

# 2025-2026 CATALOG



# Welcome to the SCC 2025/2026 Catalog

Whether you are interested in attending Spartanburg Community College, or are already enrolled, you can view the entire range of academic options that SCC has to offer. Our online catalog will help you quickly locate details about our different programs, degree options and courses that we offer.

## Archived Catalogs

Archived SCC Catalogs are available upon request through the Library: <https://libguides.sccsc.edu/home>.

## Navigating the Catalog

1. **Browse topics using the navigation menu** directly below the search function.  
OR
2. **Want to find something specific?** Use the Catalog Search feature on the top left.  
Narrow your search using the drop down:

- Courses
- Departments
- Programs
- Other Content

Type a keyword in the next box and click.

## Catalog Icon Guide

**Degree Planner** - Select this icon for a print-friendly version of the program requirement sheet. Please review these requirements with an academic advisor. See the Degree Planner icon at the top of each degree or certificate.

**Printer-Friendly** - Need a hard copy? Click the print icon on the top of any page within the Catalog and generate a pop-up page formatted to print neatly.

**Catalog Help** - At the top of every page you may click this icon to get more specific information on how to use the Catalog.

## More Questions?

Contact us at the Admissions Center at 864-592-4800, toll-free at 864-591-3700 or by email at [admissions@sccsc.edu](mailto:admissions@sccsc.edu). We are always glad to help!

## Go Mobile

A mobile version of our catalog ([m.catalog.sccsc.edu](http://m.catalog.sccsc.edu)) can be viewed on your Android or Apple device.

## 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 the 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](http://www.sccsc.edu) for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, (864) 641-7425 (Video Phone) or [DisabilityServices@sccsc.edu](mailto:DisabilityServices@sccsc.edu) or visit the office located on the Giles campus in the P. Dan Hull Building, room E-4.

ADA/504 Coordinator and Title IX Coordinator: Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, (864) 641-7425 (Video Phone) or [DisabilityServices@sccsc.edu](mailto:DisabilityServices@sccsc.edu) or visit the office located on the Giles campus in the P. Dan Hull Building, room E-4.

Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754

### **2025 - 2026 Catalog**

107 Community College Drive  
Spartanburg, South Carolina 29303  
(864) 592-4800 • (866) 591-3700 • [www.sccsc.edu](http://www.sccsc.edu)

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## Disclaimers & Notifications

### Consumer Information:

Write to the office of the Dean of Institutional Effectiveness for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

### English Fluency of Faculty:

Spartanburg Community College, in compliance with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991 (Section 59-103-160 of the SC Code of Laws of 1976, as amended), requires faculty members whose first language is not English to possess adequate proficiency in both written and spoken English (SCC Procedure VI-330.1). Students concerned about a faculty member's ability to write and speak fluently in the English language should utilize the SCC Student Grievance Procedure. Exclusion: This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses such as individualized instruction and independent study courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

### Facility Services at SCC:

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, civic, professional and community organizations, and individuals. Services include accommodations and audio-visual services. Spartanburg Community College reserves the right to disallow any function which it deems unsuitable for the facility or incompatible with the College's mission. To schedule an event at Spartanburg Community College contact the following locations:

SCC Giles Campus - (864) 592-4647  
SCC Cherokee County Campus - (864) 206-2802  
SCC Downtown Campus - (864) 592-4050  
SCC Tyger River Campus & BMW Center - (864) 592-6524  
SCC Union County Campus - (864) 466-1060

### HEOA (Higher Education Opportunity Act) Institution Disclosure Information:

Information about the academic and educational training programs at Spartanburg Community College is available on the College's website <https://www.sccsc.edu/about/consumer-information/> and in the current catalog.

Additional information to include related instructional, laboratory, physical plant facilities; full-time and 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, veteran status or disability in its admission policies, programs, activities or employment practices. The term "on the basis of sex," when used in the employment context, includes pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Dr. Stacey Obi, Vice President of Strategic Innovation, who coordinates Title II of the ADA/ADAAA, Section 504, and Title IX at (864) 592-

4418, located on the Giles campus in the Dan L. Terhune Building. Employees and prospective employees should contact the office of Performance and Innovation at (864) 592-4766, located on the Giles campus in the James P. Ledbetter Building.

