NOTICE TO STUDENTS

Notice of Student Responsibility: The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College’s website at www.sccsc.edu for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Debbie Roberts, coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or email DisabilityServices@sccsc.edu.

ADA/504 Coordinator and EEO/Title 9 Coordinator:
Rick Teal, SCC director of human resources, (864) 592-4706
Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754
Access up-to-date SCC information 24/7

You have so much to keep up with already. Why carry around a bulky catalog when the information you need - when you need it - is available online at www.sccsc.edu?

Download a PDF of this quick reference card at www.sccsc.edu/catalog

Tuition & Fees - www.sccsc.edu/tuition
Financial Aid - www.sccsc.edu/FinancialAid
Admissions - www.sccsc.edu/admissions

Emergency • Campus Police
592-4911
If using a campus telephone call 4911

SCC Orientation Online - www.sccsc.edu/orientation
Campus Tours - www.sccsc.edu/recruit
Campus Locations - www.sccsc.edu/studentlife/locations
Campus Maps & Directions - www.sccsc.edu/about/maps.aspx

SCC website or SCC Portal help:
Tsupport@sccsc.edu
(864) 592-4682

Faculty/Staff Directory
www.sccsc.edu then select “Contact Us” in footer

Academic Calendar - www.sccsc.edu/academics/calendar
Academic Programs - www.sccsc.edu/academics
Search for Classes - www.sccsc.edu/academics/search.aspx
SCCOnline/Distance Learning - www.sccsc.edu/academics/online
Course Descriptions - www.sccsc.edu/academics/syllabi
Course Transfer/Articulation Information - www.SCTRAC.org

Transcripts - www.sccsc.edu/resources/records/transcripts.aspx
Transfer Guidelines - www.sccsc.edu/admissions/transferGuidelines.aspx
Student Accounts & Records - www.sccsc.edu/resources/portal.aspx to log in and access your individual student information

Student Services & Resources
www.sccsc.edu/resources
Library: /resources/library
Bookstore: /resources/bookstore
Student Events & Activities
www.sccsc.edu/studentlife

Frequently Asked Questions
www.sccsc.edu then select “Contact Us” in footer

Faculty/Staff Directory
www.sccsc.edu then select “Contact Us” in footer

Publication Downloads
www.sccsc.edu/resources/publications.aspx

Common SCC Phone Numbers
If using a campus phone, use last 4 digits:

Admissions - (864) 592-4410
Financial Aid - (864) 592-4810
Records - (864) 592-4681
Toll-free: (800) 922-3679
College Closings - (864) 592-4325

SCC central campus - (864) 592-4600
SCC Cherokee County Campus - (864) 206-2700
SCC Downtown Campus - (864) 592-4050
SCC Tyger River Campus - (864) 592-6200
Union Co. Advanced Tech. Ctr. (864) 466-1060

Facebook - www.facebook.com/YourCollege
Twitter - www.twitter.com/SCCyourCollege
Emergency alerts: www.twitter.com/SCC911

www.sccsc.edu
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Consumer Information: Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

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

Facility Services at SCC: Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

- SCC central campus – (864) 592-4647
- SCC Cherokee County Campus – (864) 206-2802
- SCC Downtown Campus - (864) 592-4050
- SCC Tyger River Campus – (864) 592-6206
- Union County Advanced Technology Center – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information: Spartanburg Community College HEOA information is available through a link called Essential Student Information on each page of the College’s website (www.sccsc.edu), addressed in the current catalog and, as appropriate, in each of the academic/administrative departments on the College’s central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement: Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, or disability in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Spartanburg Community College offers access and equal opportunity in its admission programs, programs, activities or employment practices to individuals with disabilities. No otherwise qualified individual will be denied access or opportunity on the basis of a disability. Students needing accommodations may contact Debbie Roberts, coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources, (864) 592-4706. They can be reached the SCC central campus, P.O. Box 4386, Spartanburg, S.C. 29305.

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Postmaster Information: 2013-2014 College Catalog, published March 2013, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College’s graduation rate for the 2008 cohort year is 11.1%, and transfer-out rate for 2008 cohort year is 15.7%. It is important to note that the SRTK is a “cohort” study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 13%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 14.1%.

* Information at the time of printing of this catalog.

Services to Students with Disabilities: SCC complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act of 1990. Students needing accommodations may contact Debbie Roberts, coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@sccsc.edu or visit the office in the East Building, room E-308. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources who can be contacted at (864) 592-4706 (voice and TDD).

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College’s home page address is www.sccsc.edu.
President's Welcome

Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, nearly 6,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or university transfer, SCC offers access to more than 100 associate degree, diploma and certificate programs that lead to growing careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories, and small class sizes. And, because more than 80 percent of new careers today and in the future will require at least an associate degree, your SCC education will continue to pay off for years to come.

I encourage you to use this catalog and the many other resources available to assist you as you plan your academic program at SCC. Most importantly, I encourage you to visit our campus and meet with admissions and/or advising specialists who can assist you.

We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.

Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success.

Henry C. Giles, Jr.
President
Spartanburg Community College
### 2013-2014 Academic Calendar*

#### General Deadlines – Fall 2013

<table>
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<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins for Fall 2013</td>
<td>April 15</td>
</tr>
<tr>
<td>Verify tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>July 1</td>
</tr>
<tr>
<td>Financial aid available for Book Inn purchases</td>
<td>August 5-October 10</td>
</tr>
<tr>
<td>Deletion for Non-Payment</td>
<td>August 7; 5pm</td>
</tr>
<tr>
<td>Registration, Union County Advanced Technology Center</td>
<td>August 12; 9am-1pm</td>
</tr>
<tr>
<td>Registration, Downtown Campus</td>
<td>August 12; 9am-6pm</td>
</tr>
<tr>
<td>Registration, Cherokee County Campus</td>
<td>August 13; 9am-6pm</td>
</tr>
<tr>
<td>Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/calendar">www.sccsc.edu/calendar</a>)</td>
<td>August 14-16</td>
</tr>
<tr>
<td>Registration, Tyger River Campus</td>
<td>August 14; 9am-7pm</td>
</tr>
<tr>
<td>Deletion for Non-Payment</td>
<td>August 15; 9am-7pm</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>August 16</td>
</tr>
<tr>
<td>Labor Day holiday (College closed)</td>
<td>September 2</td>
</tr>
<tr>
<td>Checks mailed to students with financial aid funds remaining in accounts</td>
<td>October 21</td>
</tr>
<tr>
<td>Deadline for graduation applications</td>
<td>October 25</td>
</tr>
<tr>
<td>Thanksgiving holiday (College closed)</td>
<td>November 27-30</td>
</tr>
<tr>
<td>Fall grades submitted</td>
<td>December 9</td>
</tr>
<tr>
<td>Christmas/New Year holidays (College closed)</td>
<td>December 19-January 1</td>
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#### General Deadlines – Spring 2014

<table>
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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Registration begins for Spring 2014</td>
<td>October 21</td>
</tr>
<tr>
<td>Verify tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>November 4</td>
</tr>
<tr>
<td>Financial aid available for Book Inn purchases</td>
<td>December 16-March 4</td>
</tr>
<tr>
<td>Registration, Cherokee County Campus</td>
<td>January 2; 9am-6pm</td>
</tr>
<tr>
<td>Registration, Union County Advanced Technology Center</td>
<td>January 2; 9am-6pm</td>
</tr>
<tr>
<td>Registration, Downtown Campus</td>
<td>January 2; 9am-6pm</td>
</tr>
<tr>
<td>Registration, Tyger River Campus</td>
<td>January 2; 9am-7pm</td>
</tr>
<tr>
<td>Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/calendar">www.sccsc.edu/calendar</a>)</td>
<td>January 2-6</td>
</tr>
<tr>
<td>Deletion for Non-Payment</td>
<td>January 3; 5pm</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>January 4</td>
</tr>
<tr>
<td>Martin Luther King Jr. holiday (College closed)</td>
<td>January 20</td>
</tr>
<tr>
<td>Deadline for graduation applications (spring / summer 2014)</td>
<td>February 21</td>
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<tr>
<td>Checks mailed to students with financial aid funds remaining in accounts</td>
<td>March 14</td>
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<tr>
<td>Spring break (no classes)</td>
<td>April 7-13</td>
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<tr>
<td>Spring grades submitted</td>
<td>May 5</td>
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<td>Graduation</td>
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<td>Registration begins for Summer 2014</td>
<td>March 24</td>
</tr>
<tr>
<td>Verify tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>April 7</td>
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<td>Financial aid available for Book Inn purchases</td>
<td>May 12-June 24</td>
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<td>Registration, Union County Advanced Technology Center</td>
<td>May 12; 9am-6pm</td>
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<td>Registration, Cherokee County Campus</td>
<td>May 12; 9am-6pm</td>
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<tr>
<td>Registration, Downtown Campus</td>
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</tr>
<tr>
<td>Registration, Tyger River Campus</td>
<td>May 12; 9am-7pm</td>
</tr>
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<td>Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/calendar">www.sccsc.edu/calendar</a>)</td>
<td>May 14-15</td>
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<tr>
<td>Deletion for Non-Payment</td>
<td>May 15; 5pm</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>May 16</td>
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<td>July 2</td>
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<td>Independence Day (College closed)</td>
<td>July 4</td>
</tr>
<tr>
<td>Summer grades submitted</td>
<td>July 25</td>
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* The above calendar is an abbreviated version of the full academic calendar for 2013-2014, which can be found in the SCC Enrollment & Registration Guide. Copies of this publication can be found in the SCC Admissions Center and on the SCC website at www.sccsc.edu/resources/publications.aspx. These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu/academics for updates to the academic calendar.
An Introduction to the College
Spartanburg Community College Administration

Mr. Henry C. Giles, Jr. ...............................................................President
Dr. Cheryl A. Cox .................................................................Vice President of Academic Affairs
Mr. L. Ray Switzer .................................................................Vice President of Business Affairs
Dr. Patricia P. Abell ..............................................................Vice President of Planning and Information Resources
Mr. Ronald Jackson .............................................................Vice President of Student Affairs
Mr. P. Michael Forrester ......................................................Director of Economic Development;
Mr. F. Gary Towery .............................................................School District No. 4
Mr. P. Michael Forrester ......................................................Director of Economic Development;
Mr. L. Ray Switzer .................................................................Vice President of Business Affairs
Mr. J. Whitner (Whit) Kennedy, Jr. ........................................Chairman, Spartanburg County Planning Commission
Dr. C. Scott Turner ..........................................................Superintendent, School District No. 5
Mr. J. Whitner (Whit) Kennedy, Jr. ........................................Chairman, Spartanburg County Planning Commission
Mr. Bart C. Winkler, Secretary ................................................School District No. 1
Mr. Eugene S. (Sonny) Anderson ............................................School District No. 2
Mr. Tracy W. Keller .............................................................School District No. 3
Mr. F. Gary Towery .............................................................School District No. 3
Mr. William Bruce Johnson, Chairman ..................................School District No. 5
Mr. William G. Sarratt .........................................................School District No. 6
Mr. Anthony D. Bell ............................................................School District No. 7
Mr. Gregory Tate .................................................................Cherokee County
Mr. Stanley O. Vanderford ...................................................Union County
Mr. James M. Folk, Vice Chairman ........................................Member at Large
Ms. Kimberly A. Fowler ........................................................Member at Large

Ex Officio

Dr. C. Scott Turner ..........................................................Superintendent, School District No. 5
Mr. J. Whitner (Whit) Kennedy, Jr. ........................................Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Mr. Dan P. Gray ........................................................................1st Congressional District
Mr. W. Brantley Harvey, Jr. ..................................................2nd Congressional District
Mr. Bettis C. Rainsford ..........................................................3rd Congressional District
Vacant (2/25/13) ........................................................................4th Congressional District
Mr. Ralph A. Odom, Jr. ..........................................................5th Congressional District
Vacant (2/25/13) ........................................................................6th Congressional District
Vacant (2/25/13) ........................................................................Member at Large
Mr. Montez C. Martin, Chairman ............................................Member at Large
Mr. Bruce H. Ellis .................................................................Member at Large
Mr. Guerry E. Green .............................................................Member at Large
Dr. Gwendolyn A. Bright .......................................................Member at Large

Ex Officio

Dr. Mick Zais .................................................................State Superintendent of Education, State Department of Education
Dr. Darrel Staat .................................................................System President, South Carolina Technical College System
Mr. Robert M. Hitt, III ........................................................Secretary of Commerce, S.C. Department of Commerce
Accreditations

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

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, www.coarc.com
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355 (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail@jrcert.org
- National Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971
- National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.nlnac.org
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700

College Vision

To change the lives and build the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.

College Mission

Spartanburg Community College (SCC) provides affordable access to high-quality technical, transfer and lifelong professional and personal development programs in a teaching and learning environment that prepares students for success. The College is a key community partner in advancing the Upstate’s economy.

College Role and Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.
Corporate and Community Education Programs
SCC delivers catalog and customized short-term courses to approximately 5,000 students annually. The college also provides professional and career advancement programs and courses to business, industry, health care and government agencies. Non-credit courses for personal enrichment are also offered.

Student Development Programs and Services
SCC readies students unprepared for college courses to enter a program of study that builds academic skills and self-confidence. The college also offers a wide variety of student support services to nurture students’ academic, personal and professional growth.

Economic Development Services
SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

College Values

**Learning:** We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

**Excellence:** We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

**Diversity:** We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, and respect and fairness.

**Partnerships:** We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve the quality of life. We participate in the community’s growth and development, and encourage faculty and staff to serve as leaders and role models.

**Accountability:** We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to meet student and community needs.

Approved by the Spartanburg County Commission for Technical and Community Education on March 15, 2010.
Approved by the South Carolina Commission for Higher Education on May 12, 2010.
Student Outcomes

When students graduate from Spartanburg Community College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his or her area of study, every graduate of an associate degree program at the College will be able to demonstrate

1. rationality, logic, and coherence, through critical thinking;
2. their ability to express themselves effectively in written and oral communication;
3. their ability to express themselves effectively in quantitative and qualitative terms;
4. their knowledge of the value and significance of diverse cultures;
5. their knowledge of global, political, social, economic, and historical perspectives; and
6. their ability to access, retrieve, synthesize, and evaluate information.

Additionally, graduates will demonstrate student learning outcomes specific to their program of study.

SCC Historical Overview

Spartanburg Community College (SCC) takes pride in providing quality educational and training programs to Upstate businesses, industries and residents since 1963. As we continue our fifth decade of service to the people of Spartanburg, Cherokee and Union counties, we are commitment to providing high-quality, affordable education and training leading to high-growth, high-demand jobs. While our growth has been rapid, our core mission remains to educate tomorrow’s workforce.

Dedicated to student access and success, SCC offers more than 100 certificate, diploma and associate degree programs that lead to rewarding employment opportunities and/or baccalaureate transfer in addition to providing continuing education classes and contract training services for individuals and companies seeking to enhance workplace skills. SCC provides affordable tuition convenient locations and opportunities for learning online and in the classroom during the day, evening and weekends. While our students are diverse in age, ethnicity, academic background and academic goals, they share the common goal of seeking educational programs that lead to rewarding employment and financial stability for themselves and their families.

Our dedicated faculty and staff provide a superior educational experience through excellence, innovation and collaboration. That means classroom and career success. They equip students with the academic and technical skills necessary for success on the job and in future educational endeavors. Thanks to hundreds of professionals serving on the College's program of study advisory boards and the expertise they share, SCC graduates are well equipped and ready for opportunities in the workplace.

Leadership

Thanks to strong leadership and dedicated service from College leaders over the years – directors, presidents, Commission chairs and members – our rich heritage positions SCC to fulfill our mission and serve our community proudly. Thank you to those who have served the College over the years.
Spartanburg County Commission for Technical Education Chairpersons
  Tracy J. Gaines 1961-1969
  James P. Ledbetter, Jr. 1969-1983
  Charles R. Sanders 1983-1993
  Benjamin D. Snoddy 1993-2001
  Hubert C. Dobson 2001-2005

Spartanburg County Commission for Technical and Community Education Chairpersons
  James M. Folk 2005-2007
  F. Gary Towery 2007-2011
  W. Bruce Johnson 2011 - Present

Spartanburg Technical Education Center Directors
  P. Dan Hull 1961-1970
  Joe D. Gault 1970-1974

Spartanburg Technical College Presidents
  Joe D. Gault 1974-1985
  Dr. Jack A. Powers 1985-1996

Spartanburg Community College Presidents
  Dr. Dan L. Terhune 1996-2009
  Dr. Para M. Jones 2009-2012
  Henry C. Giles, Jr. 2012 – Present

History

Spartanburg Community College has long-standing ties not only to the Upstate, but to the state of South Carolina and our 15 sister technical colleges across the Palmetto State who, just like SCC, have educated our citizens and sustained our state's economy for half a century. SCC's history dates to May 1961 when an act of the South Carolina Legislature established an extensive statewide program of regional technical training centers –Technical Education Centers– to aid in the economic development of the state. Spartanburg County received approval in November 1961 to provide a technical education center for the citizens in its region, and the Spartanburg County Commission for Technical Training was formed to develop the new center. By May 1963, the Commission established the Spartanburg Technical Education Center and it occupied its first building at the present site of SCC's central campus in Spartanburg. Three months later, in August 1963, 150 students were enrolled in fall semester classes in nine industrial and engineering technology training programs as well as a supervisory development extension course.

Established to adapt to the needs of business, industry and students, SCC has done just that with each decade of service. Our first three decades included rapid growth in student enrollment as well as the development of new programs in business, engineering technology and health sciences, and an increased presence of the College's continuing education division in the business community. Significant
accomplishments during this period included receiving accreditation by the Southern Association of Colleges and Schools; and a name change in 1974 establishing the Center as Spartanburg Technical College (STC) after the Commission recognized the institution’s broadening scope and depth of academic program offerings.

The early 1980’s brought capital improvements to the STC campus, including new buildings expanding the College to a 264,201 square-foot complex on 104-acres of land. Additionally, the STC Foundation was created to provide support for the advancement of the College’s mission and provide funds for student scholarships, faculty/staff development, curriculum upgrades, capital improvements and other institutional advancement needs.

In the mid-1990’s, the College achieved an enrollment milestone by serving more than 2,500 students, which necessitated the creation of distance learning and online course offerings as well as campus growth. To better serve all students throughout the three-county service area, STC opened a new campus in western Spartanburg County, which was initially named the Duncan Center but today is known as the SCC Tyger River Campus.

The “new millennium” or beginning of the 21st century brought rapid College-wide growth as well as new buildings designed to better serve students. Campus expansion into Gaffney and surrounding communities became a reality with the opening of the SCC Cherokee County Campus, offering local residents the opportunity to pursue a college education close to home. In August 2006, STC became South Carolina’s first community college when it was renamed Spartanburg Community College after a unanimous vote by members of the Spartanburg County Commission for Technical Education in response to a resolution by the Spartanburg County Legislative Delegation supporting the renaming to better reflect the College’s mission. By embracing the community college brand, SCC’s mission could be more clearly communicated and in turn improve economic opportunities for SCC students and graduates; and positively impact SCC’s role in Upstate economic development initiatives. During this time, SCC established partnerships with many educational institutions and businesses – Clemson University and the International Center for Automotive Research, the University of South Carolina Upstate, Sherman College of Chiropractic, AdvanceSC, TechReadySC and the Wal-Mart Foundation, etc. – to offer SCC students unique learning opportunities and foster positive economic development. As a result, these collaborations have provided hands-on training for SCC students leading to high-growth, high-demand jobs and offered local business/industry a skilled and employable pool of candidates from which to hire.

Because of enrollment growth of 22 percent from 2008-2009 based on data from the U.S. Department of Education, SCC was named one of the fastest-growing colleges in the nation, according to the December 2010 issue of Community College Week, earning the College the honor of 15th fastest growing among approximately 249 community colleges in the nation with enrollments ranging from 5,000 to 9,999.

Campus growth continued in 2009-2010 with expansions into Union County and downtown Spartanburg: The Union County Advanced Technology Center and SCC’s QuickJobs Development Center opened in February 2010 to support technical job
training in Union County. In February 2010, SCC acquired the historic Evans Building from Spartanburg County as the site of SCC’s future Downtown Campus. Slated to open in fall 2013, this fifth SCC campus offers unique opportunities to …

- Develop an educational hub for those who live, work and play in downtown Spartanburg,
- Respond to Spartanburg County’s 40/30 Challenge to increase higher education attainment of citizens of all ages, and
- Create a Workforce Development Center to meet the needs of underemployed and unemployed citizens in the downtown area.

SCC was honored with a Military Friendly School designation in 2012 for the fourth consecutive year by G.I. Jobs magazine based on research ranking SCC in the top 15 percent of all colleges, universities and trade schools nationwide committed to recruiting military students.

Spartanburg Community College’s rich history of educational excellence has included much change over the years – from humble beginnings in 1963 serving 150 students to serving more than 6,000 students today at multiple locations with facilities totaling 999,562 total square feet and campus acreage totaling 220.94. However, through our evolution as Spartanburg Technical Education Center, Spartanburg Technical College to Spartanburg Community College, one thing is unchanged -- serving our community and our students through our mission and vision of “changing the lives and building the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.”

*Does not include Union County Advanced Technology Center (14,000 SF). Owned by Union County.
Introduction

The SCC Corporate & Community Education Division

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU’s) are granted to students who successfully complete occupational development courses. Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

The Spartanburg Community College Foundation

The Spartanburg Community College Foundation’s purpose is to provide support for the advancement of the College’s mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College’s mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.
SCC Central Campus
Business Interstate 85 at New Cut Road • Post Office Box 4386
Spartanburg, S.C. 29305
(864) 592-4800 • (866) 591-3700
www.sccsc.edu/studentlife/locations/scc
 SCC Cherokee County Campus
523 Chesnee Highway (Highway 11)
Gaffney, S.C.  29341
(864) 206-2700 or (800) 922-3679
www.sccsc.edu/studentlife/locations/ccc
Union County Advanced Technology Center
1401 Furman L. Fendley Highway
Union, S.C. 29379
(864) 466-1060
www.sccsc.edu/studentlife/locations/union
Admissions Policies
Spartanburg Community College is an “open door” institution serving the educational needs of all who can benefit from its courses and programs. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities. It places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Consistent with statutory requirements and existing policies, SCC makes every effort to minimize geographic, financial and scholastic barriers to the postsecondary programs and services offered by the College.

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

SCC is required to validate an applicant’s lawful presence in the United States as defined by the S.C. Code of Laws Section 59-103-5. The College will verify lawful presence at the time of application to the College and will verify any alien’s immigration status with the federal government pursuant to 8 USC Section 1373(c). An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State.

All documents submitted become the permanent property of Spartanburg Community College.

Application Deadline
Because the demand for some programs of study exceeds the number of openings, students should apply for admission as early as possible. To assure proper processing of application and registration materials and to allow for counseling, advising and orientation, applicants should apply at least four weeks prior to registration.

Regular Admission Requirements
All prospective students applying for admission into a curriculum program at SCC must:
• Complete and submit a SCC Application for Admission (students re-entering after one year must submit a new application), and
• Be 18 years of age or older, and
• Have earned a high school diploma or a GED and provide an official high school transcript that shows a graduation date or provide official GED scores. Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent provided they submit an official college transcript verifying the highest degree earned. Applicants for health and human services programs must submit either a high school or college transcript to verify completion of prerequisite courses (refer to health and human services division special admission procedures, pages 90-93), and
• Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment. Applicants with previous college credit (including credit from SCC) may exempt all or a portion of ASSET or COMPASS. To exempt
the writing skills, reading skills or numerical skills portion, the student must have earned credit from an accredited postsecondary institution that includes courses in college-level English, reading or reading-based courses or math with grades of “C” or better. To exempt the algebra skills portion of ASSET or COMPASS, the student must have earned a grade of “C” or higher in an algebra course at an accredited postsecondary institution, and

- Request an official copy of all transcripts be sent to SCC from other colleges or universities attended, and
- Meet with an admissions officer prior to official acceptance to the College to review the results of the skills assessment and to discuss campus resources and services.

Any exception for admission must be approved by the SCC director of enrollment services.

**Readmission Requirements**

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

**Change in Program of Study**

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study.

**Residency**

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

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 semester until the determination is successfully appealed. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Appeals and all supporting documentation must be received at least one week prior to the first day of class of the semester for which payment of in-state or in-county fees is requested. Inquiries about residency requirements and determinations should be directed to the admissions coordinator. International students are not considered residents of the State until they gain permanent resident status from the Department of Homeland Security.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the State for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the semester 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 an 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. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses
Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents
Persons who reside, are domiciled and are employed full-time in South Carolina 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.

Residents of North Carolina or Georgia with Full-Time Employment in South Carolina
Residents of North Carolina or Georgia who are employed full-time in South Carolina are eligible to pay in-state fees.

Retired Persons
Retired persons and their dependents who are receiving a pension or annuity and 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.
Special Admission Categories

Admission of Special Applicants Programs (ASAP)

Special Students
Applicants who are 18 years of age or older and wish to enroll in classes to improve their skills but do not wish to pursue a degree, diploma or certificate may enroll on a space available basis. ASAP students are not eligible for VA benefits or financial aid. ASAP students desiring to take technology courses may exempt skills assessment if approval is received from the department chair of the technology program in which the course belongs. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of the skills assessment unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met. ASAP students may complete up to 15 credit hours prior to completing regular admission requirements. If an ASAP student decides to enroll in a curriculum program, all regular admission requirements must be met.

Applicants whose educational goal is to transfer credit hours to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science program.

Transient Students
Students enrolled at other colleges and who wish to take courses at SCC for the purpose of transferring the credit hours back to the home institution may do so by submitting a SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to the home institution. If a transient permission form or a college transcript is not submitted, the applicant must take the appropriate section of the ASSET or COMPASS skills assessment. Transient students are not eligible for VA benefits or financial aid at SCC. Transient students should contact the financial aid and veterans affairs offices at the home institution.

Early Admission Programs

Early College Program
The Early College Program is a dual credit program that provides eligible junior and senior high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation from high school. Courses offered include general education and technical courses that may be applied toward many SCC programs of study. Dual credit courses are offered on the campuses of SCC and at participating high schools and career centers. Students receive credit on their high school transcript as well as on an SCC transcript. Completion of courses in the Early College program does not constitute acceptance into a technical program or waiver of any regular admission requirement for later acceptance into a program of study at SCC.

All students interested in applying for the Early College program must:
- Complete and submit an Early College Prospect Form and an Early College Permission Form (if determined to be eligible for courses in the program)
- Complete and submit a Lottery Tuition Assistance FAFSA Waiver Form for 2013-2014
- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement may also be accepted in lieu of skills assessment.

Any exception for admission to the Early College program must be approved by the Director of SCC Enrollment Services.
High School Dropout Prevention and Recovery Program

Gateway to College
Spartanburg Community College, in collaboration with Spartanburg County School Districts One-Seven, offers Gateway to College, a program for youth (16-20 years old) who have dropped out or are at risk of dropping out of high school. This program enables students to earn a high school diploma, awarded by a participating area high school, while achieving success by earning college credit as well. All courses in the program are taught by college faculty on the SCC-Central Campus or SCC-Tyger River Campus. Students also receive comprehensive and individualized support services, including academic and career advising, to help ensure their success. Students must meet the requirements for being admitted to Gateway to College and must also live in a participating school district. For additional information, call (864) 592-4263 or (864) 592-4267.

Non-High School Graduates
Applicants who are at least 18 years of age but have not earned a high school diploma or a GED may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into welding; machine tool technology or heating, ventilation, air conditioning and refrigeration technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Enrollment will be based on concurrent and continuing participation in adult education. A GED or high school diploma must be obtained before a student can apply to graduate from a program.

Business Technology Division and Health and Human Services Division
Refer to pages 87-90 for detailed information on special admission procedures for these divisions.

International Students
Any applicant who requests a student visa, transfers from another college under a student visa or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as an international student.

It is recommended that International students complete the regular admission requirements at least one semester prior to enrollment. In addition, international applicants must submit the following:

- An SCC Transfer Clearance Form if you are currently attending another college in the United States and wish to transfer to Spartanburg Community College
- An official English translation of secondary and postsecondary records and transcripts. All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.
- A score report from Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper exam), 173 (computer exam), or 63 (internet exam).
- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationary dated within the last three months in the amount of $18,938.00)
- Affidavit of Support (Form I-134)
- Completion of Immigration Fee Remittance Form I-901 and payment of SEVIS fee
- A tuition deposit to cover tuition and fee costs for 2 semesters

An I-20 will be completed and issued to the student by an admissions representative after the applicant completes the above requirements.
**Senior Citizens**
South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must meet applicable admission requirements and prerequisites and is responsible for the purchase of course materials, textbooks and supplies and other established fees.

**Exemption Policy**
The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Community College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

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

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

*Articulation (Technical Advanced Placement, TAP)*
Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department chair or counselor or the College program department chair. The program department chair must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

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

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

**Experiential Learning**

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact his/her program department chair who will determine the student’s eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department chair determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the SCC business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning. Spartanburg Community College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College’s Corporate & Community Education Division may apply for College credit through experiential learning. Students should contact the Corporate & Community Education Division for information and a list of qualified courses.

**International Baccalaureate (IB) Credit**

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB examination score report in order to award credit.

**Mixed Enrollment Courses**

Spartanburg Community College may choose to enroll both credit and CCE students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

**Service Members Opportunity Colleges (SOC)**

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

**Professional Certifications**

Students may receive exemption credit for professional certification. For each professional certification, the appropriate department chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student should notify the department chair of the program to which the exemption credit is to be applied upon enrolling at SCC. The student must submit his or her original professional certification to the appropriate department chair. The department chair will complete the authorization form, attach a photocopy of the certification or credential and submit it to the records office.
Fees
No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay a fee of $50. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified corporate and community education courses at the College may apply for experiential learning credit and pay a $50 processing fee.

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

- An official transcript reflecting credit hours from the granting institution must be on file at SCC,
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department chair. SCC normally accepts transfer credit only from accredited colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis,
- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program,
- Students must have earned a grade of “C” or higher in courses presented for transfer credit evaluation.

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

Preface
On May 2, 1996 the Commission of Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

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

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina As Mandated by ACT 137 of 1995

Background
Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Educa-
tion operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions’ vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

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

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

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

**Statewide Articulation of 86 Courses**

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

**Admission Criteria, Course Grades, GPA’s, Validations**

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

   A. The definition of a transfer student and requirements for admission to both the institution and, if more selective, requirements for admission to particular programs.

   B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

   C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Institutional procedures used to calculate students applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

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

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

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

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

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

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

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

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

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
- Business Administration: Established curriculum block of 46-51 semester hours
- Engineering: Established curriculum block of 33 semester hours
- Science and Mathematics: Established curriculum block of 51-53 semester hours
- Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the arts, humanities and social sciences or the math and science transfer blocks, as relevant, to assure transferability of coursework.
• Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public
four-year institution toward the baccalaureate completion program (BSN) from graduates of any
South Carolina public associate degree program in nursing (ADN), provided that the program
is accredited by the National League of Nursing and that the graduate has successfully passed
the National Licensure Examination (NCLEX-RN) and is a currently licensed registered nurse.

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

7. Any student who has completed either an associate of arts or associate of science degree program
at any public two-year South Carolina institution which contains within it the total coursework
found in either the Arts/Social Sciences/Humanities transfer block or the Math/Science transfer
block will automatically be entitled to junior-level status or its equivalent at whatever public senior
institution to which the student might have been admitted. (Note: As agreed by the Committee on
Academic Affairs, junior status applies only to campus activities such as priority order for registration
for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating
academic degree credits.)

Related Reports and Statewide Documents
8. All applicable recommendations found in the Commission's report to the General Assembly on
the School-to-Work Act (approved by the Commission and transmitted to the General Assembly
on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among
two-and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes
in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted
as the statewide policy for institutional good practice in the sending and receiving of all course
credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

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

Statewide Publication and Distribution of Information on Transfer
11. The staff of the Commission on Higher Education will print and distribute copies of these pro-
dcedures upon their acceptance by the Commission. The staff will also place this document and the
appendices of the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials
on their Internet websites:
   A. A copy of this entire document
   B. A copy of the institution's transfer guide

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

A. A copy of this entire document.
B. Provide to the Commission staff in format suitable for placing on the Commission's home website, a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
   A. Publish these procedures in their entirety (except Appendices)
   B. Designate a chief transfer officer at the institution who will:
      - provide information and other appropriate support for students considering transfer and recent transfers
      - serve as clearinghouse for information on issues of transfer in the state of South Carolina
      - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
      - work closely with feeder institutions to assure ease in transfer for their students
   C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant
   D. Refer interested parties to the institutional Transfer Guide
   E. Refer interested parties to the Institutional and Commission on Higher Education's website for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

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

**Development of Common Course System**

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

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

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

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

Spartanburg Community College courses are shown in bold. State approved transfer courses not currently listed in the SCC catalog are shown in italics. (Revised 12-08.)
Financial Aid

Operating Principles
Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, SCC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

When and How to Apply
To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the Free Application for Federal Student Aid (FAFSA). The address for FAFSA on the Web is www.fafsa.gov. The student and parent (if dependent) should apply for a PIN at www.pin.ed.gov prior to starting FAFSA on the Web so that the application can be signed electronically and tax information can be transferred from the IRS. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between January and May for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May). The priority deadline is May 1.

How Does The Process Work
Complete and file your IRS tax return. Next, approximately two weeks after filing the IRS tax return, complete the FAFSA and include SCC's Title IV school code, 003994. Simplify the process by using the IRS Data Retrieval option when tax return data is requested. This saves you time and expedites the application process. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and SCC will receive the application data electronically.

If additional information is needed to complete a student's file, he or she will receive an email to the SCC email account. Items needed can be viewed through MySCC Portal in WebAdvisor under Financial Aid, then My Documents. Submit the requested information as soon as possible and make sure all documents are signed.

Once the student's file is complete, he or she will receive an email to the SCC email account. The student can view or print the financial aid award letter and all financial aid award letter inserts through MySCC Portal in WebAdvisor under Financial Aid. Read everything thoroughly.

Communication with Students
MySCC Portal provides online services to SCC students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through WebAdvisor in MySCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

The majority of communications from financial aid will be sent to student SCC email accounts. Students must review their email and announcements regularly through MySCC Portal to ensure they have the latest information about their financial aid status.
Determinations of Financial Need

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

The total cost of attendance (student budget) is an estimate of the total cost a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2013-2014 follow.

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*Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change.
Student Eligibility Requirements
A student must meet the following eligibility requirements to receive federal assistance:
• Be enrolled or accepted for enrollment in an eligible program
• Be a regular student
• Have a high school diploma or GED
• Be a U.S. citizen or eligible non-citizen
• Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Direct loans)
• Be registered with the Selective Service (males only)
• Not be in default on a federal student loan borrowed for attendance at any institution
• Not have borrowed in excess of federal loan limits
• Not owe a repayment on a federal grant or scholarship received for attendance at any institution
• Maintain satisfactory academic progress
• Not be enrolled concurrently in an elementary or secondary school
• Provide a valid social security number

Eligible Programs/Courses, Enrollment Status and Repeated Courses
A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and continuing education courses are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. Students enrolled as a special or transient student in an Admission of Special Applicants Program (ASAP) are not eligible for financial aid or VA benefits. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study. For federal aid programs only, once a student has completed a course two times, that course cannot count in the enrollment status.

The amount in the original award notification is based on full-time enrollment. A student who is not full-time will have his or her award reduced based on the actual number of credit hours enrolled. Remember that students who are not full-time do not pay as much for tuition and fees. A student's enrollment status is determined through the census date of each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status through the census date. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours.

How A Student Receives Assistance
A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. A student may request to “opt out” of purchasing books at the SCC Book Inn and may request an allowance to purchase books and supplies elsewhere by submitting to the business office a Request to Opt Out form by the first day of class for each semester the student wishes to use an allowance. Funds available after tuition, fees, books and/or supply expenses have been paid will be disbursed by the business office. Dates will be printed in the SCC Student Planner & Handbook and in the SCC Enrollment & Registration Guide. All financial aid awards are considered estimated awards until aid transmits to student accounts in the SCC business office.

Students who receive a Federal Work Study award and obtain employment through this program are paid once a month.
Transferring
Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Community College must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to SCC. SCC’s Title IV school code is 003994. It is the student’s responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Summer Aid
Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester.

Summer funding is limited and not all funds are available during the summer. Federal Pell Grant is only available if a student has not been enrolled full time during the previous fall and spring semesters. The S.C. Need Based Grant, the LIFE Scholarship and the S.C. Teacher Loan are not available during the summer semester. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester.

All financial aid awards for the summer 2014 semester can be viewed using WebAdvisor after March 6, 2014.

Satisfactory Academic Progress (SAP)
Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student’s eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid warning or suspension will be notified by an email to their SCC email account.

Qualitative Standard (Completion Rate and Grade Point Average)
• The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted.
• Courses with grades of F, W, WF, I and U are not considered completed courses.
• Students are also required to maintain a minimum program grade point average (GPA) of 2.0.
• Students are placed on financial aid warning if the completion rate is less than 67% or if the program GPA is less than 2.0. (See Warning on page 43)

Quantitative Standard (Length of Eligibility)
• Students may receive financial aid for 1.5 times the published length of the program of study.
• For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted (60 x 1.5 = 90).
Admissions & Financial Aid

- Transfer hours are added to the total hours attempted at SCC to assess the length of eligibility.
- Students may repeat a course, but repetitions will count toward the length of eligibility.
- Once the maximum number of hours is attempted, students are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals on page 44.)

Remedial Courses

- Remedial courses are defined as zero level and 100 level courses.
- A student may only attempt or count for enrollment status purposes up to 30 remedial hours.
- Remedial courses will not count for SAP purposes in the GPA or length of eligibility calculation.
- Remedial courses will count for SAP purposes in the completion rate calculation.

Warning

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If students do not earn the minimum grade point average and/or complete the minimum number of credit hours required, they are placed on financial aid warning for the next semester attended.
- Financial aid eligibility continues during the warning period.
- During the warning period, students must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below.)
- If students meet the warning stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid warning and must continue to meet this policy.
- If students meet the warning stipulations and the program GPA is less than 2.0 or the completion rate is less than 67 percent of the cumulative hours attempted, they will be placed on financial aid probation. (See Probation below.)

Probation

- To remain eligible for aid during a probationary period, students must submit an appeal to include an academic plan.
- During the probationary period, students must take at least 6 credit hours, complete 100% of the attempted hours, have at least a 2.0 term GPA and continue to follow the academic plan. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below)
- If students meet the probationary stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid probation and must continue to meet this policy.

Suspension for Failing to Meet Warning or Probationary Stipulations

- To reestablish eligibility students must submit and have an approved appeal after completing a semester at SCC without financial assistance (excluding Lottery Tuition Assistance). During the semester attended without financial assistance, a student must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the warning or probationary period that hindered him or her from meeting the stipulations.
Examples of acceptable extenuating circumstances include: prolonged hospitalization during the warning or probationary period, death in the family during the warning or probationary period or change in work hours that conflicted with the class schedule during the warning or probationary period. Because a student is aware prior to the warning or probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.

Students are advised to solve their difficulties prior to registering for a warning or probationary period.

Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the financial aid office or the website at www.sccsc.edu/FinancialAid under “Forms”.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility.
- Appeals for length of eligibility should include from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the appeal.
- Appeals because stipulations were not met during a warning or probationary period must explain why the SAP policy is not being met and include an explanation of what has changed that will allow the SAP policy to be met.

Sources of Financial Aid

(Funding for programs is contingent on federal and state approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change.)

Federal Pell Grant (PELL)
The Federal Pell Grant does not have to be repaid and is a program for students who have not previously earned a baccalaureate degree. Pell Grant is considered the foundation of federal financial aid to which aid from other federal and nonfederal sources might be added.

A student can only receive the Pell Grant for up to 12 full-time semesters. Students can track their remaining Pell Grant eligibility on NSLDS at www.nslds.ed.gov or on the Student Aid Report.

Iraq and Afghanistan Service Grant
The Iraq and Afghanistan Service Grant is a federal program for students who are not eligible for a Federal Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. The student must be under 24 years old or enrolled at least half-time (minimum of 6 credit hours) at the time of the parent’s or guardian’s death. The award amount is equal to the amount of a maximum Pell Grant for the award year.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant is a program from which students may obtain up to $4,000 each year depending on their financial need, the availability of FSEOG funds at SCC and the amount of other aid received.

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

**South Carolina Need-Based-Grant (SCNBG)**

The South Carolina Need Based Grant program is designed to provide additional financial assistance to South Carolina’s neediest students. The maximum award is $2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office’s satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

**Federal Direct Loans**

The Federal Direct Loan is a low interest loan made by the U.S. Department of Education. To determine eligibility, a student must complete a FAFSA and the College’s financial aid process, a Direct Student Loan Request form, a Master Promissory Note (MPN) and entrance loan counseling.

A **Subsidized** Direct Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government “subsidizes” the loan during these periods by paying the interest for the student.

An **Unsubsidized** Direct Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 6 credit hours each semester and be in an eligible program. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is available, the student must complete an online entrance loan counseling session and sign a Master Promissory Note (MPN). Upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

**S.C. Teachers Loan Program (SCTL)**

The S.C. Teacher Loan program was established by the State of South Carolina through the Education Improvement Act of 1984 to entice talented and qualified students into the teaching profession and is administered through S.C. Student Loan (SCSL). This loan is cancelled by teaching in South Carolina public schools in an area of critical need.

To receive a SCTL, a student must apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) and be considered for all types of aid, including grants and Lottery Tuition As-
Students must have a completed financial aid file and then complete the SCTL application process by the June 1 deadline. After this date, applications will be accepted if funding is available.

Eligibility requirements, application process, award amounts, forgiveness and repayment information is available in the financial aid office or online at www.sccsc.edu/FinancialAid. For additional information, a student may also visit S.C. Student Loan’s website at www.scstudentloan.org.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. All students must meet these eligibility requirements:

- Have graduated from a high school located in South Carolina, graduated from an approved homeschool program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student, and
- Be a legal resident of South Carolina and a U.S. citizen or an eligible non-citizen, and
- Have no felony convictions, and
- Not been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related offense for one academic year, and
- Not owe a repayment to a federal or state grant or be in default on any state or federal student loan, and
- Enroll full-time (minimum of 12 non-remedial credit hours per semester) in a degree, diploma or certificate program.

In addition, a first-time freshman must:

- Have earned a minimum 3.0 high school cumulative grade point average on the Uniform Grading Scale, and
- Have a calculation date between the date of graduation and no later than June 15, and
- Submit the final, official high school transcript to the SCC admissions center.

A student may gain eligibility by:

- Earning a GED diploma if not a high school graduate, and
- Earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous (students who begin mid-year may receive the award no earlier than their fourth term of enrollment), and
- Earning a minimum cumulative collegiate GPA of 3.0, and
- Submitting to the SCC admissions center an official transcript from each post-secondary institution attended.

A transfer student must:

- Earn at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- Earn a minimum cumulative collegiate GPA of 3.0, and
- Submit to the SCC admissions center an official transcript from each post-secondary institution attended, and
- Contact the LIFE Scholarship Coordinator in the SCC financial aid office to determine eligibility.

To have the scholarship renewed for a second academic year, a student must:

- Earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). Note: A student needs to take 12 non-remedial credit hours per semester to receive LIFE, but to renew LIFE the following year the student must earn at least
30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). The student may need to take additional credit hours during the fall and spring semesters or enroll during the summer semester.

- Earn a minimum cumulative collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester).
- Have terms of eligibility remaining. A student may receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

### Why Do Students Who are Eligible for LIFE Sometimes Not Receive It?

- To be admitted to SCC, a student must take a skills assessment. Depending on the scores, the student may need to take refresher courses in math, reading or English. These refresher courses are also referred to as “remedial” or “transitional” courses.
- A student cannot use a LIFE Scholarship until he or she is enrolled in at least 12 non-remedial credit hours during a semester. Remedial courses are not covered by LIFE.
- If the student needs to take remedial courses, then the LIFE Scholarship can be deferred for up to one year.
- Zero level, 100 level, COL 101 and ESL 102 are considered remedial courses. (MAT 031 and RDG 100 are examples.)
- If the student needs remediation, he or she should discuss all possibilities with the academic advisor. But, the financial aid office does not recommend taking 12 non-remedial credit hours while enrolled in remedial classes. The student may negatively affect his or her ability to renew the LIFE Scholarship.

### What are Some Other Things That Students Need to Know about the LIFE Scholarship?

- A student cannot receive LIFE during a summer semester.
- A student cannot receive LIFE and Lottery Tuition Assistance. If the student received LIFE during a fall or spring semester, he or she cannot receive Lottery Tuition Assistance during the following summer semester.
- If eligible, the student must sign a certification form each year.

### What if I Graduate Early from High School?

- Students who complete all requirements for high school graduation prior to the official graduation date in May or June may be eligible to receive the LIFE Scholarship for the spring term if they meet all initial and general eligibility criteria.

The following must be submitted to SCC by the last day of the spring term:

**Submit to the SCC Admissions Center:**

1. An official high school transcript in a sealed envelope. The transcript must include all grades through January and a cumulative GPA based on the S.C. Uniform Grading Policy, and
2. A letter from your high school principal on the school’s letterhead indicating you have completed all requirements for high school graduation.

**Submit to the SCC Financial Aid Office:**

1. The SCC LIFE Scholarship Application for Early High School Graduates.

Questions about eligibility should be addressed to the LIFE Scholarship Coordinator in the SCC financial aid office.
Lottery Tuition Assistance Program (LTAP)

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be awarded LTAP, students must complete a Free Application for Federal Student Aid (FAFSA) and the College’s financial aid process; qualify for in-state tuition; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls. Students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum cumulative GPA of 2.0 prior to the fall semester of an academic year. A student cannot receive LTAP for more than one certificate, diploma or degree earned within any five year period unless the additional certificate, diploma or degree constitutes progress in the same field of study.

The amount students can use toward tuition and fee charges is based on the amount of these charges remaining on the account after Federal Pell Grant, FSEOG, NGCAP or S.C. Need Based Grant has transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. If a student’s tuition and fees are paid by VA, he or she will not receive the LTAP award. The LTAP award will be credited to the account before any SCC scholarship, outside scholarship, Federal Direct Loan or SCTL so that students can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

South Carolina National Guard College Assistance Program (NGCAP)

This program was established to provide financial assistance to members of the South Carolina Army and Air National Guard. NGCAP covers the cost of attendance as defined by federal regulations up to a maximum amount each award year. The maximum amount will be determined annually by the S.C. Commission on Higher Education (CHE). Students who have earned a bachelor’s or graduate degree are not eligible.

