXPERIENCE I      (1-12-5)**

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): MLT 105, MLT 120, MLT 230

### **MLT 252      CLINICAL EXPERIENCE II      (1-12-5)**

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s): MLT 105, MLT 120, MLT 230

## MACHINE TOOL TECHNOLOGY (MTT)

### **MTT 101      INTRODUCTION TO MACHINE TOOL      (1-3-2)**

This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

### **MTT 105      MACHINE TOOL MATH APPLICATIONS      (3-0-3)**

This course is a study of shop math relevant to the machine tool trade.

### **MTT 111      MACHINE TOOL THEORY AND PRACTICE I      (1-12-5)**

This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s): MTT 105, MTT 120

### **MTT 112      MACHINE TOOL THEORY AND PRACTICE II      (1-12-5)**

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s): MTT 111

### **MTT 113      MACHINE TOOL THEORY AND PRACTICE III      (1-12-5)**

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining.

Prerequisite(s): MTT 105, MTT 111, MTT 112, MTT 120

### **MTT 120      MACHINE TOOL PRINT READING      (2-3-3)**

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

### **MTT 141      METALS & HEAT TREATMENT      (3-0-3)**

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

### **MTT 205      TOOL & DIE MATH APPLICATIONS      (3-0-3)**

This course is a study of geometry and trigonometry relevant to the Tool and Die trade.

Prerequisite(s): MAT 170, MTT 105

### **MTT 211      DIE THEORY      (3-0-3)**

This course is a study of die components as they relate to the complete die.

Prerequisite(s): MTT 113, MTT 141

Corequisite(s): MTT 205

**MTT 231 TOOL & DIE MAKING I (0-15-5)**

This course covers advanced machine tool operations, including complex die operations.

Prerequisite(s): MTT 211

**MTT 232 TOOL & DIE MAKING II (1-12-5)**

This course covers the manufacture of simple cutting die or tools.

Prerequisite(s): MTT 141, MTT 241

Corequisite(s): MTT 211, MTT 205

**MTT 233 TOOL & DIE MAKING III (2-9-5)**

This course covers the construction of a compound and/or progressive die or tools.

Prerequisite(s): MTT 211, MTT 232

**MTT 241 JIGS AND FIXTURES I (1-3-2)**

This course includes the theory necessary to design working prints of simple jigs and fixtures.

Prerequisite(s): MTT 120

**MTT 243 ADVANCED DIMENSIONAL METROLOGY FOR MACHINISTS (3-0-3)**

This course is the study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning / tolerances, sine bars / plates for compound angles and more.

Prerequisite(s): MTT 112

**MTT 250 MTT 250 Principles of CNC (3-0-3)**

This course is an introduction to the coding used in CNC programming.

Prerequisite(s): MTT 105, MTT 101

**MTT 251 CNC OPERATIONS (2-3-3)**

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

Prerequisite(s): MTT 205, MTT 250

Corequisite(s): MTT 205

**MTT 252 CNC SETUP & OPERATIONS (2-6-4)**

This course covers CNC setup and operation.

Prerequisite(s): MTT 251

**MTT 253 CNC PROGRAMMING & OPERATIONS (0-9-3)**

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): Machine Tool Technology Diploma, or instructor's permission

**MTT 254 CNC PROGRAMMING I (0-9-3)**

This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisite(s): MTT 253

**MTT 255 CNC PROGRAMMING II (2-3-3)**

This course includes CNC programming with simulated production conditions.

Prerequisite(s): MTT 254

**MTT 256 CNC PROGRAMMING III (1-6-3)**

This course is a study of advanced CNC programming methods using multi-axis machining centers.

Prerequisite(s): MTT 255

**MTT 258 MACHINE TOOL CAM (2-3-3)**

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

## MUSIC (MUS)

**\* MUS 105 MUSIC APPRECIATION (3-0-3)**

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, ENG 101 or appropriate placement score

## NUCLEAR ENGINEERING TECHNOLOGY (NET)

**NET 112 NUCLEAR POWER PLANT COMPONENTS (3-0-3)**

This course is a study of basic nuclear power plant components including valves, sensors, detectors, controllers, pumps, heat exchangers, demineralizers, ion exchangers and other related systems.