### **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](http://www.sccsc.edu) for current or the most up to date information.

### **Student-Right-To-Know:**

As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2020 cohort year is 30%, and transfer-out rate for 2020 cohort year is 12%. 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 28%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 11%.

\* Information at the time of printing of this publication

### **Student Disability Services:**

SCC complies fully with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact Joshua Holmes, Coordinator of Student Disability Services at (864) 592-4818, (864) 453-1882 (Video Phone), or [DisabilityServices@sccsc.edu](mailto:DisabilityServices@sccsc.edu), or visit the office in the P Dan Hull Building, room E-4. Dr. DeAndre Howard, Dean of Student Engagement, coordinates ADA/Section 504, EEO/Title IX for students and can be contacted at (864) 592-4164 or visited on the Giles campus in the Jack A. Powers Building.

**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 <https://www.sccsc.edu/>.

# President's Welcome

Welcome to Spartanburg Community College!

No matter where you are starting from, we are committed to helping you achieve your goals. Whether you are aiming for a degree or training that leads to a high-growth, high-demand career, or planning to transfer to another school, we offer more than 90 associate degrees, diplomas, certificates, and workforce training programs designed to empower you towards a successful future of lifelong learning and financial prosperity.

This catalog is designed for you - to ensure that you have the latest information regarding courses, programs, and learning opportunities. Our faculty and staff stand ready to support you in making informed decisions about education, training, and career opportunities, and we are dedicated to meeting you where you are--rallying around you to chase your dreams, develop your talents, and encourage your steadfast resilience to accomplish your goals.

Thank you for choosing Spartanburg Community College! We encourage you to make the most of your time by building relationships and utilizing all the opportunities that we offer for learning and growth that will serve you well and enhance your life. We are honored to be part of your journey and can't wait to see all that you will achieve!

Sincerely,

G. Michael Mikota, Ph.D.

President



## About the College

### Spartanburg Community College Administration

Dr. G. Michael Mikota	President
Vacant	Vice President of Academic Affairs
Mr. Ethan Burroughs	Vice President for Economic Advancement
Ms. Phaedra Harris	Vice President of Human Resources
Dr. Stacey Obi	Vice President of Student and Community Advancement
Ms. Amanda Painter	Vice President of Community and Workforce Development

### Spartanburg County Commission for Technical and Community Education

Ms. Tracey G. Hill, Secretary	School District No. 1
Mr. Eugene S. (Sonny) Anderson	School District No. 2
Mr. Tracy W. Keller, Chairman	School District No. 3
Ms. Katherine O'Neill	School District No. 4
Mr. Carter Smith	School District No. 5
Mr. William G. Sarratt	School District No. 6
Mr. Anthony D. Bell, Vice Chairman	School District No. 7
Mr. Lyman W. Hamrick	Cherokee County
Vacant	Union County
Mr. Charles T. King	Member at Large
Ms. Kimberly A. Fowler	Member at Large

### Ex Officio

Mr. Lance Radford	Superintendent, School District No. 2
Mr. J. Whitner (Whit) Kennedy, Jr	Chairman, Spartanburg County Planning Commission

## **S.C. State Board for Technical and Comprehensive Education**

Mr. Roger P. Schrum, Chairman	Member at Large
Mr. Terry A. Hardesty	1st Congressional District
Mr. Benjamin W. Satcher, Jr.	2nd Congressional District
Mr. Anthony G. Barker	3rd Congressional District
Mr. E. Grantland Burns	4th Congressional District
Mr. Ralph A. Odom, Jr.	5th Congressional District
Ms. Kathleen Richardson	7th Congressional District
Ms. Carolyn Swinton	Member at Large
Mr. Warren Adams Darby, Jr.	Member at Large
Mr. Orville Stanley "Chip" Smith, III	Member at Large

## **Ex Officio**

Ms. Ellen Weaver	Superintendent of Education
Mr. Harry M. Lightsey, III	Secretary of Commerce

## **Accreditations**

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Spartanburg Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Spartanburg Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The College offers programs accredited by the following:

<b>Program</b>	<b>Accrediting Agency</b>	<b>Accreditation Information</b>
Culinary Arts Technology, AAS/Certificate	The Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF) One Dupont Circle NW, Suite 510, Washington, DC 20036, (202)955-6126  <a href="http://www.acfchefs.org">www.acfchefs.org</a>	AAS  Last Accreditation: 7/2022  Expiration: 6/2027

		<p>Certificate</p> <p>Last Accreditation: 7/2022</p> <p>Expiration: 6/2027</p>
Advanced Pharmacy Technician, Certificate	<p>American Society of Health-System Pharmacists (ASHP)</p> <p>4500 East-West Highway, Suite 900, Bethesda, MD 20814, (866)279-0681, <a href="http://www.accreditation.ashp.org">www.accreditation.ashp.org</a></p>	<p>Certificate</p> <p>Last Accreditation: 1/2022</p> <p>Expiration: 1/2028</p>
<p>Automotive Service Technology, AAS</p> <p>Automotive Technology Ford ASSET, AAS</p> <p>Ford Maintenance Light Repair, Certificate</p>	<p>Automotive Service Excellence (ASE) Education Foundation, 1503 Edwards Ferry Rd. NE #401, Leesburg, VA 20176, (703)669-6650, <a href="https://aseeducationfoundation.org">https://aseeducationfoundation.org</a></p>	<p>AAS - AST</p> <p>Last Accreditation: 3/2020</p> <p>Expiration: 3/2025</p> <p>AAS Ford ASSET</p> <p>Last Accreditation: 3/2020</p> <p>Expiration: 3/2025</p> <p>Certificate</p> <p>Last Accreditation: 3/2020</p> <p>Expiration: 3/2025</p>
Respiratory Care, AAS	<p>Commission on Accreditation for Respiratory Care (CoARC),</p> <p>264 Precision Blvd, Telford, TN 37690, <a href="http://www.coarc.com">www.coarc.com</a></p>	<p>AAS</p> <p>Last Accreditation: 6/2022</p> <p>Expiration: 6/2032</p>
Surgical Technology, AAS	<p>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p> <p>9355 - 113th St. N., #7709, Seminole, FL 33775, phone: (727) 210-2350, <a href="http://www.caahep.org">www.caahep.org</a></p> <p>Upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) <a href="http://www.arcstsa.org">www.arcstsa.org</a></p>	<p>AAS</p> <p>Last Accreditation: 5/2020</p> <p>Expiration: 5/2030</p>
Medical Assistant, Certificate	<p>Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board.</p>	<p>Certificate</p> <p>Last Accreditation: 3/2024</p>

	www.maerb.org	Expiration: 3/2033
Paramedic, Certificate	<p>Commission on Accreditation of Allied Health Education Programs (www.caahep.org)</p> <p>Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N., #7709, Seminole, FL 33775, phone: 727-210-2350, www.caahep.org</p> <p>upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)</p> <p>8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, phone: (214) 703-8445, FAX (214) 703-8992, www.coaemsp.org</p>	<p>Certificate</p> <p>Last Accreditation: 6/2020.</p> <p>Expiration: 6/2025</p>
Advanced Duty Dental Assisting, Certificate	Commission on Dental Accreditation, American Dental Association (CODA), 211 East Chicago Avenue, Chicago Illinois 60611 (800)232-6108, www.coda.ada.org	<p>Certificate</p> <p>Last Accreditation: 6/2017</p> <p>Expiration: 6/2025</p>
Radiologic Technology, AAS	Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Ste. 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail@jrcert.org	<p>AAS</p> <p>Last Accreditation: 10/2023</p> <p>Expiration: 10/2031</p>
Medical Laboratory Technology, AAS	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naaccls.org	<p>AAS</p> <p>Last Accreditation: 10/2022</p> <p>Expiration: 10/2027</p>
Early Care and Education, AAS	National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, www.naeyc.org	<p>AAS</p> <p>Initial Accreditation: 3/2022</p> <p>Expiration: 12/2025</p>
Precision Machining and Manufacturing, AAS/Certificate	<p>National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971</p> <p>www.nims-skills.org</p>	<p>AAS</p> <p>Last Accreditation: 10/2008</p> <p>Expiration: 12/25</p> <p>Certificate</p> <p>Last Accreditation: 10/2008</p> <p>Expiration: 12/2025</p>