To qualify, the student must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing throughout the entire academic year, maintain satisfactory academic progress, be a U.S. citizen or a legal permanent resident and satisfy additional eligibility requirements as may be promulgated by CHE. The S.C. National Guard is responsible for providing a list of all eligible Guard members to CHE which will in turn notify the College. To be awarded, the student must be on the list from CHE.

Scholarships

All academic scholarships are administered through the SCC Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Community College Scholarship Committee (except in the case where an established set of guidelines provides for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College’s website. More information about scholarships can be found in a financial aid brochure (available in the financial aid office or online) or on the financial aid office’s website at: www.sccsc.edu/FinancialAid.
Other Assistance

Technical/Health Scholars

Students applying for these sponsorships must meet the following requirements:
• be fully accepted into an appropriate business, industrial or engineering technology or health and human services associate degree program,
• meet scholars application criteria,
• agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and required supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical / Health Scholars should contact the SCC career services office.

S.C. Vocational Rehabilitation

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

Free Tuition for Children of Certain War Veterans

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

Veterans' Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at 1-888-442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Academic Requirements

Academic progress will be measured at the end of each term in which the VA student was enrolled. Failure by a VA student to maintain a program GPA of at least 2.0 will result in the VA student being placed on academic probation for the next term of enrollment.

A VA student with a term GPA less than 2.0 after the academic probation term will be placed on academic suspension. A VA student with a term GPA of 2.0 or higher after the academic probation term but with a program GPA less than 2.0 will remain on academic probation. A VA student with a term GPA of 2.0 or higher after academic probation and with a program GPA of 2.0 or higher will be removed from academic probation and returned to good standing.
A VA student who appeals and is removed from academic suspension and allowed to register is placed on academic probation. Documentation that the student has a reasonable likelihood to maintain satisfactory attendance, progress and conduct in the future must be submitted to the SCC veterans affairs coordinator. The SCC veterans affairs coordinator must submit a statement with the recertification of enrollment that describes the conditions for the student’s continued certification to VA. A VA student removed from academic suspension and placed back on academic probation is subject to academic suspension again if he or she fails to earn at least a 2.0 term GPA during the next period of enrollment.

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

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

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

Drops and Withdrawals
VA students must report course drops or a term withdrawal to the SCC veterans affairs office. To ensure timely notification to VA, reports will be run monthly to identify VA students who have dropped courses or withdrawn from the term. At the end of each semester, VA students who earn a grade of “F” with a course status of “AB=abandoned” are reported to VA with the last date of attendance.

Eligible Courses
VA students may receive benefits only for those courses that are required for graduation or are a prerequisite for courses required in the program of study. When additional courses beyond those courses required for graduation are needed to overcome a grade point deficiency, the additional courses may be approved with required documentation outlined in VA regulations.

Internet/Online, Hybrid and Video Courses
SCC offers a variety of course delivery methods within a certificate, diploma or degree program of study. Non-traditional course delivery methods are listed in the semester course schedule and on the College’s web site (www.sccsc.edu). SCC expects students to participate in all instructional activities since these courses are comparable to resident (traditional classroom) courses. SCC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.
Each course delivery method must include
- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Nonpunitive Grades/Mitigating Circumstances
Regulations prohibit payment of VA benefits for a course from which the student withdraws. Unless the student submits to VA documentation of mitigating circumstances, the student must repay to VA all the money paid to him or her for the pursuit of that course from the start of the term – not just from the date he or she dropped the course.

Prior Credit
VA students who have attended another college must submit all collegiate transcripts to the SCC admissions center for evaluation even if transfer credit is not requested.

Program Changes
VA students who change programs must complete a change of program form in the SCC veterans affairs office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Remedial Courses/Transitional Studies
Certification for enrollment in remedial courses numbering 011 through 099 (mathematics, reading and English) will be limited to a maximum of 30 credit hours. Exception will be granted only to a student who meets the academic requirements of this procedure and has the approval of the vice president of student affairs or his or her designee.

VA will not pay benefits for enrollment in a remedial class taken online.

Repeated Courses
There is no limit on the number of times a course may be repeated (unless specified in the course syllabi or program handbook that the course may not be repeated) or which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive.

Tutorial Assistance for Veterans
VA students may receive monetary assistance from the VA to pay for a tutor if one is required.
Notes
**Advising Center**

Services offered at SCC’s Advising Center include:

- Academic advising for students enrolled in zero-level (031, 032) transitional studies courses. **All certificate of health science students** until acceptance into the following programs: early childhood development, expanded duty dental assisting, health unit coordinating, medical assisting, medical coding and reimbursement specialist, medical laboratory technology, nursing, paramedic, phlebotomy, pharmacy technician, radiography, respiratory care, surgical technology and therapeutic massage; and **new (first semester) curriculum-ready students**;
- Guidance along academic and career paths commensurate with students’ abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College’s programs;
- Assistance with course selection, scheduling, and long-term academic planning;
- Information about the College’s academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and
- Course schedule development and WebAdvisor training.

**AIM Center**

The AIM Center receives federal funding through the Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) to provide career counseling and financial assistance for books, city bus tickets, and childcare services to economically disadvantaged men and women enrolled in career and technical education credit programs. The AIM Center serves special populations including single parents, displaced homemakers, individuals with limited English proficiency, individuals with disabilities, students who are economically disadvantaged and students enrolled in non-traditional technology programs.

**Alerts - Campus Closings and Emergency Notifications**

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

**Bookstores**

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. - 6:00 p.m. and Friday from 9:00 a.m. - 1:00 p.m. The purpose of the bookstore is to provide the required texts materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, computer software, and culinary and health science uniforms, as well as a selection of greeting cards, college logo sportswear, bookbags and gift items. For textbook prices and lists of term offerings, refund policies, program supply costs, and to order on-line, visit the Book Inn website at www.sccsc.edu/BookInn.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During College exam days, an independent representative is available in the bookstore to purchase textbooks from students.
Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. Absolutely no refunds will be made without a cash register receipt. Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed packages are unopened.

SCC Tyger River Campus Bookstore - There is also a bookstore at SCC Tyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

Campus Safety and Security / Student-Right-To-Know
The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College’s contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/security/index.htm).

Career Services
The career services office provides a comprehensive program to support the student’s vocational choice and success in transitioning into the world of work. Services include providing information about local workforce needs; linking the College’s academic and career programs to business and industry needs; disseminating information about full-time, part-time, temporary and summer employment opportunities via an electronic job board; and providing support for job-readiness skills and resume preparation.

Center for Academic Progress and Support (CAPS)
The Center for Academic Progress and Support (CAPS) is an initiative to integrate and expand existing academic support services and instructional activities. CAPS service areas include the Advising Center, AIM Center and Student Disability Services.

Counseling and Career Development
The College offers services to assist students to clarify life and career goals including information about academic and personal requirements, career and job-related information and access to career assessments to assist with this important life task.

Early Registration
Registration dates are published on the SCC website (www.sccsc.edu) and in SCC publications. Students are encouraged to meet with academic advisors to discuss career goals and academic progress and to schedule classes. Questions about registration dates should be directed to the SCC student records office located in the Student Services Building or by calling (864) 592-4681.
Evening Services
The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30-10:15 p.m., Monday through Thursday (hours may vary during the summer term). Most of the support services provided by the College are available to evening students. Academic programs available in the evening are indicated in the program descriptions of this catalog. An evening services coordinator is available on each SCC campus to assist SCC faculty, staff and students from approximately 5-10 p.m. Monday-Thursday. The central campus coordinator can be reached via phone at (864) 592-4830 and also an office located in the West Building, C-18. The evening service coordinator for the SCC Cherokee County Campus can be reached via phone at (864) 206-2808 or by dialing extension 2808 when on that campus. The evening services coordinator for the SCC Tyger River Campus can be reached via phone at (864) 592-6266 or in the lobby of the Tyger River Building.

Health Services
The College does not provide comprehensive health services. The police officers provide emergency first aid. Please call 592-4911 for assistance.

Housing Information
The College does not provide living accommodations for students.

Identification Cards
Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official, including campus police officers, upon request.

Insurance
The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes $5,000–medical expenses; $1,500–accidental death; $1,500–dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library
The SCC Library provides the community with access to a collection of over 43,000 volumes, including 5,900+ audiovisual items, 37,000+ books and 475+ periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection and over 60 full-text databases such as Academic OneFile, Academic Search Premier and over 60,000 eBooks.

The central campus library, located in the Library Learning Resource Center, features ample reading and conference space, group study rooms, nearly 100 computers, a fax machine, scanners, video and audio equipment, and a photocopier.
Libraries are also located at the SCC Cherokee County Campus on the first floor of the Harvey S. Peeler, Jr. Academic Building and at the SCC Tyger River Campus in the Tyger River Building. Students on both of these campuses have full access to the library’s wealth of online research tools and can receive next day delivery of library materials requested from the central campus library.

The library’s resources are further enhanced by online access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. Materials that the SCC library does not own may be borrowed from these or dozens of other libraries across the state and the country, via our various consortium memberships.

Library orientations and instruction sessions are available upon request for individuals, classes, or other groups. Reference services are provided in person at each campus and via e-mail and by telephone. Patrons may check out books, DVDs and other items from the general collection, and download eBooks.

For further information regarding the Library’s services or resources, please visit the Library’s website at: http://library.sccsc.edu; email askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

The library’s normal hours of operation are as follows:

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

**SCC Cherokee County Campus:**
- Monday - Thursday: 7:30 a.m. - 9:00 p.m.
- Friday: 7:30 a.m. - 1:00 p.m.
- Saturday: 9:00 a.m. - 1:00 p.m. (fall and spring terms only)
- Sunday: Closed

**SCC Tyger River Campus:**
- Monday - Thursday: 7:30 a.m. - 9:00 p.m.
- Friday: 7:30 a.m. - 1:30 p.m.
- Saturday and Sunday: Closed

**New Student Orientation**

New Student Orientation is a valuable tool that introduces students to the variety of support services and resources available at SCC. In addition to information received at New Student Orientation, students may access vital information in their *SCC Enrollment & Registration Guide* that contains more specific information related to registration. This guide is provided at the time of admissions to the College and can be accessed online at www.sccsc.edu/resources/publications.aspx. Students can learn more about SCC student resources and services at www.sccsc.edu/studentlife/orientation.
Parking
Students must register their vehicles and display a current parking permit as directed. Permits are available at no cost to students and are valid for one academic year.

Records and Transcripts
All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

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

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

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student’s request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student’s record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office. Acceptable proof is the parents’ most recent federal tax return.

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

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

Transcripts and information not specified under "directory information" is released only with written permission of the student.
**Student Recruiting Information**
The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:
- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a nondisclosure form in the records office within the first five days of the term.

**U.S. Patriot Act of 2001**
The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose “personally identifiable” information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This recent amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose—without the consent or knowledge of the student or parent—personally identifiable information from the student’s educational records to the Attorney General of the United States or his or her designee.

**SCCOnline**
SCCOnline, the College’s distance learning program located in the Tracy J. Gaines Building. Each semester, a variety of online course sections (over 100) is offered to students, as well as complete degree and certificate options including the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing electives, Sign Language Interpreter Training and Palmetto Professional Landscape Certificate.

Online courses allow students to take classes at home or on the go, while balancing work, family, or military obligations. Courses offered by SCCOnline cover the same material as traditional courses taught in the classroom. Hybrid courses combine some on-campus instruction with online learning. Some students choose to pursue an entire degree online, while others choose to take both online and on-campus courses to reach their educational goals. SCCOnline courses are included in the college course schedule, and the registration process is the same as programs and courses offered on-campus. SCCOnline also provides technical support to students, as well as support to faculty who teach and develop online courses.

SCCOnline also broadcasts classes to increase course offerings at the SCC Cherokee County Campus in Gaffney, the SCC Tyger River Campus in Duncan, the Union County Advanced Technology Center in Union, and other technical colleges across the state. Broadcast classes allow the instructor and students on one campus to interact with students at another location through two-way audio and video links. Broadcast classrooms on the SCC central campus are located in the Tracy J. Gaines Building, rooms G-12 and G-13; on the Tyger River Campus in the Tyger River Building, room 105; and on the Cherokee County Campus in the Harvey S. Peeler, Jr. Academic Building, room 108, in the SCC Foundation Cherokee Business Training Center, room 107, and at the Union County Advanced Technology Center room 107-B.
For more information, visit the SCCOnline web site at: online.sccsc.edu, or contact the SCCOnline office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to scconline@sccsc.edu.

SCC Student Ambassadors
SCC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their academics, service and commitment. Those interested in applying for this honor must complete an online application, have faculty referrals, maintain a minimum cumulative 2.5 GPA at SCC and attend an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, contact Luke Black at (864) 592-4212 or visit the SCC website at www.sccsc.edu/recruit.

Services to Students with Disabilities

Student Disability Services Center
This office acts as an advocate for students with disabilities who self identify and provide supporting documentation, ensuring that they have access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services, or support services are encouraged to inform their admissions counselor or contact the director of disability services prior to the beginning of the term that they require accommodations. Students are encouraged to register early so the accommodation plan can be developed. Please contact Debbie Roberts, coordinator of student disability services at (864) 592-4818 or visit the office located on the central campus in the East Building | Room 30-B.

Student Activities
The College considers out-of-class programs to be a vital part of the educational process. Students are encouraged to participate in programs that stress leadership and training, service to the college and the community, self-directed activities, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The college sponsors many extracurricular activities during the year and encourages student participation in these programs.

Student Copiers
Spartanburg Community College has six student coin-operated copying machines for student, faculty and staff use. Cost is ten cents (.10) per page. The machines are located in the following areas:

SCC Central Campus
- Library in the Library Learning Resources Center
- East Building outside The Learning Center
- West Building Canteen
- Squires Internet Cafe in the Health Sciences Building

SCC Cherokee County Campus
- Cherokee Campus Library

SCC Tyger River Campus
- Tyger River Building - Library

Copier Refunds for Students
Refunds for student copiers are provided in the Spartanburg Community College libraries.
Student Due Process
Student grievance procedures, procedures related to student due process, and the student code are printed in the SCC Student Planner & Handbook.

Success Network
Success Network is an academic support program available to eligible SCC students. The goals of Success Network are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. Success Network offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, financial literacy information, cultural enrichment activities, and membership in the Success Network Club.

Because Success Network is funded by a federal grant and has limited enrollment, students must meet certain eligibility criteria to become members of Success Network. To be eligible, a student must:

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid
- Be working on his or her first college degree
- Have completed or placed out of RDG 032 and have 2 or fewer developmental courses to complete
- Have a cumulative grade point average of 2.0 or higher
- Meet at least one of the following eligibility requirements:
  - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) OR
  - Currently reside in an economically disadvantaged household (Success Network will help you determine if you meet this criteria) OR
  - Have a documented disability

Additional eligibility criteria may also apply. Success Network is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for membership in Success Network. Applications may be obtained from the Success Network office or from our website (www.sccsc.edu/success). Once you submit your application, Success Network will contact you to discuss your eligibility and the remaining steps in the application process. Students may contact the Success Network staff in person in E44 of the East Building, by phone at (864) 592-4780, by email at successnetwork@sccsc.edu, or on the College's website at www.sccsc.edu/success.

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of $276,570 by the U.S. Department of Education.

Testing Center
The SCC Testing Center provides faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Housed in the East Building (room E3) on the central campus, the Center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at www.sccsc.edu/resources/testing. Hours of operation for the central campus are posted in the Center each se-
mester and on the website. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864-592-4050), SCC Tyger River Campus (call 864-592-6190) and Union County Advanced Technology Center (call 864-466-1060) all by appointment.

**The Rita Allison Learning Center (TLC)**

Located in the East Building in Rooms E2, E5 and E6, The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location on the central campus. TLC offers students free academic support via one-on-one and group tutorials in many academic subjects and an open computer lab with skilled lab assistants. No appointment is necessary; walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use the Center’s services often. To schedule a class orientation, please call (864) 592-4715. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish and the sciences. The Center also provides 65 computers for academic use, equipped with Microsoft Office software, course-specific software, high speed Internet connections with access to library databases and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" allow online students to submit papers or questions to tutors and lab assistants at www.sccsc.edu/resources/tutoring/tlc. Tutoring services are also available at the other SCC campuses. Please check the website for the available hours at each location.

**Vending**

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Student Services Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building. Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building.

The Cuppa Cabeana is SCC’s coffee shop and deli. A wide selection of hot and cold espresso drinks, sodas, snacks, breakfast items, salads and sandwiches are available for purchase. Located in the lobby of the Library Learning Resource Building, hours of operation are 7:30 am-6 pm, Monday-Thursday.
College Costs

Tuition

*Full-time Students (12 - 15 credit hours)*
- Spartanburg and Cherokee County Residents: $1,890 per semester
- Union County Residents: $2,175 per semester
- Out-of-County Residents: $2,365 per semester
- Out-of-State Residents: $3,872 per semester
- Out-of-Country or International Residents: $3,872 per semester

*Overload Fees: Full-time Students (taking more than 15 credit hours)*
- Spartanburg and Cherokee County Residents: $158 per credit hour
- Union County Residents: $182 per credit hour
- Out-of-County Residents: $197 per credit hour
- Out-of-State Residents: $323 per credit hour
- Out-of-Country or International Residents: $323 per credit hour

*Part-time Students (taking fewer than 12 credit hours)*
- Spartanburg and Cherokee County Residents: $158 per credit hour
- Union County Residents: $182 per credit hour
- Out-of-County Residents: $197 per credit hour
- Out-of-State Residents: $323 per credit hour
- Out-of-Country or International Residents: $323 per credit hour

Fees

- Enrollment Fee (non-refundable unless the student withdraws prior to the start of the term): $50 per semester

Tuition Waiver for Senior Citizens - South Carolina residents age 60 or over who are not employed full time are eligible for a tuition waiver. The student must meet applicable prerequisites. Other fees, books, and supplies are the responsibility of the student. Procedures for senior citizens are available in the Registrar’s Office.

Fees and Expenses

- Application fee: A $25 non-refundable application fee is required in order to submit an application to SCC. This fee does not guarantee admission to the College. Please check the SCC website at www.sccsc.edu/admissions/apply/appfee.aspx for the most updated information.
- Credit by examination and/or experiential learning fee: $50 per course for exam or evaluation
- Credit Card Convenience fee: $15 per transaction
- Distance Learning and Hybrid Distance Learning Fee: $15 per course
- Enrollment fee: A $50 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs. This fee is non-refundable unless the student withdraws prior to the start of the term.
- Lab fee: $15 per course with a required lab.
- Late Registration fee: $75 for registration after scheduled deletion date.
- Payment Plan Administrative fee (non-refundable): $30
- Payment Plan Late fee: $50 per late payment
- Returned checks fee: $25 per incident in addition to any fee charged by the bank

The Spartanburg County Commission for Technical & Community Education may change tuition and fees without notice. For an updated listing of current SCC fees for full-time and part-time students, visit the SCC website at www.sccsc.edu.
**Textbooks and Supplies**
Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

**Residency Information** - please refer to page 27.

**Payment of Fees**

**Payment Due**
All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student’s academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

**Payment Methods**
The College accepts cash, first-party checks, e-checks, money orders, and cashier’s checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via WebAdvisor. A $15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A $75 late registration fee will be assessed for registration done after scheduled deletion date.

**Sponsorship**
Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

**Tuition Payment Plan**
Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College’s tuition payment plan requires a $30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A $50 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 amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

**Financial Aid**
Students may use their financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Important dates will be printed in the SCC Student Planner & Handbook and the SCC Enrollment & Registration Guide. Students may verify that financial aid will pay tuition and fees by going to WebAdvisor in MySCC Portal to view their account under “Student Financial Information.” Students should check their account balance each semester prior to the fee payment deadline. In the event there is not enough financial aid to cover tuition and fees, the student must pay the balance by the due date.

If a student has a credit balance remaining after tuition, fees, book and/or supply expenses have been paid, a check will be mailed to him or her. Address information should be updated in the SCC records office.
Student Refund / Term Withdrawal / Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans and/or aid through the Success Network. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student’s withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete with a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the term as outlined in Section I or a full-time student must reduce the number of credit hours to below 12 credit hours during the refund period or a part-time student must reduce the number of credit hours during the refund period.

The refund percent is based on the date student records receives notification from the student. Tuition and eligible fee charges for a term will be refunded at the following rate:

<table>
<thead>
<tr>
<th>Fall and Spring Terms</th>
<th>Withdrawal or Net Reduction of Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund Percent</td>
<td>1st - 8th calendar day of the term</td>
</tr>
<tr>
<td>100%</td>
<td>9th - 14th calendar day of the term</td>
</tr>
<tr>
<td>75%</td>
<td>15th - 19th calendar day of the term</td>
</tr>
<tr>
<td>50%</td>
<td>after the 19th calendar day of the term</td>
</tr>
<tr>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

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

If the calculated refund dates fall on a day that the college is closed, the date will be moved forward to the next day the college is open.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.
Non-federal financial aid recipients who withdraw from a term will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

1. Private (alternative loans)
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other Aid or Assistance
9. Lottery Tuition Assistance

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student’s satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

**III. Return of Federal Financial Aid**

A student’s federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

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

\[
\text{Percent of aid earned} = \frac{\text{Number of calendar days completed in the semester}}{\text{Total number of calendar days in the semester}}
\]

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

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

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

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


**Academic Policies**

**Academic Advising**

Students enrolled in academic programs are advised by faculty and staff on matters of career choices, course selection and academic progress.

**Academic Standards of Progress (Notification, Warning, Probation, Suspension)**

A term grade point average (GPA) of 2.0 shall be used at each technical/community college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

**Notification**

A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with their advisors or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

**Academic Warning**

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

**Academic Probation**

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

**Academic Suspension**

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

**Add/Drop Period**

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the FlexStart terms in the fall and spring and the summer is the first two-three (2-3) instructional days of the term depending on the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the add/drop period will not appear on transcripts.
Students may be reinstated in a class at the discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of "W" will be awarded. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean. Go to the SCC website (www.sccsc.edu/quicklinks-transcripts&records) to review the drop procedure for students.

**Auditing a Course**

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

**Attendance**

Students are responsible for punctual and regular attendance in all classes, laboratories, clinics, clinics, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor.

**Tardiness** - Students are tardy if not in class at the time the class is scheduled to begin.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

**Absences for Religious Holidays**

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

1. **Observance of religious holidays resulting in three or fewer consecutive absences:** Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

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

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. Students receiving financial aid should contact the financial aid office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Drop dates are posted in the records office and also on the SCC website at www.sccsc.edu.

**Course Overload Policy**

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

**Dean's List**

To qualify for the dean's list, students must
- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C." A grade of "I" automatically excludes students from the dean's list.

**Grades**

**Final Grade Review**

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

**Grading System**

Spartanburg Community College uses the following system of grades:

<table>
<thead>
<tr>
<th>Quality</th>
<th>Points</th>
<th>Used in GPA</th>
<th>-Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>E</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AU</td>
<td>0</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>TR</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Zero-level transitional studies course grades are not used in grade point average (GPA) computation.*
An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade it and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend past subsequent term.

Repeated Grade Policy
If a student repeats a course, the first grade will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Graduation
To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:
1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the Student Planner & Handbook.)
6. Obtain graduation approval from the department chair or academic dean. The graduation ceremony is held once a year. Awards (degrees, diplomas, certificates) will be available for pickup during the advertised dates in the Student Records Office located in room 156 in the Dan L. Terhune Student Services Building. Awards that are not picked up will be mailed out the following week.

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

Semester System
Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.
Transitional Studies
The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses.

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

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

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

Withdrawal from a Term
A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial aid should refer to Student Refund/Term Withdrawal/Federal Return of Funds in the College Costs section of this catalog.
### ASSOCIATE DEGREES & UNIVERSITY TRANSFER

<table>
<thead>
<tr>
<th>Program of Study &amp; EEDA Career Cluster</th>
<th>Level</th>
<th>Program Start</th>
<th>Minimum Program Length</th>
<th>Page Nos.</th>
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</thead>
<tbody>
<tr>
<td>Associate in Arts (University Transfer Program)</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening) 4 terms (Internet/online)</td>
<td>85, 91-93</td>
</tr>
<tr>
<td>Associate in Arts with ASL Electives</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day)</td>
<td>85, 94</td>
</tr>
<tr>
<td>Associate in Arts with Business Electives</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day) 6 terms (evening)</td>
<td>85, 94</td>
</tr>
<tr>
<td>Associate in Arts with Digital Design Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 95</td>
</tr>
<tr>
<td>Associate in Arts with Early Childhood Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 96</td>
</tr>
<tr>
<td>Associate in Arts with Elementary Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 98</td>
</tr>
<tr>
<td>Associate in Arts with Middle Grades Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 99</td>
</tr>
<tr>
<td>Associate in Arts with Secondary Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 100</td>
</tr>
<tr>
<td>Associate in Science (University Transfer Program)</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening) 4 terms (Internet/online)</td>
<td>85, 103</td>
</tr>
<tr>
<td>Associate in Science with Middle Grades Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 105</td>
</tr>
<tr>
<td>Associate in Science with Pre-Chiropractic Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day, evening)</td>
<td>85, 107</td>
</tr>
<tr>
<td>Associate in Science with Pre-Engineering Electives</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day) 7 terms (evening)</td>
<td>85, 108</td>
</tr>
<tr>
<td>Associate in Science with Secondary Education Electives</td>
<td>Associate</td>
<td>Any</td>
<td>4 terms (day) 6 terms (evening)</td>
<td>85, 109</td>
</tr>
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</table>

### AUTOMATED TECHNOLOGY/ROBOTICS

<table>
<thead>
<tr>
<th>Program of Study &amp; Career Cluster</th>
<th>Level</th>
<th>Program Start</th>
<th>Minimum Program Length</th>
<th>Page Nos.</th>
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</thead>
<tbody>
<tr>
<td>Automated Manufacturing Technology</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day) 6 terms (evening)</td>
<td>86, 112</td>
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</tbody>
</table>

### AUTOMOTIVE

<table>
<thead>
<tr>
<th>Program of Study &amp; Career Cluster</th>
<th>Level</th>
<th>Program Start</th>
<th>Minimum Program Length</th>
<th>Page Nos.</th>
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</thead>
<tbody>
<tr>
<td>Automotive Technology - Automotive Service Technology</td>
<td>Associate</td>
<td>Fall</td>
<td>6 terms (day)</td>
<td>86, 114</td>
</tr>
<tr>
<td>Automotive Technology Ford ASSET</td>
<td>Associate</td>
<td>Fall</td>
<td>6 terms (day)</td>
<td>86, 115</td>
</tr>
<tr>
<td>Ford MLR (Maintenance and Light Repair)</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day or evening)</td>
<td>86, 117</td>
</tr>
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</table>
# Programs of Study

## Program of Study & EEDA Career Cluster

<table>
<thead>
<tr>
<th>Program of Study &amp; EEDA Career Cluster</th>
<th>Level</th>
<th>Program Start</th>
<th>Minimum Program Length</th>
<th>Page Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Associate Technology I Career Cluster: Agriculture, Food &amp; Natural Resources; Transportation, Distribution &amp; Logistics; Architecture &amp; Construction; Manufacturing; Engineering &amp; Mathematics</td>
<td>Certificate</td>
<td>Fall</td>
<td>Minimum 1 term (day)</td>
<td>86, 118</td>
</tr>
<tr>
<td>Production Associate Technology II Career Cluster: Agriculture, Food &amp; Natural Resources; Transportation, Distribution &amp; Logistics; Architecture &amp; Construction; Manufacturing; Engineering &amp; Mathematics</td>
<td>Certificate</td>
<td>Fall</td>
<td>Minimum 4 term (day)</td>
<td>86, 119</td>
</tr>
<tr>
<td>Production Associate Technology- General Technology Career Cluster: Agriculture, Food &amp; Natural Resources; Transportation, Distribution &amp; Logistics; Architecture &amp; Construction; Manufacturing; Engineering &amp; Mathematics</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day)</td>
<td>86, 120</td>
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</tbody>
</table>

## BUSINESS & MANAGEMENT

### - ACCOUNTING

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Associates</th>
<th>Program Start</th>
<th>Program Length</th>
<th>Page Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Cluster: Government &amp; Public Administration; Business, Management and Administration; Finance</td>
<td>Fall, Spring</td>
<td>5 terms (day) &amp; 6 terms (evening)</td>
<td>85, 122</td>
<td></td>
</tr>
<tr>
<td>Accounting with Information Systems Electives Career Cluster: Business, Management &amp; Administration; Finance</td>
<td>Fall, Spring</td>
<td>5 terms (day) &amp; 6 terms (evening)</td>
<td>85, 123</td>
<td></td>
</tr>
<tr>
<td>Accounting Specialist Career Cluster: Government &amp; Public Administration; Business, Management &amp; Administration; Finance</td>
<td>Certificate</td>
<td>Fall, Spring</td>
<td>3 terms (day) &amp; 3 terms (evening)</td>
<td>85, 125</td>
</tr>
</tbody>
</table>

### - ADMINISTRATIVE

| Administrative Office Technology with Legal Electives Career Cluster: Law, Public Safety, Corrections & Security; Government and Public Administration | Associate | Fall | 5 terms (day) | 85, 127 |
| Administrative Office Technology –Medical Associate Career Cluster: Health Science | Fall | 5 terms (day) | 85, 129 |
| Administrative Support Career Cluster: Business, Management & Administration | Certificate | Fall, Spring | 3 terms (day, evening) | 85, 130 |
| Pre-Paralegal (Phase I) Career Cluster: Law, Public Safety, Corrections & Security | Certificate | Fall | 2 terms (day) | 85, 131 |

### - ENTREPRENEUR

| Entrepreneurship Career Cluster: Business, Management & Administration | Certificate | Any | 2 terms (day, evening, online) | 85, 132 |

### - MANAGEMENT

<p>| Management Career Cluster: Law, Public Safety, Corrections &amp; Security; Agriculture, Food &amp; Natural Resources; Marketing, Business, Management &amp; Administration; Finance; Internet/online Sales &amp; Service; Hospitality &amp; Tourism | Associate | Fall, Spring | 5 terms (day) &amp; 6 terms (evening) | 85, 133 |
| Management with Culinary Arts Electives Career Cluster: Hospitality &amp; Tourism; Business, Management &amp; Administration | Associate | Fall, Spring | 5 terms (day) &amp; 6 terms (evening) | 85, 134 |
| Management with Fire Service Electives Career Cluster: Law, Public Safety, Corrections &amp; Security; Business, Management &amp; Administration | Associate | Fall, Spring | 5 terms (day) &amp; 6 terms (evening), Internet/online | 85, 135 |
| Management with Human Resources Electives Career Cluster: Law, Public Safety, Corrections &amp; Security; Business, Management &amp; Administration | Associate | Fall, Spring | 5 terms (day) | 85, 137 |
| Management with Information Technology Electives Career Cluster: Law, Public Safety, Corrections &amp; Security; Business, Management &amp; Administration; Information Technology | Associate | Fall, Spring | 5 terms (day) &amp; 6 terms (evening) | 85, 138 |
| Management with Marketing Electives Career Cluster: Marketing, Sales &amp; Service; Hospitality &amp; Tourism; Business, Management &amp; Administration; Finance | Associate | Fall, Spring | 5 terms (day) | 85, 139 |</p>
<table>
<thead>
<tr>
<th>Program of Study &amp; EEDA Career Cluster</th>
<th>Level</th>
<th>Program Start</th>
<th>Minimum Program Length</th>
<th>Page Nos.</th>
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</thead>
<tbody>
<tr>
<td>Management with Medical Electives</td>
<td>Associate</td>
<td>Fall, Spring</td>
<td>5 terms (day)</td>
<td>85, 140</td>
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<tr>
<td>Career Cluster: Business Management &amp; Administration; Health Sciences</td>
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<td></td>
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<tr>
<td>CHIROPRACTIC</td>
<td>Certificate</td>
<td>Any</td>
<td>2 terms (day or evening)</td>
<td>85, 143</td>
</tr>
<tr>
<td>Career Cluster: Health Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER TECHNOLOGY</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>85, 144</td>
</tr>
<tr>
<td>Computer Support Specialist</td>
<td>Associate</td>
<td>Fall, Spring</td>
<td>6 terms (day, evening)</td>
<td>85, 145</td>
</tr>
<tr>
<td>Career Cluster: Information Technology; Business, Management &amp; Administration</td>
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</tr>
<tr>
<td>Computer Technology with Online Electives</td>
<td>Associate</td>
<td>Fall, Spring</td>
<td>6 terms (day, evening)</td>
<td>85, 148</td>
</tr>
<tr>
<td>Career Cluster: Information Technology; Business, Management &amp; Administration</td>
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<tr>
<td>Computer Technology with Networking Electives</td>
<td>Associate</td>
<td>Fall, Spring</td>
<td>6 terms (day, evening)</td>
<td>85, 149</td>
</tr>
<tr>
<td>Career Cluster: Information Technology; Arts, A/V Technology &amp; Communications; Business, Management &amp; Administration; Science, Technology, Engineering &amp; Mathematics</td>
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<tr>
<td>Networking Operations</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>85, 151</td>
</tr>
<tr>
<td>Career Cluster: Arts, A/V Technology &amp; Communications; Business, Management &amp; Administration; Information Technology; Science, Technology, Engineering &amp; Mathematics</td>
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<tr>
<td>Software Development and Database Administration</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day, evening)</td>
<td>85, 152</td>
</tr>
<tr>
<td>Career Cluster: Information Technology; Business, Management &amp; Administration</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- DIGITAL DESIGN (GRAPHIC &amp; WEB DESIGN)</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>85, 153</td>
</tr>
<tr>
<td>Digital Design</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>85, 154</td>
</tr>
<tr>
<td>Digital Design - General Technology</td>
<td>Associate</td>
<td>Any</td>
<td>5 terms (day)</td>
<td>85, 155</td>
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<tr>
<td>Web Page Design</td>
<td>Certificate</td>
<td>Fall</td>
<td>2 terms (evening)</td>
<td>85, 156</td>
</tr>
<tr>
<td>Career Cluster: Arts, A/V Technology &amp; Communications, Information Technology</td>
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<tr>
<td>CULINARY</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>85, 158</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Certificate</td>
<td>Spring</td>
<td>3 terms (day)</td>
<td>85, 159</td>
</tr>
<tr>
<td>Culinary Arts - General Technology</td>
<td>Associate</td>
<td>Fall</td>
<td>5 terms (day)</td>
<td>85, 160</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Certificate</td>
<td>Fall</td>
<td>3 terms (day)</td>
<td>86, 161</td>
</tr>
<tr>
<td>Culinary Arts - General Technology</td>
<td>Associate</td>
<td>Fall</td>
<td>5 terms (day)</td>
<td>86, 162</td>
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<tr>
<td>Career Cluster: Hospitality &amp; Tourism</td>
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<tr>
<td>DENTAL</td>
<td>Diploma</td>
<td>Fall, Spring</td>
<td>3 consecutive terms (day)</td>
<td>86, 163</td>
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<tr>
<td>Career Cluster: Health Science</td>
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<tr>
<td>EARLY CARE &amp; EDUCATION</td>
<td>Certificate</td>
<td>Fall, Spring</td>
<td>3-4 terms (day or evening)</td>
<td>86, 164</td>
</tr>
<tr>
<td>Early Childhood Development</td>
<td>Certificate</td>
<td>Fall, Spring</td>
<td>6 terms (day)</td>
<td>86, 165</td>
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<tr>
<td>Career Cluster: Education &amp; Training: Human Services</td>
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<tr>
<td>Early Childhood Development - Special Education-General Technology</td>
<td>Certificate</td>
<td>Fall</td>
<td>5-6 terms (day)</td>
<td>85, 166</td>
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<tr>
<td>Career Cluster: Education &amp; Training: Human Services</td>
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<tr>
<td>Program of Study &amp; EEDA Career Cluster</td>
<td>Level</td>
<td>Program Start</td>
<td>Minimum Program Length</td>
<td>Page Nos.</td>
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<tr>
<td>---------------------------------------</td>
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<tr>
<td>Infant Toddler-</td>
<td>Certificate</td>
<td>Fall, Spring</td>
<td>2 terms</td>
<td>86, 167</td>
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<tr>
<td>Career Cluster: Education &amp; Training; Human Services</td>
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<tr>
<td><strong>ELECTRONICS &amp; ENGINEERING TECHNOLOGY</strong></td>
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<tr>
<td>Computer Aided Drafting</td>
<td>Certificate</td>
<td>Fall</td>
<td>2 terms (day)</td>
<td>86, 168</td>
</tr>
<tr>
<td>Career Cluster: Architecture &amp; Construction</td>
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<tr>
<td>Electronics Engineering Technology</td>
<td>Associate</td>
<td>Any</td>
<td>6 terms (day)</td>
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<td>Engineering Technology - General Technology</td>
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<td>Fall, Summer</td>
<td>2 consecutive terms (day or evening)</td>
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<td>Monitoring Techniques</td>
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<td>Fall, Spring</td>
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<td>2 terms (day)</td>
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<td>Therapeutic Massage-General Technology</td>
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<td>5 consecutive terms (evening, weekend, clinical may involve day)</td>
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<td>Varies</td>
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<td>Fall, Spring</td>
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<td>Medical Coding and Reimbursement</td>
<td>Certificate</td>
<td>Summer, Fall</td>
<td>2 terms (evening)</td>
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<td>Any</td>
<td>5 terms Varies</td>
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<td>Specialist - General Technology</td>
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<td>Medical Laboratory Technology</td>
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<td>Fall</td>
<td>5 consecutive terms (day)</td>
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### Programs of Study

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<th>Program Start</th>
<th>Minimum Program Length</th>
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<td><strong>NUCLEAR POWER/RADIATION</strong></td>
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<td>Radiation Protection Technology</td>
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<td>Summer</td>
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<td>Fall, Spring &amp; Summer</td>
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<td>Varies</td>
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<td>2 consecutive terms (day, clinical may require evening, weekends)</td>
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<td>Varies</td>
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Notes
SCC Programs of Study & The South Carolina Education Economic Development Act

In an effort to assist students in preparing for a career that best aligns with their skills and abilities, Spartanburg Community College programs of study have been linked with Clusters of Study as outlined in the South Carolina Education and Economic Development Act (EEDA) of 2005.

The EEDA legislation, which was signed into law in May 2005, is designed to give South Carolina students the educational tools they need to build prosperous, successful futures. The EEDA's "Personal Pathways to Success" system gives students the guidance and experience they need to take full advantage of real opportunities in the South Carolina economy. The system is designed to assist students and businesses that compete in today's global workforce by combining high academic standards with enhanced opportunities to explore career options that build real-life working skills. The system is also designed to demonstrate to students the connections between what they accomplish in school and their professional success in the future.

Clusters of Study, or Career Clusters, are courses of study organized around different groups of occupations that encompass virtually all occupations from entry through professional levels (see list of clusters on following page). Clusters of Study provide a way to organize and tailor course work and learning experiences around each student's areas of interest and skills. They are designed to provide a seamless transition from high school to post-secondary education and/or the workforce.

South Carolina has identified 16 Career Clusters which represent a variety of professions and jobs. Throughout the following pages, each SCC program of study is linked to a specific Career Cluster that will assist students in selecting a program of study – and a career – that best suits their skills and interests.

Spartanburg Community College has articulation partnerships with local four-year colleges and universities which allow for the alignment of courses and areas of academic focus from one educational institution to another in a way that provides a systematic, seamless transition for students, without loss of course credit or time.

The Career Cluster icons are being used with the permission of the States' Career Clusters Initiative, 2007 (www.careerclusters.org).
South Carolina’s 16 Clusters of Study

**Agriculture, Food & Natural Resources**
Career opportunities include the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

**Architecture & Construction**
Career opportunities include designing, planning, managing, building and maintaining the built environment.

**Arts, A/V Technology & Communications**
Career opportunities in this cluster include designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

**Business Management & Administration**
Career opportunities in this cluster include planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

**Education & Training**
Career opportunities in this cluster include planning, managing and providing education and training services, and related learning support services.

**Finance**
Career opportunities in this cluster include planning, services for financial and investment planning, banking, insurance and business financial management.

**Government & Public Administration**
Career opportunities in this cluster include executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state and federal levels.

**Health Science**
Career opportunities include planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

**Hospitality & Tourism**
Career opportunities include the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

**Human Services**
Career opportunities prepare individuals for employment in career pathways that relate to families and human needs.

**Information Technology**
Career opportunities in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

**Law, Public Safety, Corrections & Security**
Career opportunities include planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

**Manufacturing**
Career opportunities include planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

**Marketing, Sales & Service**
Career opportunities include planning, managing and performing marketing activities to reach organizational objectives.

**Science, Technology, Engineering & Math**
Career opportunities include planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

**Transportation, Distribution & Logistics**
Career opportunities include planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.
Arts & Sciences Division

Certificate Programs
- Landscape Management
- Palmetto Professional Landscape
- Pre-Chiropractic

Associate Degree Programs
- Associate in Arts (University Transfer Program)
- Associate in Arts with ASL Electives
- Associate in Arts with Business Electives
- Associate in Arts with Digital Design Electives
- Associate in Arts with Early Childhood Education Electives
- Associate in Arts with Elementary Education Electives
- Associate in Arts with Middle Grades Education Electives
- Associate in Arts with Secondary Education Electives
- Associate in Arts with Special Needs Education Electives
- Associate in Science (University Transfer Program)
- Associate in Science with Middle Grades Education Electives
- Associate in Science with Secondary Education Electives
- Associate in Science with Pre-Chiropractic Electives
- Associate in Science with Pre-Engineering Electives
- Associate in Science with Secondary Education Electives
- Horticulture Technology
- Radiation Protection Technology

Business Technologies & Computer Technologies Division

Certificate Programs
- Accounting Specialist
- Administrative Support
- Computer Support Specialist
- Culinary Arts
- Digital Design
- Entrepreneurship
- Networking Operations
- Pre-Paralegal (Phase I)
- Software Development and Database Administration
- Web Page Design

Associate Degree in Applied Science Programs
- Accounting
- Accounting with Information System Electives
- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Administrative Office Technology - Medical
- Computer Technology
- Computer Technology with Information Management and Systems Electives
- Computer Technology with Networking Electives
- Management
- Management with Culinary Arts Electives
- Management with Fire Service Electives
- Management with Human Resources Electives
- Management with Information Technology Electives
- Management with Marketing Electives
- Management with Medical Electives

Associate Degree in Applied Science Programs - General Technology
- Culinary Arts - General Technology
- Digital Design - General Technology
Health & Human Services Division

Certificate Programs
- Basic Interpreting
- Early Childhood Development
- Emergency Medical Technician (EMT)
- Health Unit Coordinating
- Health Unit Coordinating with Monitoring Techniques
- Infant Toddler
- Medical Coding and Reimbursement Specialist
- Paramedic
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

Diploma Programs
- Expanded Duty Dental Assisting
- Medical Assisting
- Surgical Technology

Associate Degree in Applied Science Programs
- Early Care and Education
- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care

Associate Degree in Applied Science Programs-General Technology
- Basic Interpreting
- Early Childhood Development-Special Education
- Medical Assisting
- Medical Coding and Reimbursement Specialist
- Paramedic
- Surgical Technology
- Therapeutic Massage

Industrial & Engineering Technologies Division

Certificate Programs
- Advanced CNC
- Automated CNC
- Computer Aided Drafting
- Ford MLR (Maintenance & Light Repair)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Machine Tool Technology
- Mechanical/Electrical Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Production Associate Technology I
- Production Associate Technology II
- Welding

Diploma Programs
- Welding

Associate Degree in Applied Science Programs
- Automated Manufacturing Technology
- Automotive Technology-Automotive Service Technology
- Automotive Technology-Ford ASSET
- Electronics Engineering Technology (EET)
- EET with A+ Certification Electives
- EET with Electromechanical Electives
- EET with Networking Electives
- Industrial Electronics Technology
- Machine Tool Technology

Associate Degree in Applied Science Programs-General Technology
- Engineering Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Repair Technology
- Mechatronics
- Production Associate Technology
- Welding
Special Admissions Procedures

Business Technology Division – Administrative Office Technology Guidelines

Keyboarding skills are required for students entering ALL administrative office technology programs (degrees and certificates.) Exemption opportunities are available for new students prior to the beginning of classes. If a student chooses not to attempt the exemption test or does not successfully pass the test, AOT 100 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) program must complete a criminal background investigation (CBI) at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M program must also complete a drug screen at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) program should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

Health and Human Services Division

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

1. Meet with a counselor to discuss additional program requirements if applicable. Some programs may require a tour at the clinical site as part of program requirements.

2. All health students accepted into a curriculum program must submit a complete medical history form, required immunizations/vaccines documents, criminal background investigation (CBI) check and a drug screen test as determined by each clinical site. The due dates to be determined by each department chair or program director.

3. Applicants wishing to enroll in any health and human services program (except the Interpreting Program and Early Care & Education Programs) must submit to a criminal background investigation (CBI) check and a drug screen test. The CBI and drug screen test are at the student’s expense. Any of these tests that must be repeated are at the student’s expense.

4. The South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:

   a) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and

   b) Crimes involving the distribution of illegal drugs.

5. The clinical sites may determine that students who have been found guilty, by a court of law,
or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training. Crimes including, but not limited to the following:

- a. Child or adult abuse
- b. Sexual assault
- c. Assault with a deadly weapon
- d. Neglect
- e. Mistreatment of residents, patients/clients
- f. Misappropriation of resident/patient/client property

(Facilities may exercise discretion regarding convictions.) Any student unable to attend any one of the clinical affiliates will be administratively withdrawn from his or her program of study.

A student having a positive drug test will be administratively withdrawn from their curriculum program for one year. Upon recycling into their program, he or she will be required to have drug testing every semester until completing their program of study. The drug testing will be at the student’s expense. If the student tests positive, he/she will be dismissed from their program of study and will not be allowed to enter any other health program.

Students will have a criminal background investigation (CBI) as determined by the state(s) in which he/she has resided in over the past 12 months. The criminal background investigation (CBI) check and drug screen test will be initiated after the student has been accepted into the specific curriculum program or course of study prior to beginning any clinical rotation.