**NET 113 NUCLEAR PHYSICS (2-3-3)**

This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides and induced nuclear reactions.

Prerequisite(s): PHY 201

**NET 122 NUCLEAR ELECTRICAL SCIENCES (2-3-3)**

This course is a study of basic electricity for nuclear power plant technicians. Topics include conductors, semiconductors, insulators, voltage, current resistance, Ohm's law, Kirchoff's Voltage Law (KVL), Kirchoff's Current Law (KCL), basic circuit theory and related topics.

Prerequisite(s): EET 103

**NET 130 RADIOLOGICAL PROTECTION (3-0-3)**

This course is a study of basic radiological protection principles. Topics include detectors, basic nuclear instrumentation, portable survey equipment and related topics in radiation protection protocols.

**NET 215 NUCLEAR REACTOR PHYSICS (2-3-3)**

This course includes microscopic and macroscopic cross sections, neutron flux, reaction rates, neutron moderation and diffusion, neutron multiplication factors, and neutron kinetics.

Prerequisite(s): NET 113

**NET 230 NUCLEAR PLANT CHEMISTRY (2-3-3)**

This course is a study of basic nuclear plant chemistry including nitrogen reactions, lithium production, radio nuclides, chemical additives, filtration, ion exchange and related topics in nuclear chemistry.

Prerequisite(s): CHM 110

**NET 237 NUCLEAR REACTOR SAFETY (2-0-2)**

This course explains the basic concepts related to: 1- reactor plant protection, 2- accident analysis, 3- transient prevention and mitigation of core damage and accident management and 4- the course summarizes basic information about major industry operating experience and accident case studies.

Prerequisite(s): NET 130

**NET 240 NUCLEAR PRIMARY & SECONDARY SYSTEMS (3-0-3)**

This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

Prerequisite(s): NET 237

## NURSING (NUR)

**NUR 134 BEGINNING NURSING SKILLS (3-6-5)**

This course is a study of beginning nursing skills. The course prepares the student to assist in patient care and function as an efficient member of the nursing team.

**NUR 160 INTRODUCTION TO NURSING (2-6-4)**

This course is an overview of nursing concepts and theories focusing on meeting the basic needs of clients along the wellness-illness continuum. Development of critical thinking skills, the nursing process, and the role of the nurse in a variety of settings are included in the course.

Corequisite(s): NUR 163, NUR 170, BIO 210, PSY 201

**NUR 162 PSYCHIATRIC AND MENTAL HEALTH NURSING (2-3-3)**

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisite(s): BIO 225, NUR 264, NUR 266, Elective - Spring Admit

Corequisite(s): NUR 267, Elective, Elective - Fall Admit

**NUR 163 NURSING ACROSS LIFESPAN I (2-0-2)**

This course is an overview of concepts related to nursing care of clients across the life-span. Communication, basic mental health, growth and development, and gerontology are included in this course.

Corequisite(s): NUR 160, NUR 170, BIO 210, PSY 201

**NUR 165 NURSING CONCEPTS & CLINICAL PRACTICE I (3-9-6)**

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): NUR 160, NUR 163, NUR 170, PSY 201, BIO 210

Corequisite(s): NUR 263 - Fall Admit, PHM 115, BIO 211

**NUR 170 NURSING APPLICATIONS (0-3-1)**

This course facilitates students' understanding and application of nursing concepts through the use of patient situation discussions.

Corequisite(s): NUR 160, NUR 163, BIO 210, PSY 201

**NUR 201 TRANSITION NURSING (2-3-3)**

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 110, PSY 201

Corequisite(s): PHM 115

**NUR 263 NURSING ACROSS LIFE SPAN II (2-6-4)**

This course is a study of basic concepts utilizing the nursing process and critical thinking skills in the care of women, child-bearing families, children and adolescents with acute and chronic health problems. Normal aspects of care and growth and development are covered in the course.