Nursing, AAS Practical Nursing, Diploma	Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, <a href="http://www.acenursing.org">www.acenursing.org</a>	AAS  Last Accreditation: 3/2022  Expiration: Fall 2029  PN  Last Accreditation: 8/2024  Expiration: 8/26
Electronics Engineering Technology, AAS	The Engineering Technology Accreditation Commission of ABET, 415 North Charles St. Baltimore, MD 21201, (410) 347-7700, <a href="http://www.abet.org">www.abet.org</a>	AAS  Initial Accreditation: 10/1974  Expiration: 9/2026

### **College Vision**

Spartanburg Community College is a recognized, respected, and innovative leader in higher education, economic, and workforce development, and serves as a comprehensive nexus between higher education and the Upstate economy.

### **College Mission**

Spartanburg Community College empowers our region through exceptional, innovative, holistic experiences that accelerate economic development and provide an educated community, committed to lifelong learning and financial prosperity.

### **College Role and Scope**

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

### **College Credit Programs**

SCC serves approximately 8,000 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 (Non-Credit Programs)**

SCC serves approximately 1,746 students annually through classroom, hybrid and online learning courses. The college provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies. The college provides customized training and development courses to business and industry. Personal enrichment courses are also offered.

## Student Development Programs and Services

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

## Economic Development Services

SCC plays a unique and pivotal role in the economic development of the communities it serves. SCC is the largest provider of higher education and workforce training opportunities in Spartanburg, Cherokee, and Union counties, and its graduates make up a large share of the region's well-trained labor force. Additionally, SCC actively promotes economic growth in Spartanburg County through the services provided by its Spark Center, an economic development accelerator that has assisted more than 150 companies, helped create over 120,000 jobs, and generated an economic impact of \$40.7 billion to the state since 2007.

## 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, 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 their 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 help meet student and community needs.

*Approved by the Spartanburg County Commission for Technical and Community Education on November 14, 2019.  
Approved by the SC Commission on Higher Education on October 21, 2020.*

## The SCC Corporate & Community Education Division

The Corporate & Community Education Division provides training to adult citizens of Spartanburg, Cherokee and Union counties to advance and support the economic and workforce development of the area. Training is available to citizens seventeen 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 student needs:

- Occupational Development

- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Preparation
- Personal Enrichment
- Individual Assessment and High Stakes Certification Testing
- Summer Camps

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 SCC Foundation obtains and manages private and public resources to meet the needs of Spartanburg Community College by providing funds for student scholarships, faculty and staff development, curriculum upgrades, and capital improvements. The Foundation also works to source, develop, and acquire real estate when needed for campus growth.

As a 501(c)3 tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to maintain the funds which directly support SCC students, faculty, and staff. The Foundation is also home to the SCC Alumni Connection which seeks to connect SCC graduates to their alma mater, their community, and each other.

### **SCC Campuses, Directions, Maps & Contact Information**

You can access the directions, maps and contact information for every SCC campus at [www.sccsc.edu/explore/locations/maps.php](http://www.sccsc.edu/explore/locations/maps.php).

## SCC Quick Links

### 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 <https://www.sccsc.edu/?>

Alerts: Emergency and Closings: <https://www.sccsc.edu/alerts/>

### Emergency • Campus Police (864) 592-4911

#### If using a campus telephone call: 4911

Academic Calendar - <https://www.sccsc.edu/students/student-life/academic-calendar/>

Academic Programs - <https://www.sccsc.edu/academics/programs-at-scc/>

Admissions - <https://www.sccsc.edu/admissions-aid/>

Chaser's Bark Shop: <https://www.sccsc.edu/students/chasersbarkshop/>

Campus Locations - <https://www.sccsc.edu/about/locations/>

Campus Maps & Directions - <https://www.sccsc.edu/about/locations/>

Campus Tours - <https://www.sccsc.edu/admissions-aid/campus-tours/>

Course Transfer/Articulation Information - [www.SCTRAC.org](http://www.SCTRAC.org)