6. Felons will not be eligible for taking the certification examination unless the American Association of Medical Assistants’ Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.

7. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. In the event that a clinical site is not available, a waiting list will be used. A ranking of students from highest to lowest grade point average (GPA) will be made from the student’s cumulative GPA. In the event of a tie, the student’s admission date will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed on the ranking list.

8. Applicants of the Expanded Duty Dental Assisting, Medical Assisting, Patient Care Technician, Paramedic, Surgical Technology and the Therapeutic Massage Programs must be at least 18 years of age. Graduates of the Pharmacy Technician and EMT Programs must be at least 18 years of age.

9. Applicants wishing to enroll in the Associate of Applied Science Early Care & Education degree program, the General Technology Basic Interpreting Program, the Basic Interpreting Certificate, or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI) only.

10. For registration and certification requirements for the Pharmacy Technician Program, see the program description, Unique Aspects section.

Accepted health and human services program applicants may elect to enroll in general education courses or designated major courses prior to enrolling in their specific program of acceptance. These health and human services program applicants are required to adhere to the academic standards of their chosen curriculum. A minimum grade of "C" is required on all courses within the Health and Human Services Division curriculum programs including general education and program prerequisite(s) courses. Accepted health and human services program applicants should refer to specific academic requirements and standards of the chosen health and human services program
for specific program information and required GPA) Courses that contain a clinical practicum component cannot be audited.

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

**Expanded Duty Dental Assisting:** DAT 110 is a program prerequisite.

**Health Unit Coordinating:** AHS 102 is a program prerequisite.

**Basic Interpreting (Certificate or General Technology Degree):** ASL 101, ASL 102, ASL 201, ASL 202 (or demonstrate proficiency on ASL entrance evaluation)

**Medical Assisting:** One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent; AHS 102 and AHS 104. Refer to the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program, students must have a 2.5 GPA.

**Medical Laboratory Technology:** CPT 101 and AHS 104; One unit of high school chemistry or equivalent; one unit of high school algebra or equivalent; one unit of high school biology or equivalent.

**Nursing (Associate Degree):** The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

**Patient Care Technician:** ASSET or COMPASS

**Paramedic:** ASSET or COMPASS, BIO 112, documentation of current SC EMT certification

**Pharmacy Technician:** One unit of high school biology or chemistry or equivalent; AHS 104 and CPT 101.

**Radiologic Technology:** One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and MAT 101. The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

**Respiratory Care:** One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent. The program admits students by weighted admission criteria. Refer to the SCC website at www.sccsc.edu under academic programs for more information. Valid drivers license and reliable method of transportation for travel to clinical sites is necessary. In order to apply to the program students must have a 2.5 GPA.

**Surgical Technology:** One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and AHS 104. The program admits students by weighted admission criteria. Refer to the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program students must have a 2.5 GPA.

**Therapeutic Massage:** One unit of high school biology or chemistry or equivalent, AHS 102 and BIO 110.
ASSOCIATE DEGREE PROGRAMS and UNIVERSITY TRANSFER

- Associate in Arts (University Transfer Program)
  - Associate in Arts with ASL Electives
  - Associate in Arts with Business Electives
  - Associate in Arts with Digital Design Electives
  - Associate in Arts with Early Childhood Education Electives
  - Associate in Arts with Elementary Education Electives
  - Associate in Arts with Middle Grades Education Electives
  - Associate in Arts with Secondary Education Electives
  - Associate in Arts with Special Needs Education Electives

- Associate in Science (University Transfer Program)
  - Associate in Science with Middle Grades Education Electives
  - Associate in Science with Secondary Education Electives
  - Associate in Science with Pre-Chiropractic Electives
  - Associate in Science with Pre-Engineering Electives
  - Associate in Science with Secondary Education Electives

Associate in Arts (University Transfer Program)

**Program Start Date:** Any term

**Minimum Program Length:** 4 terms day, 6 terms evening, 4 terms Internet/online

**Program Description:** The associate in arts degree is designed for students whose goal is a four-year degree. The AA (associate in arts) program provides students the freshmen and sophomore years of a bachelor’s degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

**Professional Opportunities:** The associate in arts degree requirements parallel the courses completed during the first two years of degree in fields such as education, English, foreign language, history, journalism, business administration, business education, international studies, political science, geography, psychology, recreation, sociology, physical education, speech, fine arts and social work.

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

**Requirements for Associate in Arts (AA):** If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education’s (SC CHE) Statewide Articulation Programs of Study.
Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk (*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student’s program of study.

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:
All 16 career clusters may apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

**COMMUNICATIONS** - 9 credit hours
- ENG 101**, English Composition I
- ENG 102**, English Composition II
- SPC 205**, Public Speaking
  Or SPC 209*, Interpersonal Communication

**HISTORY** (Choose one) - 3 credit hours
- HIS 101**, 102**, 104*, 105*, 201**, 202**

**MATH** (Choose one) - 3 credit hours

**LAB SCIENCE** (Choose two) - 8 credit hours
- AST 101**, 102**
- BIO 101**, 102**, 210** or 215*, 211** or 216*, 225**
- CHM 105*, 110**, 111**, 211**, 212**
- PHS 101*, 102*
- PHY 201**, 202**, 221**, 222**

**SOCIAL/BEHAVIORAL SCIENCES** (Choose three from at least two different disciplines) - 9 credit hour
- ANT 101**
- ECO 210**, 211**
- GEO 101**, 102**
- PSC 201**, 215**, 220*
- PSY 201**, 203**, 212**
- SOC 101**, 102**, 205**

**HUMANITIES/FINE ARTS** (Choose two from different disciplines) - 6 credit hours
- ART 101**, 208*
- MUS 105**
- PHI 101**, 110**
- REL 201*
- THE 101**
B. Major Courses:
Choose 15 TRANSFER credit hours from the following disciplines: Communication, Literature, Humanities, and Social/Behavioral Sciences.

ANT 101**
ART 101**, 107*, 108*, 111*, 112*, 208*
ECO 210**, 211**
EDU 230*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 201**, 202**
IDS 104*
MUS 105**
PHI 101**, 110**
PSC 201**, 215**
PSY 201**, 203**, 212**
REL 101*, 104*, 105*, 201*
SOC 101**, 205**
SPC 205**, 209*
SPA 101**, 102**, 105*, 201**, 202**
THE 101**, 105*

C. Electives and Other Additional Hours Required for Graduation
Select 9 semester credit hours.

NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**
ANT 101**
ART 101**, 107*, 108*, 111*, 112*, 208*
AST 101**, 102**
CHM 105*, 110**
CPT 101*
CRJ 101*
ECO 210**, 211**
EDU 230*
EVT 201*, EVT 261*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HSS 101*, 111*, 205*, 299
HUS 101 *
IDS 101*, 104*
MUS 105**
PHI 101**, 110**
PHS 101*, 102*
PHY 201**, 202**, 221*, 222**
PSC 102*, 201**, 215**, 220
Programs of Study

PSY 103*, 115*, 201**, 203**, 212**, 214*
REL 101*, 104*, 105*, 201*
SOC 101**, 102**, 205**
THE 101**, 105*

Minimum semester credit hours required for graduation: 62
Refer to Course Descriptions for prerequisites.

Associate of Arts with ASL Electives

Program Start Date: Any term
Minimum Program Length: 5 terms day, 6 terms evening

Program Description: The associate in arts degree is designed for students whose goal is a four-year degree. This particular elective program is designed for those whose goal is to continue to a liberal arts bachelor's degree to work with the Deaf or hard of hearing population in fields such as interpreting, social work, counseling, or any service profession requiring sign language skills. Course requirements parallel the courses taken during the freshmen and sophomore years at a four-year college or university with an emphasis on American Sign Language acquisition and fluency.

Professional Opportunities: The associate in arts degree requirements parallel the courses completed during the first two years of degree in fields such as sign language interpreting, education, foreign language, history, journalism, political science, psychology, recreation, sociology, speech, fine arts and social work. This program provides the opportunity to develop second language proficiency which can be applied to any profession.

Unique Aspects: Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. American Sign Language is recognized at many four-year institutions for language credit but may vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for four-year degree goal.

EEDA Career Cluster: All 16 career clusters may apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

COMMUNICATIONS - 9 credit hours
ENG 101**, English Composition I
ENG 102**, English Composition II
SPC 205**, Public Speaking

HISTORY (Choose one) - 3 credit hours
HIS 104*, 105*

MATH (Choose one) - 3 credit hours
MAT 110**, 120**, 130**

LAB SCIENCE (Choose two) - 8 credit hours
AST 101**
BIO 101**
CHM 110**
PHS 101*
SOCIAL/ BEHAVIORAL SCIENCES  6 credit hours.
**HUMANITIES/ FINE ARTS** (Choose two from different disciplines) - 6 credit hours
At least one course must be ART 101, MUS 105, or THE 101.
ART 101**
MUS 105**
THE 101**
PHI 101**, 110**
REL 201*

**B. Major Courses:**
Choose 17 TRANSFER credit hours from the following disciplines: Communication, Literature, Humanities, and Social/Behavioral Sciences. ASL 101, 102, 201, 202 are required.
ANT 101**
ART 101**, 107*, 108*, 111*, 112*, 208*
ASL 101, 102, 201, 202
ECO 210**, 211**
EDU 230*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 201**, 202**
IDS 104*
MUS 105**
PHI 101**, 110**
PSC 201**, 215**
PSY 201**, 203**, 212**
REL 101*, 104*, 105*, 201*
SOC 101**, 205**
SPC 205**, 209*
SPA 101**, 102**, 105*, 201**, 202**
THE 101**, 105*

**C. Electives and Other Additional Hours Required for Graduation**
Select 9 semester credit hours.
NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.
Required:
ITP 201
Select 6 Credits
ACC 101**, 102**
ANT 101**
ART 101**, 111*, 112*, 208*
CPT 101*
ECO 210**, 211**
EDU 230*
EVT 201*, EVT 261*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
Programs of Study

- HSS 101*, 111*, 205*, 299
- HUS 101*
- IDS 101*, 104*
- MUS 105**
- PHI 101**, 110**
- PSC 102*, 201**, 215**, 220
- PSY 103*, 115*, 201**, 203**, 212**, 214*
- REL 101*, 104*, 105*, 201*
- SOC 101**, 205**
- THE 101**

Minimum semester credit hours required for graduation: 61

Refer to Course Descriptions for prerequisites.

Associate in Arts with Business Electives

**Program Start Date:** Any Term

**Minimum Program Length:** 4 terms day, 6 terms evening

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

**Program Description:** The associate in arts degree is designed for students whose goal is a four-year degree. This particular elective program is designed for those who wish to obtain a four-year degree in management or business. The AA program provides students the freshman and sophomore years of a typical bachelor's degree. Course requirements include humanities, fine arts, and natural sciences to parallel the courses taken in the freshman and sophomore years at a four-year college or university. This program has been developed with the assistance of the University of South Carolina Upstate School of Business and Economics.

**Professional Opportunities:** Once the four year degree is obtained, entry level management and business careers include the following possibilities: Supervision, assistant manager, department manager, project manager, account manager, customer service manager, account manager, account executive, production manager, operations manager, and many more similar jobs.

**Unique Aspects:** Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore students should verify acceptance of credits with the intended transfer college or university. Transferability may also be affected by the grade achieved. Students should meet with an academic advisor regularly to plan an academic schedule for their four-year degree goal. Many of these courses are available in the online format.

**EEDA Career Cluster:** All may apply

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

**COMMUNICATIONS** - 9 credit hours
- ENG 101**, English Composition I
- ENG 102**, English Composition II
- SPC 205**, Public Speaking
**HISTORY** (Choose one) - 3 credit hours
HIS 104*, 105*

**MATH** (Choose one) - 3 credit hours
MAT 110**, 120**, 130**

**LAB SCIENCE** (Choose two) - 8 credit hours
AST 101**
BIO 101**
CHM 110**
PHS 101*

**SOCIAL/BEHAVORIAL SCIENCES** - 6 credit hours
Required:
ECO 210**

Select One of the Following.
PSY 201**
ANT 101**
SOC 101**

**HUMANITIES/FINE ARTS** - 6 credit hours (Choose two different disciplines)
ART 101**, 107*, 108*
MUS 105**
THE 101**
PHI 101**
REL 201*

Choose 16 **TRANSFER** credit hours from the following disciplines:
Communication, Literature, Humanities, and Social/Behavioral Sciences. At least one language course at the 102 level is required.
ANT 101**
ART 101**, 107*, 108*, 111*, 112*, 208*
ECO 210**, 211**
EDU 230*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 201**, 202**
IDS 104*
MUS 105**
PHI 101**, 110**
PSC 201**, 215**
PSY 201**, 203**, 212**
REL 101*, 104*, 105*, 201*
SOC 101**, 205**
SPC 205**, 209*
Associate in Arts with Digital Design Electives

Program Start Date: Any term  
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate in arts degree with digital design electives is designed for students whose goal is a bachelor's degree in art with an emphasis in graphic design at University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the College of Arts and Sciences to complete course work towards a Bachelor of Arts Major in Art with Emphasis in Graphic Design at USC Upstate.

Professional Opportunities: Once the four year degree is obtained, graduates are prepared to locate employment as a graphic designer in creative departments of corporations, advertising design, and print and web publishing organizations.

Unique Aspects: Courses mentioned below and Other Hours Required for Graduation are course requirements in the Major Requirements and Professional Options in the Bachelor of Arts in Art with Emphasis in Graphic Design at USC-Upstate.

EEDA Career Cluster: All 16 career clusters may apply

Course Requirements (followed by credit hours):

A. General Education Courses:

**COMMUNICATIONS** - 9 credit hours
ENG 101**, English Composition I
ENG 102**, English Composition II
SPC 205**, Public Speaking

**MATH** (Choose one) - 3 credit hours
MAT 110**, 120**, 130**

**LAB SCIENCE** (Choose two) - 8 credit hours
AST 101**, 102**
BIO 101**
CHM 110***
PHS 101*
**SOCIAL/ BEHAVIORAL SCIENCES** - 6 credit hours
ANT 101**
ECO 210**
PSY 201**
SOC 101**

**HUMANITIES/ FINE ARTS** - 6 credit hours (Choose two different disciplines)
ART 101**, 107*, 108*
MUS 105**
The 101**
PHI 101**
REL 201*

B. Major Courses:
Choose 16 TRANSFER credit hours from the following disciplines: Communication, Literature, Humanities, and Social/Behavioral Sciences. At least one language course at the 102 level is required.
Either History 104, 105, 201, or 202 is required.
ANT 101**
ART 101**, 107*, 108*, 111*, 112*, 208*
ECO 210**, 211**
EDU 230*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 201**, 202**
IDS 104*
MUS 105**
PHI 101**, 110**
PSC 201**, 215**
PSY 201**, 203**, 212**
REL 101*, 104*, 105*, 201*
SOC 101**, 205**
SPC 205**, 209*
SPA 101**, 102**, 105*, 201**, 202**
The 101**, 105*

C. Electives and Other Additional Hours Required for Graduation:
Select 12 semester credit hours.
CPT 101*, CGC 101, CGC 110, ARV 227

Minimum semester credit hours required for graduation: 60
Refer to Course Descriptions for prerequisites.

D. Additional Courses Available at SCC for Transfer to USC Upstate
ARV 110, ARV 217, ARV 261, CGC 115
Associate in Arts with Early Childhood Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with early childhood education electives is designed for students whose goal is a bachelor's degree in education, major in early childhood education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The early childhood education program provides preparation for teaching in four- and five-year kindergartens and in the primary grades (PK – 3).

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 101 English Composition I 3
   - ENG 102 English Composition II 3
   - SPC 205 Public Speaking 3
   - MAT 110 College Algebra 3
   - BIO 101 Biological Science I 4
   - PHS 101 Physical Science I 4
   - ART 101 Art History and Appreciation 3
   - PHI 101 Introduction to Philosophy 3
   - PSC 201 American Government 3
   - SOC 101 Introduction to Sociology 3
   - PSY 201 General Psychology 3

B. Major Courses:
   - EDU 230 Schools in Communities 4
   - SPA 101 Elementary Spanish 4
   - SPA 102 Intermediate Spanish 4
   - MUS 105 Music Appreciation 3

C. Other Hours Required for Graduation:
   - HIS 104 World History I 3
   - MAT 211 Math for Elementary School Teachers I 3
   - MAT 212 Math for Elementary School Teachers II 3
   - MAT 215 Geometry 3

Minimum semester credit hours required for graduation: 62
D. Additional Courses Available at SCC:

- CPT 101 Introduction to Computers 3
- IDS 104 Praxis I Test Prep (or EDU 230) 1
- PSY 203 Human Growth and Development 3

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Pamela Rogers at (864) 592-4645 or email rogerspam@sccsc.edu, SCC central campus, West Building, office B-16.

Associate in Arts with Elementary Education Electives

**Program Start Date:** Any term  
**Minimum Program Length:** 4 terms day, 6 terms evening

**Program Description:** The associate of arts degree with elementary education electives is designed for students whose goal is a bachelor’s degree in education, major in elementary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in elementary education prepares students to teach in grades 2 - 6.

**Professional Opportunities:** Teacher in public or private school

**Unique Aspects:** The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

**EEDA Career Cluster:** Education & Training

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3
- SPC 205 Public Speaking 3
- MAT 110 College Algebra
- BIO 101 Biological Science I 4
- PHS 101 Physical Science I 4 (OR CHM 110)
- ART 101 Art History and Appreciation 3 (OR THE 101)
- PHI 101 Introduction to Philosophy 3 (OR REL 201, ENG 201, 202, 205, 206, 208, 209)
- PSC 201 American Government 3
- SOC 101 Introduction to Sociology 3
- PSY 201 General Psychology 3

**B. Major Courses:**

- EDU 230 Schools in Communities 4
- SPA 101 Elementary Spanish 4 (OR FRE 101 OR GER 101)
- SPA 102 Intermediate Spanish 4 (OR FRE 201 OR GER 201)
MUS 105  Music Appreciation  3

C. Other Hours Required for Graduation:
HIS 104  World History (or HIS 105)  3
MAT 211  Math for Elementary School Teachers I  3
MAT 212  Math for Elementary School Teachers II  3
MAT 215  Geometry  3

Minimum semester credit hours required for graduation:  62

D. Additional Courses Available at SCC:
CPT 101  Introduction to Computers  3
IDS 104  Praxis I Test Prep  1
PSY 203  Human Growth and Development  3
AST 101  Solar System Astronomy  4

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.

Associate in Arts with Middle Grades Education Electives
Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with middle grades education electives is designed for students whose goal is a bachelor’s degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:
ENG 101  English Composition I  3
ENG 102  English Composition II  3
SPC 205  Public Speaking  3
MAT 110  College Algebra (OR MAT 130)  3
MAT 120  Probability and Statistics (OR MAT 220)  3
BIO 101  Biological Science I  4
PHS 101  Physical Science I  4
(OR AST 101, CHM 110, PHY 201, 202, 221, 222)

Fine Arts (Choose one)
- ART 101, MUS 105, THE 101 3
- PHI 101 Introduction to Philosophy 3
- SOC 101 Introduction to Sociology 3
- PSY 201 General Psychology 3

B. Major Courses:
- EDU 230 Schools in Communities 4
- ENG 238 Creative Writing 3
- ENG 208 World Literature I 3
  (OR ENG 209)
- ECO 210 Macroeconomics 3
  (OR ECO 211)
- GEO 101 Introduction to Geography 3

C. Other Hours Required for Graduation:
- CPT 101 Introduction to Computers 3
- SPA 102 Intermediate Spanish 4
  (OR FRE 102 OR GER 102)
- HIS 104 World History (OR HIS 105) 3
- PSY 203 Human Growth and Development 3

Minimum semester credit hours required for graduation: 64

D. Additional Courses Available at SCC:
- IDS 104 Praxis I Test Prep 1

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.

**Associate in Arts with Secondary Education Electives**

**Program Start Date:** Any term  
**Minimum Program Length:** 4 terms day, 6 terms evening

**Program Description:** The associate of arts degree with secondary education electives is designed for students whose goal is a bachelor’s degree in education, major in secondary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in secondary education prepares students to teach in high school.

**Professional Opportunities:** Teacher in public or private school

**Unique Aspects:** The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

**EEDA Career Cluster:** Education & Training
Course Requirements (followed by credit hours):

A. General Education Courses:

- ENG 101  English Composition I    3
- ENG 102  English Composition II    3
- SPC 205  Public Speaking    3
- MAT 110 College Algebra 3 OR 4
  (OR 111 OR 130 OR 140 OR 141)
- BIO 101  Biological Science I 4
- PHS 101 Physical Science I 4
  OR AST 101, CHM 110, PHY 201, 202, 221, 222

Fine Arts (Choose one)
- ART 101, MUS 105, THE 101 3
- PHI 101  Introduction to Philosophy 3
- PSY 201  General Psychology 3
- SOC 101  Introduction to Sociology 3
- PSY 203  Human Growth and Development 3
- HIS 104 or 105 World History I or II 3

B. Major Courses:

- SPA 101  Elementary Spanish or GER 101 4
  OR FRE 101
- SPA 102 Intermediate Spanish OR GER 102 4
  OR FRE 102
- EDU 230  Schools in Communities 4
- ENG 208 OR 209 World Literature I OR II 3

C. Other Hours Required for Graduation: (Choose area of concentration)

1. English
   - CPT 101  Computer Science 3
   - MAT 120 Statistics 3
   - ENG 236 3

2. Social Studies
   - CPT 101  Computer Science 3
   - MAT 120 Statistics 3
   - HIS 104 or 105 3

3. Spanish
   - SPA 101  Computer Science 3
   - MAT 120 Statistics 3
   - SPA 201 or 202 Intermediate Spanish 4

Minimum semester credit hours required for graduation: 62-63

D. Additional Courses Available at SCC:

For Secondary Social Studies ECO 210 or 211 3
IDS 104  Praxis I Test Preparation 1

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.
Associate in Arts with Special Needs Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with special needs education electives is designed for students whose goal is a bachelor’s degree in education, major in special needs education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in special needs education prepares students to work at various grade levels.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

- ENG 101 English Composition I 3
- ENG 102 English Composition II 3
- SPC 205 Public Speaking 3
- MAT 110 College Algebra 3
- BIO 101 Biological Science I 4
- PHS 101 Physical Science I OR CHM 110 4
- ART 101 Art History and Appreciation 3
- PHI 101 Introduction to Philosophy 3
- OR REL 201, ENG 201, 202, 205, 206, 208, 209
- PSC 201 American Government 3
- PSY 201 General Psychology 3
- PSY 203 Human Growth and Development 3
- HIS 104 OR 105 World History I OR II 3

B. Major Courses:

- SPA 101 Elementary Spanish I 4
  OR GER 101 OR FRE 101
- SPA 102 Elementary Spanish II 4
  OR GER 102 OR FRE 102
- EDU 230 Schools in Communities 4
- MUS 105 Music Appreciation 3

C. Other Hours Required for Graduation:

- MAT 211 Math for Elementary School Teachers I 3
- MAT 212 Math for Elementary School Teachers II 3
- MAT 215 Geometry 3

Minimum semester credit hours required for graduation: 62

D. Additional Courses Available at SCC:

- CPT 101 Introduction to Computers 3
- IDS 104 Praxis I Test Preparation 1
If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.

Associate in Science (University Transfer Program)

**Program Start Date:** Any term  
**Minimum Program Length:** 4 terms day, 6 terms evening, 4 terms Internet/online

**Program Description:** The associate in science (AS) degree is designed for students whose goal is a four-year degree. The AS program provides students the freshmen and sophomore years of a bachelor’s degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

**Professional Opportunities:** The associate in sciences degree requirements parallel the course work in many disciplines, such as biology, chemistry, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics, and computer science.

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

**Requirements for Associate in Science (AS):** If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education's (SC CHE) Statewide Articulation Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk (*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student’s program of study.

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

**EEDA Career Cluster:** All 16 career clusters may apply.

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

**COMMUNICATIONS** - 9 credit hours
- ENG 101**, English Composition I
- ENG 102**, English Composition II
- SPC 205**, Public Speaking
  or SPC 209*, Interpersonal Communication

**HISTORY** (Choose one) - 3 credit hours
- HIS 101**, 102**, 104*, 105*, 201**, 202**
MATH (Choose two) - 6 credit hours

LAB SCIENCE (Choose two) - 8 credit hours
AST 101**, 102**
BIO 101**, 102**, 210** or 215*, 211** or 216* 225**
CHM 110**, 111**, 211**, 212**
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**

SOCIAL/BEHAVIORAL SCIENCES (Choose two from at least two different disciplines) - 6 credit hours
ANT 101**
ECO 210**, 211**
GEO 101**, 102**
PSC 201**, 215**
PSY 201**, 203**, 212**
SOC 101**, 102**, 205**

HUMANITIES/FINE ARTS (Choose two from different disciplines) - 6 credit hours
ART 101**
ENG 201**, 202**, 208**, 209**, 238*
MUS 105**
PHI 101**, 110**
REL 201*
THE 101**

B. Major Courses:
Choose 15 TRANSFER credit hours from the following disciplines: Mathematics and/or Natural Sciences.
AST 101**, 102**
CHM 110**, 111**, 211**, 212**
EVT 201*, 261*
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**

C. Electives and Other Additional Hours Required for Graduation
Select 9 semester credit hours.
NOTE: Students who plan to pursue a bachelor’s degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**
ART 101**, 107*, 108*, 111*, 112*
ANT 101**
AST 101**, 102**
CHM 105*, 110**, 111**, 211**, 212**
CPT 101*
EDU 230*
EVT 201*, EVT 261*
FRE 101**, 102**, 201**, 202**
GER 101**, 102**, 201*, 202*
GEO 101**, 102**
IDS 101*, 104*
PHS 101*, 102*
PHY 201**, 202**, 221*, 222**
PSC 102*, 201**, 215**, 220
PSY 103*, 115*, 201**, 203**, 212**, 214*
REL 101*, 104*, 105*, 201*
SOC 101**, 102**, 205**
SPA 101**, 102**, 201**, 202**
THE 101**, 105*

Minimum semester credit hours required for graduation: 62

- Refer to Course Descriptions for prerequisites.

Program in Science with Middle Grades Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of science degree with middle grades education electives is designed for students whose goal is a bachelor's degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics (or MAT 220)</td>
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<td>Course Title</td>
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<td>-------------</td>
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<td>BIO 101</td>
<td>Biological Science I</td>
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<tr>
<td>PHY 201</td>
<td>Physics I (OR PHY 202, 221, 222)</td>
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<tr>
<td>Fine Arts</td>
<td>Choose one</td>
<td></td>
</tr>
<tr>
<td>ART 101, MUS 105, OR THE 101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Major Courses:**

- MAT 111  College Trigonometry 3
- MAT 140  Calculus I 4
  - (OR MAT 130 and MAT 132)
- CHM 110  College Chemistry I 4
- PHS 101  Physical Science I 4

**C. Other Hours Required for Graduation:**

- EDU 230  Schools in Communities 4
- SPA 102  Intermediate Spanish 4
  - (FRE 102 OR GER 102)
- HIS 104  World History or HIS 105 3

Minimum semester credit hours required for graduation: 64

**D. Additional Courses Available at SCC:**

- IDS 104  Praxis I Test Prep 1
- PSY 203  Human Growth and Development 3
- MAT 211  Math for Elementary Education I 3
- MAT 215  Geometry 3
- MAT 130  Elementary Calculus (or MAT 140) 3
- MAT 132  Discrete Math 3

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.

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**Associate in Science with Pre-Chiropractic Electives**

**Program Start Date:** Any term

**Minimum Program Length:** 4 terms day or evening

**Program Description:** The Associate in Science degree with Pre-Chiropractic electives is designed for advising students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic.

**Professional Opportunities:** The Associate in Science degree will allow students the opportunity for transfer to any college or university in disciplines such as biology, chemistry, chiropractic, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics and computer science.

**Unique Aspects:** Upon completion of both the Associate in Science degree with Pre-Chiropractic and the Certificate in Pre-Chiropractic, with an acceptable GPA, students will be eligible to enroll at Sherman College of Chiropractic.

**EEDA Career Cluster:** Health Sciences
Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>HIS 101, 102, 104, 201 or 202</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<td>MAT 111</td>
<td>College Trigonometry</td>
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<tr>
<td>BIO 215</td>
<td>Human Anatomy</td>
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<td>CHM 110</td>
<td>College Chemistry I</td>
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<tr>
<td>PSY 201</td>
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<tr>
<td>Humanities and Fine Arts (choose two)</td>
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<tr>
<td>ART 101</td>
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<td>ENG 201, 202, 205, 206, 208, 209, 228, 235, 236, 238</td>
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<tr>
<td>MUS 105</td>
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<tr>
<td>PHI 101, 110</td>
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<tr>
<td>REL 201</td>
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<td></td>
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<tr>
<td>THE 101</td>
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B. Major Courses:

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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PHY 201</td>
<td>Physics I</td>
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<tr>
<td>PHY 202</td>
<td>Physics II</td>
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<tr>
<td>CHM 211</td>
<td>Organic Chemistry I</td>
<td>4</td>
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<tr>
<td>BIO 225</td>
<td>Microbiology</td>
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<td>BIO 240</td>
<td>Nutrition</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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</table>

C. Electives and/or Other Additional Hours Required for Graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>CHM 105</td>
<td>Chemistry, Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

- Total semester credit hours required for program completion: 65.0
- For more information please contact Dr. Gail Jones at (864) 592-4962 or email to jonesg@sccsc.edu or Dr. Berta Hopkins at (864) 592-4262 or email to hopkinsb@sccsc.edu.
Associate in Science with Pre-Engineering Electives

Program start date: Any term
Minimum Program Length: 5 terms day, 7 terms evening

Program Description: The Associate in Science-with Pre-engineering Electives degree is intended for students majoring in science who wish to transfer to four-year institutions. The purpose of this AS (associate in science) program is to prepare students for an engineering or engineering technology curriculum. This degree allows students to concentrate on fulfilling pre-major coursework in their intended field of study. Remaining general education courses may be taken after transferring.

Professional Opportunities: A variety of career opportunities are available in chemical, electrical, mechanical, industrial biomedical, nuclear and civil engineering.

Unique Issues: The curriculum is not intended to fulfill All General Education/University requirements, but to prepare prospective transfer science students to enter the universities with advanced standing, not only in credits but also with major/program preparation.

Course requirements for specific engineering majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students are responsible for knowing the transfer requirements and policies, and they are urged to consult the catalog of the institution to which they plan to transfer. College and university course requirements and catalogs are subject to change yearly. Students should meet with their SCC academic advisor to plan an academic schedule for their four-year degree goal.

EEDA Cluster: Science, Technology Engineering and Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 101 English Composition I 3
   - ENG 102 English Composition II 3
   - SPC 205 Public Speaking 3
   - MAT 110 College Algebra 3
   - MAT 111 College Trigonometry 3
   - CHM 110 College Chemistry I 4
   - PSY 201 General Psychology 3
   - ECO 210 Macroeconomics 3
   or
   - ECO 211 Microeconomics
   - HIS 101 Western Civilization to 1689 3
   or HIS 102, 201, 202
   - Transfer level Humanities/ Fine Arts** 3

B. Major Courses:
   - MAT 140 Analytical Geometry and Calculus I 4
   - MAT 141 Analytical Geometry and Calculus II 4
   - CHM 111 College Chemistry II 4
   - PHY 221 University Physics I 4

C. Other Hours Required for Graduation:
   - MAT 240 Analytical Geometry and Calculus III 4
   - PHY 222 University Physics II 4
   - EGR 269 Engineering Disciplines and Skills 2
   - EGR 270 Introduction to Engineering 3
**Transfer Level Foreign Language** 4
Elective from Social Science, Humanities/ Fine Arts 2

Minimum Semester Credit Hours Required for Graduation: 66

Associate in Science with Secondary Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of science degree with secondary education electives is designed for students whose goal is a bachelor’s degree in education, major in secondary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in secondary education prepares students to teach in grades 9 - 12.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

With Secondary Biology Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 101 English Composition I 3
   - ENG 102 English Composition II 3
   - SPC 205 Public Speaking 3
   - MAT 110 College Algebra 3
   - MAT 120 Statistics 3
   - BIO 101 Biological Science I 4
   - CHM 110 Chemistry I 4
   - Fine Arts (Choose one)
     - ART 101, MUS 105 or THE 101 3
     - PHI 101 Introduction to Philosophy 3
     - HIS 104 OR 105 World History I or II 3
     - SOC 101 Introduction to Sociology 3
     - PSY 201 General Psychology 3

B. Major Courses:
   - BIO 102 Biological Science II 4
   - PHY 201 Physics 4
   - CHM 111 Chemistry II 4
   - MAT 111 College Trigonometry 3

C. Other Hours Required for Graduation:
   - EDU 230 Schools in Communities 4
   - SPA 102 Intermediate Spanish 4
(GER 102 or FRE 102)  
CPT 101 Computer Science 3  
Minimum semester credit hours required for graduation: 64

D. Additional Course Available at SCC
IDS 104 Praxis I Test Preparation 1  
Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Micki Ewens at (864) 592-4854 or email ewenss@sccsc.edu, SCC central campus, West Building, office B-21.

With Secondary Chemistry Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:
ENG 101 English Composition I 3  
ENG 102 English Composition II 3  
SPC 205 Public Speaking 3  
MAT 141 Calculus II 4  
MAT 120 Statistics 3  
BIO 101 Biological Science I 4  
PHY 201 Physics I 4  
Fine Arts (Choose One)
  ART 101, MUS 105, THE 101 3  
PHI 101 Introduction to Philosophy 3  
HIS 104 OR 105 World History I or II 3  
SOC 101 Introduction to Sociology 3  
PSY 201 General Psychology 3  

B. Major Courses:
CHM 110 Chemistry I 4  
CHM 111 Chemistry II 4  
PHY 202 Physics II 4  
MAT 240 Calculus III 4  

C. Other Hours Required for Graduation:
EDU 230 Schools in Communities 4  
SPA 102 Intermediate Spanish OR 4  
(GER 102 or FRE 102)  
CPT 101 Introduction to Computers 3  
Minimum semester credit hours required for graduation: 66

D. Additional Course Available at SCC
IDS 104, Praxis I Test Preparation 1  
Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact...
With Secondary Mathematics Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>PHS 101</td>
<td>Physical Science I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>OR AST 101, PHY 201, 202, 221, 222</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR CHM 110</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>(Choose One)</td>
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</tr>
<tr>
<td>ART 101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td></td>
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<tr>
<td>THE 101</td>
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<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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<tr>
<td>HIS 104</td>
<td>OR 105 World History I or II</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MAT 132</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Calculus III</td>
<td>4</td>
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</table>

C. Other Hours Required for Graduation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 230</td>
<td>Schools in Communities</td>
<td>4</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Intermediate Spanish or GER 102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR FRE 102</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Computer Science</td>
<td>3</td>
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</table>

Minimum semester credit hours required for graduation: 64

D. Additional Course Available at SCC

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 104</td>
<td>Praxis I Test Preparation</td>
<td>1</td>
</tr>
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</table>

Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Pamela Rogers at (864) 592-4645 or email rogerspam@sccsc.edu, SCC central campus, West Building, office C-11.
Automated Manufacturing Technology
Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day, 6 terms evening

Program Description: Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience: Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities: Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Unique Aspects: The automated manufacturing technology curriculum is unique in that it incorporates the fields of electrical, electronic, mechanical, computer programming, robotics and process control systems into one course of study. This is extremely attractive to employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER), in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster: Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:
   ENG 165  Professional Communications  3
   MAT 101  Beginning Algebra  3
   MAT 168  Geometry and Trigonometry  3
   IDS 101  Human Thought and Learning  3
   OR
   Social/Behavioral Science
   SPC 209  Interpersonal Communications  3
   OR
   Other Humanities-Fine Arts

B. Major Courses:
   AMT 101  Automated Manufacturing Overview  2
   AMT 105  Robotics and Automated Control I  3
   AMT 205  Robotics and Automated Control II  3
   AMT 206  Electricity and Automation  2
   AMT 220  Concepts of Lean Manufacturing  3
   EEM 107  Industrial Computer Techniques  2
   EEM 117  AC/DC Circuits I  4
EEM 118  AC/DC Circuits II  4
EEM 151  Motor Controls I  4
EEM 201  Electronic Devices I  3
EEM 211  AC Machines  3
EEM 231  Digital Circuits I  3
EEM 251  Programmable Controllers  3
EEM 252  Programmable Controller Application  3
IMT 102  Industrial Safety  2
IMT 112  Hand Tool Operations  3
IMT 131  Hydraulics and Pneumatics  4
IMT 160  Preventive Maintenance  3
IMT 161  Mechanical Power Applications  4

C. Electives and/or Other Additional Courses Required for Graduation:
The student must complete one elective course which totals at least 2.0 credit hours.
Minimum semester credit hours required for graduation:  75

AUTOMOTIVE TECHNOLOGY
- Automotive Technology - Automotive Service Technology - Associate
- Automotive Technology – Ford ASSET - Associate
- Ford MLR (Maintenance and Light Repair) - Certificate
- Production Associate Technology I - Certificate
- Production Associate Technology II - Certificate

Automotive Technology - Automotive Service Technology
Associate Degree in Applied Science
Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description: Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, special service tools and equipment to properly repair customer vehicles.

Practical Experience: Students use cooperative work experiences at approved automotive service facilities (or equivalent *) to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility’s organization and environment, and learn to work as a member of a team.

Professional Opportunities: Automotive technician, fleet technician, service advisor, shop foreman, service manager

Unique Aspects: Students in the automotive technology programs are required to complete the Ford MLR certificate prior to being accepted into the program. Changes in cooperative work experience sponsors requires the department chair approval.
*Equivalent courses may be substituted for co-op work experience with permission and recommendation of department chair.

**EEDA Career Cluster:** Transportation, Distribution & Logistics

**Course Requirements (followed by credit hours):**

A. **General Education Courses:**
- ENG 165 Professional Communications 3
  OR
- ENG 101 English Composition I
- ECO 101 Basic Economics 3
  OR Other Humanities-Fine Arts
  OR Other Social/Behavioral Science
- HSS 205 Technology and Society 3
  OR Other Humanities-Fine Arts
- MAT 155 Contemporary Mathematics 3
  OR
- MAT 101 Beginning Algebra
  OR
- MAT 102 Intermediate Algebra
  OR
- MAT 110 College Algebra
- PSY 103 Human Relations 3
  OR
  Other Social/Behavioral Science

B. **Major Courses:**
- AUT 100 Introduction to Auto Hazardous Materials 1
- AUT 145 Engine Performance 3
- AUT 160 Introduction to Automotive Technology 1
- AUT 231 Automotive Electronics 4
- AUT 245 Advanced Engine Performance 5
- AUT 251 Automatic Transmission Overhaul 5
- AUT 275 Alternative Technology Vehicles 3
- CWE 114 Cooperative Work Experience I 4
- CWE 124 Cooperative Work Experience II 4
- CWE 132 Cooperative Work Experience III 2
- CWE 214 Cooperative Work Experience IV 4
- CWE 224 Cooperative Work Experience V 4
- CWE 232 Cooperative Work Experience VI 2

C. **Electives and/or Other Additional Courses Required for Graduation:**
- AUT 107 Advanced Engine Repair 4
- AUT 111 Brakes 3
- AUT 115 Manual Drive Train/Axle 3
- AUT 132 Automotive Electricity 4
- AUT 142 Heating and Air Conditioning 3
- AUT 221 Suspension and Steering Diagnosis 3
The student must complete one elective course which totals at least 2.0 credit hours.
Minimum semester credit hours required for graduation: 80

Automotive Technology—Ford ASSET

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 terms day

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

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

Professional Opportunities: Automotive technician, service advisor, shop foreman, service manager

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

EEDA Career Cluster: Transportation, Distribution & Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>Other Humanities-Fine Arts</td>
<td></td>
<td></td>
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<tr>
<td>OR</td>
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<tr>
<td>HSS 205</td>
<td>Technology and Society</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Humanities-Fine Arts</td>
<td></td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>MAT 102</td>
<td>Intermediate Algebra</td>
<td></td>
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<tr>
<td>OR</td>
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<td></td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>
PSY 103 Human Relations 3
OR
Other Social/Behavioral Science

B. Major Courses:
- AUT 100 Introduction to Auto Hazardous Materials 1
- AUT 145 Engine Performance 3
- AUT 160 Introduction to Automotive Technology 1
- AUT 231 Automotive Electronics 4
- AUT 245 Advanced Engine Performance 5
- AUT 251 Automatic Transmission Overhaul 5
- AUT 275 Alternative Technology Vehicles 3
- CWE 114 Cooperative Work Experience I 4
- CWE 124 Cooperative Work Experience II 4
- CWE 132 Cooperative Work Experience III 2
- CWE 214 Cooperative Work Experience IV 4
- CWE 224 Cooperative Work Experience V 4
- CWE 232 Cooperative Work Experience VI 2

C. Electives and/or Other Additional Courses Required for Graduation:
- AUT 107 Advanced Engine Repair 4
- AUT 111 Brakes 3
- AUT 115 Manual Drive Train/Axle 3
- AUT 132 Automotive Electricity 4
- AUT 142 Heating and Air Conditioning 3
- AUT 221 Suspension and Steering Diagnosis 3

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

Minimum semester credit hours required for graduation: 80

Ford MLR (Maintenance and Light Repair) Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening

Program Description: Ford Maintenance and Light Repair students learn theory of operation and diagnosis/repair of Ford automotive brake, electrical, air conditioning, steering and suspension systems.

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

Professional Opportunities: Ford Light Line Technician, maintenance technician, entry-level technician, Quick Lane® service technician

Unique Issue: Students must complete this certificate program prior to being accepted into the Ford ASSET or Automotive Service Technology degree program. Certificate graduates may transfer into the Ford ASSET program with advanced standing. Graduates earn 25 percent of Ford STST (Service Technicians Specialty Training) credentials.
EEDA Career Cluster: Transportation, Distribution & Logistics

Course Requirements (followed by credit hours):

A. General Education Requirements: None
B. Major Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AUT 160</td>
<td>Introduction to Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AUT 111</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUT 132</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AUT 142</td>
<td>Heating and Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AUT 156</td>
<td>Automotive Diagnosis and Repair</td>
<td>4</td>
</tr>
<tr>
<td>AUT 221</td>
<td>Steering and Suspension Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AUT 232</td>
<td>Automotive Accessories</td>
<td>2</td>
</tr>
<tr>
<td>AUT 262</td>
<td>Advanced Automotive Diagnosis and Repair</td>
<td>4</td>
</tr>
</tbody>
</table>

C. Electives and Other Courses Required for Graduation: None

Minimum Semester Credit Hours Required for Graduation: 24

Production Associate Technology I Certificate

Program start date: Fall term
Minimum Program Length: Minimum 1 term day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies.

Practical Experience: The certificate provides students with knowledge of manufacturing production processes, equipment, design, and operation. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities: Production associate, equipment/machine operator, assembler/fabricator

Unique Aspects: Students may earn MSSC (Manufacturing Skills Standards Council) nationally recognized certification through this program. Students with existing MSSC Certifications may receive advanced standing in the program. Students may utilize the Production Associate certificate and degree programs as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
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</table>

B. Major Courses:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AMT 106</td>
<td>Manufacturing Workplace Skills</td>
<td>3</td>
</tr>
<tr>
<td>AMT 110</td>
<td>Survey of Manufacturing Processes</td>
<td>3</td>
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<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>IMT 112</td>
<td>Hand Tools Operations</td>
<td>3</td>
</tr>
<tr>
<td>IMT 171</td>
<td>MSSC Certification 1</td>
<td>1</td>
</tr>
</tbody>
</table>
Production Associate Technology II
Certificate

Program start date: Spring term
Minimum Program Length: Minimum 4 term day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. This certificate provides students with advanced knowledge of manufacturing production processes, equipment, design, and operation.

Practical Experience: The certificate builds on the Production Associate Technology I certificate and allows students to work as a co-op work experience student at a local manufacturing facility or take technical electives to learn the skills needed in industry. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment.

Professional Opportunities: Production associate, production leader, equipment/machine operator, assembler/fabricator, team leader

Unique Aspects: Students must complete the Production Technology I certificate prior to being accepted into this certificate since this certificate builds on content from the first certificate. Graduates may utilize the Production Associate certificates as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology.

EEDA Career Cluster:
Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Requirements: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 101</td>
<td>Automated Manufacturing Overview</td>
<td>2</td>
</tr>
<tr>
<td>AMT 220</td>
<td>Concepts of Lean Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>EEM 105</td>
<td>Basic Electricity</td>
<td>2</td>
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<tr>
<td>EGR 140</td>
<td>Collaborative Product Development</td>
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<tr>
<td>EGT 123</td>
<td>Industrial Print Reading</td>
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<tr>
<td>IMT 103</td>
<td>Precision Measuring Instruments</td>
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<tr>
<td>IMT 110</td>
<td>Industrial Instrumentation</td>
<td>3</td>
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<td>IMT 160</td>
<td>Preventive Maintenance</td>
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<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
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</tbody>
</table>

Electives and Other Courses Required for Graduation:

CO-OP Work Experience or other approved technical electives 12

Minimum Semester Credit Hours Required for Graduation: 35
Production Associate Technology - General Technology

Associate Degree in Applied Science

Program start date: Any term
Minimum Program Length: 5 terms day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The degree provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation.

Practical Experience: The Production Associate Technology- General Technology Degree is intended for students desiring to build upon their skills obtained in the Production Associate I & II certificates to provide additional employable skills and credentials for increased advancement opportunities in the manufacturing industry. Given the variety of manufacturing based companies in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Individuals with this degree and work experience are better equipped to move into maintenance technician and/or team leader positions.

Professional Opportunities: Production associate, production team leader, equipment/ machine operator, assembler/ fabricator, inspector, tester, production supervisor/ manager

Unique Aspects: This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Production Associate I and Production Associate II prior to being accepted into this degree. Students may utilize the Production Associate certificate and degree programs as a career ladder program to advance into other more advanced programs such as Industrial Repair, Mechatronics, or Automated Manufacturing Technology.

EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
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<tr>
<td>OR</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>PSY 103</td>
<td>Interpersonal Relations</td>
<td>3</td>
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<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<td>Beginning Algebra</td>
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<td>MAT 102</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>HSS 205</td>
<td>Technology and Society</td>
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<tr>
<td>OR</td>
<td>Other Humanities/ Fine Arts</td>
<td></td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communications</td>
<td>3</td>
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</tbody>
</table>
B. Major Courses:

**Primary Specialty:**

- AMT 101  Automated Manufacturing Overview  2
- AMT 106  Manufacturing Workplace Skills     3
- AMT 110  Survey of Manufacturing Processes  3
- AMT 220  Concepts of Lean Manufacturing     3
- EEM 105  Basic Electricity                  2
- EEM 107  Industrial Computer Techniques     2
- EGR 140  Collaborative Product Development  3
- EGT 123  Industrial Print Reading           2
- IMT 103  Precision Measuring Instruments    2
- IMT 110  Industrial Instrumentation         3
- IMT 112  Hand Tools Operations              3
- IMT 160  Preventive Maintenance             3
- IMT 171  MSSC Certification 1                1
- IMT 172  MSSC Certification 1I              1
- IMT 173  MSSC Certification 1II             1
- IMT 174  MSSC Certification 1V              1
- MGT 150  Fundamentals of Supervision         3

**Secondary Technical Specialty:**

- CO-OP Work Experience or other approved technical electives  12

C. Other Hours Required for Graduation:

- Electives (from Industrial & Engineering Technologies)  3
- Free Elective                                           2

Minimum Semester Credit Hours Required for Graduation: 70
BUSINESS & MANAGEMENT

ACCOUNTING
- Accounting - Associate
- Accounting with Information System Electives - Associate
- Accounting Specialist - Certificate

ADMINISTRATIVE
- Administrative Office Technology - Associate
- Administrative Office Technology with Legal Electives - Associate
- Administrative Office Technology - Medical - Associate
- Administrative Support - Certificate
- Pre-Paralegal (Phase I) - Certificate

ENTREPRENEUR
- Entrepreneurship - Certificate

MANAGEMENT
- Management - Associate
- Management with Culinary Arts Electives - Associate
- Management with Fire Service Electives - Associate
- Management with Human Resources Electives - Associate
- Management with Information Technology Electives - Associate
- Management with Marketing Electives - Associate
- Management with Medical Electives - Associate

Accounting
Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

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

Practical Experience: Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.
Professional Opportunities: Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant

EEDA Career Cluster
Government & Public Administration; Business, Management and Administration; Finance

Course Requirements for Accounting (followed by credit hours)

A. General Education Courses:
   ENG 101   English Composition I*         3
   ENG 102   English Composition II        3
   ECO 210   Macroeconomics*               3
   MAT 120   Probability & Statistics*     3
   SPC 205   Public Speaking                3
   OR
   SPC 209   Interpersonal Communication

B. Major Courses:
   ACC 101   Accounting Principles I*      3
   ACC 102   Accounting Principles II*     3
   ACC 124   Individual Tax Procedures*    3
   ACC 150   Payroll Accounting*           3
   ACC 201   Intermediate Accounting I*     3
   ACC 202   Intermediate Accounting II*    3
   ACC 230   Cost Accounting I*            3
   ACC 246   Integrated Accounting Software* 3
   ACC 260   Auditing*                      3
   ACC 275   Selected Topics in Accounting* 3
   BAF 101   Personal Finance*             3
   BAF 260   Financial Management*         3
   BUS 121   Business Law I*               3
   CPT 101   Introduction to Computers*     3
   CPT 178   Software Applications*        3
   MGT 101   Principles of Management*     3

   *Grade of “C” or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:
   - The student must complete two elective courses which total 6.0 credit hours from:
     ACC 224, ACC 265, ACC 291
   Minimum semester credit hours required for graduation: 69

---

Accounting with Information System Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day, 6 terms evening

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

Program Description: Accounting with Information System Electives students develop the skills to analyze, record, summarize, and report accounting information, while also being able to generate
reports from and maintain data within a standard database. A comprehensive study of financial and managerial software applications, basic programming and databases will include standard accounting principles, cost and budget analysis, automated accounting systems, corporate governance requirements, and financial reporting requirements.

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

**Professional Opportunities:** Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer, public accountant, database technician, information system technician, computer technician, and financial database analyst.

**Unique Aspects:** The rationale for the Accounting with Information System Electives program is to fulfill the business community’s need for employees who can effectively handle a medium to large database while also possessing the skills to understand the financial requirements of the organization. Students will also be knowledgeable of security requirements of the database and new regulatory requirements related to corporate governance and financial reporting. Graduates will have sufficient skills to enter the workplace upon graduation or can choose to continue their education and professional certifications in both the accounting and computer science fields.

**EEDA Career Cluster: Finance**

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 210</td>
<td>Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
</tbody>
</table>

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Intermediate Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Intermediate Accounting II*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 230</td>
<td>Cost Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 246</td>
<td>Integrated Accounting Software*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 260</td>
<td>Auditing*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 265</td>
<td>Not-for-Profit Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 275</td>
<td>Selected Topics in Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>BAF 101</td>
<td>Personal Finance*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 178</td>
<td>Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 264</td>
<td>Systems &amp; Procedures*</td>
<td>3</td>
</tr>
</tbody>
</table>

* Minimum grade of C is required
C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete four elective courses which totals 12.0 credit hours from:
  CPT 202, CPT 242, CPT 244, CPT 285, IST 293, IST 166, IST 222

Minimum semester credit hours required for graduation: 69

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**Accounting Specialist Certificate**

**Program Start Date:** Fall or spring terms

**Minimum Program Length:** 3 terms day, 3 terms evening

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

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

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

**Professional Opportunities:** Accounting clerk, payroll clerk, bookkeeper, billing clerk, accounts receivable clerk, accounts payable clerk, office assistant, inventory control clerk, administrative specialist and tax preparer

**Unique Aspects:** Graduates of this program may transfer credits into the Accounting associate degree program.

**EEDA Career Cluster:** Government & Public Administration; Business, Management & Administration; Finance

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I *</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II *</td>
<td>3</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Individual Tax Procedures *</td>
<td>3</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Payroll Accounting *</td>
<td>3</td>
</tr>
<tr>
<td>ACC 246</td>
<td>Integrated Accounting Software*</td>
<td>3</td>
</tr>
<tr>
<td>BAF 101</td>
<td>Personal Finance*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law *</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers *</td>
<td>3</td>
</tr>
<tr>
<td>CPT 178</td>
<td>Software Applications*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required

**C. Electives and/or Additional Courses Required for Graduation:** None

Minimum semester hours required for graduation: 30
## Administrative Office Technology

**Associate Degree in Applied Science**

**Program Start Date:** Fall or spring terms  
**Minimum Program Length:** 6 terms day or evening  
*Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.*

**Program Description:** Administrative Office Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, professional development and office management skills.

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

**Professional Opportunities:** Administrative assistant, executive assistant, office manager, administrative professional

**Unique Aspects:** This program prepares students for the certified professional secretaries exam and the Microsoft Office Specialist certification. The College offers experiential learning credit opportunities for students who have successfully passed the Certified Professional Secretary (CPS) examination. Students are encouraged to contact the business technologies department chair for more information.

**EEDA Career Cluster:** Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services

**Course Requirement (followed by credit hours):**

<table>
<thead>
<tr>
<th>A. General Education Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Beginning Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 160 Math for Business and Finance*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities-Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>
B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111</td>
<td>Accounting Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 133</td>
<td>Professional Development*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 134</td>
<td>Office Communications*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 141</td>
<td>Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 142</td>
<td>Advanced Office Procedures II*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 180</td>
<td>Customer Service*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 254</td>
<td>Office Simulation*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 275</td>
<td>Selected Topics in Administrative Office*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Business Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 172</td>
<td>Microcomputer Data Base*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 174</td>
<td>Microcomputer Spreadsheets*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 179</td>
<td>Microcomputer Word Processing*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 270</td>
<td>Advanced Microcomputer Applications*</td>
<td>3</td>
</tr>
<tr>
<td>CWE 123</td>
<td>Cooperative Work Experience II*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Office Management*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:
The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Office Technology with Legal Electives
Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day

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

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

Practical Experience: Students are given an opportunity to train in a legal office environment, learn how to assist attorneys/paralegals and their clients and successfully handle legal office work requirements. Projects in filing, legal document applications, legal software and basic clerical skills are assigned. Simulations, shadowing experiences and field trips also help to enrich the student’s training. Effective communication, team building and problem-solving skills will be stressed. Students are required to complete practical work experience in a local law firm or corporate legal department.

Professional Opportunities: Patent office administrative assistant, contracts administrative as-
sistance, office administrator, legal office assistant and general office assistant

**Unique Aspects:** After completion of this degree, students may apply to Spartanburg Methodist College for admission to the Paralegal Certificate Program.

**EEDA Career Cluster:** Law, Public Safety, Corrections & Security; Government and Public Administration

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 201</td>
<td>American Government*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 160</td>
<td>Math for Business and Finance*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities-Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111</td>
<td>Accounting Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 133</td>
<td>Professional Development*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 134</td>
<td>Office Communications*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 141</td>
<td>Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 144</td>
<td>Legal Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 180</td>
<td>Customer Service*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 213</td>
<td>Legal Document Production*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 253</td>
<td>Legal Systems and Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 172</td>
<td>Microcomputer Data Base*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 174</td>
<td>Microcomputer Spreadsheets*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 179</td>
<td>Microcomputer Word Processing*</td>
<td>3</td>
</tr>
<tr>
<td>CRU 101</td>
<td>Introduction to Criminal Justice*</td>
<td>3</td>
</tr>
<tr>
<td>CWE 123</td>
<td>Cooperative Work Experience II*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Office Management*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required.

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

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

Minimum semester credit hours required for graduation: 69
Administrative Office Technology - Medical

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 5 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

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

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

Professional Opportunities: Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.

Unique Aspects: Students receive certification in CPR and OSHA. See additional requirements on page 87.

EEDA Career Cluster: Health Science

Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 101 English Composition I* 3
   - MAT 101 Beginning Algebra* 3
   - MAT 160 Math for Business and Finance* 3
   - Humanities-Fine Arts 3
   - Social/Behavioral Science 3

B. Major Courses:
   - ACC 111 Accounting Concepts* 3
   - AHS 102 Medical Terminology* 3
   - AHS 155 Special Topics in Health Care* 3
   - AOT 133 Professional Development* 3
   - AOT 134 Office Communications* 3
   - AOT 141 Office Procedures I* 3
   - AOT 164 Medical Information Processing* 3
   - AOT 180 Customer Service* 3
   - AOT 252 Medical Systems and Procedures* 3
   - AOT 270 SCWE in Administrative Office* 3
   - CPT 101 Introduction to Computers* 3
   - CPT 174 Microcomputer Spreadsheets* 3
   - CPT 179 Microcomputer Word Processing* 3
   - HIM 105 Medical Office Communications and Practices* 3
   - HIM 140 Current Proc. Terminology I* 3
   - HIM 141 Current Proc. Terminology II* 3
Administrative Support

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative Support students are trained in the principles of word processing, spreadsheet, data base and presentation applications as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include business communications, general office procedures, customer service, professional development and accounting concepts.

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

Professional Opportunities: Administrative specialist, information specialist, software application specialist, receptionist, customer service representative, general office clerk

Unique Aspects: Students will complete 80 hours of work experience in a designated office environment. Credits earned in this certificate may be applied to the Administrative Office Technology in Applied Science degree.

EEDA Career Cluster: Business, Management & Administration

Course Requirements (followed by credit hours):
A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111</td>
<td>Accounting Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 133</td>
<td>Professional Development*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 134</td>
<td>Office Communications*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 141</td>
<td>Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 142</td>
<td>Advanced Office Procedures II*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 180</td>
<td>Customer Service*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 179</td>
<td>Microcomputer Word Processing*</td>
<td>3</td>
</tr>
<tr>
<td>CWE 131</td>
<td>Cooperative Work Experience III*</td>
<td>1</td>
</tr>
</tbody>
</table>

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 25
Pre-Paralegal (Phase I)  
Certificate

**Program Start Date:** Fall term (day only)  
**Minimum Program Length:** 2 terms

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

**Program Description:** Paralegals work under the direction of an attorney and perform all phases of legal work including research, investigation and document preparation. Paralegals investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles and other materials that are relevant to assigned cases.

**Practical Experience:** Students gain proficiency in interpersonal and technical skills. Additional legal speciality courses as well as an internship will be completed at Spartanburg Methodist College.

**Professional Opportunities:** Paralegals are employed by law firms, corporate legal departments, medical facilities and various government offices.

**Unique Aspects:** The pre-paralegal certificate (phase 1) is offered for students who wish to apply for Phase II at Spartanburg Methodist College (SMC). Acceptance into Phase II is based on SMC’s standard admission policies. Completion of Phase I with a grade of "C" in every class and two letters of recommendation are required. Credits earned in this program may be applied to the administrative office technology with legal electives associate degree.

**EEDA Career Cluster:** Law, Public Safety, Corrections & Security

**Course Requirements (followed by credit hours):**

**A. General Education Courses:** None

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT 133</td>
<td>Professional Development*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 134</td>
<td>Office Communications*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 141</td>
<td>Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 144</td>
<td>Legal Office Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>AOT 213</td>
<td>Legal Document Production*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice*</td>
<td>3</td>
</tr>
</tbody>
</table>

* Minimum grade of C is required

**C. Electives and/or Other Additional Courses Required for Graduation:** None

Minimum semester credit hours required for graduation: 24
Entrepreneurship Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day, evening or online curriculum

Program Description: The Entrepreneurship Certificate students fulfill the needs of the business community for entry level management employees and for beginning entrepreneurs who can develop a business plan for a marketable skill or product, develop and market the skill or product, and have a basic understanding of planning, organizing, leading, and controlling a small business. Graduates will have sufficient skills to enter the marketplace, form a small business, or continue their education in management.

Practical Experience: Students gain basic skills in marketing, management, financial principles, and computer applications which are important for beginning managers and entrepreneurs.

Professional Opportunities: Students with a marketable skill or product will be able to form and operate a small business. Other students will be able to obtain assistant manager positions, sales positions, management trainee positions, or continue their education.

Unique Aspects: Credits earned in this certificate may be applied to the Management Associate in Applied Science degree.

EEDA Career Cluster: Business, Management, and Administration

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
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<tr>
<td>ACC 102</td>
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<tr>
<td>ACC 246</td>
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<tr>
<td>BUS 110</td>
<td>Entrepreneurship*</td>
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<tr>
<td>BUS 121</td>
<td>Business Law I*</td>
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</tr>
<tr>
<td>BUS 210</td>
<td>Introduction to E-Commerce Business*</td>
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</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management*</td>
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</tr>
<tr>
<td>MGT 201</td>
<td>Human Resource Management*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 30
# MANAGEMENT

- Management - Associate
- Management with Culinary Arts Electives - Associate
- Management with Fire Service Electives - Associate
- Management with Human Resources Electives - Associate
- Management with Information Technology Electives - Associate
- Management with Marketing Electives - Associate
- Management with Medical Electives - Associate

## Management

**Associate Degree in Applied Science**

**Program Start Date:** Fall or spring terms  
**Minimum Program Length:** 5 terms day or Internet/online or 6 terms evening  
*Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.*

**Program Description:** Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department chair/academic advisor. This program is offered online as well as in traditional classes.

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

**Professional Opportunities:** Supervisor, assistant manager, department manager, project manager, account manager

**EEDA Career Cluster:** Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Demonstration; Finance

## Course Requirements (followed by credit hours):

### A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ECO 210</td>
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<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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</table>

### B. Required Core Courses:

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</tr>
<tr>
<td>BUS 268</td>
<td>Special Topics in Business*</td>
<td>3</td>
</tr>
</tbody>
</table>
C. Electives and/or Other Additional Courses Required for Graduation:

- Students must complete 15.0 credit hours of approved electives from the following list: ACC 124, ACC 150, ACC 246, ACC 265, AOT 133, AOT 134, AOT 180, BAF 260, BUS 110, ECO 211, MGT 150, MGT 230, MKT 123, MKT 221, MKT 240.

Minimum semester credit hours required for graduation: 69

Management with Culinary Arts Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day; 6 terms evening

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

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

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

Professional Opportunities: Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor

Unique Aspects: Students will be offered certification examination through the National Restaurant Association Examination for Safety and Sanitation (ServSafe).

EEDA Career Cluster: Hospitality & Tourism; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

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<tbody>
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<td>CPT 178</td>
<td>Software Applications*</td>
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<td>CUL 101</td>
<td>Principles of Food Production I*</td>
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<td>CUL 155</td>
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*Grade of "C" or better is required.

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

- Students must complete elective courses which totals at least 12.0 credit hours from the following recommended courses: BKP 112, BKP 119, CUL 102, CUL 103, CUL 104, CUL 115, CUL 122, CUL 129, CUL 135, CUL 236, HOS 156, HOS 264, MGT 150, MKT 123

Minimum semester hours required for graduation: 69

Management with Fire Service Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or Internet/online or 6 terms evening

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

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

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

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

Unique Aspects: At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter.
Fifteen semester hours of fire service electives are required and may be taken from an accredited institution or may be earned through experiential learning by the completion of local, state and/or National Fire Academy training courses. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students’ fire academy transcripts. Spartanburg Community College does not offer courses which meet this fire service requirement.

**EEDA Career Cluster:** Law, Public Safety, Corrections & Security; Business, Management & Demonstration

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

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</tbody>
</table>

*Grade of “C” or better is required.

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

- The student must complete a total of 15 semester credit hours of fire service electives as outlined under Unique Aspects.
- The student must also complete one general elective course which totals a minimum of 3.0 credit hours. The student may use 3.0 credit hours of additional fire service electives to meet the general elective requirement.

Minimum semester credit hours required for graduation: 69
Management with Human Resource Electives

Associate Degree in Applied Science

Program Start date: Fall or spring terms
Program Length: 5 terms day

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

Program Description: Management with Human Resource Electives students develop skills to plan, organize, lead and control activities related to the human resource office of any organization. Students focus on the applications, supervisory skills and employment laws/regulations needed in human resource offices.

Practical Experience: In addition to employee selection/retention and employee benefits, students complete simulations and research projects in human resource management, accounting, finance, and computer software applications. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities: Supervisor, office manager, project manager, account manager, department manager

EEDA Career Cluster: Business, Management, & Administration

Course Requirements for Management with Medical electives

A. General Education Courses

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ECO 210</td>
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</table>

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<td>ACC 101</td>
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<td>ACC 150</td>
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<td>AOT 134</td>
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<td>BUS 136</td>
<td>Compensation Benefits and Analysis*</td>
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<td>BUS 210</td>
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<td>Software Applications*</td>
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<td>MGT 201</td>
<td>Human Resource Management*</td>
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<tr>
<td>MGT 210</td>
<td>Employee Selection &amp; Retention*</td>
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</tr>
<tr>
<td>MGT 255</td>
<td>Organizational Behavior*</td>
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</tbody>
</table>
C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 69

Management with Information Technology Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or 6 terms evening

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

Program Description:
Management with Information Technology Electives students develop management skills related to information technology. Students focus on database applications and supervision of information technology personnel and/or projects.

Practical Experience:
Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities:
Information technology supervisor/manager, data analyst

EEDA Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Demonstration; Information Technology

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210 Macroeconomics* 3
ENG 101 English Composition* 3
ENG 102 English Composition II 3
MAT 120 Probability and Statistics 3
SPC 205 Public Speaking 3

B. Major Courses:

ACC 101 Accounting Principles* 3
ACC 102 Accounting Principles II* 3
BAF 101 Personal Finance* 3
BUS 121 Business Law I* 3
BUS 210 Introduction to E-Commerce in Business* 3
BUS 220 Business Ethics* 3
CPT 101 Introduction to Computers* 3
CPT 178 Software Applications* 3
MGT 101 Principles of Management* 3
MGT 201 Human Resource Management* 3
MGT 230 Managing Information Resources* 3

*Grade of "C" or better is required.
Management with Marketing Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 5 terms day or Internet/online

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

Program Description: Management with Marketing Electives students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service. This program is offered online as well as in traditional classes.

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

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

EEDA Career Cluster: Hospitality & Tourism; Business, Management & Administration; Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210 Macroeconomics* 3
<table>
<thead>
<tr>
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<td>MKT 260</td>
<td>Marketing Management*</td>
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</table>

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

- The student must complete one elective course which totals 3.0 credit hours.
- Minimum semester credit hours required for graduation: 69

Management with Medical Electives

*Associate Degree in Applied Science*

**Program Start date:** Fall or spring terms  
**Program Length:** 5 terms day

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

**Program Description:** Management with Medical Electives students develop skills to plan, organize, lead and control activities related to the medical field. Students focus on the applications and supervisory skills needed in physicians' offices and health facilities.

**Practical Experience:** In addition to health informatics, medical laws, and pharmacy management, students complete simulations and research projects in human resource management, accounting, finance, and computer software applications. Effective communication, team-building, and problem-solving skills will be stressed.

**Professional Opportunities:** Supervisor, office manager, project manager, account manager, department manager
**EEDA Career Cluster:** Business, Management, and Administration; Health Sciences

**Course Requirements (followed by credit hours):**

### A. General Education Courses:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II*</td>
<td>3</td>
</tr>
<tr>
<td>AHS 101</td>
<td>Introduction to Health Professions*</td>
<td>2</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>BAF 101</td>
<td>Personal Finance*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Introduction to E-Commerce in Business*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Business Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 268</td>
<td>Special Topics in Business*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 178</td>
<td>Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HIM 115</td>
<td>Medical Records and the Law*</td>
<td>2</td>
</tr>
<tr>
<td>PHM 201</td>
<td>Pharmacy Management*</td>
<td>2</td>
</tr>
<tr>
<td>MED 109</td>
<td>Medical Business Records*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Human Resource Management*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230</td>
<td>Managing Information Resources*</td>
<td>3</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Organizational Behavior*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of "C" or better is required.

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

None

Minimum semester credit hours required for graduation: 69
Pre-Chiropractic

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening

Program Description: The certificate in Pre-Chiropractic is designed for advising students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic.

Professional Opportunities: Upon completion of both the Associate in Science degree with Pre-Chiropractic electives and the Certificate in Pre-Chiropractic, with an acceptable GPA, students will be eligible to apply to Sherman College of Chiropractic.

Unique Aspects: This certificate contains courses for transfer to any college or university.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
<td>4</td>
</tr>
</tbody>
</table>

B. Major Courses: None

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

- Total semester credit hours required for program completion: 26
- For more information please contact Dr. Gail Jones at (864) 592-4962 or via email (jonesg@sccsc.edu) or Dr. Berta Hopkins at (864) 592-4262 or via email (hopkinsb@sccsc.edu).
COMPUTER AIDED DRAFTING (CAD)
See: ELECTRONICS & ENGINEERING TECHNOLOGY: Architectural Computer Aided Drafting

COMPUTER TECHNOLOGY
- Computer Support Specialist - Certificate
- Computer Technology - Associate
- Computer Technology with Information Management and Systems Electives - Associate
- Computer Technology with Networking Electives - Associate
- Networking Operations - Certificate
- Software Development and Database Administration - Certificate

See also: - BUSINESS: Management with Information Technology Electives - Associate

DIGITAL DESIGN (Graphic & Web Design)
- Digital Design - Certificate
- Digital Design - General Technology - Associate
- Web Page Design - Certificate

See also: ASSOCIATE DEGREES: Associate in Arts with Digital Design Electives - Associate

ELECTRONICS & ENGINEERING: Electronics & Engineering Technology with Networking Electives - Associate

Computer Support Specialist
Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day, 4 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Computer support specialist students learn to maintain personal computer systems, solve user problems, support user applications and provide user training. Students learn to diagnose and troubleshoot PC operating system problems, upgrade and maintain PC hardware and help desk concepts. In addition, students learn networking concepts, database concepts and programming logic.

Practical Experience: Students complete multiple projects using current personal computer hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities: Software support specialist, system support technician, hardware technician and user support technician.

Unique Aspects: Graduates of this program may transfer into the computer technology associate degree, software development and database administration or networking operations certificate program. Graduates are prepared to pass the COMPTA A+ certification exam.

EEDA Career Cluster: Information Technology
Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 101 English Composition I 3
   - MAT 101 Beginning Algebra** 3

B. Major Courses:
   - CPT 101 Introduction to Computers* 3
   - CPT 118 Professional Practices in Information Technology* 3
   - CPT 168 Programming Logic and Design* 3
   - CPT 176 Microcomputer Operating Systems* 3
   - CPT 242 Database* 3
   - CPT 264 Systems and Procedures* 3
   - CPT 285 PC Hardware Concepts* 3
   - IST 166 Network Fundamentals* 3
   - IST 222 Introduction to Web Page Production* 3
   - IST 293 IT and Data Assurance I* 3

**Students planning to continue in the associate program must earn a "C" or better in MAT 102.

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 36

Computer Technology

Associate Degree in Applied Science
(Emphasis on Software Development and Database Administration)

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening

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

Program Description: Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

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

Professional Opportunities: Entry-level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects: Graduates of this program will be able to continue working towards a bachelor of arts degree with a major in Computer Information Science at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Computer Science Department. Students who plan to continue their education at the university level should consult their advisor for approved courses.
EEDA Career Cluster: Information Technology; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:
   Social/Behavioral Sciences (approved courses) 3
   Humanities-Fine Arts (approved courses) 3
   ENG 101 English Composition I* 3
   MAT 102 Intermediate Algebra* 3
   MAT 120 Probability and Statistics 3
   SPC 205 Public Speaking 3
   OR
   SPC 209 Interpersonal Communication

B. Major Courses:
   CPT 101 Introduction to Computers* 3
   CPT 118 Professional Practices in Information Technology* 3
   CPT 168 Programming Logic and Design* 3
   CPT 176 Microcomputer Operating System* 3
   CPT 185 Event-Driven Programming* 3
   CPT 202 SQL Programming* 3
   CPT 206 Advanced Event-Driven Programming* 3
   CPT 242 Data Base* 3
   CPT 244 Data Structures* 3
   CPT 275 Computer Technology Senior Project* 3
   CPT 264 Systems and Procedures* 3
   CPT 285 PC Hardware Concepts* 3
   IST 257 LAN Network Server Technologies* 3
   IST 166 Network Fundamentals* 3
   IST 222 Intro to Web Page Production* 3
   IST 238 Advanced Tools for Website Design* 3
   IST 293 IT and Data Assurance I* 3

   *Grade of “C” or better is required

C. Electives and/or Other Additional Courses Required for Graduation:
   • The student must complete one elective course which totals 3.0 credit hours.

   Minimum semester credit hours required for graduation: 72
Computer Technology with Information Management and Systems Electives
Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description:
Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience:
Students gain Practical Experiences: in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities:
Entry-level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects:
Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Information Management and Systems with Business Informatics concentration at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Informatics department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

EEDA Career Cluster:
Information Technology; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

Social/Behavioral Sciences (approved courses) 6
Humanities-Fine Arts (approved courses) 6
Mathematics (approved courses) 6
Other General Education Classes (approved courses) 12

B. Major Courses:

ACC 101 Principles of Accounting I* 3
ACC 102 Principles of Accounting II 3
CPT 101 Introduction to Computers* 3
CPT 168 Programming Logic and Design* 3
CPT 176 Microcomputer Operating System* 3
CPT 185 Event-Driven Programming* 3
CPT 206 Advanced Event-Driven Programming* 3
CPT 242 Data Base* 3
C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 72

Computer Technology with Networking Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening

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

Program Description: Computer technology with networking electives students develop skills in PC operating systems, PC hardware concepts, computer software applications and designing, building and maintaining small to medium size computer networks.

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

Professional Opportunities: Network technician, IT support technician, cable technician and Cisco Certified Network Associate

Unique Aspects: Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Computer Information Science with a concentration in Networking and Information Security at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Computer Science department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

This program utilizes course materials from the Cisco Systems Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

EEDA Career Cluster: Information Technology; Arts, A/V Technology & Communications; Business, management & Administration; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:
- Social/Behavioral Sciences (approved courses) 3
- Humanities-Fine Arts (approved courses) 3
- Mathematics/Natural Science (approved courses) 6
Other Approved General Education Courses (approved courses)    6

B. Major Courses:

CPT 101  Introduction to Computers*    3
CPT 168  Programming Logic and Design*    3
CPT 176  Microcomputer Operating System*    3
CPT 242  Database*    3
CPT 264  Systems and Procedures*    3
CPT 285  PC Hardware Concepts*    3
IST 201  Cisco Internetworking Concepts*    3
IST 202  Cisco Router Configuration*    3
IST 203  Advanced Cisco Router Configuration*    3
IST 204  Cisco Troubleshooting*    3
IST 166  Network Fundamentals*    3
IST 257  LAN Network Administration*    3
IST 261  Advanced Network Administration*    3
IST 293  IT and Data Assurance I*    3

*Grade of "C" or better is required.

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

- Other approved courses    12 (see academic advisor)

Minimum semester credit hours required for graduation:    72
Networking Operations
Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or 3 terms evening

Program Description: Networking operations students develop skills to design, build and maintain small to medium-sized computer networks.

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

Professional Opportunities: Network technician, IT support technician and Cisco Certified Network Associate

Unique Aspects: This program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco. Graduates of this program are prepared to complete the certification exam offered by Cisco systems to become a Cisco Certified Network Associate (CCNA). Acceptance into this certificate program requires the permission of the department chair.

EEDA Career Cluster: Arts, A/V Technology & Communications; Business, Management & Administration; Information Technology; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>IST 202</td>
<td>Cisco Router Configuration*</td>
<td>3</td>
</tr>
<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration*</td>
<td>3</td>
</tr>
<tr>
<td>IST 204</td>
<td>Cisco Troubleshooting*</td>
<td>3</td>
</tr>
<tr>
<td>IST 257</td>
<td>LAN Network Administration*</td>
<td>3</td>
</tr>
<tr>
<td>IST 290</td>
<td>Special Topics in Information Sciences*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Minimum grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required: None

Minimum semester hours required for graduation: 18
Software Development and Database Administration

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or 3 terms evening

Program Description:
Software development and database administration students develop skills in procedural and event-driven programming. Students design, create and maintain desktop and server databases.

Practical Experience:
Students gain Practical Experiences: in procedural and event-driven programming languages. They become proficient in software development and database administration. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment. A final comprehensive project involving students from other disciplines is included in the program.

Professional Opportunities: Software developer, PC application specialist, programmer analyst, entry level data base administrator

EEDA Career Cluster: Information Technology, Business, Management & Administration

Unique Aspects: Students entering this certificate program should possess a working knowledge of computer skills, a foundation in program logic and basic database concepts. Prerequisites to this certificate are CPT 101 and CPT 168 with a minimum grade of C or permission from the department chair. Courses in this program are included in the Computer Technology associate degree program.

Course Requirements (followed by credit hours):

A. General Education: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 185</td>
<td>Event-Driven Programming</td>
<td>3</td>
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<tr>
<td>CPT 202</td>
<td>SQL Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 206</td>
<td>Advanced Event-Driven Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 244</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>IST 238</td>
<td>Advanced Tools for Website Design</td>
<td>3</td>
</tr>
<tr>
<td>IST 257</td>
<td>LAN Network Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

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

- None

Minimum semester credit hours required for graduation: 18

* Minimum grade of C is required
Digital Design
Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience:
Students use computers and software applications to create graphics and page layouts for traditional printing or in cyberspace. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities:
Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions

EEDA Cluster Arts, A/V Technology and Communications

Course Requirements (followed by credit hours):
A. General Education Courses None
B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Basic Drawing *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 110</td>
<td>Computer Graphics *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 162</td>
<td>Graphic Reproduction *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 163</td>
<td>Graphic Reproduction*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 217</td>
<td>Computer Imagery *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 227</td>
<td>Web Site Design *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 228</td>
<td>Web Site Design II*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers *</td>
<td>3</td>
</tr>
<tr>
<td>CPT 290</td>
<td>Microcomputer Multimedia Concepts and Applications *</td>
<td>3</td>
</tr>
<tr>
<td>CGC 101</td>
<td>Introduction to Graphic Techniques*</td>
<td>3</td>
</tr>
<tr>
<td>CGC 110</td>
<td>Electronic Publishing*</td>
<td>3</td>
</tr>
<tr>
<td>CGC 115</td>
<td>Digital Photography*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing*</td>
<td>3</td>
</tr>
</tbody>
</table>

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 39
Digital Design - General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

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

Program Description: Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience: Students use computers and software applications to create graphics and page layouts for traditional printing or in cyberspace. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities: Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

Unique Aspects: This program is designed for graduates of the Digital Design certificate program. Students enrolling in this program complete the associate degree by adding business and computer technology classes.

Course Requirements (followed by credit hours):

A. General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Interpersonal Communications</td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science (from approved list)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities-Fine Arts (from approved list)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 110</td>
<td>Computer Graphics I*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 162</td>
<td>Graphic Reproduction I*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 163</td>
<td>Graphic Reproduction II*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 217</td>
<td>Computer Imagery*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 227</td>
<td>Web Site Design I*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 228</td>
<td>Web Site Design II*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 261</td>
<td>Advertising Design I*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 264</td>
<td>Special Projects*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Entrepreneurship*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Introduction to E-Commerce Business*</td>
<td>3</td>
</tr>
<tr>
<td>CGC 101</td>
<td>Introduction to Graphics Techniques*</td>
<td>3</td>
</tr>
<tr>
<td>CGC 110</td>
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<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 290</td>
<td>Microcomputer Multimedia Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing*</td>
<td>3</td>
</tr>
</tbody>
</table>
C. Electives and/or Other Additional Courses Required for Graduation:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Basic Drawing I*</td>
<td>3</td>
</tr>
<tr>
<td>MKT 240</td>
<td>Advertising*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum semester credit hours required for graduation: 72

*Grade of “C” or better is required.

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Web Page Design

Certificate

Program Start Date: Fall term
Minimum Program Length: 2 terms evening

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

Program Description: Web design students learn to design and maintain webpages and websites.

Practical Experience: Students use computers and software applications to create graphics for the web. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver. Also included is instruction in digital photography, multimedia, video concepts and social networking.

Professional Opportunities: Web designer for advertising agencies, corporations and educational institutions.

EEDA Cluster: Arts, A/V Technology and Communications, Information Technology

Course Requirements for Digital Design (followed by credit hours):

A. General Education Courses: None

B. Major Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 121</td>
<td>Design *</td>
<td>3</td>
</tr>
<tr>
<td>ARV 227</td>
<td>Web Site Design I*</td>
<td>3</td>
</tr>
<tr>
<td>ARV 228</td>
<td>Web Site Design II*</td>
<td>3</td>
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<tr>
<td>CGC 115</td>
<td>Digital Photography*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers *</td>
<td>3</td>
</tr>
<tr>
<td>CPT 252</td>
<td>Digital Animation *</td>
<td>3</td>
</tr>
<tr>
<td>CPT 290</td>
<td>Microcomputer Multimedia Concepts and Applications *</td>
<td>3</td>
</tr>
<tr>
<td>IST 222</td>
<td>Introduction to Web Page Production*</td>
<td>3</td>
</tr>
</tbody>
</table>

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 24
CULINARY

- Culinary Arts - Certificate
- Culinary Arts - General Technology - Associate

See also: BUSINESS & MANAGEMENT: Management with Culinary Arts Electives - Associate

Culinary Arts
Certificate

Program Start Date: Fall term (day) or spring term (evening)
Minimum Program Length: 3 terms day, 4 terms evening

Program Description: Culinary arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience: Students gain practical experience in a modern kitchen facility under the direction of the program director and local chefs. Students also obtain practical experience in community hospitality events and scheduled college events.

Professional Opportunities: Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects: This program is accredited by the American Culinary Federation Foundation Accrediting Commission (ACF). Students will benefit from expanded career opportunities by participating in this program and may obtain their Certified Culinarian designation through the American Culinary Federation. Students may also transfer to Greenville Technical College to complete the A.A.S. degree in Culinary Arts at the Culinary Institute of the Carolinas. Please see your advisor to discuss this transfer opportunity.

EEDA Career Cluster: Hospitality & Tourism

Course Requirements (followed by credit hours):
A. General Education Courses: None
B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKP 112</td>
<td>Introduction to Baking Science*</td>
<td>1</td>
</tr>
<tr>
<td>BKP 119</td>
<td>Introduction to Baking and Pastry*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 102</td>
<td>Principles of Food Production II*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 103</td>
<td>Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 104</td>
<td>Introduction to Culinary Arts*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 155</td>
<td>Sanitation*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 115</td>
<td>Quantity Food Production*</td>
<td>5</td>
</tr>
<tr>
<td>CUL 129</td>
<td>Storeroom and Purchasing*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 135</td>
<td>Introduction to Dining Room*</td>
<td>3</td>
</tr>
<tr>
<td>HOS 156</td>
<td>Alcoholic Beverage Service and the Law*</td>
<td>1</td>
</tr>
<tr>
<td>MGT 150</td>
<td>Supervision*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester hours required for graduation: 37
Culinary Arts – General Technology

Program Start Date: Fall (day) or Spring (evening)
Program Length: 5 terms (day), 6 terms (evening)

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

Program Description: Culinary Arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience: Students gain practical experience in a modern kitchen facility under the direction of the program director and local chefs. Students also may obtain practical experience in community hospitality operations through a scheduled internship.

Professional Opportunities: Baker, banquet chef, pantry cook, assistant production manager, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects: This program is designed for graduates of the Culinary Arts certificate program. Students enrolling in this program complete the associate degree by adding general education, business and advanced hospitality courses. However, students may also enroll straight into the associate degree program.

EEDA Career Cluster: Hospitality and Tourism

Course Requirements (followed by credit hours):

A. General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 160</td>
<td>Math for Business &amp; Finance*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts (from approved list)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science (from approved list)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

B. Major Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I*</td>
<td>3</td>
</tr>
<tr>
<td>BKP 112</td>
<td>Introduction to Baking Science*</td>
<td>1</td>
</tr>
<tr>
<td>BKP 119</td>
<td>Introduction to Baking and Pastry*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Entrepreneurship*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law I*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Business Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers *</td>
<td>3</td>
</tr>
<tr>
<td>CUL 101</td>
<td>Principles of Food Production I*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 102</td>
<td>Principles of Food Production II*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 103</td>
<td>Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 104</td>
<td>Introduction to Culinary Arts*</td>
<td>3</td>
</tr>
<tr>
<td>CUL 115</td>
<td>Quantity Food Preparations*</td>
<td>5</td>
</tr>
</tbody>
</table>
CUL 122  Advanced Culinary Skills*  2
CUL 129  Storeroom and Purchasing*  3
CUL 135  Introduction to Dining Room Serv.*  3
CUL 155  Sanitation*  3
CUL 236  Restaurant Capstone*  3
CUL 255  Restaurant Management*  3
HOS 156  Alcoholic Beverage Service and the Law*  1
HOS 264  Food and Beverage Pairing*  3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 72
Expanded Duty Dental Assisting

Diploma

Program Start Date: Fall term and spring terms
Minimum Program Length: 3 consecutive terms, day

Program Description: Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experiences: Students work in a simulated dental office in the first and second semesters on campus to gain clinical skills. Clinical experience is gained during second and third terms by rotations in local dental offices.

Professional Opportunities: Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Issues: Students are required to take and pass the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assisting Program is accredited without reporting by: American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611, (312) 440-4653, www.ada.org

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- DAT 110 Dental Terminology 3

A. General Education Courses:
- CPT 101 Introduction to Computers 3
- ENG 165 Professional Communication 3
- MAT 160 Math for Business and Finance 3
- PSY 201 General Psychology 3

B. Major Courses:
- AHS 113 Head and Neck Anatomy 1
- DAT 113 Dental Materials 4
- DAT 115 Ethics and Professionalism 1
- DAT 118 Dental Morphology 2
- DAT 121 Dental Health Education 2
- DAT 122 Dental Office Management 2
- DAT 123 Oral Medicine/Oral Biology 3
- DAT 124 Expanded Functions/Specialties 1
- DAT 127 Dental Radiography 4
- DAT 154 Clinical Procedures I 4
- DAT 164 Clinical Procedures II 4
- DAT 177 Dental Office Experience 7

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 50
EARLY CARE & EDUCATION

- Early Care and Education - Associate
- Early Childhood Development - Certificate
- Early Childhood Development-Special Education-General Technology - Associate
- Infant Toddler - Certificate

Early Care and Education

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day and online or 6 terms night and online

Program Description: The Early Care and Education program offers a combination of classroom instruction and supervised hands-on experiences that prepare students for direct entry into the field of Early Care and Education.

Practical Experience: Students gain early childhood development skills through rotations in child development centers, Head Start programs, private and public kindergartens and/or special education facilities

Professional Opportunities: Students with the associate degree may become teachers in child development centers, preschools, Head Start programs and after-school programs. Students may also qualify as instructional assistants in the school system, private and public kindergartens or special education facilities.

Unique Aspects: Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Care and Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster: Human Services; Education and Training

Course Requirements (followed by credit hours):

A. General Education Courses: (18 Credits)
   CPT 101 Introduction to Computers 3
   ENG 165 Professional Communications
   OR
   ENG 101 English Composition I (transfer) 3
   Humanities-Fine Arts (from approved list) 3
   MAT 155 Contemporary Mathematics
   OR
   MAT Transfer Level Math 3
   PSY 201 General Psychology 3
   SPC 205 Public Speech 3

B. Major Courses: (42 Credits)
   ECD 101 Introduction to Early Childhood 3
   ECD 102 Growth and Development I 3
   ECD 105 Guidance-Classroom Management 3
   ECD 107 Exceptional Children 3
ECD 108 Family and Community Relations 3
ECD 131 Language Arts 3
ECD 132 Creative Experiences 3
ECD 133 Science and Math Concepts 3
ECD 135 Health, Safety, and Nutrition 3
ECD 200 Curriculum Issues of Infants and Toddlers 3
ECD 201 Principles of Ethics and Leadership in Early Care and Education 3
ECD 203 Growth and Development II 3
ECD 237 Methods and Materials 3
ECD 243 Supervised Field Experience I 3

C. Early Childhood Electives: (3 Credits)
Choose one (1) of the following:
ECD 109 Administration and Supervision
ECD 205 Socialization and Group Care of Infants and Toddlers
ECD 207 Infants and Toddlers with Special Needs
SAC 101 Best Practices in School-age and Youth Care Skills

D. Electives and/or Other Additional Courses Required for Graduation (3 credits):
Choose one (1) of the following:
COL 103
OR
Transfer Credit/SCC Credit

Minimum semester credit hours required for graduation: 66

Early Childhood Development

Certificate
Program Start Date: Fall and spring terms
Minimum Program Length: 3-4 terms day or evening

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

Practical Experience: Students gain early childhood development skills through studies of best practices in child development centers, private and public kindergartens and special facilities.

Professional Opportunities: Teacher’s aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects: Students entering the program must have a criminal background investigation (CBI) check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Care & Education Program.

A minimum of C or higher is required in all courses.

EEDA Career Cluster: Human Services; Education & Training
Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:
   - ECD 101 Introduction to Early Childhood 3
   - ECD 102 Growth and Development I 3
   - ECD 105 Guidance-Classroom Management 3
   - ECD 107 Exceptional Children 3
   - ECD 131 Language Arts 3
   - ECD 132 Creative Experiences 3
   - ECD 133 Science and Math Concepts 3
   - ECD 135 Health, Safety and Nutrition 3
   - ECD 203 Growth and Development II 3

C. Electives and/or Other Additional Courses Required for Graduation:
   - No electives required for this program.
   - Minimum semester credit hours required for graduation: 27

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

---

**Early Childhood Development-Special Education - General Technology**

**Associate Degree in Applied Science**

**Program Start Date:** Fall term/varies

**Program Description:** Students will major in Special Education Early Childhood

**Program Experience:** Students gain special education knowledge and skills through observations and projects in educational settings.

**Professional Opportunities:** Students with the associate degree can work as highly qualified teacher aides in the school system or special education facilities, including schools that specialize in deaf education.

**Unique Aspects:** Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Special Education Program.

A student who wishes to further his/her education, such as teacher certification at a four year institution, should take the Praxis I exam.

A minimum of C or higher is required in all courses.

**EEDA Career Cluster:** Human Services; Education and Training

**Course Requirements (followed by credit hours):**

**Development-Special Education**

A. General Education Courses:
   - BIO 101 Biological Science I 4
   - CPT 101 Introduction to Computers 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Primary Technical Specialty (28 Credits)</strong></td>
<td></td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECD 203</td>
<td>Growth and Development II</td>
<td>3</td>
</tr>
<tr>
<td>ECD 207</td>
<td>Infants and Toddlers with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECD 257</td>
<td>Supervised Field Experiences in Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Psychology of the Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>IDS 104</td>
<td>Career Exploration</td>
<td>1</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 208</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUS 212</td>
<td>Survey of Disabilities and Disorders</td>
<td>3</td>
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<tr>
<td>HUS 213</td>
<td>Developmental Disabilities Program Planning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Secondary Technical Specialty: (17 Credits)</strong></td>
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<tr>
<td>ASL 101</td>
<td>American Sign Language I</td>
<td>4</td>
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<tr>
<td>ASL 102</td>
<td>American Sign Language II</td>
<td>4</td>
</tr>
<tr>
<td>ASL 201</td>
<td>American Sign Language III</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202</td>
<td>American Sign Language IV</td>
<td>3</td>
</tr>
<tr>
<td>ITP 201</td>
<td>Deaf History and Culture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Electives:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students may choose one of the three 2-3.0 credit courses:</td>
<td></td>
</tr>
<tr>
<td>ASL 110</td>
<td>Careers in American Sign Language</td>
<td>2</td>
</tr>
<tr>
<td>PSY 212</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Minimum semester credit hours required for graduation:</strong></td>
<td>66-67</td>
</tr>
</tbody>
</table>
Infant Toddler

Certificate

**Program Start Date:** Fall or spring terms

**Minimum Program Length:** Varies according to program choice

**Program Description:** The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through three years old are provided with training related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant/Toddler credentials administered by the Center for Child Care Career Development if the student wishes to pursue these avenues.

**Practical Experience:** Students gain infant toddler skills through rotations in child development centers, early Headstart, and/or special education facilities.

**Professional Opportunities:** Teacher’s aide in special education facilities or child development centers, a teacher in a child development facility

**Unique Aspects:** Student entering the program must have a criminal background investigation (CBI) and health form completed during ECD 102. Any positive CBI within the last seven (7) years will result in the student to be terminated from the Early Care & Education Program.