Prerequisite(s): NUR 160, NUR 163, NUR 170, NUR 165 - Spring Admit, PHM 115 - Spring Admit

Corequisite(s): BIO 211, NUR 165 - Fall Admit, BIO 211 - Fall Admit

**NUR 264 NURSING ACROSS LIFE SPAN III (2-6-4)**

This course is a study of advanced concepts utilizing the nursing process and critical thinking skills in the care of high-risk women, child-bearing families, children and adolescents with acute and chronic health problems. This course includes the study of complex aspects of care, growth and development.

Prerequisite(s): NUR 201, NUR 265, ENG 101, MCT 110, NUR 263 - Spring Admit

Corequisite(s): NUR 266, BIO 225, Elective - Spring Admit

**NUR 265 NURSING CONCEPTS & CLINICAL PRACTICE II (3-9-6)**

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): NUR 165, PHM 115, BIO 211, BIO 263

Corequisite(s): NUR 263 - Spring Admit, ENG 101, MCT 110

**NUR 266 NURSING CONCEPTS & CLINICAL PRACTICE III (3-9-6)**

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. This course includes a study of the management of small groups.

Prerequisite(s): NUR 201, NUR 265, ENG 101, MCT 110, NUR 263 - Spring Admit

Corequisite(s): NUR 264, BIO 225, Elective - Spring Admit

**NUR 267 NURSING CONCEPTS & CLINICAL PRACTICE IV (1-15-6)**

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s): BIO 225, NUR 266, NUR 264, Elective - Spring Admit

Corequisite(s): NUR 162, Elective

## PHILOSOPHY (PHI)

**\* PHI 101 INTRODUCTION TO PHILOSOPHY (3-0-3)**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**\* PHI 110 ETHICS (3-0-3)**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## PHARMACOLOGY (PHM)

**PHM 115 DRUG CLASSIFICATION I (2-0-2)**

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

Prerequisite(s): NUR 160, NUR 163, NUR 170, PSY 201, BIO 210

Corequisite(s): NUR 165, NUR 263 - Fall Admit, BIO 211, NUR 201

## PHYSICAL SCIENCE (PHS)

**PHS 101 PHYSICAL SCIENCE I (3-3-4)**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

**PHS 102 PHYSICAL SCIENCE II (3-3-4)**

This is an continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

## PHYSICS (PHY)

**\* PHY 201 PHYSICS I (3-3-4)**

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 110 (Engineering Technology students only: MAT 110, ENG 101, EGR 181)

**\* PHY 202 PHYSICS II (3-3-4)**

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s): PHY 201 or permission of the instructor

Corequisite(s): MAT 111 (Engineering Technology students only: MAT 111, ENG 260,

EGR 182)

**\* PHY 221 UNIVERSITY PHYSICS I (3-3-4)**

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. The laboratory portion is intended to give the students a hands-on experience with topics covered in class.

Prerequisite(s): MAT 140

**\* PHY 221 UNIVERSITY PHYSICS II (3-3-4)**

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Prerequisite(s): PHY 221

**PRACTICAL NURSING (PNR)****PNR 110 FUNDAMENTALS OF NURSING (3-6-5)**

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the Practical Nurse are emphasized.

Prerequisite(s): Admission into the Practical Nursing Program

Corequisite(s): BIO 210, MAT 155, PNR 182

**PNR 120 MEDICAL/SURGICAL NURSING I (3-6-5)**

This course is a beginning study utilizing 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, MAT 155, PNR 110, PNR 182

Corequisite(s): BIO 211, ENG 101, PNR 130

**PNR 130 MEDICAL/SURGICAL NURSING II (3-6-5)**

This course is a continuation of the study of the nursing process. Concepts include the 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, MAT 155, PNR 110, PNR 182

Corequisite(s): BIO 211, ENG 101, PNR 120

**PNR 140 MEDICAL/SURGICAL NURSING III (3-6-5)**

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 patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): BIO 211, ENG 101, PNR 120, PNR 130

Corequisite(s): PNR 155, PNR 170, PSY 201

**PNR 155 MATERNAL/INFANT/CHILD NURSING (5-6-7)**

This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

Prerequisite(s): BIO 211, ENG 101, PNR 120, PNR 130

Corequisite(s): PNR 140, PNR 170, PSY 201

**PNR 170 NURSING OF THE OLDER ADULT (1.5-1.5-2)**

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): BIO 211, ENG 101, PNR 120, PNR 130,

Corequisite(s): PNR 140, PNR 155, PSY 201

**PNR 182 SPECIAL TOPICS IN PRACTICAL NURSING (2-0-2)**

This course covers special topics in Practical Nursing. The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages.