Financial Aid - <https://www.sccsc.edu/admissions-aid/financial-aid/>

Library - <https://www.sccsc.edu/students/library/>

SCC Website or Portal Help: Submit a Marketing Request Form (Website Update) or Submit IT Help Request

SCCOnline/Distance Learning - <https://www.sccsc.edu/academics/scconline/>

Search for Classes - "Search For Classes" on WebAdvisor site

Student Accounts & Records - [www.sccsc.edu/portal](http://www.sccsc.edu/portal) to log in and access your individual information

Student Events & Activities - <https://www.sccsc.edu/about/events/>

Student Services & Resources - <https://www.sccsc.edu/admissions-aid/student-parent-resources/>

Transcripts - <https://www.sccsc.edu/students/registrar/transcripts/>

Transfer to University from SCC - <https://www.sccsc.edu/academics/transfer/university-transfer/>

Transfer to SCC Guidelines - <https://www.sccsc.edu/admissions-aid/student-parent-resources/transfer-student/>

Tuition & Fees - <https://www.sccsc.edu/admissions-aid/financial-aid/tuition/>

### Ask Questions

Faculty/Staff Directory - [www.sccsc.edu/portal](http://www.sccsc.edu/portal) then log in for directory information

Publication Downloads - <https://www.sccsc.edu/academics/catalog.php>



Registrar's Office - <https://www.sccsc.edu/students/registrar/>

### **Common SCC Phone Numbers**

If using a campus phone, dial the last 4 digits:

Admissions - (864) 592-4410

Financial Aid - (864) 592-4810

Records - (864) 592-4681

Toll-free: (800) 922-3679

SCC Giles Campus - (864) 592-4600

SCC Cherokee County Campus - (864) 206-2700

SCC Downtown Campus - (864) 592-4050

SCC Tyger River Campus - (864) 592-6200

SCC Union County Campus (864) 466-1060

*College Closings* - **(864) 592-4325**

### **Social Media**

Facebook - [www.facebook.com/YourCollege](http://www.facebook.com/YourCollege)

Flickr - [www.flickr.com/photos/sccsc/sets/College](http://www.flickr.com/photos/sccsc/sets/College)

YouTube - [www.youtube.com/user/SpartanburgCommColl](http://www.youtube.com/user/SpartanburgCommColl)

Instagram - <https://www.instagram.com/spartanburgcommunitycollege/>

## Admissions Policies

Spartanburg Community College is dedicated to serving the educational needs of all who can benefit from its courses and programs. In order to fulfill the South Carolina Technical Education System's educational mission and to provide students with the opportunity to achieve their education goals, SCC is essentially an "open door" institution. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities but does not mean that there are no entrance requirements. In most programs of study various entrance requirements and/or prerequisites are a necessity. SCC places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Although applicants for admission may not meet the entrance requirements for a particular program of study, SCC has the ability, through transitional studies coursework, to help them meet the entrance requirements and attain their academic goals. 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 Enrollment Services. Required preparatory course work may extend the length of time necessary for program completion.

The South Carolina Illegal Immigration Reform Act (S.C. Code of Laws Section 59-103-5) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. SCC 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 for admission consideration become the permanent property of Spartanburg Community College and will not be returned to the student.*

### Regular Admission Requirements

Because the enrollment demand for some programs of study exceeds the number of openings available, 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, though earlier completion is recommended. Those who are admitted and register early have the best schedule selection.

All prospective students applying for admission into a curriculum program at SCC must:

- Complete and submit an SCC Application for Admission. (students that applied or were accepted and did not begin classes in the given semester must submit a new application), (students re-entering after being away three consecutive semesters, including summer, must submit a new application); application available online at <https://sccscedu-lb01-production.terminalfour.net/admissions-aid/apply/>; and
- Be 18 years of age or older or possess a high school diploma or its equivalent (Applicants under the age of 16 prior to the first day of their anticipated start term may be admitted by completion of an Age Appeal form supplied by Enrollment Services; some programs of study may have specific age requirements for those under 18, requiring departmental approval.); and
- Complete and submit Residency Certification form accompanied by current proof of citizenship for US citizens and proper documentation for Non-US citizens; and
- Submit an official high school transcript that displays a graduation date, authorized signature and GPA determined by the SC Department of Education Universal Grading Policy, or equivalent from another US state, or provide official high school equivalency (i.e. GED) scores. Applicants who have earned an associate degree or higher from an accredited institution may not be required to verify high school

graduation or the equivalent provided they submit an official college transcript verifying the highest degree earned; and