A minimum of C or higher is required in all courses.

**EEDA Career Cluster:** Human Services; Education & Training

**Course Requirements (followed by credit hours):**

A. **General Education Courses (followed by number of credit hours):** None

B. **Major Courses (followed by number of credit hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 101</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECD 102</td>
<td>Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECD 200</td>
<td>Curriculum Issues in Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>ECD 205</td>
<td>Socialization and Group Care of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECD 207</td>
<td>Infants and Toddlers with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECD 251</td>
<td>Supervised Field Experience in Infant and Toddler Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

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

No Electives required for this program.

**Minimum semester credit hours required for graduation:** 18
EDUCATION/TEACHING

See: ASSOCIATE DEGREES & UNIVERSITY TRANSFER:
- Associate in Arts with Early Childhood Education Electives
- Associate in Arts with Elementary Education Electives
- Associate in Arts with Middle Grades Education Electives
- Associate in Arts with Secondary Education Electives
- Associate in Arts with Special Needs Education Electives
- Associate in Science with Middle Grades Education Electives
- Associate in Science with Secondary Education Electives
- Associate in Science with Secondary Education Electives

ELECTRONICS & ENGINEERING TECHNOLOGY
- Computer Aided Drafting (CAD) - Certificate
- Electronics Engineering Technology - Associate
- Electronics Engineering Technology with A+ Certification Electives - Associate
- Electronics Engineering Technology with Networking Electives - Associate
- Engineering Technology - General Technology - Associate

Computer Aided Drafting
Certificate

Program Start Date: Fall term
Minimum Program Length: 2 terms day

Program Description: Computer aided drafting students learn the basic skills in architectural and mechanical drafting using computer driven drafting and design systems.

Practical Experience: Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities: Drafter, CAD operator, architectural drafter, mechanical drafter, print reader, checker.

Unique Aspects: Courses from this certificate will apply toward an Associate in Applied Science Degree with a major in General Technology - Engineering Technology.

EEDA Career Cluster:
Arts, A/V Technology & Communications; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):
A. General Education Courses:
   - MAT 101 Beginning Algebra 3
   - MAT 168 Geometry and Trigonometry 3

B. Major Courses:
   - AET 111 Architectural Computer Graphics I 3
   - AET 221 Architectural Computer Graphics II 4
   - AET 235 Architectural 3-D Rendering 3
   - EGT 102 Technical Drawing 2
   - EGT 151 Introduction to CAD 3
C. Electives and/or Other Additional Courses Required for Graduation:

Minimum semester credit hours required for graduation: 29

Electronics Engineering Technology
Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description: Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunications equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience: Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities: Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician

Unique Aspects: Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, www.abet.org.

EEDA Career Cluster: Transportation, Distribution & Logistics; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts or Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Transfer math to include Algebra, Trigonometry and Introduction to Calculus</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

B. Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 111</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 112</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 131</td>
<td>Active Devices</td>
<td>4</td>
</tr>
<tr>
<td>EET 141</td>
<td>Electronics Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 145</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 231</td>
<td>Industrial Electronics</td>
<td>4</td>
</tr>
</tbody>
</table>
C. Other Additional Courses Required for Graduation

Technical Specialties: Choose 6 credits (minimum) from any of the following courses:

- Computers and Telecommunications:
  - CPT 285 (3.0), CPT 176 (3.0), EET 241 (4.0), TEL 202 (3.0), TEL 240 (2.0), IST 220 (3.0)

- Industrial and Automated Manufacturing:
  - EEM 211 (3.0), EEM 221 (3.0), AMT 105 (3.0), AMT 205 (3.0), AMT 206 (2.0)

- Computer Aided Drafting:
  - EGT 155 (2.0), EGT 245 (3.0), AET 235 (3.0)

D. Electives

- Students must complete one elective course with a minimum of 2.0

Minimum semester credit hours required for graduation: 73

Electronics Engineering Technology with A + Certification Electives

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description: Electronics Engineering Technology with A + Certification Electives students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunications equipment. They develop skills in computer architecture, software development, and programming applications. In addition, they learn to diagnose and troubleshoot PC operating systems problems and to upgrade and maintain PC hardware.

Practical Experience: Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications, and microprocessors.

Professional Opportunities: Computer technician, electronics repair technician, communications technician, computer programming technician, network technician, sales representative, technical writer, field engineering technician, power technician, cable technician.

Unique Aspects: Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, www.abet.org.

Graduates of this program are prepared to pass the CompTIA A+ certification exam.

EEDA Career Cluster: Transportation, Distribution & Logistics, Manufacturing, Science, Technology,
Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses
   ENG 101   English Composition I     3
   PHY 201   Physics I     4
   Humanities/Fine Arts     3
   Social/Behavioral Sciences     3
   Transfer math to include Algebra, Trigonometry, and
       Introduction to Calculus    9

B. Major Courses
   EET 111   DC Circuits     4
   EET 112   AC Circuits     4
   EET 131   Active Devices     4
   EET 141   Electronics Circuit     4
   EET 145   Digital Circuits I     4
   EET 231   Industrial Electronics     4
   EET 235   Programmable Controllers    3
   EET 236   PLC Systems Programming     3
   EET 273   Electronics Senior Project     1
   EGR 104   Engineering Technology Foundations     3
   EGR 112   Engineering Programming     3
   EGT 151   Fundamentals of CAD     3

C. Other Additional Courses Required for Graduation
   CPT 285   PC Hardware Concepts     3
   CPT 176   Microcomputer Operating Systems     3
   IST 220   Data Communications     3

D. Other Additional Courses Required for Graduation
   Student must complete one elective course with a minimum of 2.0 credit hours.

   Minimum semester credit hours required for graduation:    73
Electronics Engineering Technology with Electro-Mechanical Electives
Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description: This program combines electricity, electronics, instrumentation, process control and mechanical applications to provide students with a firm foundation in the electromechanical and related technical disciplines that will develop a student's well rounded technological skills and problem solving abilities. Graduates will be well qualified as an entry level multi-skilled engineering technologist.

Practical Experience: Students gain experience in electronic circuits, electronic devices, electrical/mechanical machinery, instrumentation and controls.

Professional Opportunities: Graduates of the program are engineering technicians prepared to fill positions in areas directly related to process control, electronic instrumentation, testing, manufacturing, sales, and service.

Unique Issues: Increased complexity of the modern industry manufacturing models has resulted in the merger of both mechanical and electrical aspects of design. This factor has created a growing demand for technologists who have a strong foundation in electrical, mechanical, and manufacturing disciplines.

Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, www.abet.org.

EEDA Career Cluster: Transportation, Distribution & Logistics; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Communications</td>
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<tr>
<td>Fine Arts or Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Transfer math to include Algebra, Trigonometry and Introduction to Calculus</td>
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</table>

B. Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EET 111</td>
<td>DC Circuits</td>
<td>4</td>
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<tr>
<td>EET 112</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 131</td>
<td>Active Devices</td>
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<tr>
<td>EET 141</td>
<td>Electronics Circuit</td>
<td>4</td>
</tr>
<tr>
<td>EET 145</td>
<td>Digital Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EGR 104</td>
<td>Engineering Technology Foundations</td>
<td>3</td>
</tr>
<tr>
<td>EGR 112</td>
<td>Engineering Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
C. Other Additional Courses Required for Graduation

- EET 235 Programmable Controllers 3
- EET 236 PLC Systems Programming 3
- EET 273 Electronics Senior Project 1
- EET 231 Industrial Electronics 4
- EGR 175 Manufacturing Processes 3
- MET 224 Hydraulics and Pneumatics 3
- MET 227 Instrumentation Principles 2

D. Electives: None

Minimum Semester Credit Hours Required for Graduation: 73

Electronics Engineering Technology with Networking Electives

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description: Electronics Engineering Technology with Networking Electives students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunications equipment. They develop skills in computer architecture, software development, and programming applications. In addition, they learn to design, build, and maintain small to medium sized computer networks.

Practical Experience: Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications, and microprocessors. Included in lab projects are projects completed using Cisco internetworking devices such as switches and routers.

Professional Opportunities: Computer technician, electronics repair technician, communications technician, computer programming technician, network technician, sales representative, technical writer, field engineering technician, power technician, cable technician and Cisco certified network associate.

Unique Aspects: Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, www.abet.org.

This program utilizes course materials from the Cisco systems Networking Academy Program, a cooperative venture between colleges and Cisco Systems (the world leader in networking for the Internet). Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).


Course Requirements (followed by credit hours):

A. General Education Courses

- ENG 101 English Composition I 3
Programs of Study

PHY 201  Physics I  4
Humanities/Fine Arts  3
Social/Behavioral Sciences  3
Transfer math to include Algebra, Trigonometry, and Introduction to Calculus  9

B. Major Courses
EET 111  DC Circuits  4
EET 112  AC Circuits  4
EET 131  Active Devices  4
EET 141  Electronics Circuit  4
EET 145  Digital Circuits I  4
EET 235  Programmable Controllers  3
EET 236  PLC Systems Programming  3
EET 273  Electronics Senior Project  1
EGR 104  Engineering Technology Foundations  3
EGR 113  Engineering Programming  3
EGT 151  Fundamentals of CAD  3

C. Other Additional Courses Required for Graduation
IST 201  Cisco Internetworking Concepts  3
IST 202  Cisco Router Configuration  3
IST 203  Advanced Cisco Router Configuration  3
IST 204  Cisco Troubleshooting  3
IST 220  Data Communications  3

D. Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 73

Engineering Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description:
Students will major in Engineering Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience in manufacturing processes, electronic circuits, computer aided drafting, and other industrial areas based on their choice of secondary specialty.

Professional Opportunities: Engineering technician, installing and repair of operation equipment, industrial technician

Unique Aspects: Flexibility is the unique feature of this program which is designed to enable the student to work with their academic advisor in structuring their technical specialty to meet personal career goals or professional objectives in response to their employer. This degree is non-transferable.

EEDA Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics
Course Requirements (followed by credit hours):

A. General Education Courses:
   ENG 165 Professional Communication 3
   OR
   ENG 101 English Composition I
   MAT 102 Intermediate Algebra 3
   MAT 168 Geometry and Trigonometry 3
   OR
   MAT 110 College Algebra
   OR
   MAT 120 Probability and Statistics
   Fine Arts/Humanities 3
   Social/Behavioral Science 3

B. Major Courses:
   Primary Technical Specialty: 28
   CPT 101 Introduction to Computers 3
   EEM 117 AC/DC Circuits I 4
   AET 111 Architectural Computer Graphics I 3
   AET 221 Architectural Computer Graphics II 4
   EGT 104 Print Reading 3
   EGT 151 Introduction to CAD 3
   EGT 155 Intermediate CAD 2
   PHS 101 Physical Science 4
   Free Elective 2
   (Any Industrial or Engineering Technology Course)
   Secondary Technical Specialty: 12
   Any Industrial or Engineering Technology Course
   (Academic advisor approval required)

C. Electives and/or Other Additional Courses Required for Graduation:
   • Free Electives (non-transitional courses) 15

Minimum semester credit hours required for graduation: 70
Basic Emergency Medical Technician (EMT) Certificate

Program Start Date: Fall, spring and summer terms
Minimum Program Length: One (1) term

Program Description: This academic credit program provides instruction and practice in dealing with medical and traumatic emergencies. Topics include medical, legal and ethical issues, obtaining vital signs, airway management, oxygen administration, airway devices, CPR and AED operation, scene and patient assessments, physical examination, obtaining a medical history, pharmacology, medical emergencies such as heart attack, respiratory distress, strokes, diabetics and poisonings, traumatic injuries such as bleeding control, wound care, shock management, splinting fractures, motor vehicle collisions, and head and spine injuries, IV maintenance, obstetrics, childbirth, special patient populations, ambulance operations including communication, documentation, infection control, HAZMAT (Hazardous Materials), weapons of mass destruction, terrorism and mass casualty incidents. Use of diagnostic equipment, operation of stretchers and ambulances and skills related to prehospital emergency care will be covered in lab sessions and an internship on a 911 ambulance.

Graduates of the Emergency Medical Technician program will be eligible to challenge the National Registry of Emergency Medical Technicians’ (NREMT) practical and written certification examinations and are immediately employable upon certification.

Practical Experience: Formal classroom learning is combined with practical skills labs and a field internship on a 911 ambulance. Competent graduates are well-prepared to face the challenges and rewards of being an EMT.

Professional Opportunities: EMTs are employed in agencies such as the pre-hospital environment on emergency ambulances, in non-emergent transport services, in hospital emergency rooms, clinics and in other allied health care settings.

Unique Aspects: The EMT certificate is a credit program taken through the Academic Affairs area. Students taking this program may be eligible for Financial Aid, Scholarships and Lottery Tuition Assistance if qualified. Check with the SCC Financial Aid Office (592-4810) to determine eligibility for financial aid while taking this program.

Students interested in ONLY receiving CEUs should contact Corporate and Community Education (CCE) and inquire about EMT certification that does not earn academic credit or qualify for financial aid.

EEDA Career Cluster: Health Sciences

Prerequisites: Applicants must have a high school diploma or GED, meet college entrance requirements, complete ASSET or COMPASS testing and place into curriculum courses.

Course Requirements for EMT:

A. General Education: None

B. Major Courses (followed by credit hours):
   - AHS 101 Introduction to Health Professions
   - AHS 102 Medical Terminology *
AHS 104 Medical Vocabulary/Anatomy * 3
EMS 105 Emergency Medical Care I 4
EMS 106 Emergency Medical Care II 4

* BIO 112 may be substituted for AHS 102 and AHS 104 in this certificate.

Students must pass EMS 105 to progress to EMS 106.

Students must pass EMS 106 in order to be eligible to challenge the EMT practical and written national certification exams.

C. Electives and/or Other Additional Courses Required for Graduation:
No electives required for this program
Graduates of the program must be at least 18 years old

Minimum semester credit hours required for graduation: 16
HEALTH SCIENCES/HEALTH CARE

- Health Unit Coordinating - Certificate
- Health Unit Coordinating/Monitoring Techniques - Certificate
- Patient Care Technician

See also: DENTAL
EARLY CHILDHOOD DEVELOPMENT
EMERGENCY MEDICAL TECHNICIAN
INTERPRETING/SIGN LANGUAGE
MASSAGE THERAPY
MEDICAL
NURSING
PARAMEDIC
PHARMACY
PHLEBOTOMY
RADIOLOGIC TECHNOLOGY
RESPIRATORY THERAPY
SURGICAL TECHNOLOGY

Health Unit Coordinating
Certificate

Program Start Date: Fall and summer terms
Minimum Program Length: 2 consecutive terms, day/evening

Program Description: Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience: Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire administrative competencies including transcribing physicians' orders. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities: Unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects: Students are required to take and pass the National Certification Examination for Health Unit Coordinators (NAHUC), a national certification exam while in HUC 120 prior to going to clinical.

EEDA Career Cluster: Health Sciences
Course Requirements (followed by credit hours):

Prerequisites:
- AHS 102 Medical Terminology 3

A. General Education Courses:
- CPT 101 Introduction to Computers 3
- ENG 165 Professional Communications 3
- IDS 101 Human Thought and Learning 3

B. Major Courses:
- AHS 170 Fundamentals of Disease 3
- HUC 110 Health Unit Procedures I 7
- HUC 120 Health Unit Procedures II 8

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 30

Health Unit Coordinating/Monitoring Techniques
Certificate

Program Start Date: Fall and summer terms
Minimum Program Length: 3 consecutive terms, day/evening

Program Description: Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services. In addition to health unit coordinating duties, students will enhance their skills by learning to provide cardiac monitoring techniques which allows them to have expertise in dual areas.

Practical Experience: Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients’ families. They acquire administrative competencies including transcribing physicians’ orders and monitoring patients with cardiac involvement. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities: Monitor technicians, unit secretaries, clerks in other hospital areas, receptionists in physicians’ offices and other medical settings.

Unique Aspects: Students are required to take and pass the National Certification Examination for Health Unit Coordinators (NAHUC), a national certification exam while in HUC 120 prior to going to clinic.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- AHS 102 Medical Terminology 3

A. General Education Courses:
- CPT 101 Introduction to Computers 3
- ENG 165 Professional Communications 3
- IDS 101 Human Thought and Learning 3

B. Major Courses:
AHS 165  ECG Applications  5
AHS 170  Fundamentals of Disease  3
AHS 179  Cardiac Monitoring Practicum  4
HUC 110  Health Unit Procedures I  7
HUC 120  Health Unit Procedures II  8

C. Electives and/or Other Additional Courses Required for Graduation:
   • None

Minimum semester credit hours required for graduation:  39
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC-R)

- Heating, Ventilation, Air Conditioning and Refrigeration Technology - Certificate
- Heating, Ventilation, Air Conditioning and Refrigeration Technology - General Technology - Associate

Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening

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

Practical Experience: Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities: HVAC sales representative, HVAC technician, electrical controls technician

Unique Aspects: Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Heating, Ventilation, Air Conditioning and Refrigeration Technology.

EEDA Career Cluster: Architecture & Construction; Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>ACR 101</td>
<td>Fundamentals of Refrigeration</td>
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<td>ACR 106</td>
<td>Basic Electricity for HVAC</td>
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<tr>
<td>ACR 110</td>
<td>Heating Fundamentals</td>
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<td>ACR 120</td>
<td>Basic Air Conditioning</td>
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<td>ACR 125</td>
<td>Fundamentals of HVAC</td>
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<td>ACR 130</td>
<td>Domestic Refrigeration</td>
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<td>ACR 140</td>
<td>Automatic Controls</td>
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<td>ACR 175</td>
<td>EPA 608 Certification Preparation</td>
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<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
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<td>ACR 221</td>
<td>Residential Load Calculations</td>
<td>2</td>
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<td>ACR 224</td>
<td>Codes and Ordinances</td>
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<tr>
<td>ACR 240</td>
<td>Advanced Automatic Controls</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 40
Heating, Ventilation, Air Conditioning and Refrigeration Technology - General Technology
Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description: Students will major in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities: HVAC sales representative, HVAC or electrical controls technician

Unique Aspects: Students must be a graduate of an HVAC certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:
   ENG 165 Professional Communications 3
   OR Other Approved Communications
   MAT 101 Beginning Algebra 3
   OR Other Approved Mathematics
   Social/Behavioral Science 3
   Humanities-Fine Arts 3
   Other Approved General Education Course 3

B. Major Courses:
   Primary Technical Specialty:
   ACR 101 Fundamentals of Refrigeration 5
   ACR 106 Basic Electricity for HVAC 4
   ACR 110 Heating Fundamentals 4
   ACR 120 Basic Air Conditioning 4
   ACR 130 Domestic Refrigeration 4
   ACR 140 Automatic Controls 3
   ACR 210 Heat Pumps 4
   ACR 224 Codes and Ordinances 2
   Secondary Technical Specialty: 12
   Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation
   ACR 125 Advanced Automatic Controls 3
   ACR 175 EPA 608 Certification Preparation 1
   ACR 221 Residential Load Calculations 2
   ACR 240 Fundamentals of HVAC 4
   Elective 3

Minimum semester credit hours required for graduation: 70
HOmMUTUIC URE/LANDS CPE

- Horticulture Technology - Associate
- Landscape Management - Certificate
- Palmetto Professional Landscape - Certificate

Horticulture Technology
Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 2 fall + 2 spring day

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

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

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

Unique Aspects: Each year, numerous horticulture technology program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses:
   - Math Requirement 3
   - Humanities Requirement 3
   - Social Sciences Requirement 3
   - ENG 101 English Composition I 3
   - SPC 205 Public Speaking 3

B. Major Courses:
   - HRT 105 Landscape Plant Materials 4
   - HRT 110 Plant Form and Function 4
   - HRT 125 Soils 4
   - HRT 141 Horticulture Pest Control 4

C. Electives and/or Additional Hours Required for Graduation:
   - HRT 102 Landscape Design 4
   - HRT 108 Annuals and Perennials 2
   - HRT 132 Nursery Operations 3
   - HRT 139 Plant Propagation 3
Landscape Management

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 2 terms evening

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

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

Professional Opportunities: Landscape management and nursery fields

Unique Aspects: This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate program with the department chair.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses
   None

B. Major Courses:
   - HRT 104 Landscape Design 3
   - HRT 113 Plant Materials 3
   - HRT 121 Commercial Irrigation 3
   - HRT 144 Plant Pests 3
   - HRT 153 Landscape Construction 3
   - HRT 241 Turf Management 3

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 18
Palmetto Professional Landscape Certificate

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms online

Program Description:
Professional landscape management and nursery students will obtain knowledge and skills via online instruction to work in the horticulture industry and to help sustain the landscape and surrounding environmental.

Practical Experience:
Students learn critical aspects of the landscape and business to successful work with companies to create environmentally friendly landscapes.

Professional Opportunities:
Landscape management, installation, public and government landscape positions

Unique Aspects:
This online certificate is designed especially for individuals already employed in the landscape and nursery industry and for individuals desiring specific training in the major courses. The program is offered online using various multimedia programs and techniques in order to accommodate students seeking the knowledge but may not be able to attend a traditional class. This certificate will provide training and testing for the SC Commercial Pesticide License and the SC Environmental Landscape Certification. Credit earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate degree program with the department chair.

EEDA Career Cluster: - Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:
   - HRT 113 Plant Materials 3
   - HRT 144 Plant Pest 3
   - HRT 153 Landscape Construction 3
   - HRT 169 Sustainability in Horticulture 3
   - HRT 200 Horticulture Business Management 3
   - HRT 241 Turf Management 3

C. Electives and/or Other Additional Courses Required for Graduation: None
   Minimum semester credit hours required for graduation: 18
INDUSTRIAL

- Industrial Electricity - Certificate
- Industrial Electronics Technology - Associate
- Industrial Repair Technology - Certificate

Industrial Electricity

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day or evening

Program Description: Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

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

Professional Opportunities: Electrical/electronic equipment installer, electronics salesperson, electrical maintenance person, general electrical worker

Unique Aspects: Courses from this certificate will apply towards an Associate in Applied Science Degree in Industrial Electronics or Automated Manufacturing Technology. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
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<tr>
<td>EEM 109</td>
<td>NCCER Core Curriculum</td>
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<td>EEM 117</td>
<td>AC/DC Circuits I</td>
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<td>EEM 118</td>
<td>AC/DC Circuits II</td>
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<td>EEM 145</td>
<td>Control Circuits</td>
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<td>Motor Controls I</td>
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<td>EEM 152</td>
<td>Motor Controls II</td>
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<tr>
<td>EEM 162</td>
<td>Introduction to Process Control</td>
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<tr>
<td>EEM 201</td>
<td>Electronic Devices I</td>
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<tr>
<td>EEM 211</td>
<td>AC Machines</td>
<td>3</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 36
Industrial Electronics Technology
Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day

Program Description:
Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience: Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities: Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Unique Aspects: There is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td>HSS 205</td>
<td>Technology and Society</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Other Humanities-Fine Arts</td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 168</td>
<td>Geometry and Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Other Social/Behavioral Science</td>
<td></td>
</tr>
</tbody>
</table>

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 109</td>
<td>NCCER Core Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 123</td>
<td>Schematics Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EEM 145</td>
<td>Control Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Control I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 152</td>
<td>Motor Controls II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 162</td>
<td>Introduction to Process Control</td>
<td>3</td>
</tr>
<tr>
<td>EEM 201</td>
<td>Electronic Devices I</td>
<td>3</td>
</tr>
<tr>
<td>EEM 202</td>
<td>Electronic Devices II</td>
<td>3</td>
</tr>
<tr>
<td>EEM 211</td>
<td>AC Machines</td>
<td>3</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>EEM 231</td>
<td>Digital Circuits I</td>
<td>3</td>
</tr>
</tbody>
</table>
C. Electives and/or Other Additional Courses Required for Graduation:
• The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation:  78
Programs of Study

Industrial Repair Technology - General Technology

Associate

Program start date: Any term
Minimum Program Length: 5 terms day

Program Description: The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Practical Experience: Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform routine maintenance, basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities: Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright, and team leader/supervisor.

Unique Aspects: This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Industrial Repair certificate prior to being accepted into this degree. Graduates may apply credits earned in the Industrial Repair degree program as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Machine Tool, Mechatronics or Production Associate Technology. See a program advisor for details on specific program details.

EEDA Career Cluster:
Manufacturing, Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

- ENG 165 Professional Communications 3
- ENG 101 English Composition
- ECO 101 Basic Economics 3
- Or
- Other Social/Behavioral Science
- MAT 155 Contemporary Mathematics 3
- Or
- MAT 101 Beginning Algebra
- Or
- MAT 102 Intermediate Algebra
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 101</td>
<td>Human Thought and Learning</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td>Other Social/ Behavioral Science</td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Major Courses:**

**Primary Specialty:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 101</td>
<td>Automated Manufacturing Overview</td>
<td>2</td>
</tr>
<tr>
<td>EEM 105</td>
<td>Basic Electricity</td>
<td>2</td>
</tr>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EGT 123</td>
<td>Industrial Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>IMT 108</td>
<td>Introduction to Industrial Technology</td>
<td>2</td>
</tr>
<tr>
<td>IMT 110</td>
<td>Industrial Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>IMT 112</td>
<td>Hand Tools Operations</td>
<td>3</td>
</tr>
<tr>
<td>IMT 160</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>IMT 124</td>
<td>Pumps</td>
<td>2</td>
</tr>
<tr>
<td>IMT 102</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>IMT 120</td>
<td>Mechanical Installations</td>
<td>5</td>
</tr>
<tr>
<td>IMT 161</td>
<td>Mechanical Power Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Secondary Technical Specialty:**

- CO-OP Work Experience or other approved technical electives 12

**C. Other Hours Required for Graduation:**

- Electives (from Industrial & Engineering Technologies) 5
- Free Elective 2

**Minimum Semester Credit Hours Required for Graduation:** 70
Notes
INTERPRETING/SIGN LANGUAGE
- Basic Interpreting - Certificate
- Basic Interpreting - General Technology - Associate

Basic Interpreting
Certificate

Program Start Date: Fall and spring terms
Minimum Program Length: 4 terms, Internet/online

Program Description: This certificate program gives foundational instruction in how to interpret between English and American Sign Language. Due to national certification requirements, students can enroll in this program only if they have previously earned a degree (any level). Students without a degree should enroll in the Basic Interpreting - General Technology - Associate Degree in Applied Science.

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

Professional Opportunities: Entry-level interpreters for public and private agencies, free-lance interpreters or preparation for further educational opportunities

Unique Aspects: The Certificate in Basic Interpreting is delivered online (Internet-based). Students must demonstrate proficiency in American Sign Language to be accepted into this program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:
- ASL 210 ASL Linguistic Structure 3
- ITP 101 Introduction to Interpreting 3
- ITP 104 Interpreting in Educational Settings 3
- ITP 110 Discourse Analysis 3
- ITP 112 Translation 3
- ITP 201 Deaf History and Culture 3
- ITP 204 English to ASL Interpreting I 3
- ITP 205 English to ASL Interpreting II 3
- ITP 206 ASL to English Interpreting I 3
- ITP 207 ASL to English Interpreting II 3
- ITP 212 Interpreting in Special Settings 3
- ITP 214 Business Practices for Interpreters 3
- ITP 240 Interpreting Internship 3

C. Electives and/or Additional Hours Required for Graduation
- No electives required for this program.

Minimum semester credit hours required for graduation: 39
Basic Interpreting-General Technology
Associate Degree in Applied Science

Program Start Date: Any
Minimum Program Length: 5 terms, Internet/online

Program Description: This program provides fundamental instruction on how to interpret between English and American Sign Language, with additional general education courses. Due to national certification requirements, graduates should plan to continue their education at an institution of higher learning. A bachelor’s degree is required to sit for the national certification exam.

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

Professional Opportunities: Graduates should plan to transfer to a four-year college to continue their education. Interpreters must have a bachelor’s degree to become nationally certified.

Unique Aspects: The Interpreter Training Program is delivered by online (Internet-based) and hybrid courses. Students must demonstrate proficiency in American Sign Language in order to be accepted into this program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>OR MAT 160</td>
<td>Math for Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>OR Any transferable math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

B. Major Courses:

Primary Technical Specialty (39 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 210</td>
<td>ASL Linguistic Structure</td>
<td>3</td>
</tr>
<tr>
<td>ITP 101</td>
<td>Introduction to Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>ITP 104</td>
<td>Interpreting in Educational Settings</td>
<td>3</td>
</tr>
<tr>
<td>ITP 110</td>
<td>Discourse Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ITP 112</td>
<td>Translation</td>
<td>3</td>
</tr>
<tr>
<td>ITP 201</td>
<td>Deaf History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ITP 204</td>
<td>English to ASL Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 205</td>
<td>English to ASL Interpreting II</td>
<td>3</td>
</tr>
<tr>
<td>ITP 206</td>
<td>ASL to English Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 207</td>
<td>ASL to English Interpreting II</td>
<td>3</td>
</tr>
<tr>
<td>ITP 212</td>
<td>Interpreting in Special Settings</td>
<td>3</td>
</tr>
<tr>
<td>ITP 214</td>
<td>Business Practices for Interpreters</td>
<td>3</td>
</tr>
<tr>
<td>ITP 240</td>
<td>Interpreting Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
Secondary Technical Specialty: (12 credits)
Courses must be approved by the Interpreting Training Program Director.
An individualized plan will be developed for each student after meeting with the Interpreter Training Program Director.

C. Electives and/or Additional Hours Required for Graduation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 110</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum semester credit hours required for graduation: 72
Notes
Machine Tool Technology Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description: Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading and precision measuring equipment.

Practical Experience: Students gain experience in reading blueprints and in setting up and operating standard machine tools to produce precision metal parts.

Professional Opportunities: Maintenance machinist, machinist, machine operator and quality control inspector

Unique Aspects: Courses from this program will apply towards an Associate in Applied Science Degree in Machine Tool Technology. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:
   - MAT 101 Beginning Algebra 3
   - MAT 168 Geometry and Trigonometry 3

B. Major Courses:
   - EEM 107 Industrial Computer Techniques 2
   - EGT 104 Print Reading 3
   - EGT 108 Advanced Print Reading and Sketching 2
   - EGT 152 Fundamentals of CAD 3
   - IMT 102 Industrial Safety 2
   - MTT 111 Machine Tool Theory and Practice I 5
   - MTT 112 Machine Tool Theory and Practice II 5
   - MTT 113 Machine Tool Theory and Practice III 5
   - MTT 250 Principles of CNC 3

C. Electives and/or Other Additional Courses Required for Graduation:
   - The student must complete one elective course which totals at least 2.0 credit.

Minimum semester credit hours required for graduation: 38
Machine Tool Technology

Associate Degree in Applied Science

**Program Start Date:** Any term  
**Minimum Program Length:** 5 terms day or 6 terms evening

**Program Description:** Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

**Practical Experience:** Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

**Professional Opportunities:** Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer

**Unique Aspects:** The completion of this program will prepare students to pursue national credentials. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

**EEDA Career Cluster:** Manufacturing

**Course Requirements (followed by credit hours):**

**A. General Education Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 101</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>OR Other Social/Behavioral Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td>HSS 205</td>
<td>Technology and Society</td>
<td>3</td>
</tr>
<tr>
<td>OR Other Humanities-Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 168</td>
<td>Geometry and Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EGT 104</td>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>EGT 108</td>
<td>Advanced Print Reading and Sketching</td>
<td>2</td>
</tr>
<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGT 245</td>
<td>Principles of Parametric CAD</td>
<td>3</td>
</tr>
<tr>
<td>IMT 102</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory and Practice II</td>
<td>5</td>
</tr>
<tr>
<td>MTT 113</td>
<td>Machine Tool Theory and Practice III</td>
<td>5</td>
</tr>
<tr>
<td>MTT 249</td>
<td>Introduction to CAM</td>
<td>3</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
<td>3</td>
</tr>
<tr>
<td>MTT 253</td>
<td>CNC Programming and Operations</td>
<td>3</td>
</tr>
<tr>
<td>MTT 254</td>
<td>CNC Programming I</td>
<td>3</td>
</tr>
</tbody>
</table>
Advanced CNC (Machine Tool Technology) Certificate

Program Start Date: Summer term only
Program Length: 1 term, day only

Program Description: This one-semester certificate machine tool technology program provides students with advanced programming skills for CNC (computer numerical control) machining centers. Equipment includes multi-axis machining and turning centers, CAD/CAM work stations, reverse engineering and rapid prototyping of parts.

Practical Experience: Hands-on experience provided in all phases of programming and operations.

Professional Opportunities: Lead CNC Machinist, Lead Programmer

Unique Aspects: Students must be a graduate of an associate degree machine tool program. This curriculum is designed for those who have an understanding of CNC machine center operations and programming as demonstrated by completion of NIMS (National Institute of Metal Working Skills) credentials in CNC Milling and CNC Turning.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

MTT 255  CNC Programming II  3
MTT 256  CNC Programming III  3
MTT 258  Machine Tool CAM  3
EGT 265  CAD CAM Applications  3

B. Electives and/or Other Additional Courses Required for Graduation:

Minimum semester credit hours required for graduation: 12
Automated CNC (Machine Tool Technology) Certificate

Program Start Date: Spring/Summer
Minimum Program Length: 2 terms day

Program Description: This two-semester certificate program provides students with automated programming skills for CNC machining centers plus related experience in automation and basic robotics. Equipment includes multi-axis machining & turning centers, CAD/CAM work stations, reverse engineering, and automated controls and systems.

Practical Experience: Hands-on experience provided in CNC, CAD/CAM and Automated programming & operations.

Professional Opportunities: CNC Machinist, Lead Programmer, Automated Machinist Technician

Unique Aspects: Students must be a graduate of an associate degree machine tool program. This curriculum is designed for those who have an understanding of CNC machining center operations and programming as demonstrated by completion of NIMS credentials in CNC Milling and CNC Turning.

EEDA Cluster: Manufacturing

Course Requirements (followed by credit hours)
A. General Education Requirements: None

B. Major Courses:
- MTT 255  CNC Programming II  3
- MTT 256  CNC Programming III  3
- MTT 258  Machine Tool CAM  3
- EGT 265  CAD/CAM Applications  3
- MTT 243  Advanced Dimensional Metrology For Machinist  3
- AMT 105  Robotics and Automated Control I  3
- AMT 106  Manufacturing Workplace Skills  3
- AMT 205  Robotics and Automated Control II  3

Electives and/or Other Additional Courses Required for Graduation: None

Minimum Semester Credit Hours Required for Graduation: 24
MANAGEMENT

See: BUSINESS & MANAGEMENT

MARKETING

See: BUSINESS & MANAGEMENT: Management with Marketing Electives - Associate

MASSAGE THERAPY

- Therapeutic Massage - Associate Degree in Applied Science - General Technology

Therapeutic Massage

Associate Degree in Applied Science - General Technology

Program Start Date: Fall term
Minimum Program Length: 5 consecutive terms, evening, weekend (clinical may involve daytime and evening hours)

Program Description: The Therapeutic Massage Associate Degree in Applied Science - General Technology Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skills with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Therapeutic massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Graduates enjoy the benefits of being of service to others and having work that is meaningful.

Practical Experience: During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular evening/weekend class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day; therefore, a student who works during the day will need to make special arrangements with their supervisors to complete the required 14 clinic hours per week in addition to evening/weekend classes. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

Professional Opportunities: There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects: Upon graduation from the program, students are eligible to apply to take the National Certification Board for Therapeutic Massage and Body Work or the Federation of State Massage Therapy Boards exam. After passing the national certification exam, students may then
apply to the South Carolina Department of Labor, Licensing and Regulation Board of Massage/Body Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

**EEDA Career Cluster:** Health Sciences

**Course Requirements (followed by credit hours):**

**Prerequisites:**
- One unit of high school biology or chemistry or equivalent
- AHS 102 Medical Terminology 3
- BIO 110 General Anatomy and Physiology 3

**A. General Education:**
- ACC 101 Accounting Principles I
- MAT 160 Math for Business and Finance 3
- ENG 165 Professional Communications 3
- PSY 201 General Psychology 3
- Humanities/Fine Arts from approved list 3
- Elective 3
- Basic Use of Computers
- Enhancement of Primary or Secondary Technical Specialties 2

**B. Major Course:**
- BIO 238 Musculoskeletal System Anatomy 3
- MTH 120 Introduction to Massage 4
- MTH 121 Principles of Massage I 4
- MTH 122 Principles of Massage II 4
- MTH 123 Massage Clinical I 3
- MTH 124 Massage Business Application 3
- MTH 125 Massage Externship 4
- MTH 126 Pathology for Massage Therapy 2
- MTH 136 Kinesiology for Massage Therapy 2

**Secondary Technical Specialty: (18 credits)**
Individualized for each student. Courses must be approved by the Program Director.

**C. Elective and/or Additional Courses Required for Graduation:**

Minimum semester credit hours required for graduation: 70
MECHANICAL/MECHATRONICS

- Mechanical/Electrical Technology - Certificate
- Mechatronics Technology I - Certificate
- Mechatronics Technology II - Certificate
- Mechatronics General Technology - Associate

**Mechanical/ Electrical Technology Certificate**

**Program start date:** Fall term  
**Minimum Program Length:** Minimum 3 terms day

**Program Description:** The Mechanical/Electrical Technology is a new, interdisciplinary field involving control systems, electronic systems, and mechanical systems that integrates product design, troubleshooting, and automated manufacturing processes in the industrial environment.

**Practical Experience:** Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

**Professional Opportunities:** Mechanical Electrical Technician, Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

**Unique Aspects:** The Mechanical/Electrical Certificate is also a partnership with SCC and Advanced Technology Services, Inc. Students are selected and sponsored by ATS, Inc. to participate in the program. Additional orientation and seminars will be provided by ATS, Inc. Graduates can apply credits earned as a career ladder toward a degree to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Mechatronics or Production Associate Technology

**EEDA Cluster:** Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

**Course Requirements (followed by credit hours):**

**General Education Requirements:**
- MAT 101 Beginning Algebra 3

**Major Course Requirements:**
- AMT 105 Robotics and Automated Control I 3
- EEM 117 AC/DC Circuits I 4
- EEM 151 Motor Control I 4
- EEM 221 DC/AC Drives 3
- EEM 201 Electronic Devices I 3
- EEM 251 Programmable Controllers 3
- EEM 252 Programmable Controllers Applications 3
- EEM 275 Technical Troubleshooting 3
- IMT 112 Hand Tool Operations 3
- IMT 131 Hydraulics & Pneumatics 4
- IMT 161 Mechanical Power Applications 4

**Electives and Other Courses Required for Graduation:** None

**Minimum Semester Credit Hours Required for Graduation:** 40
Mechatronics Technology I

Certificate

Program State Date: Fall or spring term
Minimum Program Length: 3 terms day or evening

Program Description: Mechatronics Technology is a new, interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrates product design and automated manufacturing processes.

Practical Experience: Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities: Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects: Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:
   MAT 101  Beginning Algebra  3

B. Major Courses:
   AMT 105  Robotics and Automated Control I  3
   EEM 117  AC/DC Circuits I  4
   EEM 151  Motor Control I  4
   EEM 107  Industrial Computer Techniques  2
   EGT 123  Industrial Print Reading  2
   IMT 102  Industrial Safety  2
   IMT 112  Hand Tool Operations  3
   IMT 131  Hydraulics & Pneumatics  4
   IMT 161  Mechanical Power Applications  4

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 31

Mechatronics Technology II

Certificate

Program State Date: Fall term
Minimum Program Length: 2 terms day or evening

Program Description: This certificate further develops the skills of students who have completed the Mechatronics Technology I certificate, as well as advanced students already working in industry. The course is designed to prepare students for systematic approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience: Students gain experience and skills needed to perform operations, mainte-
Professional Opportunities: Maintenance Technician, Mechatronics Technician, Manufacturing Associate

Unique Aspects: Certificate graduates can apply these earned credits toward an Associate Degree in Applied Science with a major in Mechatronics Technology-General Technology.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 205</td>
<td>Robotics and Automated Control II</td>
<td>3</td>
</tr>
<tr>
<td>AMT 206</td>
<td>Electricity and Automation</td>
<td>2</td>
</tr>
<tr>
<td>EEM 162</td>
<td>Introduction to Process Control</td>
<td>3</td>
</tr>
<tr>
<td>EEM 201</td>
<td>Electronic Devices I</td>
<td>3</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>EEM 252</td>
<td>Programmable Controllers Applications</td>
<td>3</td>
</tr>
<tr>
<td>EEM 275</td>
<td>Technical Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>IMT 170</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
</tbody>
</table>

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

- None

Minimum Semester Credit Hours Required for Graduation: 26

Mechatronics Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term

Minimum Program Length: Varies

Program Description: This degree further develops the skills of students who have completed the Mechatronics Technology I and II certificates, as well as advanced students already working in industry. The course is designed to prepare students for system approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience: Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment

Professional Opportunities: Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects: Students must be a graduate of both Mechatronics Technology I and Mechatronics Technology II certificates prior to being accepted into the associate degree program.

EEDA Cluster: Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics
Course Requirements (followed by credit hours):

A. General Education Courses:
   - ENG 165  Professional Communications    3
   - OR Other Approved Communications
   - MAT 101  Beginning Algebra     3
   - OR Other Approved Mathematics
   - IDS 101 Human Thought and Learning    3
   - OR Other Approved Social/Behavioral Science
   - SPC 209 Interpersonal Communications    3
   - OR Other Approved Humanities/ Fine Arts
   - ECO 101 Basic Economics    3
   - OR Other Approved General Education Course

B. Major Courses:
   - EEM 117 AC/DC Circuits I    4
   - EEM 151 Motor Control I     4
   - EEM 162 Introduction to Process Control    3
   - EEM 201 Electronic Devices I    3
   - EEM 221 DC/AC Drives     3
   - EEM 251 Programmable Controllers    3
   - EEM 252 Programmable Controllers Applications    3
   - EEM 275 Technical Troubleshooting    3

Secondary Technical Specialty:
   - IMT 102 Industrial Safety    2
   - EEM 107 Industrial Computer Techniques    2
   - IMT 131 Hydraulics & Pneumatics    4
   - IMT 161 Mechanical Power Applications    4

C. Electives and/or Other Additional Courses Required for Graduation:
   - AMT 105 Robotics and Automated Control I   3
   - AMT 205 Robotics and Automated Control II  3
   - AMT 206 Electricity and Automation   2
   - EGT 123 Industrial Print Reading   2
   - IMT 170 Statistical Process Control   3
   - IMT 112 Hand Tool Operations   3
   - IMT 163 Problem Solving for Mechanical Applications   3

Minimum Semester Credit Hours Required for Graduation: 72
Medical Assisting

Diploma

Program Start Date: Fall and spring terms
Minimum Program Length: 3 consecutive terms (day)

Program Description: Medical assistants are health care professionals who perform basic clinical and laboratory skills as well as administrative office procedures. They assist physicians and nurses in caring for patient in ambulatory medical facilities.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities: Certified medical assistants are employed in physicians' offices and selected areas in hospitals and clinics.

Unique Aspects: The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The CAAHEP contact information is: CAAHEP, 35 East Wacker Drive, Chicago, IL  60601, Phone (312) 553-9355, www.caahep.org.

Students are required to take and pass the certification exam administered by the American Association of Medical Assistant to be eligible for graduation from the Medical Assisting Program. Felons are not eligible for taking the certification examination unless the certifying board grants a waiver based on one or more mitigating circumstances.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary/Anatomy 3
- One unit high school biology or chemistry or equivalent
- One unit high school algebra or equivalent

A. General Education Courses:
- ENG 165 Professional Communications 3
- MAT 160 Math for Business and Finance 3
- PSY 201 General Psychology 3
B. Major Courses

AHS 170 Fundamentals of Disease 3
MED 102 Introduction to the Medical Assisting Profession 2
MED 105 Medical Assisting Office Skills I 5
MED 113 Basic Laboratory Techniques 3
MED 114 Medical Assisting Clinical Procedures 4
MED 116 Medical Office Lab Procedures II 4
MED 118 Pharmacology for Medical Assistants 4
MED 120 Medical Assistant Emergency Preparedness 2
MED 134 Medical Assisting Financial Management 2
MED 158 Clinical Office Experience 8

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

- Current Medical Assisting Program and advisement information is available on the SCC website (www.sccsc.edu) under the academic programs section.
- The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 52

Medical Assisting-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description: The Medical Assisting Associate Degree in Applied Science - General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. To enroll in the program, the student must meet with the Medical Assisting Program Director to determine a curriculum plan. All courses must be approved by the Medical Assisting Program Director.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities: Certified medical assistants are employed in physicians' offices, hospitals and clinics, office management, education and other specialties depending on the selected courses.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):
Prerequisites:
- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary/Anatomy 3
- one unit high school biology or equivalent
- one unit of high school algebra or equivalent

A. General Education Courses:
MAT 160 Math for Business and Finance 3
ENG 165 Professional Communications 3
B. Major Courses:

*Primary Technical Specialty (37 Credits)*

Must be a graduate of an accredited CAAHEP Medical Assisting Program

*Secondary Technical Specialty (12 Credits)*

Courses must be approved by the Medical Assisting Program Director. An individualized plan will be developed for each student after meeting with the Medical Assisting Program Director.

C. Electives and/or Other Additional Courses Required for Graduation (6 Credits):

- Other Hours Required for Graduation: 6 Credits
- Enhancement of Primary or Secondary Technical Specialty
- Courses must be approved by Medical Assisting Program Director.

Minimum semester credit hours required for graduation: 76

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**Medical Coding and Reimbursement Specialist Certificate**

**Program Start Date:** Summer and fall

**Minimum Program Length:** 2 terms Evening

**Program Description:** The Medical Coding and Billing Reimbursement Specialist Program prepares students for entry-level positions in medical coding and billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural codes. This program includes concepts – in HIPAA compliance requirements, industry – specific techniques for filing insurance and performing diagnostic and procedural coding procedures.

**Practical Experience:** Students gain interpersonal and technical skills by completing clinical rotations in local medical offices and other affiliated health care facilities.

**Professional Opportunities:** The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.

**Unique Aspects:** Students will complete courses using online, hybrid, and on-site formats. This program is designed to meet the needs of the working adult.

**EEDA Career Cluster:** Health Sciences

**Course Requirements (followed by credit hours):**

**Course Recommendations:** Effective Summer 2013, AHS 102 and AHS 104 may not be more than
3 years old for MCRS students at the time of curriculum entry.