Prerequisite(s): Admission into the Practical Nursing Program

Corequisite(s): BIO 210, MAT 155, PNR 110

**POLITICAL SCIENCE (PSC)****\* PSC 201 AMERICAN GOVERNMENT (3-0-3)**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**\* PSC 215 STATE AND LOCAL GOVERNMENT (3-0-3)**

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**PSYCHOLOGY (PSY)****PSY 103 HUMAN RELATIONS (3-0-3)**

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

**PSY 105 PERSONAL/INTERPERSONAL PSYCHOLOGY (3-0-3)**

This course emphasizes the principles of psychology in the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

**\* PSY 201 GENERAL PSYCHOLOGY (3-0-3)**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s): RDG 032 with a grade of SC

**\* PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3)**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s): PSY 201

**\* PSY 208 HUMAN SEXUALITY (3-0-3)**

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite(s): PSY 201

**PSY 210 EDUCATIONAL PSYCHOLOGY (3-0-3)**

This course is the study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning.

Prerequisite(s): PSY 201

**\* PSY 212 ABNORMAL PSYCHOLOGY (3-0-3)**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s): PSY 201

**PSY 215 PSYCHOLOGY OF THE INTELLECTUALLY DISABLED (3-0-3)**

This course is a survey of the nature and causes of Intellectually disability, including the attitudes and relationships of the community to the Intellectually Disabled.

Prerequisite(s): PSY 201

**PSY 218 BEHAVIOR MODIFICATION (3-0-3)**

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.



Prerequisite(s): PSY 201

**PSY 230 INTERVIEWING TECHNIQUES (3-0-3)**

This course develops skills necessary for interviewers in various organizational settings.

Prerequisite(s): PSY 105, PSY 201

**PSY 231 COUNSELING TECHNIQUES (3-0-3)**

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.

Prerequisite(s): PSY 105, PSY 230

**PSY 235 GROUP DYNAMICS (3-0-3)**

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings.

Prerequisite(s): PSY 201

**PSY 237 CRISIS MANAGEMENT (3-0-3)**

This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.

Prerequisite(s): PSY 105, PSY 230

## PHYSICAL THERAPY (PTH)

**PTH 101 PHYSICAL THERAPY PROFESSIONAL PREPARATION (2-0-2)**

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

**PTH 102 INTRODUCTION TO PHYSICAL THERAPY (1-3-2)**

This course prepares the student to provide skilled basic patient care in a physical therapy setting.

**PTH 105 INTRODUCTION TO KINESIOLOGY (2-3-3)**

This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

**PTH 115 PATHOLOGY FOR PHYSICAL THERAPIST ASSISTANTS (3-0-3)**

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

**PTH 118 PHYSICAL AGENTS & MODALITIES (3-3-4)**

This course prepares students to administer physical therapy intervention using physical agents and modalities.

**PTH 220 PATIENT ASSESSMENT TECHNIQUES (3-3-4)**

This course introduces patient assessment and data collection techniques commonly used in physical therapy.

**PTH 226 THERAPEUTIC EXERCISES (2-3-3)**

This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

**PTH 228 MANUAL THERAPY TECHNIQUES (1-3-2)**

This course introduces principles and basic techniques of manual therapy and wound care.

**PTH 234 CLINICAL EDUCATION I (0-9-3)**

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

**PTH 242 ORTHOPEDIC MANAGEMENT (3-3-4)**

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

**PTH 246 NEUROMUSCULAR REHABILITATION (3-6-5)**

This course is a study of therapeutic interventions and rehabilitation management for

adult and pediatric patients with neuromuscular conditions.

**PTH 264 CLINICAL EDUCATION II (0-15-5)**

This course provides advanced clinical experiences for the Physical Therapist Assistant student within a physical therapy setting.

**PTH 270 SPECIAL TOPICS IN PHYSICAL THERAPY (3-0-3)**

This course provides opportunities for specialized study of selected topics in physical therapy.

**PTH 274 CLINICAL EDUCATION III (0-15-5)**

This course requires the Physical Therapist Assistant student to demonstrate entry-level clinical skills within a physical therapy setting.

## RADIOLOGICAL TECHNOLOGY (RAD)

**RAD 101 INTRODUCTION TO RADIOGRAPHY (2-0-2)**

This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

**RAD 110 RADIOGRAPHIC IMAGING I (3-0-3)**

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): MAT 110, RAD 101

**RAD 115 RADIOGRAPHIC IMAGING II (3-0-3)**

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): RAD 110

**RAD 121 RADIOGRAPHIC PHYSICS (4-0-4)**

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s): RAD 101

**RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3)**

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

Prerequisite(s): BIO 210

**RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3)**

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): RAD 130

**RAD 153 APPLIED RADIOGRAPHY I (0-9-3)**

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165 APPLIED RADIOGRAPHY II (0-15-5)**

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): RAD 153

**RAD 175 APPLIED RADIOGRAPHY III (0-15-5)**

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s): RAD 165

**RAD 201 RADIATION BIOLOGY (2-0-2)**

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s): RAD 121

**RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2)**

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): RAD 130

**RAD 210 RADIOGRAPHIC IMAGING III (3-0-3)**

This course provides a detailed study of advanced methods and concepts of imaging.

Prerequisite(s): RAD 115

**RAD 220 SELECTED IMAGING TOPICS (3-0-3)**

This course is a study of advanced topics unique to the radiological sciences.

Prerequisite(s): RAD 230

**RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3)**

This course is a study of special radiographic procedures.

Prerequisite(s): RAD 136

**RAD 235 RADIOGRAPHY SEMINAR I (0-3-1)**

This course is a study of selected areas of radiography that are unique or new to the field.

Prerequisite(s): RAD 210, RAD 230

**RAD 257 ADVANCED RADIOGRAPHY I (0-21-7)**

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): RAD 175

**RAD 266 ADVANCED RADIOGRAPHY II (0-18-6)**

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): RAD 257

## READING (RDG)

**RDG 031 DEVELOPMENTAL READING (3-0-3)**

This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.

Prerequisite(s): Appropriate placement scores

Corequisite(s): COL 103

**RDG 032 DEVELOPMENTAL READING (3-0-3)**

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

Prerequisite(s): RDG 031 or appropriate placement scores

Corequisite(s): COL 103

**RDG 101 COLLEGE READING (3-0-3)**

This course is designed to enhance reading efficiency by effectively processing and analyzing information.

Prerequisites: RDG 032 or Compass Reading score of 77 or equivalent.

## RELIGIOUS STUDIES (REL)

**REL 103 COMPARATIVE RELIGION (3-0-3)**

The course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## RESPIRATORY CARE (RES)

**RES 101 INTRODUCTION TO RESPIRATORY CARE (2-3-3)**

This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

Prerequisite(s): Program Director Approval

**RES 111 PATHOPHYSIOLOGY (2-0-2)**

This course is a study of the general principles and analyses of normal and diseased states.

Prerequisite(s): PSY 201, RES 141, RES 152

**RES 121 RESPIRATORY SKILLS I (2-6-4)**

This course includes a study of basic respiratory therapy procedures and their administration.

Prerequisite(s): Program Director Approval

**RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3)**

This course covers cardiopulmonary physiology and related systems.

Prerequisite(s): Program Director Approval

**RES 131 RESPIRATORY SKILLS II (3-3-4)**

This course is a study of selected respiratory care procedures and applications.

Prerequisite(s): RES 101, RES 121, RES 123

**RES 141 RESPIRATORY SKILLS III (2-3-3)**

This course covers mechanical ventilation systems, pediatrics and associated monitors.

Prerequisite(s): PHS 101, RES 131, RES 151, RES 246

**RES 151 CLINICAL APPLICATIONS I (0-15-5)**

This course covers the fundamental respiratory care procedures in the hospital setting.

Prerequisite(s): BIO 112 (or BIO 210 & BIO 211), MAT 110, RES 101, RES 121, RES 123

**RES 152 CLINICAL APPLICATIONS II (0-9-3)**

This course includes practice of respiratory care procedures in the hospital setting.