A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy**</td>
<td>3</td>
</tr>
<tr>
<td>AHS 121</td>
<td>Basic Pharmacology</td>
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<tr>
<td>AOT 180</td>
<td>Customer Service</td>
<td>3</td>
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<tr>
<td>HIM 102</td>
<td>Introduction to Coding and Classification Systems</td>
<td>1</td>
</tr>
<tr>
<td>HIM 130</td>
<td>Billing and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 135</td>
<td>Medical Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 150</td>
<td>Coding Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 216</td>
<td>Coding and Classification I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 225</td>
<td>Coding and Classification II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 250</td>
<td>Coding and Classification III</td>
<td>3</td>
</tr>
</tbody>
</table>

* AHS 102 may not be more than 3 years old for MCRS students at the time of curriculum entry
** AHS 104 may not be more than 3 years old for MCRS students at the time of curriculum entry

C. Electives and/or Additional Courses Required: None

Minimum semester credit hours required for graduation: 30

Medical Coding and Reimbursement Specialist - General Technology

*Associate Degree in Applied Science*

Program Start Date: Any term

Minimum Program Length: 5 terms day or evening

Program Description: The Medical Coding and Billing Reimbursement Specialist Program prepares students for entry-level positions in medical coding and billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural codes. This program includes concepts – in HIPAA compliance requirements, industry – specific techniques for filing insurance and performing diagnostic and procedural coding procedures.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local medical offices and other affiliated health care facilities.

Professional Opportunities: The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.
**Unique Aspects:** Students will complete courses using online, hybrid, and on-site formats. This program is designed to meet the needs of the working adult.

**EEDA Career Cluster:** Health Sciences

**Course Requirements (followed by credit hours):**

**Course Recommendations:** Effective Summer 2013, AHS 102 and AHS 104 may not be more than 3 years old for MCRS students at the time of curriculum entry.

**A. General Education Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 160</td>
<td>Math for Business and Finance</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

**B. Major Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 102</td>
<td>Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy**</td>
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<tr>
<td>AHS 121</td>
<td>Basic Pharmacology</td>
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<td>AOT 180</td>
<td>Customer Service</td>
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<tr>
<td>HIM 102</td>
<td>Introduction to Coding and Classification Systems</td>
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<td>HIM 130</td>
<td>Billing and Reimbursement</td>
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<td>HIM 135</td>
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<td>HIM 216</td>
<td>Coding and Classification I</td>
<td>3</td>
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<tr>
<td>HIM 225</td>
<td>Coding and Classification II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 250</td>
<td>Coding and Classification III</td>
<td>3</td>
</tr>
</tbody>
</table>

*  AHS 102 may not be more than 3 years old for MCRS students at the time of curriculum entry

**C. Electives and/or Additional Courses Required**

**Secondary Technical Specialty Courses**

In the Secondary Technical Specialty Courses, 12 credit hours MUST come from the SAME specific focus areas listed below:

- **AOT (Administrative Office Technology)** (Choose 12 credit hours from this focus area): AOT 133, AOT 134, AOT 141, AOT 180, BUS 121, BUS 220, CPT 179, MGT 110

- **MGT (Management with Human Resources Electives)** (Choose 12 credit hours from this focus area): MGT 101, MGT 201, MGT 255, BAF 101, BUS 121, BUS 210, BUS 220

Minimum semester credit hours required for graduation: 60
Medical Laboratory Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 5 consecutive terms, day

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

Practical Experiences: Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, physicians’ offices and clinics.

Professional Opportunities: Medical laboratory technicians in hospitals, physicians' offices, veterinary clinics, private and research laboratories, laboratory technicians in industrial laboratories, technical representatives and salespersons for medical supply companies.

Unique Aspects: Students perform blood collection techniques, examine specimens under a microscope, operate complex digital medical equipment and computers. Graduates are eligible to apply to take the national certification exam to become registered medical laboratory technicians. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018, (773) 714-8880, www.nacls.org.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- CPT 101 Introduction to Computers 3
- AHS 104 Medical Vocabulary/Anatomy 3
- one unit of high school chemistry or equivalent
- one unit high school biology or equivalent
- one unit of high school algebra or equivalent

A. General Education Courses:
- HSS 205 Society and Technology 3
- ENG 101 English Composition I 3
- MAT 155 Contemporary Mathematics 3
- PSY 201 General Psychology 3
- SPC 205 Public Speaking 3

B. Major Courses:
- MLT 102 Fundamentals of Medical Laboratory Technology 3
- MLT 105 Medical Microbiology 4
- MLT 110 Hematology 4
- MLT 115 Immunology 3
- MLT 120 Immunohematology 4
- MLT 130 Clinical Chemistry 4
- MLT 205 Advanced Microbiology 4
- MLT 210 Advanced Hematology 4
- MLT 219 Clinical Instrumentation 3
- MLT 241 Medical Lab Transition 3
- MLT 251 Clinical Experience I 5
C. Electives and/or Other Additional Courses Required for Graduation:

- For more information on clinical laboratory careers, visit our website at www.sccsc.edu/academics/programs/hhs/mlt.

Minimum semester credit hours required for graduation: 79

NUCLEAR POWER/RADIATION PROTECTION
- Radiation Protection Technology - Associate

Radiation Protection Technology
Associate Degree in Applied Science

Program Start Date: Summer term
Minimum Program Length: 5 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: The Associate Degree in Applied Science with a major in Radiation Protection Technology provides the fundamental knowledge and skills to the student who desires a career as a radiation protection technician in a nuclear power facility. Entrance into the program requires a successful completion of all required general education courses with a C or better in every course. The two-year curriculum includes general education college transfer courses, nuclear power plant operation courses taught by Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors, and two paid, hands-on internships in local nuclear power facilities that will prepare the graduate for immediate employment as a junior radiation protection technician.

Practical Experience: General education courses will provide students hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Major courses in radiation protection will provide students with on-the-job training (OJT) followed by task performance evaluation (TPE) that will allow for successful on-site performance. Qualifying students will participate in two hands-on internships in a nearby nuclear power facility. The duration of each internship will be a minimum of 40 days with a minimum number of 240 hours of on-site activity and training. Collectively, these courses will promote critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities: Graduates of the Associate Degree in Applied Science with a major Radiation Protection Technology Program will be prepared for immediate employment as junior radiation protection technicians in any U.S. nuclear power facility.

Unique Aspects: Currently, this program is the only one in the state of South Carolina and exists due to a partnership formed between the College and Duke Energy. This relationship allows for instruction on radiation protection by veteran Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors and on site internships in local nuclear power facilities. This partnership allows for the college to provide not only the general education courses required for understanding radiation protection, but INPO certified instruction in radiation protection as well.
EEDA Career Cluster:
Science, Technology, Engineering and Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CHM 110</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>MAT 110</td>
<td>College Algebra</td>
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<td>MAT 168</td>
<td>Geometry and Trigonometry</td>
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<td>PHS 101</td>
<td>Physical Science I</td>
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<td>PHY 201</td>
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<tr>
<td>PHY 221</td>
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<td>PSY 201</td>
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<td>PHS 102</td>
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<tr>
<td>PHY 202</td>
<td>Physics II</td>
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<td>OR</td>
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<tr>
<td>PHY 222</td>
<td>University Physics II</td>
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<td>RPT 101</td>
<td>Introduction to Radiation Protection</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

*Grade of “C” or better is required in all general education courses.
Student must complete all General Education courses prior to applying for acceptance into the cohort that will take major courses starting each summer semester.

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RPT 201</td>
<td>Power Plant Fundamentals</td>
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<tr>
<td>RPT 202</td>
<td>Fundamental Plant Systems</td>
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<tr>
<td>RPT 203</td>
<td>General Employee Training</td>
<td>3</td>
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<tr>
<td>RPT 204</td>
<td>Human Resources and Error Reduction</td>
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<tr>
<td>RPT 205</td>
<td>Radiation Detection and Standards</td>
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</tr>
<tr>
<td>RPT 206</td>
<td>Radiation Monitoring and Exposure Control</td>
<td>4</td>
</tr>
<tr>
<td>RPT 207</td>
<td>Contamination Control &amp; Incident Prevention</td>
<td>3</td>
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<tr>
<td>RPT 208</td>
<td>Radiation Protection Internship I</td>
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<td>RPT 210</td>
<td>SCWE in Radiation Protection Internship I</td>
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<tr>
<td>RPT 212</td>
<td>On Job Training and Task Performance Evaluation Preparation</td>
<td>1</td>
</tr>
<tr>
<td>RPT 213</td>
<td>OJT/TPE on Standardized Tasks</td>
<td>6</td>
</tr>
<tr>
<td>RPT 216</td>
<td>Radiation Protection Internship II</td>
<td>1</td>
</tr>
<tr>
<td>RPT 218</td>
<td>SCWE in Radiation Protection Internship II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Grade of “B” or better is required in all major courses.

C. Electives and/or Other Additional Courses Required: None

Minimum semester hours required for graduation: 63
NURSING
- Patient Care Technician - Certificate
- Nursing (ADN) - Associate Degree in Applied Science

Patient Care Technician (PCT) Certificate

Program Start Date: Fall, spring and summer terms
Minimum Program Length: Two (2) terms

Program Description: The Patient Care Technician Certificate is a credit program taken in the Academic Affairs area. Students in the Patient Care Technician (PCT) Certificate Program learn special advanced foundational skills such as phlebotomy, glucose monitoring, EKG, urinary catheterization, sterile dressing changes and various specimen collections.

Practical Experience: Students gain interpersonal, comprehensive technical skills through clinical rotations in affiliated hospitals, clinics and other health care facilities.

Professional Opportunities: Patient Care Technicians (PCT) may be employed in hospitals, clinics, rehabilitations centers, assisted living facilities, nursing homes and long-term care facilities. The role of the PCT continues to evolve and expand. This profession is a good pathway into nursing or other health care professions. As an unlicensed health care professional, a PCT works under the supervision of physicians and other licensed health care personnel.

Unique Aspects: Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the Patient Care Technician courses which are not eligible for financial aid. By the end of the first semester, students must obtain their nursing assistant certification (CNA) from the state of South Carolina in order to register and progress into the second semester of the program. Patient care technicians have excellent job prospects, and opportunities in the field are expected to increase rapidly over the next few years with the changing patient demographics. Patient Care Technicians (PCT) may earn $18,000 - $35,000 annually; depending on the area which he/she goes to work.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites: ASSET or COMPASS

A. General Education: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101</td>
<td>Introduction to Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>AHS 107</td>
<td>Clinical Computations</td>
<td>2</td>
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<tr>
<td>AHS 143</td>
<td>Phlebotomy Skills</td>
<td>6</td>
</tr>
<tr>
<td>AHS 152</td>
<td>Health Care Procedures II</td>
<td>6</td>
</tr>
</tbody>
</table>
C. Electives and/or Other Additional Courses Required for Graduation:
- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 36

Nursing

Associate Degree in Applied Science

Program Start Date: Fall and spring terms
Minimum Program Length: 5 terms, day or late afternoon

Program Description: The Associate Degree in Applied Sciences-Nursing (ADN) curriculum prepares individuals to assume responsibilities as direct health care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is on health promotion, maintenance, curative, restorative, supportive and terminal care to individuals and groups of all ages while taking into consideration the factors that influence them in the total environment.

Practical Experience: Students gain interpersonal, comprehensive critical thinking and technical skills through clinical rotations in affiliated hospitals, clinics, physicians' offices, health care facilities, and lab simulations.

Professional Opportunities: Registered nurses practice in hospitals, clinics, physicians' offices, nursing homes and community agencies.

Unique Aspects: Students must have a minimum GPA of 2.5 in all required nursing curriculum general education courses (must have a "C" or higher) prior to seeking admission to the program. Weighted admission criteria is used in the selection of students for entry into the ADN program. Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Course Recommendation: It is highly recommended that the following courses be completed prior to seeking admission into the Associate Degree in Nursing Program (ADN): BIO 210, BIO 211 and BIO 225. A Compass college algebra score of 46 or above and a transferable math (MAT 110 or MAT 120) are required as part of the ADN curriculum. Students are encouraged to take MAT 110 or MAT 120 prior to entering the ADN program to enhance their achievement scores in NUR 106. The ADN Program uses hybrid web-enhanced courses within its curriculum. Biology courses may only be repeated twice, effective August 2009 for students who are pursuing the ADN degree. Effective August 2012, there will be a seven (7) year limit on the biology courses within the curriculum.
A. General Education Courses:
- BIO 210 Anatomy and Physiology I    4
- BIO 211 Anatomy and Physiology II    4
- BIO 225 Microbiology    4
- CPT 101 Introduction to Computers    3
- ENG 101 English Composition I    3
- ENG 102 English Composition II    3
- MAT 110 College Algebra    3
  OR
- MAT 120 Probability and Statistics    3
- PSY 201 General Psychology    3

B. Major Courses:
- NUR 106 Pharmacologic Basics in Nursing Practice    2
- NUR 120 Basic Nursing Concepts    7
- NUR 138 Basic Health Assessment in Nursing    2
- NUR 148 Obstetric, Neonatal and Women’s Health Nursing    5
- NUR 165 Nursing Concepts and Clinical Practice I    6
- NUR 212 Nursing Care of Children    4
- NUR 214 Mental Health Nursing    4
- NUR 224 Advanced Alterations in Health II    1
- NUR 265 Nursing Concepts and Clinical Practice II    6
- NUR 270 Principles of Management and Leadership    1
- NUR 271 Management and Leadership Practicum    2

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

The Associate Degree in Applied Science-Nursing (ADN) is designed with fall and spring admissions to allow flexibility for both traditional and non-traditional students to complete the curriculum and enter the workforce to reduce the nursing shortage existing within the SCC service area.

Students will be required to demonstrate continuous competency by taking and passing competency exams associated with certain courses within the curriculum prior to being allowed to progress to the next curriculum courses or to graduate from the program. Students who are unsuccessful at passing competency exams after a pre-determined number of attempts will not be allowed to continue in or graduate from the program regardless of previous course grades.

Minimum semester credit hours required for graduation:    67
PARALEGAL/LEGAL

Please see BUSINESS: ADMINISTRATIVE
- Administrative Office Technology with Legal Electives - Associate
- Pre-Paralegal (Phase I) - Certificate

PARAMEDIC

- Paramedic - Certificate
- Paramedic - General Technology - Associate
Also see EMERGENCY MEDICAL TECHNICIAN (EMT)

Paramedic Certificate

Program Start Date: Varies
Minimum Program Length: Three (3) terms

Program Description: Students in the Paramedic Certificate program will receive training in advanced prehospital medical skills through extensive didactic coursework, psychomotor skills labs and clinical and field experience.

Practical Experience: Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will complete an internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities: Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects: Program graduates will be eligible to challenge practical and written certification examinations administered by the National Registry of Emergency Medical Technicians upon successful completion of the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

- Applicants must be 18 years of age, have a high school diploma or GED, meet college entrance requirements, complete ASSET or COMPASS testing and place into curriculum courses.
- BIO 112 – Basic Anatomy and Physiology or equivalent with a “C” or higher
- Must have documentation of current SC EMT certification
- Exemption credit for EMS 105 and EMS 106 will be awarded with documentation of current SC EMT certification. The SC EMT certification must remain valid the entire program.
A. General Education
   BIO 112  Basic Anatomy and Physiology  4

B. Major Courses
   EMS 119  Emergency Medical Services Operations  2
   EMS 150  Introduction to Advanced Care  5
   EMS 151  Paramedic Clinical I  2
   EMS 221  Paramedic Internship II  3
   EMS 230  Advanced Emergency Medical Care I  5
   EMS 231  Paramedic Clinical II  2
   EMS 232  Paramedic Internship I  2
   EMS 240  Advanced Emergency Medical Care II  5
   EMS 241  Paramedic Clinical III  2
   EMS 270  NREMT Review  4
   EMS 272  Paramedic Capstone  4

C. Electives and/or Other Additional Courses Required for Graduation
   Minimum semester credit hours required for graduation: 40

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**Paramedic - General Technology**

*Associate Degree in Applied Science - General Technology*

Program Start Date: Spring
Minimum Program Length: Five (5) terms

Program Description: Students in the Associate Degree in Applied Science - General Technology - Paramedic program will receive training in advanced prehospital medical skills through extensive didactic coursework, psychomotor skills labs and clinical and field experience.

Practical Experience: Students will complete didactic courses as well as clinical rotations in the emergency department, ICU, operating room, trauma center, obstetrics, pediatrics and other areas. Students will complete an internship on a 911 ambulance in an Emergency Medical Services system.

Professional Opportunities: Paramedics can become field supervisors, operations managers, administrative directors, or executive directors of Emergency Medical Services systems. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then further their education to become registered nurses, physician assistants, physicians, or other health care professionals.

Unique Aspects: Program graduates will be eligible to challenge practical and written certification examinations administered by the National Registry of Emergency Medical Technicians upon successful completion of the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):
Prerequisites:
   • Applicants must be 18 years of age, have a high school diploma or GED, meet college
entrance requirements, complete ASSET or COMPASS testing and place into curriculum courses.
• Exemption credit for EMS 105 and EMS 106 will be awarded with documentation of current SC EMT certification. The SC EMT certification must remain valid the entire program.

A. General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 165</td>
<td>Professional Communications</td>
<td>3</td>
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<td></td>
<td>OR</td>
<td></td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>AND</td>
<td></td>
<td></td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
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<td>OR</td>
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<tr>
<td>PSY 201</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
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</tbody>
</table>

B. Major Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 105</td>
<td>Basic Emergency Medical Care I</td>
<td>4</td>
</tr>
<tr>
<td>EMS 106</td>
<td>Basic Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 119</td>
<td>Emergency Medical Services Operations</td>
<td>2</td>
</tr>
<tr>
<td>EMS 150</td>
<td>Introduction to Advanced Care</td>
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</tr>
<tr>
<td>EMS 151</td>
<td>Paramedic Clinical I</td>
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</tr>
<tr>
<td>EMS 221</td>
<td>Paramedic Internship II</td>
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</tr>
<tr>
<td>EMS 230</td>
<td>Advanced Emergency Medical Care I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 231</td>
<td>Paramedic Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>EMS 232</td>
<td>Paramedic Internship I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 240</td>
<td>Advanced Emergency Medical Care II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 241</td>
<td>Paramedic Clinical III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 270</td>
<td>NREMT Review</td>
<td>4</td>
</tr>
<tr>
<td>EMS 272</td>
<td>Paramedic Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

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

• Students must pass EMS 105 to progress to EMS 106
• Student must pass EMS 106 to progress within the program
• Students are eligible to challenge EMT practical and written certification exams upon successful completion of EMS 106

Minimum semester credit hours required for graduation: 63
Program Start Date: Fall, spring and summer terms
Minimum Program Length: 2 consecutive terms, day; clinical may involve evening or weekend hours.

Program Description: The Pharmacy Technician Program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The program provides employers with a competent technician to assist the pharmacist within their scope of practice and to perform necessary unsupervised daily tasks including basic to extensive medication preparation, dosage calculations, compounding, IV admixture, patient information maintenance, inventory and quality control.

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

Professional Opportunities: Pharmacy technicians can obtain employment in retail, hospital, nursing homes, physicians’ offices, home health pharmacies, as well as sales and technical support positions for drug manufacturers and software companies.

Unique Aspects: The Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists. Graduates are eligible to apply for state certification after completing 1,000 work hours as a South Carolina registered pharmacy technician and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.

A certificate in Sterile Compounding and Aseptic Technique is optional during the first semester of the Pharmacy Technician Program. This specialized training is offered during PHM 111 (Applied Pharmacy Practice Laboratory) for an additional fee. This course includes a statement of credit for ACPE accredited training, and a certificate of completion for the course.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a $40 fee. The application includes the following two questions:

1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?

2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician
Certification Board also states that the eligibility requirements to sit for the exam include the statement you must “have never been convicted of a felony”.

Therefore students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- One unit of high school biology or chemistry or equivalent
- AHS 104 Medical Vocabulary/Anatomy 3
- CPT 101 Introduction to Computers 3

A. General Education: None

B. Major Courses:
- PHM 101 Introduction to Pharmacy 3
- PHM 110 Pharmacy Practice 4
- PHM 111 Applied Pharmacy Practice Laboratory 2
- PHM 112 Pharmacy Math 2
- PHM 113 Pharmacy Technician Math 3
- PHM 114 Therapeutic Agents I 3
- PHM 124 Therapeutic Agents II 3
- PHM 164 Pharmacy Technician Practicum II 4
- PHM 173 Pharmacy Technician Practicum III 3

C. Electives and/or Other Additional Courses Required for Graduation
- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 33
**PHLEBOTOMY**

*Phlebotomy - Certificate*

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**Phlebotomy**

*Certificate*

**Program Start Date:** Fall and Spring terms, day only  
**Minimum Program Length:** 1 term  
*Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.*

**Program Description:**
Phlebotomists are responsible for collecting blood for laboratory testing. Phlebotomists assist in collection, transportation, and basic specimen handling procedures for many types of specimens, such as venous blood, urine, sputum and other body tissues.

Phlebotomy skills are needed by a wide variety of health care professionals, including nurses, physicians, medical assistants, medical laboratory technicians, patient care technicians, and radiologic technologists.

**Practical Experience:**
Students gain technical skills during lab simulations and rotations in affiliated clinical sites.

**EEDA Career Cluster:** Health Sciences

**Course Requirements (followed by credit hours):**

- **Prerequisite:** None

  **A. General Education Courses:** None

  **B. Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101</td>
<td>Introduction to Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHS 114</td>
<td>Basic First Aid</td>
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<tr>
<td>AHS 144</td>
<td>Phlebotomy Practicum</td>
<td>5</td>
</tr>
<tr>
<td>AHS 146</td>
<td>Phlebotomy Experience</td>
<td>7</td>
</tr>
</tbody>
</table>

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

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

  Minimum semester credit hours required for graduation: 18
Radiologic Technology

*Associate Degree in Applied Science*

**Program Start Date:** Fall term  
**Minimum Program Length:** 6 consecutive terms, day

**Program Description:** Radiologic technology students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

**Practical Experience:** Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals and imaging facilities.

**Professional Opportunities:** Registered radiographers work in hospitals, clinics and specialized physicians' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and interventional radiology.

**Unique Aspects:** Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiologic Technology Program is accredited by:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
e-mail: mail@jrcert.org

**EEDA Career Cluster:** Health Sciences

**Course Requirements for Radiologic Technology**

**Prerequisites:**
- AHS 102 Medical Terminology 3
- MAT 101 Beginning Algebra 3
- High school algebra or equivalent
- High school biology or chemistry or equivalent

**A. General Education Courses:**
- CPT 101 Introduction to Computers 3
- ENG 101 English Composition I 3
- MAT 102 Intermediate Algebra 3
- PSY 201 General Psychology 3
- SPC 205 Public Speaking 3
- SPC 209 Interpersonal Communication

**B. Major Courses:**
- RAD 102 Patient Care Procedures 2
- RAD 105 Radiographic Anatomy 4
- RAD 110 Radiographic Imaging I 3
RAD 115   Radiographic Imaging II    3
RAD 121   Radiographic Physics    4
RAD 130   Radiographic Procedures I    3
RAD 136   Radiographic Procedures II    3
RAD 153   Applied Radiography I    3
RAD 176   Applied Radiography III    6
RAD 201   Radiation Biology    2
RAD 205   Radiographic Pathology    2
RAD 225   Selected Radiographic Topics    2
RAD 230   Radiographic Procedures III    3
RAD 256   Advanced Radiography I    6
RAD 268   Advanced Radiography II    8
RAD 278   Advanced Radiography III    8
RAD 282   Imaging Practicum    2
RAD 283   Imaging Practicum    3

C. Electives and/or Other Additional Courses Required for Graduation (3 Credits):

- The student must complete one elective course which totals 3.0 credit hours. This course must be a humanities course.
- The Radiologic Technology Program uses weighted admission criteria to admit qualified applicants. Current radiologic technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section.
- The minimum grade point average for admission into the program is 2.5.
- CPT 101 must be completed within five (5) years of program entrance.

Minimum semester credit hours required for graduation: 91
RESPIRATORY THERAPY
- Respiratory Care - Associate

Respiratory Care
Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description: The respiratory therapist is one of the most critical members of any health care team. Respiratory therapists work closely with doctors to diagnose, treat, manage and educate patients with asthma, emphysema and a wide range of other respiratory problems. Respiratory care students learn to assess a patient’s need for respiratory care, administer the therapy, evaluate the patient’s response and modify the care to provide the maximum benefit to the patient.

Practical Experience: Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated health care agencies.

Professional Opportunities: Certified and registered respiratory therapists work in hospitals providing therapy, intensive care units managing ventilators, in emergency rooms delivering life-saving treatments, in newborn and pediatric units helping children with conditions ranging from premature birth to cystic fibrosis, in patients’ homes providing regular check-ups, in sleep laboratories helping diagnose disorders such as sleep apnea, in skilled nursing facilities and pulmonary rehabilitation programs helping older people get more out of life and in physicians’ offices conducting pulmonary function tests and providing patient education.

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

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
- One unit high school biology or chemistry or equivalent
- One unit high school algebra or equivalent
- AHS 104 Medical Vocabulary/Anatomy 3
- BIO 112 OR BIO 210 AND BIO 211 may substitute for AHS 104

A. General Education Courses:
ENG 101 English Composition I 3
ENG 102 English Composition II 3
MAT 101 Beginning Algebra 3
PSY 201 General Psychology 3
SPC 205 Public Speaking 3

B. Major Courses:
AHS 111 Health Related Sciences 4
AHS 124 Anatomy and Physiology for Respiratory Care 4
RES 111 Pathophysiology 2
RES 121 Respiratory Skills I 4
C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals a minimum of 2.0 credit hours. AHS 102 is highly recommended.
- The Respiratory Care Program uses weighted admission criteria to admit qualified applicants. Current respiratory program and advisement information are available on the SCC website (www.sccsc.edu) under the academic programs section.
- The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 84
Surgical Technology

**Diploma**

**Program Start Date:** Fall term  
**Minimum Program Length:** 3 consecutive terms, day

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

**Practical Experience:** Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals, ambulatory surgical centers, and physicians' offices during the second and third terms.

**Professional Opportunities:** Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, physicians' offices, veterinary hospitals, medical sales, organ and tissue procurement teams.

**Unique Aspects:** Graduates will fulfill the eligibility requirement to take the National Surgical Technology Certifying Exam through the National Board of Surgical Technology and Surgical Assisting to become a certified surgical technologist. Students must be a graduate of a CAAHEP accredited program to take the exam.

**EEDA Career Cluster:** Health Sciences

**Course Requirements (followed by credit hours):**

**Prerequisites:**

- One unit high school biology or chemistry or equivalent  
- One unit of high school algebra or equivalent  
- AHS 102 Medical Terminology 3  
- AHS 104 Medical Vocabulary/Anatomy 3
A. General Education Courses:
   ENG 165 Professional Communications    3
   MAT 155 Contemporary Mathematics    3
   PSY 103 Human Relations    3

B. Major Courses:
   SUR 101 Introduction to Surgical Technology    5
   SUR 102 Applied Surgical Technology    5
   SUR 106 Advanced Surgical Procedures    2
   SUR 107 Surgical Specialty Procedures    3
   SUR 108 Surgical Anatomy I    3
   SUR 109 Surgical Anatomy II    3
   SUR 112 Surgical Practicum I    4
   SUR 114 Surgical Specialty Practicum    7
   SUR 116 Basic Surgical Procedures    3
   SUR 120 Surgical Seminar    2

C. Electives and/or Other Additional Courses Required for Graduation: None

The Surgical Technology Program uses weighted admission criteria to admit qualified applicants. Current surgical technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section.

The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 52

Surgical Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

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

Practical Experience: Students may gain additional clinical experience in affiliated hospitals, ambulatory surgical centers, and/or physicians’ offices based on the specific curriculum that is designed.

Professional Opportunities: Certified surgical technologist employed as a central service manager, educator, medical sales representative or other specialty depending on the selected courses

Unique Aspects: Students must be a graduate of a CAAHEP-accredited Surgical Technology Program and be currently certified by the National Board of Surgical Technology and Surgical Assisting.

EEDA Career Cluster: Health Sciences
Course Requirements (followed by credit hours):

Prerequisites:
- One unit high school biology or chemistry or equivalent
- One unit of high school algebra or equivalent
- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary/Anatomy 3

A. General Education Courses:
- Humanities-Fine Arts 6
- ENG 165 or equivalent 3
- MAT 155 or equivalent 3
- PSY 103 or equivalent 3

B. Major Courses:
- Primary Technical Speciality 37
- Secondary Technical Speciality 12

C. Electives and/or Other Additional Courses Required for Graduation (5 Credits):
- Elective: 3
- Enhancement of primary or secondary technical speciality: 2

*Note: The primary technical specialization is the surgical technology diploma. The secondary technical specialization is individualized for each student through their academic advisor. Many of the general education course requirements may have been completed with the surgical technology diploma.

Minimum semester credit hours required for graduation: 75
TRANSFER TO UNIVERSITY

See: ASSOCIATE DEGREES AND TRANSFER TO UNIVERSITY

WEB DESIGN

See: COMPUTER TECHNOLOGY: Digital Design

WELDING

- Welding - Certificate
- Welding - Diploma
- Welding - General Technology - Associate

Welding Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening
Program Description: Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.
Practical Experience: Students gain experience in cutting and welding plate, mild steel pipe and stainless steel pipe.
Professional Opportunities: Welder, fitter and fabricator
EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 106</td>
<td>Gas and Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 113</td>
<td>ARC Welding II</td>
<td>4</td>
</tr>
<tr>
<td>WLD 115</td>
<td>ARC Welding III</td>
<td>4</td>
</tr>
<tr>
<td>WLD 117</td>
<td>Specialized Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Inert Gas Welding Ferrous</td>
<td>4</td>
</tr>
<tr>
<td>WLD 136</td>
<td>Advanced Inert Gas Welding</td>
<td>2</td>
</tr>
<tr>
<td>WLD 208</td>
<td>Advanced Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 212</td>
<td>Destructive Testing</td>
<td>2</td>
</tr>
</tbody>
</table>

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

- None

Minimum semester credit hours required for graduation: 27
Welding
Diploma

Program Start Date: Any term
Minimum Program Length: 3 terms day or 4 terms evening

Program Description: Welding students acquire skills in blueprint reading, safety, gas, electric arc, MIG and TIG welding.

Practical Experience:
Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities:
Welder, fitter, fabricator

EEDA Career Cluster:
Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses:
   ECO 101    Basic Economics    3
   OR
   Other Social/Behavioral Science
   ENG 165    Professional Communications    3
   MAT 155    Contemporary Mathematics    3

B. Major Courses:
   WLD 103    Print Reading I    1
   WLD 105    Print Reading II    1
   WLD 106    Gas and Arc Welding    4
   WLD 113    ARC Welding II    4
   WLD 115    ARC Welding III    4
   WLD 117    Specialized Arc Welding    4
   WLD 132    Inert Gas Welding Ferrous    4
   WLD 136    Advanced Inert Gas Welding    2
   WLD 154    Pipefitting and Welding    4
   WLD 208    Advanced Pipe Welding    3
   WLD 212    Destructive Testing    2

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 42
Welding-General Technology
Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description: Students will major in Welding and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities: Welder, fitter and fabricator

Unique Aspects: Students must be a graduate of a welding technology certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster:
Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:
   ENG 165  Professional Communications    3
   OR Other Approved Communications
   MAT 101  Beginning Algebra    3
   OR Other Approved Mathematics
   Social/Behavioral Science    3
   Humanities-Fine Arts    3
   Other Approved General Education Course     3

B. Major Courses:

   Primary Technical Specialty:   28
   WLD 103  Print Reading I    1
   WLD 106  Gas and ARC Welding    4
   WLD 113  ARC Welding II    4
   WLD 115  ARC Welding III    4
   WLD 117  Specialized ARC Welding    4
   WLD 132  Inert Gas Welding Ferrous    4
   WLD 136  Advanced Inert Gas Welding    2
   WLD 208  Advanced Pipe Welding    3
   WLD 212  Destructive Testing    2

   Secondary Technical Specialty:   12
   Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Other Hours Required for Graduation:
   WLD 105  Print Reading II    1
   WLD 154  Pipefitting and Welding    4
   Electives     10

Minimum semester credit hours required for graduation           70
Course Descriptions
Explanation of Terms Used in Course Descriptions

Course Listings:
Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College announces the course offerings available each semester on the SCC website at www.sccsc.edu in a search for classes online feature. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the SCC website: www.sccsc.edu

Course Number:
Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses.

Course Title:
The official title of the course as specified in the Catalog of Approved Courses.

Class-Lab-Credit:
The credits assigned to each course are determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). One class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience hours equals one credit hour.

Course Descriptions:
The official state description of the course. In a few cases, the College has added to the state description to provide students more information about the course as taught at Spartanburg Community College.

Prerequisites:
Prerequisites are limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; check the course description for the minimum grade requirement. If a course is marked with an asterisk (*), students may exempt that prerequisite via placement score or prior college credit. For example, if a prerequisite course is ENG 100*, students who place higher than ENG 100 on the College's placement test or who have acceptable prior college credit for this course are exempt from the prerequisite. Some prerequisites specify “approval” or “permission,” which means permission from the instructor, department chair or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite.

Co-requisites:
These are courses that are generally taken during the same semester.

College Courses Transferable to Public Institutions:
A course with two asterisks (**) denotes this course is one of many technical college courses identified as transferable to public institutions. Other courses may transfer, but students should verify transferability of the course with their college of choice prior to enrolling in the course. For more information, refer to page 31-36 of this catalog. Also visit South Carolina Transfer and Articulation Center website at www.SCTRAC.org.
Course Descriptions

**ACC 101 ACCOUNTING PRINCIPLES I (3-0-3.0)**
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

**ACC 102 ACCOUNTING PRINCIPLES II (3-0-3.0)**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and capital investment analysis. Additional financial topics covered will include performance management and evaluation, decision analysis, and target costing.
Prerequisite(s): ACC 101 with a minimum grade of "C."

**ACC 111 ACCOUNTING CONCEPTS (3-0-3.0)**
This course is a study of the principles of the basic accounting functions: collecting, recording, analyzing, adjusting and reporting information. Integrated accounting software simulation is also used.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

**ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3.0)**
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prerequisite(s): ENG 032*, MAT 101*, RDG 100*

**ACC 150 PAYROLL ACCOUNTING (3-0-3.0)**
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various payroll forms and records.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

**ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3.0)**
This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.
Prerequisite(s): ACC 102 with a minimum grade of "C."

**ACC 202 INTERMEDIATE ACCOUNTING II (3-0-3.0)**
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Other topics will include cash flow statements and constructing financial statements from incomplete records.
Prerequisite(s): ACC 201 with a minimum grade of "C."

**ACC 224 BUSINESS TAXATION (3-0-3.0)**
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and Limited Liability Company. Some form preparation is required.
Prerequisites: ACC 124

**ACC 230 COST ACCOUNTING I (3-0-3.0)**
This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.
Prerequisite(s): ACC 102 with a minimum grade of "C."

**ACC 246 INTEGRATED ACCOUNTING SOFTWARE (3-0-3.0)**
This course includes the use of pre-designed integrated accounting software for accounting problems.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

**ACC 260 AUDITING (3-0-3.0)**
This course is a study of the procedures for conducting audits and investigations of various enterprises.
Prerequisites: ACC 201 and ACC 230
ACC 265 NOT-FOR-PROFIT ACCOUNTING (3-0-3.0)
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prerequisite: ACC 102 with a minimum grade of "C."

ACC 275 SELECTED TOPICS IN ACCOUNTING (3-0-3.0)
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving. Fraud examination will cover the principles and methodology of fraud detection and deterrence. This course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, payroll and expense reimbursement schemes, non-cash appropriations, corruption and fraudulent financial statements.
Prerequisite: Approval of Academic Advisor

ACC 291 CERTIFIED BOOKKEEPER REVIEW (3-0-3.0)
This course is designed to help students prepare for the Certified Bookkeeper Exam.
Prerequisites: ACC 150 and ACC 102

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5.0)
This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4.0)
This course includes a basic study of electricity, including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 HEATING FUNDAMENTALS (3-3-4.0)
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.
Prerequisite(s): ACR 106, ACR 140

ACR 120 BASIC AIR CONDITIONING (3-3-4.0)
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.
Prerequisite(s): ACR 101

ACR 125 FUNDAMENTALS OF HVAC (3-3-4.0)
This is a survey course which covers basic concepts related to heating, ventilation, and air conditioning and/or refrigeration.

ACR 130 DOMESTIC REFRIGERATION (3-3-4.0)
This course is a study of domestic refrigeration equipment.
Prerequisite(s): ACR 101

ACR 140 AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.
Prerequisite(s): ACR 106

ACR 175 EPA 608 CERTIFICATION PREPARATION (1-0-1.0)
This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 HEAT PUMPS (3-3-4.0)
This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): ACR 120, ACR 140

ACR 221 RESIDENTIAL LOAD CALCULATIONS (2-0-2.0)
This course is a study of heat losses/gains in residential structures.
Prerequisite(s): ACR 125
ACR 224  CODES AND ORDINANCES (2-0-2.0)
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240  ADVANCED AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

AET 111  ARCHITECTURAL COMPUTER GRAPHICS I (2-3-3.0)
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Prerequisite or Co-requisite(s): EGT 151

AET 221  ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4.0)
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): AET 111

AET 235  ARCHITECTURAL 3-D RENDERING (3-0-3)
Topics in this course include Three-D rendering of residential and commercial buildings, walk-through animations, animated site plans and advanced graphics topics and their relationship to illustration of code compliance and project planning.
Prerequisite – EGT 151

AHS 101  INTRODUCTION TO HEALTH PROFESSIONS (2-0-2.0)
This course provides a study of the health professions and the health care industry.

AHS 102  MEDICAL TERMINOLOGY (3-0-3.0)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definitions, and pronunciation.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 104  MEDICAL VOCABULARY/ANATOMY (3-0-3.0)
This course introduces the fundamental principles of medical terminology and includes a general survey of anatomy and physiology.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 106  CARDIOPULMONARY RESUSCITATION (1-0-1.0)
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 107  CLINICAL COMPUTATIONS (2-0-2.0)
This course is a study of the principles and applications of computations used in the clinical setting.
Prerequisite(s): AHS 101

AHS 111  HEALTH RELATED ISSUES (4-0-4.0)
This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.
Prerequisite(s): Successful completion of prior Respiratory Care Program requirements.

AHS 113  HEAD AND NECK ANATOMY (0-3-1.0)
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.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

AHS 114  BASIC FIRST AID (1-0-1.0)
This course provides instruction in basic procedures used in medical emergencies.

AHS 121  BASIC PHARMACOLOGY – (2-0-2.0)
This course covers the nature of drugs, their actions in the body and side effects.
Prerequisite(s): AHS 102, AHS 104, AOT 180, HIM 102
AHS 124 ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (3-3-4.0)
This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.
Prerequisite(s): Admission into the Respiratory Care Program.

AHS 143 PHLEBOTOMY SKILLS I (4-6-6.0)
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AHS 144 PHLEBOTOMY PRACTICUM I (3-6-5.0)
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physicians’ offices.
Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of the department chair.

AHS 146 PHLEBOTOMY EXPERIENCE (7-0-7.0)
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physicians’ offices.
Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of the department chair.

AHS 152 HEALTH CARE PROCEDURES II (5-3-6.0)
This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.
Prerequisite: In order to enroll in AHS 152 the student must have completed AHS 163 OR show current CNA Certification which must be maintained throughout the program.
Prerequisite(s): AHS 163, AHS 106 (or current AHA CPR certification)
Co-requisite: AHS 102

AHS 155 SPECIAL TOPICS IN HEALTH CARE (3-0-3.0)
This course emphasizes specialized job-related education in health care.
Prerequisite(s) or Co-requisite(s): AOT 252 with a minimum grade of “C.”

AHS 163 LONG-TERM CARE (2-9-5.0)
This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.
Prerequisite: Admission into the Patient Care Technician Program.
Co-requisite: AHS 101 and AHS 106

AHS 165 ECG APPLICATIONS (5-0-5.0)
This course provides ECG/cardiac monitoring students practice in various clinical settings.
Prerequisite(s): Completion of prior program requirements.

AHS 170 FUNDAMENTALS OF DISEASE (3-0-3.0)
This course provides a study of general principles of disease and disorders that affect the human body with an emphasis on symptoms and signs routinely assessed in health care facilities.
Prerequisite(s): AHS 102 with a minimum grade of “C.”

AHS 179 CARDIAC MONITORING PRACTICUM (0-12-4.0)
This course provides a comprehensive cardiac monitoring experience in a clinical setting. This is a practicum experience designed to enhance student performance as a health unit coordinator. Student will also observe monitored patients for any type of cardiac involvement.
Prerequisite(s): AHS 102, AHS 170, HUC 110, HUC 120 with a minimum grade of “C”
Co-requisite(s): AHS 165

AMT 101 AUTOMATED MANUFACTURING OVERVIEW (2-0-2.0)
This course is a survey of automated manufacturing concepts. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12107, 12110 and 12204.

AMT 105 ROBOTICS AND AUTOMATED CONTROL I (2-3-3.0)
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12206 and 12207.
AMT 106 MANUFACTURING WORKPLACE SKILLS (3-0-3.0)
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 110 SURVEY OF MANUFACTURING PROCESSES (3-0-3.0)
This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

AMT 205 ROBOTICS AND AUTOMATED CONTROL II (1-6-3.0)
This course covers installation, testing, troubleshooting, and repairing of automated systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 12204.
Prerequisite(s): AMT 105

AMT 206 ELECTRICITY AND AUTOMATION (0-6-2.0)
This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing, and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes.
This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12107, 12110 and 12402.
Prerequisite(s): EEM 252

AMT 220 CONCEPTS OF LEAN MANUFACTURING (3-0-3.0)
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. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

**ANT 101 INTRODUCTION TO ANTHROPOLOGY (3-0-3.0)
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archæology and ethnology. This course also explores what distinguishes anthropology from other social science disciplines.
Prerequisites: ENG 100 and RDG 100

AOT 100 INTRODUCTION TO KEYBOARDING (3-0-3.0)
This is an introductory course in touch keyboarding to develop accuracy and speed. Basic file management and document organization will be covered.
Prerequisite(s): None

AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3.0)
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.
Prerequisite(s): ENG 032*, RDG 100* with a minimum grade of “C.”

AOT 134 OFFICE COMMUNICATIONS (3-0-3.0)
This course develops proficiency in proofreading and other specialized applications of communications in the office environment.
Prerequisites: ENG 100

AOT 141 OFFICE PROCEDURES I (3-0-3.0)
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. Telephone techniques and filing techniques will be included.
Prerequisite(s): RDG 100*, MAT 032*, ENG 100*
Co-requisite(s): AOT 134

AOT 142 ADVANCED OFFICE PROCEDURES II (3-0-3.0)
This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment. Topics include advanced telephone techniques, making travel arrangements and planning meetings and conferences.
Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of “C.”
AOT 144 LEGAL OFFICE PROCEDURES (3-0-3.0)
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.
Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of "C" or better.

AOT 164 – MEDICAL INFORMATION PROCESSING (3-0-3.0)
This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings. Emphasis will be placed on software currently used in service area.
Prerequisite(s): AHS 102, AOT 141
Co-requisite(s): HIM 105, MED 109

AOT 180 CUSTOMER SERVICE (3-0-3.0)
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.
Prerequisite(s): ENG 100*, RDG 100*

AOT 213 LEGAL DOCUMENT PRODUCTION (3-0-3.0)
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): CPT 101, AOT 141, BUS 121 with a minimum grade of “C”.

AOT 252 MEDICAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Microcomputers will be used to complete a medical simulation.
Prerequisite(s): AHS 102, AOT 164, HIM 105, MED 109 with a minimum grade of "C."
Co-requisite(s): HIM 140

AOT 253 LEGAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes the development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): AOT 144, AOT 213, CPT 172, CPT 174, CPT 179 with minimum grade of “C.”
Co-requisite(s): AOT 133

AOT 254 OFFICE SIMULATION (3-0-3.0)
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.
Prerequisite(s): AOT 142 with a minimum grade of “C.”
Co-requisite(s): AOT 133 and CPT 270 with a minimum grade of “C.”

AOT 270 SCWE IN ADMINISTRATIVE OFFICE (0-15-3.0)
This course integrates office skills within an approved work site related to office systems technology.
Prerequisite(s): HIM 140 and AOT 252 with a minimum grade of “C”.
Co-requisite(s): HIM 141

AOT 275 Selected Topics in Administrative Office (3-0-3.0)
This course provides an advanced in-depth review of selected topics in administrative office using case studies and problem solving.
Prerequisite(s): AOT 254 with a minimum grade of “C”
Co-requisite(s): CWE 123

**ART 101 ART HISTORY AND APPRECIATION (3-0-3.0)
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.
ART 107    HISTORY OF EARLY WESTERN ART (3-0-3.0)
This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of all art forms will be studied within the context of the cultural environment which produced them.
Prerequisite(s): ART 101

ART 108 HISTORY OF WESTERN ART (3-0-3.0)
This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of all art forms will be studied within the context of the cultural environment which produced them.
Prerequisite(s): ART 101

ART 111 BASIC DRAWING I (3-0-3.0)
This course provides an introduction to the materials and the basic techniques of drawing.
Prerequisite(s): ENG 032, MAT 032, and RDG 100

ART 112 BASIC DRAWING II (3-0-3.0)
This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART 111. Prerequisite: ART 111

ARV 110 COMPUTER GRAPHICS I (2-3-3.0)
This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.
Prerequisite: CGC 110 with a minimum grade of "C."

ARV 121 DESIGN (2-3-3.0)
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.
Prerequisite(s): ENG 032, MAT 032, RDG 032

ARV 162 GRAPHIC REPRODUCTION I (2-3-3.0)
This course is study of the principles and practices used in print preparation and print reproduction.
Prerequisite(s): CGC 101 and CGC 110 with a minimum grade of "C."

ARV 163 GRAPHIC REPRODUCTION II (2-3-3.0)
This course covers the development of the practices and skills used in print preparation and print reproduction.
Prerequisite(s): ARV 110, ARV 217 and ARV 162 with a grade of C or above.

ARV 217 COMPUTER IMAGERY (2-3-3.0)
This course covers the use of the computer as a tool to create images that address the eneds of the visual communication field using Adobe Photoshop.
Prerequisite: CGC 110 with a minimum grade of "C."

ARV 227 WEB SITE DESIGN I (2-3-3.0)
This course is an introduction to the production of an interactive world-wide web site.
Prerequisite or co-requisite: CPT 101 with a minimum grade of "C."

ARV 228 WEB SITE DESIGN II (3-0-3.0)
This course covers a study of advanced web site design techniques culminating in an interactive web site.
Prerequisite: ARV 227 with a grade of "C" or better.

ARV 261 ADVERTISING DESIGN I (3-0-3.0)
This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.
Prerequisite: ARV 110 and ARV 217 with a minimum grade of "C."

ARV 264 SPECIAL PROJECT IN GRAPHIC ART (2-3-3.0)
This course includes an advanced project as assigned from conception to final production.
Prerequisite: ARV 163 with a minimum grade of "C."
ASL 101  AMERICAN SIGN LANGUAGE I (4-0-4.0)
This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill development.

ASL 102  AMERICAN SIGN LANGUAGE II (4-0-4.0)
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 101

ASL 110  CAREERS IN AMERICAN SIGN LANGUAGE (2-0-2.0)
This course will provide students with an awareness of various career options related to the field of sign language interpretation and deafness. Students will observe ASL used in various functions.

ASL 201  AMERICAN SIGN LANGUAGE III (3-0-3.0)
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 102

ASL 202  AMERICAN SIGN LANGUAGE IV (3-0-3.0)
This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.
Prerequisite(s): ASL 201

ASL 210  ASL LINGUISTIC STRUCTURE (3-0-3.0)
This course provides a study of the structure and grammar of American Sign Language, including the study of phonemes, morphemes, syntax and semantics. Other topics covered include the relationship between ASL, spoken and other signed languages and historical changes in ASL.
Prerequisite(s): ASL 102 or program director approval

**AST 101  SOLAR SYSTEM ASTRONOMY (3-3-4.0)
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included. Prerequisite(s): MAT 102 with a C or better.

**AST 102  STELLAR ASTRONOMY (3-3-4.0)
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.
Prerequisite(s): AST 101 with a C or better.

AUT 100  INTRODUCTION TO AUTOMOTIVE HAZARDOUS MATERIALS (0-3-1)
This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.
Prerequisite(s): AUT 132 or AUT 133

AUT 107  ADVANCED ENGINE REPAIR (3-3-4.0)
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.
Prerequisite(s): AUT 132 or AUT 133

AUT 111  BRAKES (2-3-3.0)
This course is a study of the fundamentals of hydraulics and brake components in their application to
Prerequisite(s): AUT 132 or AUT 133

AUT 112  BRAKE SYSTEMS (1-9-4.0)
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.
Prerequisite(s): AUT 132 or AUT 133

AUT 115  MANUAL DRIVE TRAIN/AXLE (2-3-3.0)
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.
Prerequisite(s): AUT 132 or AUT 133
AUT 132 AUTOMOTIVE ELECTRICITY (3-3-4.0)
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.
Co-requisite(s): AUT 160

AUT 133 ELECTRICAL FUNDAMENTALS (1-6-3.0)
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment.
Prerequisite(s): AUT 132 or AUT 160

AUT 135 IGNITION SYSTEMS (3-0-3.0)
This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment. Prerequisite(s): AUT 132* or AUT 133

AUT 142 HEATING AND AIR CONDITIONING (2-3-3.0)
This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating and air conditioning systems.
Prerequisite(s): AUT 132 or AUT 133

AUT 143 ACTIVE DEVICES AND SENSORS (2-6-3)
This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnosis.
Prerequisite(s): AUT 132 or AUT 133

AUT 145 ENGINE PERFORMANCE (3-0-3.0)
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.
Prerequisite(s): AUT 132 or AUT 133

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR (2-6-4.0)
This is a basic course for general diagnostic procedures and minor repairs.
Prerequisite(s): AUT 132 or AUT 133

AUT 160 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1.0)
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.
Prerequisite(s): department chair approval
Co-requisite(s): AUT 132 or AUT 133

AUT 165 ENVIRONMENTAL MANAGEMENT - ELECTIVE (3-0-3.0)
This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.
Prerequisites: AUT 132 or AUT 160

AUT 221 SUSPENSION AND STEERING DIAGNOSIS (2-3-3.0)
This course covers the diagnosis and repair of front and rear suspension problems, using suspension diagnostic charts, shop manuals and alignment equipment.
Prerequisite(s): AUT 132 or AUT 133

AUT 222 FOUR WHEEL ALIGNMENT (1-3-2)
This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.
Prerequisite: AUT 132 or AUT 160
AUT 231 AUTOMOTIVE ELECTRONICS (4-0-4.0)
This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment.
Prerequisite(s): AUT 132 or AUT 133

AUT 232 AUTOMOTIVE ACCESSORIES (2-0-2.0)
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.
Prerequisite(s): AUT 132 or AUT 133

AUT 245 ADVANCED ENGINE PERFORMANCE (4-3-5.0)
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.
Prerequisite(s): AUT 132 or AUT 133

AUT 251 AUTOMATIC TRANSMISSION OVERHAUL (4-3-5.0)
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.
Prerequisite(s): AUT 132 or AUT 133

AUT 262 ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR (0-12-4.0)
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation.
Prerequisite(s): AUT 132 or AUT 133

AUT 275 ALTERNATE TECHNOLOGY VEHICLES (3-0-3.0)
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.
Prerequisite(s): AUT 132 or AUT 133

BAF 101 PERSONAL FINANCE (3-0-3.0)
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.
Prerequisites: MAT 032, ENG 032, RDG 032

BAF 260 FINANCIAL MANAGEMENT (3-0-3.0)
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Financial forecasting, operating and financial leverage will also be discussed.
Prerequisite(s): ACC 101 with a minimum grade of "C."

BIO 100 INTRODUCTORY BIOLOGY (3-3-4.0)
This is a course in general biology designed to introduce principles of biology. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): RDG 100
Co-requisite(s): MAT 101 or MAT 152

**BIO 101 BIOLOGICAL SCIENCE I (3-3-4.0)
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.
Prerequisite(s): ENG 101*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100 or CHM 105) with a minimum grade of "C" in all courses.

**BIO 102 BIOLOGICAL SCIENCE II (3-3-4.0)
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 with a minimum grade of "C" or better.
**BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (2-3-3.0)**  
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.  
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100) with a minimum grade of "C" in all courses. This course is for massage therapy students.

**BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4.0)**  
This course is a basic integrated study of the structure and function of the human body. BIO 112 is designed to allow students a slower-paced opportunity to learn the basic principles and terminology used in anatomy and physiology courses. This course was developed to meet the need of students who desire to enter the health sciences, associate of arts and/or associate of sciences program, but who may benefit from a less comprehensive approach. This one-semester course seeks to help students discover general principles and effective learning techniques that can be applied in subsequent anatomy and physiology courses.  
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* and one of any high school chemistry or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

**BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4.0)**  
This course is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral). Tissues, sensory organs, body energetics, and metabolism will be covered. The course will also include an accelerated review of basic chemistry, organic molecules, and cells.  
Prerequisite(s): BIO 101 or BIO 112 with a "C" or better.

**BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4.0)**  
This course is the second in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Additional topics will include fluid balance, nutrition, and electrolyte balance.  
Prerequisite: BIO 210 with a grade of "C" or better.

**BIO 215 HUMAN ANATOMY (3-3-4.0)**  
This course is a study of the structure of the human body in relation to normal and pathologic states. The student will learn in depth the anatomical vocabulary necessary to understand the structure, location, and interrelationships of each of the following systems: integumentary, skeletal, muscular, nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Organelles, cells, tissues, mitosis, and sensory organs will also be covered.  
Prerequisite(s): BIO 101 or BIO 112 with a "C" or better.

**BIO 216 HUMAN PHYSIOLOGY (3-3-4.0)**  
This course is a study of human physiological processes in relation to homeostasis. The student will learn in depth the physiological vocabulary and principles necessary to understand the functions and interrelationships of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. The course will also include an accelerated review of basic chemistry, organic molecules, and cells. Additional topics will include body energetics, metabolism, fluid balance, nutrition, and electrolyte balance.  
Co-requisite(s): BIO 215 with a grade of "C" or better.

**BIO 225 MICROBIOLOGY (3-3-4.0)**  
A detailed study of microbiology as it relates to infection and disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.  
Prerequisite: BIO 101 and BIO 102 or BIO 210 and BIO 211 or BIO 215 and BIO 216 or BIO 101 and BIO 223 with a grade of "C" or better in both.
BIO 238 MUSCULOSKELETAL SYSTEM ANATOMY (2-3-3.0)
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation and action.
Prerequisite(s): BIO 110 with a grade of "C" or higher, or successful completion of prior program requirements. Admission into the Therapeutic Massage Program.

BIO 240 NUTRITION (3-0-3.0)
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. The importance of organic polymers and monomers, vitamins, coenzymes, minerals, cofactors, and other essential nutrients in metabolism, especially ATP synthesis will also be addressed. Current dietary recommendations, included the government’s "My Plate", reading and understanding FDA regulated dietary labeling as well as current theory on the role of exercise and diet in maintaining general health will be discussed. Students will be expected to keep a personal/family daily nutritional diary including nutritional and caloric content and design a dietary prospectus to meet current government recommendations. This course is an approved substitution for the Associate Degree in Nursing (ADN) Program required course NUR 107.
Prerequisite(s): MAT 101, ENG 101, BIO 112 or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

BKP 112 INTRODUCTION TO BAKING SCIENCE (0-3-1.0)
This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods. Prerequisite(s): None

BKP 119 INTRODUCTION TO BAKING AND PASTRY (0-9-3.0)
This course introduces baking fundamentals and classical baking techniques in a laboratory setting.
Prerequisite(s): BKP 112, MAT 032*, RDG 032*

BUS 110 ENTREPRENEURSHIP (3-0-3.0)
This course is an introduction to the process of starting a small business, including forms of ownership and management.
Prerequisites: RDG 032

BUS 121 BUSINESS LAW I (3-0-3.0)
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.
Prerequisite(s): MGT 201

BUS 136 COMPENSATION AND BENEFITS ANALYSIS (3-0-3.0)
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.
Prerequisite(s): MGT 201

BUS 210 INTRODUCTION TO E-COMMERCE BUSINESS (3-0-3.0)
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.
Prerequisite(s): *ENG 032, *MAT 032, *RDG 032

BUS 220 BUSINESS ETHICS (3-0-3.0)
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.
Prerequisites: ENG 032, MAT 032, RDG 032

BUS 268 SPECIAL PROJECTS IN BUSINESS (3-0-3.0)
This course includes research, reporting and special activities for successful employment in the business world. This course emphasizes the research, execution, and presentation of a business plan.
Prerequisite(s): ACC 102, CPT 178
**CGC 101 INTRODUCTION TO GRAPHICS TECHNIQUES (2-3-3.0)**
This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.
Prerequisite(s): ENG 032*, MAT 032*, RDG 100
Co-requisite(s): CGC 110

**CGC 110 ELECTRONIC PUBLISHING (2-3-3.0)**
This is an introductory course to the fundamentals of electronic publishing.
Prerequisite(s): ENG 032*, MAT 032*, RDG 100
Co-requisite(s): CGC 101

**CGC 115 DIGITAL PHOTOGRAPHY (3-0-3.0)**
This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.
Prerequisites: ENG 032*, MAT 032*, RDG 100

**CHM 100 INTRODUCTORY CHEMISTRY (3-3-4.0)**
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): MAT 101 or MAT 152, RDG 032*

**CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY (3-3-4.0)**
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): MAT 101, RDG 100, ENG 100, CHM 100 or CHM 110 or PHS 101 with a minimum grade of "C" in all courses.

**CHM 110 COLLEGE CHEMISTRY I (3-3-4.0)**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prerequisite(s): ENG 032*, MAT 110* with a minimum grade of "C."

**CHM 111 COLLEGE CHEMISTRY II (3-3-4.0)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.
Prerequisite(s): CHM 110 with a grade of "C" or better.

**CHM 211 ORGANIC CHEMISTRY I (3-3-4.0)**
This is the first in a sequence of courses that includes nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.
Prerequisite(s): CHM 105 or CHM 111 with a grade of "C" or better.

**CHM 212 ORGANIC CHEMISTRY II (3-3-4.0)**
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.
Prerequisite(s): CHM 211 with a grade of "C" or better.

**COL 101 COLLEGE ORIENTATION (1-0-1.0)**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Workplace interpersonal and problem-solving skills will be emphasized.

**COL 103 COLLEGE SKILLS (3-0-3.0)**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.
COL 104  STUDY SKILLS (0-3-1.0)
This course includes selected topics under study skills and student success. Students will clarify their
interests, abilities, and career options through leadership, group dynamics, and service learning activities.
Through self-assessment, students will also explore career goals, using decision-making and action
strategies to meet their personal and educational objectives.

CPT 101  INTRODUCTION TO COMPUTERS (3-0-3.0)
This course covers basic computer history, theory and applications, including word processing,
spreadsheets, data bases, and the operating system.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
** Transfer credit not accepted if older than five (5) years.

CPT 118  PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY (3-0-3.0)
This course emphasizes the development of interpersonal and technical skills required of entry-level
information technology (IT) professionals. Course content includes guidance on building a career toolkit,
as well as topics such as projecting a professional image, job seeking skills, ethics and providing good
customer service.
Prerequisite: CPT 101 with a minimum grade of "C."

CPT 168  PROGRAMMING LOGIC AND DESIGN (3-0-3.0)
This course examines problem-solving techniques applied to program design. Topics include a variety of
documentation techniques as means of solution presentation.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 172  MICROCOMPUTER DATA BASE (3-0-3.0)
This course introduces microcomputer data base concepts, including generating reports from data base,
creating, maintaining and modifying data bases.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174  MICROCOMPUTER SPREADSHEETS (3-0-3.0)
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating,
editing, using formulas, using functions, and producing graphs.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176  MICROCOMPUTER OPERATING SYSTEMS (3-0-3.0)
This course covers operating system concepts of microcomputers, including file maintenance, disk
organization, batch files and subdirectory concepts.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 178  SOFTWARE APPLICATIONS (3-0-3.0)
Using electronic spreadsheet and relational data base management software programs, this course focuses
on complex microcomputer applications.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179  MICROCOMPUTER WORD PROCESSING (3-0-3.0)
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and
printing documents.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185  EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course introduces the student to development of professional-looking, special purpose windows
applications using the graphical user interface of windows.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 202  SQL PROGRAMMING I (3-0-3.0)
This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating
tables, inserting data, retrieving data, and manipulating data from database.
Prerequisite: CPT 242 with a minimum grade of "C."
CPT 206 ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course is a study of advanced techniques for programming with an event-driven language.
Prerequisite(s): CPT 185 with a minimum grade of "C."

CPT 242 DATABASE (3-0-3.0)
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 244 DATA STRUCTURES (3-0-3.0)
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. A microcomputer database package will be used.
Prerequisite(s): CPT 242 with a minimum grade of "C."

CPT 252 DIGITAL ANIMATION (3-0-3.0)
This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, impact and export of objects, including web integrated export, morphing, layering and creating special effects for web use.
Prerequisite(s): ARV 227 with a minimum grade of "C."

CPT 264 SYSTEMS AND PROCEDURES (3-0-3.0)
This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite: CPT 101 with a minimum grade of "C."

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3.0)
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Integration of word processing, spreadsheet, database and presentation/graphics production will be emphasized. Topics will include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying worksheet database, templates, customized reports and forms, and importing clips into documents.
Prerequisite(s): CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 275 COMPUTER TECHNOLOGY SENIOR PROJECT (3-0-3.0)
This course includes the design, development, testing and implementation of an instructor approved project.
Prerequisites: CPT 202 and CPT 206 with a minimum grade of C.

CPT 285 PC HARDWARE CONCEPTS (3-0-3.0)
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 290 MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3.0)
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video and various multimedia applications in the design, development and creation of multimedia presentations.
Prerequisite(s): CGC 101, CPT 170 or CPT 101 with a minimum grade of "C."

CRJ 101 – INTRODUCTION TO CRIMINAL JUSTICE (3-0-3.0)
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organization, court systems, correctional systems, and juvenile justice agencies.
Pre-Requisites: ENG 100 AND RDG 100

CUL 101 PRINCIPLES OF FOOD PRODUCTION I (0-9-3.0)
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.
Prerequisite(s): MAT 032*, RDG 032*

CUL 102 PRINCIPLES OF FOOD PRODUCTION II (0-9-3.0)
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.
Prerequisite(s): CUL 101
CUL 103 NUTRITION (2-3-3.0)
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.
Prerequisite(s): MAT 032*, RDG 032*

CUL 104 INTRODUCTION TO CULINARY ARTS (0-9-3.0)
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession. Prerequisite(s): ENG 032*, RDG 032*

CUL 115 QUANTITY FOOD PREPARATION (0-15-5.0)
This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.
Prerequisite(s): CUL 102 and ENG 100*, RDG 100*

CUL 122 ADVANCED CULINARY SKILLS (0-6-2.0)
This course applies advanced cooking techniques and theories in a production setting. Emphasis is placed on individual as well as team production. This course also includes menu development and execution, basic costing and buffet management.
Prerequisite(s): CUL 115 with a minimum grade of “C” or permission of director.

CUL 129 STOREROOM AND PURCHASING (0-9-3.0)
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CUL 135 INTRODUCTION TO DINING ROOM SERVICE (2-3-3.0)
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CUL 155 SANITATION (2-3-3.0)
This course is a study of local, state and national regulations governing sanitary food handling practices.
Prerequisite(s): RDG 032*

CUL 236 RESTAURANT CAPSTONE (1-6-3.0)
This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food form the kitchen to the dining room.
Prerequisite(s): Permission of Program Director

All CWE courses require permission of instructor or department chair.

CWE 101 COOPERATIVE WORK EXPERIENCE PREPARATION (1-0-1.0)
This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 113 COOPERATIVE WORK EXPERIENCE I (0-15-3.0)
This course includes cooperative work experience in an approved setting
Prerequisite(s): Department chair approval

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 122 COOPERATIVE WORK EXPERIENCE II (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 123 COOPERATIVE WORK EXPERIENCE II (0-15-3.0)
This course includes cooperative work experience in an approved setting.
Prerequisite(s): Department chair approval
CWE 124  COOPERATIVE WORK EXPERIENCE II (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 131  COOPERATIVE WORK EXPERIENCE III (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 132  COOPERATIVE WORK EXPERIENCE III (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 133  COOPERATIVE WORK EXPERIENCE III (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 134  COOPERATIVE WORK EXPERIENCE III (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 211  COOPERATIVE WORK EXPERIENCE IV (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 212  COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 213  COOPERATIVE WORK EXPERIENCE IV (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 214  COOPERATIVE WORK EXPERIENCE IV (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 222  COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 224  COOPERATIVE WORK EXPERIENCE V (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 231  COOPERATIVE WORK EXPERIENCE VI (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 232  COOPERATIVE WORK EXPERIENCE VI (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 233  COOPERATIVE WORK EXPERIENCE VI (0-15-3.0)
This course includes cooperative work experience in an approved setting.

DAT 110  DENTAL TERMINOLOGY (3-0-3.0)
This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

DAT 113  DENTAL MATERIALS (3-3-4.0)
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 115  ETHICS AND PROFESSIONALISM (0-3-1.0)
This course introduces a history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 118  DENTAL MORPHOLOGY (2-0-2.0)
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.
DAT 121 DENTAL HEALTH EDUCATION (2-0-2.0)
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2.0)
This course provides a study of the business aspect of a dental office.
Prerequisite(s): Successful completion of prior program requirements.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3.0)
This course presents a basic study of oral pathohlogy, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.
Prerequisite(s): Successful completion of prior program requirements.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1.0)
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry.
Prerequisite(s): Successful completion of prior program requirements.

DAT 127 DENTAL RADIOGRAPHY (3-3-4.0)
This course provides the fundamental background and theory for the safe and effective use of x-rays in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prerequisite(s): Successful completion of prior program requirements.

DAT 154 CLINICAL PROCEDURES I (2-6-4.0)
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

DAT 164 CLINICAL PROCEDURES II (0-12-4.0)
This course introduces the instruments and chairside procedures of the dental specialties.
Prerequisite(s): Successful completion of prior program requirements.

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prerequisite(s): Successful completion of prior program requirements.

DHM 105 DIESEL ENGINES I (3-0-3.0)
This course covers the basic study of diesel engine design and operating principles.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3.0)
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in the course.
Prerequisite(s): Admission into the Early Care & Education Program or a TEACH Scholarship.

ECD 102 GROWTH AND DEVELOPMENT I (3-0-3.0)
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Co-requisite(s): ECD 101; Criminal background investigation (CBI), health form, student portfolio information

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (3-0-3.0)
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.
Co-requisite(s): ECD 101
ECD 107  EXCEPTIONAL CHILD (3-0-3.0)
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.
Prerequisite(s): Admission into the Early Care & Education Program
Co-requisite(s): ECD 101

ECD 108  FAMILY AND COMMUNITY RELATIONS (3-0-3.0)
This course is an overview of techniques and materials promoting effective family/programs partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.
Prerequisite(s): ECD 101

ECD 109  ADMINISTRATION AND SUPERVISION (3-0-3.0)
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.
Prerequisite(s): ECD 101

ECD 131  LANGUAGE ARTS (2-3-3.0)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.
Co-requisite(s): ECD 101

ECD 132  CREATIVE EXPERIENCES (2-3-3.0)
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Co-requisite(s): ECD 101

ECD 133  SCIENCE AND MATH CONCEPTS (2-3-3.0)
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Co-requisite(s): ECD 101

ECD 135  HEALTH, SAFETY AND NUTRITION (2-3-3.0)
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and First Aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prerequisite(s): ECD 101
Co-requisite(s): AHS 106 or current CPR/First Aid certification upon completion of this course

ECD 200  CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3.0)
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.
Prerequisite(s): ECD 101, ECD 102

ECD 201  PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION (3-0-3.0)
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.
Prerequisite(s): ECD 101
ECD 203 GROWTH AND DEVELOPMENT II (3-0-3.0)
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Co-requisite(s): ECD 102

ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (3-0-3.0)
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.
Prerequisite(s): ECD 101, ECD 102

ECD 207 INFANTS AND TODDLERS WITH SPECIAL NEEDS (3-0-3.0)
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prerequisite(s): ECD 101, ECD 102

ECD 207 METHODS AND MATERIALS (3-0-3.0)
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio; ECE Department Chair approval required.
Co-requisite(s): ECD 243

ECD 243 SUPERVISED FIELD EXPERIENCE I (0-9-3.0)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio; ECE Department Chair approval required.
Co-requisite(s): ECD 237

ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (0-9-3.0)
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers. 
Prerequisite(s): ECD 101, ECD 102, ECD 200, ECD 205, ECD 207 and completion of a student portfolio. 
ECE Department Chair approval required.

ECD 257 SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (0-9-3.0)
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate student’s skills in order to work with children who are developmentally delayed.
Prerequisite(s): ECD 101, ECD 102, ECD 203, ECD 207, PSY 214, and completion of a student portfolio. 
ECE Department Chair approval required.

ECO 101 BASIC ECONOMICS (3-0-3.0)
This course is a study of comparative economic systems, forms of business organizations, business operations, and wage and price determination.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

**ECO 210 MACROECONOMICS (3-0-3.0)
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, business cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

**ECO 211 MICROECONOMICS (3-0-3.0)
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
EDU 230 SCHOOLS IN COMMUNITIES (4-0-4.0)
This course provides students with a basic understanding of the social, political and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools and communities. Prerequisite(s): ENG 100*, RDG 100 with a minimum grade of "C."

EEM 105 BASIC ELECTRICITY (1-3-2.0)
This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 INDUSTRIAL COMPUTER TECHNIQUES (2-0-2.0)
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 109 NCCER CORE CURRICULUM (3-0-3.0)
This is an introductory craft skills course that teaches basic safety, rigging, communication and employability skills. An introduction to hand tools, power tools, blueprints and craft skills math is included.

EEM 117 AC/DC CIRCUITS I (2-6-4.0)
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC CIRCUITS II (2-6-4.0)
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements. Prerequisite(s): EEM 117

EEM 121 ELECTRICAL MEASUREMENTS (3-0-3.0)
This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123 SCHEMATICs ANALYSIS (3-0-3.0)
This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits. Prerequisite(s): EEM 117

EEM 145 CONTROL CIRCUITS (3-0-3.0)
This course covers the principles and applications of component circuits and methods of motor control. Prerequisite(s): EEM 117

EEM 151 MOTOR CONTROLS I (2-6-4.0)
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. Co-requisite(s): EEM 117

EEM 152 MOTOR CONTROLS II (2-6-4.0)
This course is a continuation of the study of motor controls, including additional techniques and control devices. Prerequisite(s): EEM 151

EEM 162 INTRODUCTION TO PROCESS CONTROL (3-0-3.0)
This course is an introduction to control systems theory and process control characteristics.

EEM 201 ELECTRONIC DEVICES I (2-3-3.0)
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. Prerequisite(s): EEM 117

EEM 202 ELECTRONIC DEVICES II (2-3-3.0)
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. Prerequisite(s): EEM 201
Course Descriptions

EEM 211 AC MACHINES (2-3-3.0)
This course is a study of application, operation, and construction of AC machines.
Co-requisite(s): EEM 117

EEM 221 DC/AC DRIVES (2-3-3.0)
This course covers the principles of operation and application of DC drives and AC drives.
Prerequisite(s): EEM 117, 201, 211

EEM 231 DIGITAL CIRCUITS I (2-3-3.0)
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.
Prerequisite(s): EEM 117 or permission

EEM 240 BASIC MICROPROCESSORS (3-3-4.0)
This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.
Prerequisite(s): EEM 231

EEM 251 PROGRAMMABLE CONTROLLERS (3-0-3)
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: EEM 151

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS (2-3-3.0)
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.
Prerequisite(s): EEM 251

EEM 275 TECHNICAL TROUBLESHOOTING (3-0-3.0)
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite(s): EEM 201

EEM 276 APPLIED TROUBLESHOOTING (1-6-3.0)
This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.
Co-requisite(s): EEM 202

EET 111 DC CIRCUITS (3-3-4.0)
This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100*, MAT 102*, RDG 100*
Co-requisite(s): MAT 110

EET 112 AC CIRCUITS (3-3-4.0)
This course is a study of capacitive and inductive reactance and impedance in series, parallel, and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): EET 111
Co-requisite(s): MAT 110

EET 131 ACTIVE DEVICES (3-3-4.0)
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.
Prerequisite(s): EET 112

EET 141 ELECTRONIC CIRCUITS (3-3-4.0)
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prerequisite(s): EET 131
EET 145 DIGITAL CIRCUITS (3-3-4.0)
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): ENG 100*, MAT 102* or MAT 153*, RDG 100*
Co-requisite(s): MAT 110

EET 231 INDUSTRIAL ELECTRONICS (3-3-4.0)
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.
Prerequisite(s): EET 141

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3.0)
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.
Prerequisite(s): EET 112

EET 236 PLC SYSTEMS PROGRAMMING (2-3-3.0)
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.
Prerequisite(s): EET 235

EET 241 ELECTRONIC COMMUNICATIONS (3-3-4.0)
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basis FCC rules and regulations are also covered.
Prerequisite(s): EET 131

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4.0)
This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.
Prerequisite(s): EET 145

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1.0)
This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): EET 141

EET 274 SELECTED TOPICS IN ELECTRICAL/ELECTRONICS ENGINEERING TECH (3-0-3.0)
This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

EGR 104 ENGINEERING TECHNOLOGY FOUNDATIONS (3-0-3.0)
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Co-requisite(s): MAT 102

EGR 112 ENGINEERING PROGRAMMING (2-3-3.0)
This course covers interactive computing and the basic concepts of programming. Course elements include the solution of engineering problems using computer applications.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Co-requisite(s): MAT 102

EGR 175 MANUFACTURING PROCESSES (3-0-3.0)
This course includes the processes, alternatives, and operations in the manufacturing environment.
Prerequisite(s): or Co-requisite: MAT 110
EGR 269 ENGINEERING DISCIPLINES AND SKILLS (1-3-2.0)
This transfer course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.
Prerequisite(s): MAT 110

EGR 270 INTRODUCTION TO ENGINEERING (2-3-3.0)
(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spreadsheets, and word processing applications.
Prerequisite(s): EGR 269

EGT 102 - TECHNICAL DRAWING (2 – 0 – 2)
This course covers the application of drawing equipment and drawing techniques in the preparation of multi-view orthographic, pictorial, working and/or assembly drawings. Basic methods for dimensioning, tolerancing, sectioning and fit of mating parts as performed in industrial fabrication and assembly practices are included.
Prerequisites – MAT 032*, RDG 032*, ENG 032*

EGT 104 PRINT READING (3-0-3.0)
This course covers the interpretation of industrial drawings.

EGT 108 ADVANCED PRINT READING AND SKETCHING (2-0-2.0)
This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.
Prerequisite(s): EGT 104

EGT 110 ENGINEERING GRAPHICS I (1-9-4.0)
This course is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 123 INDUSTRIAL PRINT READING (1-3-2.0)
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 150 BASIC CAD (0-6-2.0)
This course covers the basics of computer aided drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 151 INTRODUCTION TO CAD (3-0-3.0)
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 152 FUNDAMENTALS OF CAD (3-0-3.0)
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool
Co-equisite(s): EGT 108

EGT 155 INTERMEDIATE CAD (1-3-2.0)
This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.
Prerequisite(s): EGT 150 or EGT 151

EGT 245 - PRINCIPLES OF PARAMETRIC CAD (3-0-3)
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite – EGR 151 or EGT 152
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<tr>
<td>EMS 231</td>
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<td>Successful completion of prior program requirements.</td>
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</tbody>
</table>
EMS 232 PARAMEDIC INTERNSHIP I (0-6-2.0)
This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 230 and EMS 231

EMS 240 ADVANCED EMERGENCY MEDICAL CARE II (2-9-5,0)
This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 221 and EMS 241

EMS 241 PARAMEDIC CLINICAL III (0-6-2.0)
This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 221 and EMS 240

EMS 270 NREMT REVIEW (2-6-4.0)
This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 119 and EMS 272

EMS 272 PARAMEDIC CAPSTONE (0-12-4.0)
This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): EMS 119 and EMS 270

ENG 031 DEVELOPMENTAL ENGLISH (3-0-3.0)
Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion.
Co-requisite(s): ENG 032

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3.0)
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 is emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.
Co-requisite(s): ENG 031 (unless prior credit awarded)

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3.0)
This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)
Prerequisite: ENG 032*

**ENG 101 ENGLISH COMPOSITION I (3-0-3.0)
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. A minimum grade of "C" is required for credit.
Prerequisite(s): RDG 100*; and ENG 100* or ENG 165* with grade of "C" or better.

**ENG 102 ENGLISH COMPOSITION II (3-0-3.0)
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite(s): ENG 101 with grade of "C" or better.
ENg 110 RHETORIC AND ADVANCED COMPOSITION (3-0-3.0)
This course includes complex readings, emphasizes critical reading and thinking, focuses on persuasion and argumentation, and expands upon students’ research and documentation skills.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENg 165 PROFESSIONAL COMMUNICATIONS (3-0-3.0)
This course develops practical written and oral professional communication skills. A minimum grade of “C” is required for credit.
Prerequisite(s): ENG 032*, RDG 032* with grade of "C" or better.

**ENg 201 AMERICAN LITERATURE I (3-0-3.0)
This course is a study of American literature from the colonial period to the civil war.
Prerequisite(s): ENG 102 with grade of "C" or better.

**ENg 202 AMERICAN LITERATURE II (3-0-3.0)
This course is a study of American literature from the civil war to the present.
Prerequisite(s): ENG 102 with grade of “C” or better.

**ENg 205 ENGLISH LITERATURE I (3-0-3.0)
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 with grade of “C” or better.

**ENg 206 ENGLISH LITERATURE II (3-0-3.0)
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 with grade of “C” or better.

**ENg 208 WORLD LITERATURE I (3-0-3.0)
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite(s): ENG 102 with grade of “C” or better.

**ENg 209 WORLD LITERATURE II (3-0-3.0)
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite(s): ENG 102 with grade of “C” or better.

ENG 228 STUDIES IN FILM GENRE (3-0-3.0)
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

ENG 235 SOUTHERN LITERATURE (3-0-3.0)
This course is a study of the south's intellectual and literary contributions to national and world literature.
Prerequisite(s): ENG 102 with grade of "C" or better.

**ENg 236 AFRICAN AMERICAN LITERATURE (3-0-3.0)
This course is a critical study of African American literature examined from historical, social and psychological perspectives.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 238 CREATIVE WRITING (3-0-3.0)
This course presents an introduction to creative writing in various genres.
Prerequisite(s): ENG 102 with grade of "C" or better.

**ENg 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3.0)
This course develops skills in research techniques and increases proficiency in written and oral technical communications.
Prerequisite(s): ENG 101 with grade of "C" or better.
ENg 265 ADVANCED PROFESSIONAL COMMUNICATIONS (3-0-3.0)
This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENg 299 SPECIAL TOPICS IN ENGLISH (3-0-3.0)
This course focuses on a specific purpose for, issue in, or type of English, such as South Carolina literature, writing for the Web, or a history of literary censorship in the US.
Prerequisite(s): ENG 101 with grade of "C" or better.

ESL 031 DEVELOPMENTAL ENGLISH BASICS FOR ESL (3-0-3.0)
Intended for non-native English speaking students, this course focuses on listening/speaking skills, writing skills, and English grammar. Instruction includes grammar usage, mechanics, sentence structure, and basic writing of short compositions. (This course is equivalent to ENG 031.)
Corequisite(s): ESL 032

ESL 032 DEVELOPMENTAL ENGLISH FOR ESL (3-0-3.0)
Intended for non-native speakers of English, this course intensively reviews grammar usage, mechanics, sentence structure, and the writing process. Instruction focuses on specific writing challenges of the ESL student. (This course is equivalent to ENG 032.)
Corequisite(s): ESL 031 (unless prior credit awarded)

ESL 100 READING IN ENGLISH AS A SECOND LANGUAGE (3-0-3.0)
This course covers the application of basic reading skills to improve critical comprehension, higher order thinking skills, and standard academic vocabulary for students who are taking English as a Second Language. (This course is equivalent to RDG 100.)
Prerequisite(s): RDG 032*

EVT 201 ENVIRONMENTAL SCIENCE (3-0-3.0)
This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. This is a non-lab science course that can be used as an elective for students enrolled in the associate in arts and associate in science programs or can be used to fulfill the general education science requirement in other degrees. If taken along with EVT 261 Special Topics in Environmental Science (0-3-1.0), students may transfer both courses as a four-credit lab science course.
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* with minimum grade of C

EVT 261 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE (0-3-1.0)
This course is designed to provide current topics to keep students abreast of the state-of-the art concepts and applications in the EVT field. Students may wish to take this course offered in a lab format along with

**FRE 101 ELEMENTARY FRENCH I (4-0-4.0)
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

**FRE 102 ELEMENTARY FRENCH II (4-0-4.0)
This course continues the development of basic language skills and includes a study of French culture.
Prerequisite(s): FRE 101 with grade of "C" or better.

**FRE 201 INTERMEDIATE FRENCH I (3-0-3.0)
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): FRE 102 with grade of "C" or better.

**FRE 202 INTERMEDIATE FRENCH II (3-0-3.0)
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): FRE 201 with grade of "C" or better.
**GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3.0)**
This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite(s): ENG 032*, RDG 032*

**GEO 102 WORLD GEOGRAPHY (3-0-3.0)**
This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social cultural, economic and political systems.
Prerequisite(s): ENG 032*, RDG 032*

**GER 101 ELEMENTARY GERMAN I (4-0-4.0)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.
Prerequisite(s): ENG 100*, RDG 032* with a minimum grade of "C."

**GER 102 ELEMENTARY GERMAN II (4-0-4.0)**
This college course continues the development of the four basic language skills and the study of German culture.
Prerequisite(s): GER 101 with grade of "C" or better.

GER 201 INTERMEDIATE GERMAN I (3-0-3.0)
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): GER 102 with grade of "C" or better.

GER 202 INTERMEDIATE GERMAN II (3-0-3.0)
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): GER 201 with grade of "C" or better.

**HIM 102 INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS (1-0-1.0)**
This course provides an introduction to classification systems including those such as ICD 9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing, and statistics and the beginning foundation of the study of disease and procedural coding.
Prerequisite(s): Admission into the Medical Coding and Reimbursement Specialist Program
Co-requisite(s): AHS 102 and AHS 104

**HIM 105 MEDICAL OFFICE COMMUNICATION AND PRACTICES (3-0-3.0)**
This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.
Prerequisite: AHS 102 and AOT 141
Co-requisite(s): AOT 164, MED 109

**HIM 115 MEDICAL RECORDS AND THE LAW (2-0-2.0)**
This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.
Prerequisite: BUS 121

**HIM 130 BILLING AND REIMBURSEMENT (3-0-3.0)**
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): AHS 102, AHS 104, HIM 102, AHS 121, HIM 216
Co-requisite(s): HIM 225

**HIM 135 MEDICAL PATHOLOGY (3-0-3.0)**
This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.
Prerequisite(s): AHS 102, AHS 104, AHS 121, HIM 130, HIM 216 and HIM 225
Co-requisite(s): HIM 150
HIM 140 – CURRENT PROCEDURAL TERMINOLOGY I (3-0-3.0)
This course provides a basic study of the CPT and HCPCS 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.
Prerequisite(s): AHS 102 and AOT 141 with a minimum grade of "C" or better.
Co-requisite(s): AOT 252

HIM 141 – CURRENT PROCEDURAL TERMINOLOGY II (3-0-3.0)
This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.
Prerequisite(s): HIM 140 with a minimum grade of "C" or better.

HIM 150 CODING PRACTICUM (3-0-3.0)
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prerequisite(s): AHS 102, AHS 104, AOT 180, HIM 102, HIM 216, HIM 130, HIM 225
Co-requisite(s): HIM 135 and HIM 250

HIM 216 CODING AND CLASSIFICATION I (3-0-3.0)
This course includes a study of disease and procedural coding and classification systems.
Prerequisite(s): AHS 102, AHS 104, HIM 102
Co-requisite(s): AHS 121

HIM 225 CODING AND CLASSIFICATION II (3-0-3.0)
This course includes a study of advanced coding and classification systems.
Prerequisite: AHS 102, AHS 104, AHS 121, HIM 102, HIM 216
Co-requisite(s): HIM 130

HIM 250 CODING AND CLASSIFICATION III (3-0-3.0)
This course is study of ICD-10 CM, ICD-10 PCS and the coding guidelines and procedures associated with the classification system.
Prerequisite: Completion of all prior program requirements.
Co-requisite(s): HIM 135 and HIM 150 with a "C" or higher.

**HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3.0)
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite(s): ENG 100*, RDG 100*

**HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3.0)
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 104 WORLD HISTORY (3-0-3.0)
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends which characterized the world in each era.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 105 WORLD HISTORY II (3-0-3.0)
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 109 INTRODUCTION TO LATIN AMERICAN CIVILIZATION (3-0-3.0)
This course is an analysis of the political, cultural, and economic forces which have shape the development of institutions and ideas of Spanish and Portuguese America
Prerequisite(s): ENG: 100*, RDG 100*
HIS 112 NONWESTERN CIVILIZATION (3-0-3.0)
This course is a survey of the major developments and characteristics of nonwestern civilization and cultures in Asia, Africa and the Americas.
Prerequisite(s): ENG 100*, RDG 100*

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3.0)
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.
Prerequisite(s): ENG 100*, RDG 100*

**HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3.0)
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

**HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3.0)
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

HOS 156 ALCOHOLIC BEVERAGE SERVICE AND THE LAW (1-0-1.0)
This course provides training intervention procedures to support the responsible service of alcohol. Emphasis is placed on the consequences and legal liabilities of failure to serve alcohol in a responsible manner. Prerequisite(s): None

HOS 255 FOOD SERVICE MANAGEMENT (3 – 0 – 3.0)
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures and public relations.
Prerequisite: HOS 104

HOS 264 FOOD AND BEVERAGE PAIRING (3-0-3.0)
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on sales, service and profitability.
Prerequisite(s): CUL 135 with a minimum grade of “C” or Permission of Program Director

HRT 101 INTRODUCTION TO HORTICULTURE (3-0-3.0)
This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.
Prerequisite(s): ENG 032*, RDG 032*

HRT 102 LANDSCAPE DESIGN (3-3-4.0)
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.
Prerequisite(s): HRT 105, MAT 032*

HRT 104 LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3.0)
This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisite(s): MAT 032* or permission

HRT 105 LANDSCAPE PLANT MATERIALS (3-3-4.0)
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.
Prerequisite(s): RDG 032*

HRT 108 ANNUALS AND PERENNIALS (2-0-2.0)
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.
HRT 110 PLANT FORM AND FUNCTION (3-3-4.0)
This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.
Prerequisite(s): ENG 032*, RDG 100*

HRT 113 PLANT MATERIALS (3-0-3.0)
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
Prerequisite(s): RDG 032* or permission

HRT 121 COMMERCIAL IRRIGATION (3-0-3.0)
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.
Prerequisite(s): MAT 032* or permission

HRT 125 SOILS (3-3-4.0)
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.
Prerequisite(s): MAT 032*, RDG 100*

HRT 132 NURSERY OPERATION (2-3-4.0)
This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management, principles and chemical safety are covered.

HRT 139 PLANT PROPAGATION (2-3-3.0)
This course is a study of the fundamental principles and techniques involved in plant propagation.
Prerequisite(s): RDG 032*

HRT 141 HORTICULTURE PEST CONTROL (3-3-4.0)
This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.
Prerequisite(s): MAT 032*, RDG 032*

HRT 144 PLANT PESTS (3-0-3.0)
This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.
Prerequisite(s): MAT 032* or permission

HRT 153 LANDSCAPE CONSTRUCTION (3-0-3.0)
This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete and brick landscape structures. The course includes landscape lighting, water gardening and planting.
Prerequisite(s): MAT 032* or permission

HRT 169 SUSTAINABILITY IN HORTICULTURE (3-0-3.0)
This course emphasizes basic issues affecting sustainability in horticulture environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students discuss new and current practices in sustainability, and will also identify sustainable pest control products. Emphasis given on preparing students for the South Carolina Environmental Landscape Certification.
Prerequisite(s): ENG 100 and RDG 100 or permission

HRT 200 HORTICULTURE BUSINESS MANAGEMENT (3-0-3.0)
This course is a study of business management practices in horticulture. Customer relations, budget constrictions, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.

HRT 202 HORTICULTURE CHEMICALS (2-0-2.0)
This course is a study of turf and landscape applications of herbicides, insecticides, growth regulations and fungicides. Emphasis is placed on mode of action, environmental impacts and the strategic and practical use of current and new chemicals in the various turf and landscape industries.
HRT 223 IRRIGATION (3-3-4.0)
This course includes the study and application of the design principles and materials used in horticultural irrigation.
Prerequisite(s): HRT 102

HRT 230 GREENHOUSE TECHNOLOGY (3-3-4.0)
This course is the study of commercial greenhouse production techniques and facility management.
Prerequisite(s): HRT 110, HRT 108, MAT 032*

HRT 235 ADVANCED PLANT MATERIAL & COMPUTER ASSISTED DESIGN (3-0-3.0)
This course examines methods for incorporating under-used plant materials in landscapes of the Southeastern U.S. Emphasis is placed on plants not commonly used in Southeastern landscapes. Students will analyze content to assist with the development of skills in digital landscape design.
Prerequisites: ENG 100 and RDG 100, HRT 105/113 and HRT 102/104 or by Permission

HRT 241 TURF MANAGEMENT (2-3-3.0)
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.
Prerequisite(s): MAT 032*, RDG 032* or permission

HRT 253 LANDSCAPE INSTALLATION (3-3-4.0)
This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.
Prerequisite(s): HRT 102

HRT 255 URBAN TREE CARE (3-3-3.0)
This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.
Prerequisite(s): HRT 105, HRT 110

HRT 256 LANDSCAPE MANAGEMENT (3-3-4.0)
This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.
Prerequisite(s): ENG 032*, HRT 105, HRT 125, HRT 141

HRT 270 SPECIAL TOPICS IN HORTICULTURE (3-0-3.0)
This course includes special topics in the area of horticulture.
Prerequisite(s): Permission

HRT 271 SCWE IN HORTICULTURE (0-40-8.0)
This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required.
Prerequisite(s): Permission

HRT 272 HORTICULTURE INTERNSHIP (0-20-4.0)
This course is a horticulture work experience at an approved site under the supervision of a horticulture faculty member and the employer.
Prerequisite(s): Must have completed one year horticulture and/or permission of the department chair.

HSS 101 INTRODUCTION TO HUMANITIES (3-0-3.0)
This course includes an introduction to themes, critical approaches, and major contributors to the humanities.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

HSS 111 MYTH AND FOLKLORE OF HISPANIC/LATINO CULTURES (3-0-3.0)
This course introduces myths and folklore, and their influence on arts and culture, of Spanish-speaking peoples.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.
HSS 205 TECHNOLOGY AND SOCIETY (3-0-3.0)
This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.
Prerequisite(s): ENG 032*, RDG 032*

HSS 299 SPECIAL TOPICS IN HUMANITIES (3-0-3.0)
This course provides an interdisciplinary focus on a theme in humanities (including art, architecture, film, literature, theatre, philosophy, religion, and music).
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

HUC 110 HEALTH UNIT PROCEDURES I (3-12-7.0)
This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): AHS 102
Co-requisite(s): AHS 170

HUC 120 HEALTH UNIT PROCEDURES II (2-18-8.0)
This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Completion of prior program requirements with a "C" or higher.

HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3.0)
This course covers an overview of the field of human services. Role responsibilities, problem, boundaries, and strategies of human service workers are included.
Prerequisite(s): ENG 100*, RDG 100*

HUS 212 SURVEY OF DISABILITIES AND DISORDERS (3-0-3.0)
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 213 DEVELOPMENTAL DISABILITIES PROGRAM PLANNING (3-0-3.0)
This course explores the range of services that people with disabilities and their families currently use and the laws that both establish and regulate those services.