Prerequisite(s): ENG 101, PHS 101, RES 131, RES 151, RES 246

**RES 204 NEONATAL/PEDIATRIC CARE (2-3-3)**

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251

**RES 232 RESPIRATORY THERAPEUTICS (2-0-2)**

This course is a study of specialty areas in respiratory care, including rehabilitation.

Prerequisite(s): PSY 201, RES 141, RES 152

**RES 236 CARDIOPULMONARY DIAGNOSTICS (2-3-3)**

This course focuses on the purpose, use, and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251

**RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4)**

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251

**RES 246 RESPIRATORY PHARMACOLOGY (2-0-2)**

This course includes a study of pharmacologic agents used in cardiopulmonary care.

Prerequisite(s): RES 101, RES 121, RES 123

**RES 249 COMPREHENSIVE APPLICATIONS (2-0-2)**

This course includes the integration of didactic and clinical training in respiratory care technology.

Prerequisite(s): PSY 201, RES 141, RES 152

**RES 251 CLINICAL APPLICATIONS III (0-24-8)**

This course includes rotations in all areas of patient care with a primary emphasis on intensive care.

Prerequisite(s): PSY 201, RES 141, RES 152

**RES 265 ADVANCED CLINICAL APPLICATIONS I (0-9-3)**

This course includes advanced clinical training in respiratory care.

Prerequisite(s): RES 111, RES 232, RES 249, RES 251

**RES 276 ADVANCED CLINICAL APPLICATIONS II (0-18-6)**

This course provides practice of advanced patient care procedures.

Prerequisite(s): RES 204, RES 236, RES 244, RES 246, RES 265

## SOCIOLOGY (SOC)

**\* SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3)**

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): RDG 032 with a grade of SC

**\* SOC 102 MARRIAGE AND THE FAMILY (3-0-3)**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

**\* SOC 205 SOCIAL PROBLEMS (3-0-3)**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite(s): SOC 101

**\* SOC 210 JUVENILE DELINQUENCY (3-0-3)**

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite(s): SOC 101

**\* SOC 220 SOCIOLOGY OF THE FAMILY (3-0-3)**

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

Prerequisite(s): SOC 101

**\* SOC 235 THANATOLOGY (3-0-3)**

This course is a study of dying, death, bereavement, and widow/widowerhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

Prerequisite(s): SOC 101

## SPANISH (SPA)

**\* SPA 101 ELEMENTARY SPANISH I (4-0-4)**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

**\* SPA 102 ELEMENTARY SPANISH II (4-0-4)**

This course continues development of the basic language skills and the study of the Hispanic cultures.

Prerequisite(s): SPA 101

**\* SPA 201 INTERMEDIATE SPANISH I (3-0-3)**

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)**

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

## SPEECH (SPC)

**\* SPC 205 PUBLIC SPEAKING (3-0-3)**

This course is an introduction to principles of public speaking with application of speaking skills. Successful completion of ENG 101 is recommended.

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## SURGICAL TECHNOLOGY (SUR)

**SUR 101 INTRO. TO SURGICAL TECHNOLOGY (3-6-5)**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, wound healing.

Prerequisite(s): AHS 102, BIO 112, BIO 115, ENG 101, MAT 165, PSY 201

Corequisite(s): SUR 102

**SUR 102 APPLIED SURGICAL TECHNOLOGY (3-6-5)**

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): AHS 102, BIO 112, BIO 115, ENG 101, MAT 165, PSY 201

Corequisite(s): SUR 101

**SUR 103 SURGICAL PROCEDURES I (4-0-4)**

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): SUR 101, SUR 102

Corequisite(s): SUR 104, SUR 111

**SUR 104 SURGICAL PROCEDURES II (4-0-4)**

This course is a study of the various specialties of surgical procedures.

Prerequisite(s): SUR 101, SUR 102

Corequisite(s): SUR 103, SUR 111

**SUR 111 BASIC SURGICAL PRACTICUM (0-21-7)**

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s): SUR 101, SUR 102

Corequisite(s): SUR 103, SUR 104

**SUR 113 ADVANCED SURGICAL PRACTICUM (0-18-6)**

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations.