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3.0)
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.
Prerequisite(s): ENG 032*, RDG 032*

IDS 104 CAREER EXPLORATION (1-0-1.0)
This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. (Note: This course is designed to plan and assess skills in math, writing, and reading in preparation for transition to teacher education programs. The simulated Praxis I test preparation test will enable students to identify and build skills for the ETS Praxis I test.)

IMT 102 INDUSTRIAL SAFETY (2-0-2.0)
This course covers safety awareness and practices found in industry. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32101.

IMT 103 PRECISION MEASURING (1-3-2.0)
This course covers the use of various precision measuring instruments commonly used in industry.

IMT 104 SCHEMatics (2-0-2.0)
This course covers the interpretation of mechanical, fluid, power, and/or electrical schematics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 15202 and 15203.
IMT 108 INTRODUCTION TO INDUSTRIAL TECHNOLOGY (1-3-2.0)
This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

IMT 110 INDUSTRIAL INSTRUMENTATION (2-3-3.0)
This course covers fundamentals of pressure, flow, level and temperature instrumentation.

IMT 112 HAND TOOL OPERATIONS (2-3-3.0)
This course covers the use of hand tools and their applications in industrial and service areas. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32512.

IMT 120 MECHANICAL INSTALLATIONS (3-6-5.0)
This course covers techniques of assembling, rigging and installation and/or maintenance of mechanical equipment. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 00106.

IMT 124 PUMPS (1-3-2.0)
This course covers packing, seals, couplings, and alignment of pumps. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32312 and 32505.

IMT 131 HYDRAULICS AND PNEUMATICS (3-3-4.0)
This course covers the basic technology and principles of hydraulics and pneumatics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32313, 32314, 32504 and 32506.

IMT 160 PREVENTIVE MAINTENANCE (1-6-3.0)
This course covers preventive maintenance techniques. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32501.

IMT 161 MECHANICAL POWER APPLICATIONS (2-6-4.0)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32212, 32306, 32308, 32309 and 32407.

IMT 163 PROBLEM SOLVING FOR MECHANICAL APPLICATIONS (3-0-3.0)
This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.
Prerequisite(s): IMT 131, 161

IMT 170 STATISTICAL PROCESS CONTROL (3-0-3.0)
This course is a study of the concepts and charts used in quality control. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

IMT 171 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I (0-3-1.0)
This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 172 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION II (0-3-1.0)
This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

IMT 173 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION III (0-3-1.0)
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.
IMT 174 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION IV (0-3-1.0)
This course is a study of maintenance awareness as one of four key manufacturing portable production
skills associated with MSSC certification. Topics include potential maintenance issues with basic production
systems, preventive maintenance, and routine repairs.

IST 166 NETWORK FUNDAMENTALS (3-0-3.0)
This course is a study of local area networking concepts through discussions on connectivity,
communications and other networking fundamentals. The course is designed to prepare the student to be
successful in completing industry network fundamental certification exams.
Prerequisite(s): ENG 032, RDG 032, MAT 032

IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3.0)
This course is a study of current and emerging computer networking technology. Topics covered include
safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models,
cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network
standards.
Prerequisite(s): ENG 100*, IST 166, CPT 285, CPT 175 with a minimum grade of "C" or permission from
department chair.

IST 202 CISCO ROUTER FUNDAMENTALS (3-0-3.0)
This course is a study of LANs, WANs, OSI models, ethernet, token ring, fiber distributed data interface TCP/
IP addressing protocol, dynamic routing, routing and the network administrator’s role and function. Basic
switching concepts using Cisco switches including switching technologies such as VLANs, VLAN Trunking
Protocol (VTP), Rapid Spanning Tree Protocol (RSTP) are also covered.
Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3.0)
This course is a study of configuring Cisco routers.
Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 CISCO TROUBLESHOOTING (3-0-3.0)
This course is a study of troubleshooting network problems.
Prerequisite(s): IST 203 with a minimum grade of "C."

IST 222 INTRODUCTION TO WEB PAGE PRODUCTION (3-0-3.0)
This course is designed to develop skills in using common office and web development software to produce
webpage content.
Prerequisite(s): CPT 101 with a minimum grade of "C."

IST 238 ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3.0)
This course is a study of an advanced (fourth generation) web authoring tool (such as Dreamweaver) to
develop increased efficiency and sophistication in website design and web project management.
Co-requisite(s) or Prerequisite(s): IST 222 with a minimum grade of "C."

IST 257 LAN NETWORK SERVER TECHNOLOGIES (3–0-3.0)
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 176, CPT 285 and IST 220 with a grade of "C" or better.

IST 261 ADVANCED NETWORK ADMINISTRATION (3-0-3.0)
This course is an advanced study of the networking operating system. Topics include installation upgrades,
IP services, internet infrastructure, advanced server management and security, NDS management, and
server optimization.
Prerequisite(s): IST 204 with a minimum grade of "C."

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3.0)
This course covers special topics in information sciences technologies.
Prerequisite(s): IST 204 with a minimum grade of "C."
IST 293 IT AND DATA ASSURANCE I (3-0-3.0)
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.
Prerequisite(s): CPT 101 and IST 220 with a minimum grade of "C."

ITP 101 INTRODUCTION TO INTERPRETING (3-0-3.0)
This course introduces the profession of interpreting, the role and function of an interpreter, the national Registry of Interpreters for the Deaf Code of Ethics and professionalism. This course also introduces the basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification process.
Prerequisite(s): ENG 100

ITP 104 INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3.0)
The course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and post-secondary.
Prerequisite(s): ITP 101

ITP 110 DISCOURSE ANALYSIS (3-0-3.0)
This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 112 TRANSLATION (3-0-3.0)
This course is an introduction to the study of meaning-based translation between ASL and English texts. Provides an extensive discussion of problems encountered in the translation process between the two languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 201 DEAF HISTORY AND CULTURE (3-0-3.0)
This course studies the history and culture of Deaf people-exploring language, education, and community and attitudinal changes toward Deaf people as a minority.
Prerequisite(s): ENG 032*, RDG 032*

ITP 204 ENGLISH TO ASL INTERPRETING I (3-0-3.0)
This course introduces the concept of interpreting. It establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.
Prerequisite(s): ITP 110 or approval of the Interpreter Training Program Director.

ITP 205 ENGLISH TO ASL INTERPRETING II (3-0-3.0)
This course provides advanced studies in interpreting between spoken English and American Sign Language. It focuses on enhancing processing skills. Students will use consecutive and simultaneous forms of interpreting.
Prerequisite: ITP 204

ITP 206 ASL TO ENGLISH INTERPRETING I (3-0-3.0)
This course teaches the student to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice and intonation.
Prerequisite(s): SPC 205, ITP 110 or approval of the Interpreter Training Program Director.

ITP 207 ASL TO ENGLISH INTERPRETING II (3-0-3.0)
This course offers advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice and intonation while focusing on accurate interpretation of source language intent.
Prerequisite(s): ITP 206
ITP 212 INTERPRETING IN SPECIAL SETTINGS (3-0-3.0)
This course will cover basic theories for community interpreting in specialized settings and adapt the techniques used to individual consumer needs.
Prerequisite(s): ITP 110

ITP 214 BUSINESS PRACTICES FOR INTERPRETING (3-0-3.0)
This course will explore various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax advantages and planning, protecting oneself physically, current practices of interpreting services, and how they impact the independent contractor.
Prerequisite(s): ITP 110

ITP 240 INTERPRETING INTERNSHIP (1-6-3.0)
This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.
Prerequisite(s): This course is taken during the student’s last semester with the approval of the Interpreter Training Program Director.

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3.0)
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are stressed.
Co-requisite(s): MAT 032

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3.0)
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.
Co-requisite(s): MAT 031 (unless prior credit awarded)

MAT 101 BEGINNING ALGEBRA (3-0-3.0)
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. (MAT 101 equates to MAT 152.)
Prerequisite(s): MAT 032*, RDG 032*

MAT 102 INTERMEDIATE ALGEBRA (3-0-3.0)
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. (MAT 102 equates to MAT 153.)
Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

**MAT 110 COLLEGE ALGEBRA (3-0-3.0)
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

**MAT 111 COLLEGE TRIGONOMETRY (3-0-3.0)
This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre’s theorem; vectors; conic sections; and parametric equations.
Prerequisite(s): MAT 110* with a minimum grade of "C."

**MAT 120 PROBABILITY AND STATISTICS (3-0-3.0)
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.
Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."
**MAT 130  ELEMENTARY CALCULUS (3-0-3.0)**
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. [Designed for non-science majors.] Credit not awarded in major courses for both MAT 130 and 140.
Prerequisite(s): MAT 110* with a minimum grade of "C."

**MAT 132  DISCRETE MATH (3-0-3.0)**
This course includes the following topics: mathematical logic and proofs, set operations; relations and digraphs; functions; recurrence relations; and combinatorics.
Prerequisite(s): MAT 110 with a minimum grade of "C."

**MAT 140  ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4.0)**
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. [Designed for science, math and engineering majors.] Credit not awarded in major courses for both MAT 130 and 140.
Prerequisite(s): MAT 111* with a minimum grade of "C."

**MAT 141  ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4.0)**
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.
Prerequisite(s): MAT 140 with a minimum grade of "C."

**MAT 152  ELEMENTARY ALGEBRA (5-0-5.0)**
This course includes the following topics: operations with signed numbers and algebraic expressions; solving linear equations; factoring; and an introduction to graphing. (MAT 152 equates to MAT 101.)
Prerequisite(s): MAT 032*, RDG 032*

**MAT 153  ELEMENTARY ALGEBRA II (5-0-5.0)**
This course includes the following topics and properties of numbers, fundamental operations with algebraic expressions; polynomials, systems of equations; ratio and proportion; factoring; functions, graphs; solutions of linear inequalities; and linear and quadratic equations. (MAT 153 equates to MAT 102.)
Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

**MAT 155  CONTEMPORARY MATHEMATICS (3-0-3.0)**
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*, RDG 032*

**MAT 160  MATH FOR BUSINESS AND FINANCE (3-0-3.0)**
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.
Prerequisite(s): MAT 032*, RDG 032*

**MAT 168  GEOMETRY AND TRIGONOMETRY (3-0-3.0)**
This course includes the following topics: points, lines, angles and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.
Prerequisite(s): MAT 101* or MAT 152* with a minimum grade of "C."

**MAT 211  MATH FOR ELEMENTARY EDUCATION I (3-0-3.0)**
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

**MAT 212  MATH FOR ELEMENTARY EDUCATION II (3-0-3.0)**
This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."
MAT 215 GEOMETRY (3-0-3.0)
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 220 ADVANCED STATISTICS (3-0-3.0)
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.
Prerequisite: MAT 120 with a minimum grade of "C."

**MAT 240 ANALYTIC GEOMETRY AND CALCULUS III (4-0-4.0)
This course includes the following topics: multivariable calculus including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; Stokes' and Green's theorems.
Prerequisite: MAT 141 with a minimum grade of "C."

**MAT 242 DIFFERENTIAL EQUATIONS (4-0-4.0)
This course includes the following topics: solutions of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods
Prerequisite: MAT 141 with a minimum grade of "C."

MED 102 INTRODUCTION TO THE MEDICAL ASSISTING PROFESSION 11 (2-0-2.0)
Introduction to the profession of Medical Assisting, the legal and ethical concepts related to Medical Assisting, and medical terminology used in the medical office.
Prerequisite(s): Admission into the Medical Assisting Program.

MED 105: MEDICAL OFFICE SKILLS I (3-6-5.0)
This course provides a study of receptionist duties, records maintenance, insurance form procession, and office machine use.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): AHS 170, MED 102, MED 113, AND MED 118

MED 109 MEDICAL BUSINESS RECORDS (3-0-3.0)
This course provides a study of record keeping procedures utilized in physician's offices and other clinical facilities. Prerequisite(s): AHS 102 and AOT 141
Co-Prerequisite(s): AOT 164 and HIM 105

MED 113 BASIC LABORATORY TECHNIQUES (2-3-3.0)
This course provides a study of laboratory techniques for related laboratory procedures routinely performed in medical offices.
Prerequisites(s): Admission into the Medical Assisting Program.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prerequisite(s): Successful completion of prior program requirements.

MED 116 MEDICAL OFFICE LAB PROCEDURES II (3-3-4.0)
This course provides a continued study of laboratory techniques for related laboratory procedures routinely performed in medical offices.
Prerequisites(s): Successful completion of prior program requirements.

MED 118 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3-3-4.0)
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.
Prerequisite(s): Successful completion of prior program requirements.
MED 120 MEDICAL ASSISTANT EMERGENCY PREPAREDNESS (1-3-2.0)
This course provides instruction on critical elements of emergency preparedness in the medical office as well as community response in a bioemergency or natural disaster. 
Prerequisite(s): Successful completion of prior program requirements.

MED 134: MEDICAL ASSISTING FINANCIAL MANAGEMENT (1-3-2.0)
This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment. 
Prerequisite(s): Successful completion of prior program requirements. 
Co-requisite(s): MED 114, MED 116

MED 158 CLINICAL OFFICE EXPERIENCE (2-18-8.0)
This course provides practical experience in a physician’s office or other selected medical facilities. 
Prerequisite(s): Successful completion of prior program requirements.

MET 224 HYDRAULICS AND PNEUMATICS (2-3-3.0)
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed. 
Prerequisite(s): MED 114

MET 227 INSTRUMENTATION PRINCIPLES (2-0-2.0)
This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment. 
Prerequisite(s): MET 110

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3.0)
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization. 
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MGT 110 OFFICE MANAGEMENT (3-0-3.0)
This course is a study of various approaches to office organization and management, personnel selection and training and ergonomics in the modern office. Additional topics will include leadership, decision making and motivation skills as well as work force diversification issues. 
Prerequisite(s): AOT 134 
Co-requisite(s) or Prerequisite(s): CPT 101 with a minimum grade of "C."

MGT 150 – FUNDAMENTALS OF SUPERVISION (3-0-3.0)
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. 
Prerequisite(s): ENG 032*, MAT 032*, RDG 032* with a minimum grade of "C."

MGT 201 HUMAN RESOURCE MANAGEMENT (3-0-3.0)
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Labor union relations will also be covered. 
Prerequisite(s): MAT 032*, MGT 101 with a minimum grade of "C."

MGT 210 EMPLOYEE SELECTION AND RETENTION (3-0-3.0)
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. 
Prerequisite(s): MGT 201

MGT 230 MANAGING INFORMATION RESOURCES (3-0-3.0)
This course is a study of the development, use and management of information resources and systems in business and industry. Prerequisite(s): CPT101
MGT 255 ORGANIZATIONAL BEHAVIOR (3-0-3.0)
This course is the study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction. Areas to be included are effective communication in leadership and decision-making, organizational culture, management's role in motivating employees, and the need for change.
Prerequisites: MGT 101

MGT 290 – SCWE IN MANAGEMENT (3-0-3.0)
This course is an application of management skills at an approved site.
Prerequisite: Approval of the instructor

MKT 101 MARKETING (3-0-3.0)
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Other topics will include consumer psychology, research and information systems, advertising and legislative considerations.
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 110 RETAILING (3-0-3.0)
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Demographics as it relates to retailing is also discussed.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C"

MKT 120 SALES PRINCIPLES (3-0-3.0)
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C."

MKT 123 EVENT PLANNING AND PROMOTION (3-0-3.0)
This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.
Prerequisites: ENG 032*, MAT 032*, RDG 032* with a minimum grade of "C."

MKT 221 SALES STRATEGIES (3-0-3.0)
This course is a study of the organization and function of sales management with emphasis on sales forecasting and the hiring and training of sales personnel.
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 240 ADVERTISING (3-0-3.0)
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.
Prerequisites: ENG 032*, MAT 032*, RDG 032* with a minimum grade of "C."

MKT 260 MARKETING MANAGEMENT (3-0-3.0)
This course is a study of the marketing system from the decision-maker’s view, including how marketing strategies are planned and utilized in the market place.
Prerequisite(s): MGT 101, MKT 101 with a minimum grade of "C."

MLT 102 FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY (2-3-3.0)
This course introduces basic concepts and procedures in medical laboratory technology.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 105 MEDICAL MICROBIOLOGY (3-3-4.0)
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 110 HEMATOLOGY (3-3-4.0)
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red cell counts, and identification of blood cells.
Prerequisite(s): Successful completion of prior program requirements.
MLT 115 IMMUNOLOGY (2-3-3.0)
This course provides a study of the immune system, disease states and the basic principles of immunological testing.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 120 IMMUNOHEMATOLOGY (3-3-4.0)
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN.
Prerequisite(s): Successful completion of prior program requirements.

MLT 130 CLINICAL CHEMISTRY (3-3-4.0)
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prerequisite(s): Successful completion of prior program requirements.

MLT 205 ADVANCED MICROBIOLOGY (3-3-4.0)
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 210 ADVANCED HEMATOLOGY (3-3-4.0)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): Successful completion of prior program requirements.

MLT 219 CLINICAL INSTRUMENTATION (2-3-3.0)
This course focuses on advanced theory, principles, and instrument techniques used in clinical chemistry.
Prerequisite(s): Successful completion of prior program requirements.

MLT 241 MEDICAL LAB TRANSITION (3-0-3.0)
This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

MLT 251 CLINICAL EXPERIENCE I (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 252 CLINICAL EXPERIENCE II (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 270 CLINICAL APPLICATIONS (3-27-12.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MMT 101 INTRODUCTION TO MATERIALS MANAGEMENT (3-0-3.0)
This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable.
Prerequisite(s): ENG 032*, RDG 032*

MTH 120 INTRODUCTION TO MASSAGE (3-3-4.0)
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.
Prerequisite(s): Admission into the Therapeutic Massage Program.

MTH 121 PRINCIPLES OF MASSAGE I (3-3-4.0)
An in-depth study of Swedish massage techniques and application to complete body massage.
Prerequisite(s): Admission into the Therapeutic Massage Program.
MTH 122 PRINCIPLES OF MASSAGE II (3-3-4.0)
Introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.
Prerequisite(s): Successful completion of prior program requirements.

MTH 123 MASSAGE CLINICAL I (1-6-3.0)
Students actively participate in a clinical massage setting experiencing all aspects of delivering therapeutic massage.
Prerequisite(s): Successful completion of prior program requirements.

MTH 124 MASSAGE BUSINESS APPLICATION (3-0-3.0)
Addresses the basic skills necessary including writing resumes, marketing, bookkeeping, taxes and record keeping.
Prerequisite(s): Successful completion of prior program requirements.

MTH 125 MASSAGE EXTERNSHIP (1-9-4.0)
Students are placed in local professional therapeutic massage settings to apply advanced massage therapy skills and observe facility business operations under the close supervision of licensed massage therapists.
Prerequisite(s): Successful completion of prior program requirements.

MTH 126 PATHOLOGY FOR MASSAGE THERAPY (2-0-2.0)
This course covers basic pathology for the massage therapy student. This course includes signs and symptoms of diseases with emphasis on recognition and identification as prescribed in massage therapy.
Prerequisite(s): Successful completion of prior program requirements.

MTH 136 KINESIOLOGY FOR MASSAGE THERAPY (2-0-2.0)
This course is a study of body movement and the body’s muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis is placed on the affects of massage therapy on the way the body reacts during various activities.

MTT 101 INTRODUCTION TO MACHINE TOOL (0-6-2.0) Elective
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 111 MACHINE TOOL THEORY AND PRACTICE I (2-9-5.0)
This course is an introduction to the basic operation of machine shop equipment.
Co-requisite(s): EGT 104

MTT 112 MACHINE TOOL THEORY AND PRACTICE II (2-9-5.0)
This course is a combination of the basic theory and operation of machine shop equipment.
Co-requisite(s): EGT 108
Prerequisite(s): MTT 111

MTT 113 MACHINE TOOL THEORY AND PRACTICE III (2-9-5.0)
This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.
Prerequisite(s): MTT 112

MTT 143 PRECISION MEASUREMENTS (2-0-2.0) ELECTIVE
This course is a study of precision measuring instruments.

MTT 241 JIGS AND FIXTURES I - ELECTIVE (2-0-2.0)
This course includes the theory necessary to design working prints of simple jigs and fixtures.
Prerequisite(s): EGT 108, MTT 113

MTT 243 ADVANCED DIMENSIONAL METROLOGY FOR MACHINISTS (3-0-3.0) ELECTIVE
This course is a 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/tolerancing, sine bars/plates for compound angles and more.
MTT 249 INTRODUCTION TO CAM (3-0-3.0)
This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.
Prerequisite(s): EGT 152, MAT 168*, MTT 113, MTT 253

MTT 250 PRINCIPLES OF CNC (3-0-3.0)
This course is an introduction to the coding used in CNC programming.
Prerequisite(s): EGT 152, MAT 168*

MTT 253 CNC PROGRAMMING AND OPERATIONS (0-9-3.0)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.
Prerequisite(s): MTT 250 with a minimum grade of "C."

MTT 254 CNC PROGRAMMING I (0-9-3.0)
This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): MTT 253 with a minimum grade of "C."

MTT 255 CNC PROGRAMMING II (2-3-3)
This course includes CNC programming with simulated production conditions.
Prerequisite: MTT 254

MTT 256 CNC PROGRAMMING III (2-3-3)
This course includes advanced programming methods using multi-axis machining centers.
Prerequisite: MTT 254

MTT 258 MACHINE TOOL CAM (3-0-3)
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.
Prerequisite: MTT 249

MTT 270 OPERATIONS AND PROGRAMMING OF COORDINATE MEASURING MACHINES (3-0-3.0)
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). Prerequisite(s): EGT 108, EGT 152, MAT 101*, MTT 112

MTT 275 INTRODUCTION TO NIMS CREDENTIALING (1-9-4.0)
This capstone course will acquaint students with the National Institute for Metalworking Skills (NIMS) credentialing process and will prepare students for the national credentialing examinations.
Prerequisite(s): EGT 152, MAT 168*, MTT 113

MTT 285 NIMS LEVEL I CAPSTONE (1-9-4.0)
This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS. Prerequisite(s): MTT 275

MTT 290 SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3.0) Elective
This course is a study of current topics related to machine tool technology.

**MUS 105 MUSIC APPRECIATION (3-0-3.0)
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

NUR 106 PHARMACOLOGIC BASICS IN NURSING PRACTICE (1-3-2.0)
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.
NUR 120  BASIC NURSING CONCEPTS  (3-12-7.0)
This course introduces the application of the nursing process in the care of persons throughout
the life span who are experiencing selected common health problems.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 138  BASIC HEALTH ASSESSMENT IN NURSING  (1-3-2.0)
This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic
health assessment for adult clients.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 148  OBSTETRIC, NEONATAL, AND WOMEN'S HEALTH NURSING  (3-6-5.0)
This course focuses on the nursing care of low-risk and high-risk obstetric clients, low-risk neonates and
women throughout their life spans.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 165  NURSING CONCEPTS AND CLINICAL PRACTICE I  (3-9-6.0)
This course covers 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): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 212  NURSING CARE OF CHILDREN  (2-6-4.0)
This course facilitates the application of the nursing process to assist in meeting the needs of children with
acute and chronic health problems. Focus is on growth and development and anticipatory guidance.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 214  MENTAL HEALTH NURSING  (2-6-4.0)
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with
common mental health problems. Focus is on the dynamics of human behavior ranging from normal to
extreme.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 224  ADVANCED ALTERATIONS IN HEALTH  (0-3-1.0)
This course focuses on development of theoretical knowledge related to client-centered and family-
centered nursing for selected clients with multi-system acute and chronic health problems across the
lifespan. Emphasis is placed on the role of the nurse in clinical decision making.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 265  NURSING CONCEPTS AND CLINICAL PRACTICE II  (3-9-6.0)
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): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 270  PRINCIPLES OF MANAGEMENT AND LEADERSHIP  (0-3-1.0)
The course focuses on concepts and competencies related to role development, leadership, and
management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.

NUR 271  MANAGEMENT AND LEADERSHIP PRACTICUM  (0-6-2.0)
This course provides lab and clinical practice related to role development, leadership and management
skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program
requirements.
**PHI 101 INTRODUCTION TO PHILOSOPHY (2-3-3.0)**
This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics-and the contemporary questions related to these fields.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

**PHI 110 ETHICS (3-0-3.0)**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

**PHM 101 INTRODUCTION TO PHARMACY (2-3-3.0)**
This course provides a study of and introduction to pharmacy and the role in providing patient cares services.
Prerequisite(s): Admission into the Pharmacy Technician Program.

**PHM 110 PHARMACY PRACTICE (2-6-4.0)**
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.
Prerequisite(s): Admission into the Pharmacy Technician Program.

**PHM 111 APPLIED PHARMACY PRACTICE LABORATORY (1-3-2.0)**
This course is the study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs.
Prerequisite(s): Successful completion of prior program requirements.
Co-requisite(s): PHM 101, PHM 110, PHM 112, PHM 114

**PHM 112 PHARMACY MATH (2-0-2.0)**
This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.
Prerequisite(s): Admission into the Pharmacy Technician Program.

**PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)**
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prerequisite(s): Successful completion of prior program requirements.

**PHM 114 THERAPEUTIC AGENTS I (3-0-3.0)**
This course provides an introductory study of therapeutic drug categories.
Prerequisite(s): Admission into program.

**PHM 124 THERAPEUTIC AGENTS II (3-0-3.0)**
This course includes a study of therapeutic drug categories.
Prerequisite(s): Successful completion of prior program requirements.

**PHM 164 PHARMACY TECHNICIAN PRACTICUM II (1-9-4)**
This course provides practical application of pharmacy skills in pharmacy environments.
Prerequisite(s): Successful completion of prior program requirements.

**PHM 173 PHARMACY TECHNICIAN PRACTICUM III (1-6-3.0)**
This course includes practical experience in a working pharmacy environment.
Prerequisite(s): Successful completion of prior program requirements.

**PHM 201 PHARMACY MANAGEMENT (2-0-2.0)**
The course will provide a study of managing personnel, materials and work flow in a pharmacy.
Prerequisite: MGT 201
PHS 101 PHYSICAL SCIENCE I (3-3-4.0)
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. This course will focus on the following topics: matter, motion, energy, work, power, and introduction to chemistry. The following topics will be covered to a lesser degree: machines, electricity, fluid mechanics, heat transfer, thermal expansion, heat and phase change, thermodynamics, and the generation and application of various energy sources. Prerequisite(s): MAT 102* or MAT 153 with a minimum grade of "C."

PHS 102 PHYSICAL SCIENCE II (3-3-4.0)
This is a continuation of the introduction to physical science with an emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. This course will involve in-depth coverage of the following topics: machines, materials, electricity, chemistry, temperature, fluid mechanics, heat transfer, thermal expansion, heat and phase change, and thermodynamics. The generation and application of the following energy sources will be examined: geothermal, solar, wind, fission, and fusion. There will also be a brief consideration of our solar system, formation and classification of stars, and the universe in general. Prerequisite(s): PHS 101 with a minimum grade of "C."
Co-requisite(s): MAT 110

**PHY 201 PHYSICS I (3-3-4.0)
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite(s): MAT 111 with a minimum grade of "C."

**PHY 202 PHYSICS II (3-3-4.0)
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite(s): PHY 201 with a minimum grade of "C."

**PHY 221 UNIVERSITY PHYSICS I (3-3-4.0)
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. Prerequisite(s): MAT 140 with a minimum grade of "C."

**PHY 222 UNIVERSITY PHYSICS II (3-3-4.0)
This college transfer course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. Prerequisite(s): PHY 221 with a minimum grade of "C."

PSC 102 Special Topics in Political Science (2-0-2.0)
This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics. Prerequisites: ENG 101 and approval of instructor

**PSC 201 AMERICAN GOVERNMENT (3-0-3.0)
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate. Prerequisite(s): ENG 032*, RDG 032*

**PSC 215 STATE AND LOCAL GOVERNMENT (3-0-3.0)
This course is a study of state, country, and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisite(s): ENG 100*, RDG 100*

PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS (3-0-3.0)
This course introduces the major forces and factors influencing world affairs with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living. Prerequisite(s): ENG 100*, RDG 100*
PSY 103  HUMAN RELATIONS (3-0-3.0)
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. The course is a study of the technical and the administrative systems including organization design, technology, job redesign and enrichment, leadership and appraising performance. Other topics deal with work problems and behavioral effectiveness, including communicating, managing change and using organizational development interventions. Classes stimulate students to think practically and to resolve human relations problems.
Prerequisite(s): ENG 032*, RDG 032*

PSY 115  INDUSTRIAL PSYCHOLOGY (3-0-3.0)
This course is the study of the application of the methods, facts and principles of the science of human behavior to people in the work place.
Prerequisite(s): ENG 032*, RDG 032*

**PSY 201  GENERAL PSYCHOLOGY (3-0-3.0)
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology.
Prerequisite(s): ENG 100*, MAT 032*, RDG 032*

**PSY 203  HUMAN GROWTH AND DEVELOPMENT (3-0-3.0)
This course is a study of the physical, cognitive and social factors affecting human growth, development, and potential.
Prerequisite(s): PSY 201

**PSY 212  ABNORMAL PSYCHOLOGY (3-0-3.0)
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Prerequisite(s): PSY 201

PSY 214  PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3.0)
This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.
Prerequisite(s): PSY 201

RAD 102 PATIENT CARE PROCEDURES (2-0-2.0)
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 105  RADIographic ANATOMy (4-0-4.0)
This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
Prerequisite(s): Admission into the Radiologic Technology Program.
Co-requisite(s): RAD 130

RAD 110  RADIographic IMAGING I (2-3-3.0)
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisite(s): Admission into the Radiologic Technology Program

RAD 115  RADIographic IMAGING II (2-3-3.0)
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 121  RADIographic PHYSICS (3-3-4.0)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.
RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3.0)
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.
Prerequisite(s): Admission into the Radiologic Technology Program
Co-requisite(s): RAD 105

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3.0)
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 153 APPLIED RADIOGRAPHY I (0-9-3.0)
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 176 APPLIED RADIOGRAPHY III (0-18-6.0)
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 201 RADIATION BIOLOGY (1-3-2.0)
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2.0)
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 225 SELECTED RADIOGRAPHIC TOPICS (1-3-2.0)
This course is a study of selected areas related to radiography.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3.0)
This course is a study of special radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 256 ADVANCED RADIOGRAPHY I (0-18-6.0)
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 268 ADVANCED RADIOGRAPHY II (0-24-8.0)
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 278 ADVANCED RADIOGRAPHY III (0-24-8.0)
This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 282 IMAGING PRACTICUM (2-0-2.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 283 IMAGING PRACTICUM (1-6-3.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.
RDG 032  DEVELOPMENTAL READING  (3-0-3.0)
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.

RDG 100  CRITICAL READING  (3-0-3.0)
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. A grade of "C" is required in order to receive credit in this course. (Non-Degree) Prerequisite(s): RDG 032*

REL 101  INTRODUCTION TO RELIGION  (3-0-3.0)
This course provides a study of religion and the nature of religious belief and practice. Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 104  EARLY CHRISTIAN HISTORY AND LITERATURE  (3-0-3.0)
This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced. Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 105  EARLY JEWISH HISTORY AND LITERATURE  (3-0-3.0)
This course provides a study of the Tanakh, The Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created. Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 201  RELIGIONS OF THE WORLD  (3-0-3.0)
This course surveys the major religious traditions of the world. Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

RES 111  PATHOPHYSIOLOGY  (1-3-2.0)
This course is a study of the general principles and analyses of normal and diseased states. Prerequisite(s): Successful completion of prior program requirements.

RES 121  RESPIRATORY SKILLS I  (3-3-4.0)
This course includes a study of basic respiratory therapy procedures and their administration. Prerequisite(s): Admission into the Respiratory Care Program.

RES 123  CARDIOPULMONARY PHYSIOLOGY  (3-0-3.0)
This course covers cardiopulmonary physiology and related systems. Prerequisite(s): Successful completion of prior program requirements.

RES 131  RESPIRATORY SKILLS II  (3-3-4.0)
This course is a study of selected respiratory care procedures and applications. Prerequisite(s): Successful completion of prior program requirements.

RES 141  RESPIRATORY SKILLS III  (2-3-3.0)
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite(s): Successful completion of prior program requirements.

RES 151  CLINICAL APPLICATIONS I  (0-15-5.0)
This course covers the fundamental respiratory care procedures in the hospital setting. Prerequisite(s): Successful completion of prior program requirements.

RES 152  CLINICAL APPLICATIONS II  (0-9-3.0)
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite(s): Successful completion of prior program requirements.

RES 204  NEONATAL/PEDIATRIC CARE  (3-0-3.0)
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient. Prerequisite(s): Successful completion of prior program requirements.
RES 232 RESPIRATORY THERAPEUTICS (1-3-2.0)
This course is a study of specialty areas in respiratory care, including rehabilitation.
Prerequisite(s): Successful completion of prior program requirements.

RES 241 RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of respiratory care.
Prerequisite(s): Successful completion of prior program requirements.

RES 242 ADVANCED RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of advanced respiratory care.
Prerequisite(s): Successful completion of prior program requirements.

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4.0)
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prerequisite(s): Successful completion of prior program requirements.

RES 245 ADVANCED RESPIRATORY SKILLS II (1-3-2.0)
This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.
Prerequisite(s): Successful completion of prior program requirements.

RES 246 RESPIRATORY PHARMACOLOGY (1-3-2.0)
This course includes a study of pharmacologic agents used in cardiopulmonary care.
Prerequisite(s): Successful completion of prior program requirements.

RES 247 ADVANCED RESPIRATORY PHARMACOLOGY (2-0-2.0)
This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prerequisite(s): Successful completion of prior program requirements.

RES 255 CLINICAL PRACTICE (0-15-5.0)
This course includes clinical training with emphasis on intensive care.
Prerequisite(s): Successful completion of prior program requirements.

RES 275 ADVANCED CLINICAL PRACTICE (0-15-5.0)
This course includes clinical practice in advanced are procedures.
Prerequisite(s): Successful completion of prior program requirements.

RES 277 ADVANCED CLINICAL PRACTICE II (0-15-5.0)
This course is the study of the clinical practice of advanced patient care procedures.
Prerequisite(s): Successful completion of prior program requirements.

RPT 101 INTRODUCTION TO RADIATION PROTECTION (1-0-1.0)
This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry.
Prerequisite(s): None

RPT 201 POWER PLANT FUNDAMENTALS (4-0-4.0)
This course provides an introduction to the fundamental operation of a nuclear power plant and addresses administrative guidelines that govern plant operations.
Prerequisite(s): RPT 101, CHM 105 or CHM 111, CPT 174, ENG 260, SPC 209, PHS 102 or PHY 202 OR PHY 222, PHY 202 OR PHY 222 with a minimum grade of "C" in all classes

RPT 202 FUNDAMENTAL PLANT SYSTEMS (1-0-1.0)
This course is the study of the purpose and function of the primary and secondary systems and components in nuclear power plants.
Prerequisite(s): RPT 201 with a minimum grade of "B."
Course Descriptions

RPT 203  GENERAL EMPLOYEE TRAINING (3-0-3.0)
This course includes basic requirements in nuclear, industrial, and radiological safety needed for gaining escorted access to a nuclear facility.
Prerequisite(s): RPT 202 with a minimum grade of "B".

RPT 204  HUMAN RESOURCES AND ERROR REDUCTION (1-0-1.0)
This course provides an orientation of employer specific programs and processes and an overview of the skills necessary for preventing human error in the nuclear environment.
Prerequisite(s): None

RPT 205  RADIATION DETECTION AND STANDARDS (2-0-2.0)
This course is the study of the instrumentation and principles used to detect radiation, the source of radiation in the plant, and the applicability of designated standards and guidelines to the job of the radiation protection technician.
Prerequisite(s): RPT 203 with a minimum grade of "B".

RPT 206  RADIATION MONITORING AND EXPOSURE CONTROL (4-0-4.0)
This course is the study of equipment used to monitor personal exposure to ionizing radiation and methods used to minimize the amount of exposure received during the operation and maintenance of the plant.
Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 207  CONTAMINATION CONTROL & INCIDENT PREVENTION (3-0-3.0)
This course is the study of methods used to control radioactive contamination on surfaces, liquid and gaseous effluents. Radiological events from operating experiences in the United States and other countries are also discussed.
Prerequisite(s): RPT 206 with a minimum grade of "B".

RPT 208  RADIATION PROTECTION INTERNSHIP I (1-0-1.0)
This course provides an employer specific in-plant orientation and a list of expectations for completing the first internship at a nuclear power station. The intern evaluation form and task checklist will be discussed in terms of assisting in the performance of radiation protection activities.
Prerequisite(s): RPT 207 with a minimum grade of "B".

RPT 210  SCWE IN RADIATION PROTECTION INTERNSHIP I (0-16-4.0)
This practical experience provides introductory “hands on” applications for performing basic radiation protection surveillance and control activities. During this internship the student will assist senior qualified technicians in the performance of these duties. Direct oversight is required.
Prerequisite(s): RPT 208 with a minimum grade of "B".

RPT 211  RESEARCH IN RADIATION PROTECTION (1-0-1.0)
This course provides the student the skills required for researching significant issues in radiation protection.
Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 212  ON JOB TRAINING AND TASK PERFORMANCE EVALUATION PREPARATION (1-0-1.0)
This course covers nuclear industry process requirements for conducting on the job training (OJT) and task performance evaluations (TPE); it also orients the students to computer applications and knowledge elements for performing basic radiation protection tasks.
Prerequisite(s): RPT 210 with a minimum grade of "B".

RPT 213  OJT/TPE ON STANDARDIZED TASKS (6-0-6.0)
This course includes on the job training & task performance evaluations of these tasks: taking, counting, & recording surveys; use of Alpha and Beta Gamma Smear Counters; posting & RCZ construction; control & storage of radioactive materials; monitoring and coaching workers entering/exiting RCA/RCZ
Prerequisite(s): RPT 212 with a minimum grade of "B".

RPT 216  RADIATION PROTECTION INTERNSHIP II (1-0-1.0)
This course provides an employer specific in-plant orientation and a list of expectations for completing the second internship at a nuclear power station; the intern evaluation form and the intern task checklist will be discussed in terms of performing the tasks mastered in OJT/TPE.
Prerequisite(s): RPT 213 with a minimum grade of "B".
RPT 218 SCWE IN RADIATION PROTECTION INTERNSHIP II (0-16-4.0)
This practical experience provides hands on applications for performing basic radiation protection surveillance and control activities. During this internship the student will perform the tasks mastered in OJT/TPE courses. Direct oversight by plant line-management is required.
Prerequisite(s): RPT 216 with a minimum grade of "B".

SAC 101 BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS (3-0-3.0)
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

**SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3.0)
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.
Prerequisite(s): ENG 100*, RDG 100*

SOC 102 – MARRIAGE AND THE FAMILY (3-0-3.0)
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.
Pre-Requisites: SOC 101 WITH A C OR BETTER

**SOC 205 SOCIAL PROBLEMS (3-0-3.0)
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 with grade of "C" or better.

**SPA 101 ELEMENTARY SPANISH I (4-0-4.0)
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

**SPA 102 ELEMENTARY SPANISH II (4-0-4.0)
This course continues development of the basic language skills and the study of the Hispanic culture.
Prerequisite(s): SPA 101 with grade of "C" or better.

SPA 103 BEGINNING CONVERSATIONAL SPANISH I (2-0-2.0)
This course focuses on vocabulary and basic communication skills. It may also include an introduction to Hispanic and Latino cultures. SPA 103 may be taken before or after SPA 104.
Prerequisites: ENG 032* and RDG 032* with grade of "C" or better.

SPA 104 BEGINNING CONVERSATIONAL SPANISH II (2-0-2.0)
This course focuses on vocabulary and basic communication skills. It may also include an introduction to Hispanic and Latino cultures. SPA 104 may be taken before or after SPA 103.
Prerequisites: ENG 032* and RDG 032* with grade of "C" or better.

SPA 105 CONVERSATIONAL SPANISH (3-0-3.0)
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

**SPA 201 INTERMEDIATE SPANISH I (3-0-3.0)
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): SPA 102 with grade of "C" or better.

**SPA 202 INTERMEDIATE SPANISH II (3-0-3.0)
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): SPA 201 with grade of "C" or better.
SPA 205 ADVANCED CONVERSATIONAL SPANISH (3-0-3.0)
In this course, an emphasis is placed on expanded vocabulary and grammar and on mastery of colloquialisms. Cultural aspects that affect intercultural communication are also studied. SPA 205 is conducted primarily in Spanish.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 206 ADVANCED SPANISH READING AND COMPOSITION (3.0-3.0)
This course offers practice in writing through reading Spanish poetry and prose. In addition to content development, punctuation, spelling, and accenting are studied. SPA 206 is conducted primarily in Spanish.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 213 HISPANIC/LATINO HISTORY AND CULTURE (3-0-3.0)
This course provides an overview of the history of Spanish-speaking countries from a cultural perspective. SPA 213, taught primarily in Spanish, reinforces oral and written Spanish skills.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 290 FIELD SPANISH (2-3-3.0)
This course combines a three-hour per week internship in business or a public or private agency that requires Spanish communication skills with two hours of intensive study of discipline-specific Spanish vocabulary.
Prerequisite(s): SPA 201 with grade of "C" or better and permission.

SPA 299 SPECIAL TOPICS IN SPANISH (3-0-3.0)
This course provides a flexible format through which students will increase their Spanish language skills and their understanding of Spanish-speaking cultures.
Prerequisite(s): SPA 102 with grade of "C" or better or permission

**SPC 205 PUBLIC SPEAKING (3-0-3.0)
This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 208 INTERCULTURAL COMMUNICATION (3-0-3.0)
This course is an introduction to the theory and practice of "difference-based" communication—the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 209 INTERPERSONAL COMMUNICATION (3-0-3.0)
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 212 SURVEY OF MASS COMMUNICATION (3-0-3.0)
This course is a survey of the development of media and their influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film, and their impact on American culture. Students will critique mass media using modern methodology.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 225 INTRODUCTION TO COMMUNICATION THEORY (3-0-3.0)
This course is a survey of various communication theories, which considers principles, contexts, and development of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender, and intercultural communication theories.
Prerequisite(s): ENG 101 with grade of "C" or better.

SPC 280 ORGANIZATIONAL COMMUNICATION (3-0-3.0)
This course focuses on communication dynamics within organizational settings. Topics include leadership, small group communication, ethics, and conflict resolution.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.
SPC 285 ADVANCED PUBLIC SPEAKING (3-0-3.0)
This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills incorporating media in presentations.
Prerequisite(s): ENG 101, SPC 205 with grade of "C" or better.

SPC 299 SPECIAL TOPICS IN COMMUNICATION (3-0-3.0)
This course provides a flexible format through which students may focus on specific communication issues such as conflict resolution, gender in communication, leadership, or telecommunication.
Prerequisite(s): ENG 101 with grade of "C" or better or permission.

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5.0)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 102 APPLIED SURGICAL TECHNOLOGY (1-12-5.0)
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 106 ADVANCED SURGICAL PROCEDURES (2-0-2.0)
This course is a study of advanced surgical procedures.
Prerequisite(s): Successful completion of prior program requirements.

SUR 107 SURGICAL SPECIALTY PROCEDURES (3-0-3.0)
This course is a study of the various surgical specialties.
Prerequisite(s): Successful completion of prior program requirements.

SUR 108 SURGICAL ANATOMY I (2-3-3.0)
This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 109 SURGICAL ANATOMY II (2-3-3.0)
This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Successful completion of prior program requirements.

SUR 112 SURGICAL PRACTICUM I (0-12-4.0)
This course includes the application of perioperative theory under clinical supervision.
Prerequisite(s): Successful completion of prior program requirements.

SUR 114 SURGICAL SPECIALTY PRACTICUM (0-21-7.0)
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.
Prerequisite(s): Successful completion of prior program requirements.

SUR 116 BASIC SURGICAL PROCEDURES (1-6-3.0)
This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.
Prerequisites: Successful completion of prior program requirements.

SUR 120 SURGICAL SEMINAR (2-0-2.0)
This course includes the comprehensive correlation of theory and practice in the perioperative role.
Prerequisite(s): Successful completion of prior program requirements.
TEL 202 CONCEPTS OF TELECOMMUNICATIONS (3-0-3.0)
This course is the study of the most common telecommunications networks, including topologies, switching operations, local loop operations and telephone circuit operations.
Prerequisite(s): EET 145

TEL 240 FIBER OPTIC THEORY (2-0-2.0)
This course is the study of the basic theory of Fiber Optics Transmissions. Topics include O/E conversion, multiplexer design and SONET standards.
Prerequisite(s): EET 145

**THE 101 INTRODUCTION TO THEATRE  (3-0-3.0)
This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

THE 105 FUNDAMENTALS OF ACTING (3 – 0 – 3.0)
This course includes the study of dramatic performance techniques, including improvisations and interpretations of characters.
Prerequisite(s): ENG 100*, RDG 100* with a C or better

WLD 102 INTRODUCTION TO WELDING (1-3-2.0)
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
Prerequisite(s): Permission from welding department chair

WLD 103 PRINT READING I (1-0-1.0)
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 PRINT READING II (1-0-1.0)
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): WLD 10 WLD 106

WLD 106 GAS AND ARC WELDING (2-6-4.0)
This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.
Prerequisite(s): Permission from welding department chair

WLD 113 ARC WELDING II (2-6-4.0)
This course is a study of arc welding of ferrous and/or nonferrous metals.
Prerequisite: WLD 106 or permission.

WLD 115 ARC WELDING III (2-6-4.0)
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Prerequisite(s): WLD 113

WLD 117 SPECIALIZED ARC WELDING (2-6-4.0)
This course covers arc welding processes for industrial purposes.
Prerequisite(s): WLD 115

WLD 132 INERT GAS WELDING FERROUS (2-6-4.0)
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Prerequisite(s): WLD 117

WLD 136 ADVANCED INERT GAS WELDING (1-3-2.0)
This course covers the techniques for all positions of welding ferrous and nonferrous metals.
Prerequisite(s): WLD 132
WLD 154 PIPE FITTING AND WELDING (3-3-4.0)
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 208 ADVANCED PIPE WELDING (2-3-3.0)
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals.
Prerequisite(s): WLD 136

WLD 212 DESTRUCTIVE TESTING (1-3-2.0)
This course covers the destructive testing methods used in the evaluation of welds.
Prerequisite(s): Permission from welding department chair.
FACULTY AND STAFF AT SPARTANBURG COMMUNITY COLLEGE:

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