Prerequisite(s): SUR 101, SUR 102, SUR 103, SUR 104, SUR 111

Corequisite(s): SUR 120

**SUR 120 SURGICAL SEMINAR (2-0-2)**

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s): SUR 101, SUR 102, SUR 103, SUR 104, SUR 111

Corequisite(s): SUR 113

**SUR 220 PERIOPERATIVE NURSING I (3-6-5)**

This course will prepare a registered nurse for entry level perioperative practice in a hospital/surgery center. The student will be able to perform basic scrub and circulating duties in accordance with AORN Standards, Recommended Practices and Guidelines.

**SUR 221 PERIOPERATIVE NURSING II (4-0-4)**

This course provides an understanding of the anatomy & physiology of all specialty surgical systems, associated procedures & required instrumentation, wound closure material & medications used. Patient safety, medical-legal aspects, & a team approach is included.

## THEATER (THE)

**\* THE 101 INTRODUCTION TO THEATRE (3-0-3)**

This course includes the appreciation and analysis of theatrical literature, history, and production. (Internet Only)

Prerequisite(s): ENG 100, ENG 101 or appropriate placement score

## WELDING (WLD)

**WLD 102 INTRODUCTION TO WELDING (2-0-2)**

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

**WLD 103 PRINT READING I (1-0-1)**

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 104 GAS WELDING AND CUTTING (0-6-2)**

This course covers gas welding, brazing, soldering, and cutting of metals.

**WLD 105 PRINT READING II (1-0-1)**

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 110 WELDING SAFETY & HEALTH (1-0-1)**

This course is an introduction to safety and health hazards associated with welding and related processes.

**WLD 111 ARC WELDING I (1-9-4)**

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

**WLD 113 ARC WELDING II (1-9-4)**

This course is a study of arc welding of ferrous and/or non-ferrous metals.

Prerequisite(s): WLD 111

**WLD 116 WELDING (CATERPILLAR STUDENTS) (1-3-2)**

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. Consideration is given to welding with arc and oxyacetylene in various positions, hard surfacing, brazing, cutting, electrode selection, and metal identification.

**WLD 118 GAS METAL ARC WELDING FERROUS I (1-9-4)**

This course covers the equipment set-up and fundamental techniques for gas metal arc welding on ferrous materials.

**WLD 134 INERT GAS WELDING NON-FERROUS (2-3-3)**

This course covers fundamental techniques for welding non-ferrous metals.

**WLD 136 ADVANCED INERT GAS WELDING (0-6-2)**

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

**WLD 140 WELD TESTING (1-0-1)**

This is an introductory course in destructive and non-destructive testing of welded joints.

**WLD 142 MAINTENANCE WELDING (E-MET STUDENTS) (2-3-3)**

This course covers gas and arc welding processes used in maintenance shops.

**WLD 145 FIELD WELDING (AUT STUDENTS) (1-3-2)**

This course covers welding with portable welding machines in field use.

**WLD 154 PIPE FITTING & WELDING (1-9-4)**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

**WLD 160 FABRICATION WELDING (1-6-3)**

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

**WLD 170 QUALIFICATION WELDING (2-6-4)**

This course covers the procedures and practices used in taking welder qualification tests.

**WLD 201 WELDING METALLURGY (3-0-3)**

This course covers the weldability of metals, weld failures, and the affects of heat on chemical, physical, and mechanical properties.

**WLD 212 DESTRUCTIVE TESTING (2-0-2)**

This course covers the destructive testing methods used in the evaluation of welds.

**WLD 225 PIPE WELDING I (1-9-4)**

This course covers the procedures and practices used in taking welder qualification tests.

**WLD 228 INERT GAS PIPE WELDING I (2-6-4)**

This course covers the procedures and practices used in taking welder qualification tests.

**WLD 208 ADVANCED PIPE WELDING (1-6-3)**

This course covers the procedures and practices used in taking welder qualification tests.

**WLD 220 STRUCTURAL AND PIPE APPLICATIONS (2-6-4)**

This course covers the procedures and practices used in taking welder qualification tests.



