- Request an official copy of all transcripts from other colleges and universities attended be sent to SCC; and
- Meet minimum College, program and course level entry requirements as measured by one or a combination of the five options explained under the section below entitled, Placement Assessment at Spartanburg Community College; and
- Meet with an Enrollment Services representative prior to official acceptance to the College to review the results of the placement assessment or alternative means of skill level determination, discuss program-specific entrance requirements and review all pertinent campus resources and services.
- Any exception for admission must be approved by the SCC Dean of Enrollment Management.

## Placement Assessment at Spartanburg Community College

### What is a Placement Assessment?

SCC requires all incoming students to prove college readiness via an approved placement assessment or other instrument such as ACT or SAT or prior college credits. Accuplacer, the placement assessment available through Spartanburg Community College, is an untimed assessment, available on a first-come, first-served basis which measures skills in reading, writing, and math.

### Are there other Placement Options available?

Spartanburg Community College employs the following options for determining a student's program and course placement upon acceptance to the College; a combination of one or more of the options may be used. (All of the options below place students in college-level math courses (MAT 110 or 120) and English courses (ENG 101) or the math/English courses required in the student's chosen curriculum, if lower.)

Placement Option 1: ACT Scores - taken within the last 2 years	<ul style="list-style-type: none"> <li>• English (minimum score): 19</li> <li>• Math (minimum score): 22</li> </ul>
Placement Option 2: SAT Scores - taken within the last 2 years	<ul style="list-style-type: none"> <li>• Critical Reading (minimum required score): 26 combined with Reading/Writing: 510</li> <li>• Math (minimum required score): 580</li> </ul>
Placement Option 3: High School GPA & Coursework Standard High School Diploma earned within the last 2 academic years	<p>Standard High School Diploma - unofficial or official transcript evaluated meeting the following:</p> <ul style="list-style-type: none"> <li>• 4 English courses including English I, II, III, IV or higher-level courses (CP, AP/IB, Dual Enrollment) <ul style="list-style-type: none"> <li>○ 85 (B) or higher in all English courses</li> </ul> </li> <li>• 4 Math courses including Algebra I (alternative: Foundations in Algebra <u>AND</u> Intermediate Algebra must be taken to equal Algebra I), Algebra II, Geometry, and one additional math class (Algebra III, Pre-Calculus, Calculus, Probability &amp; Statistics, Discrete math, other capstone math course) <ul style="list-style-type: none"> <li>○ 85 (B) or higher in all Math courses</li> </ul> </li> </ul>
Placement Option 4: ACCUPLACER Scores - taken within the last 2 years  Note: There is no minimum entrance score required for math or English.	<p>ACCUPLACER skills assessed:</p> <ul style="list-style-type: none"> <li>• Sentence Skills</li> <li>• Reading</li> <li>• Arithmetic</li> <li>• Quantitative Reasoning, Algebra and Statistics</li> <li>• Advanced Algebra and Function <ul style="list-style-type: none"> <li>○ Taking Quantitative Reasoning and Advanced Algebra portions of ACCUPLACER will be based on the academic program entry requirements as well as the score on the previous mathematics assessment portion (i.e. testing in Quantitative Reasoning will be based on a sufficient score in Arithmetic)</li> </ul> </li> </ul> <p>Minimum scores for each program are determined by academic divisions and will be made available during the applicant's session with an admissions specialist</p>
Placement Option 5: GED College Ready Guidelines  HiSET College Readiness Guidelines (taken within the last two years)	<p>Reasoning through Language Arts</p> <ul style="list-style-type: none"> <li>• Score of 165 or higher - eligible to register for English &amp; reading-based courses according to program of study</li> </ul> <p>Mathematical Reasoning</p> <ul style="list-style-type: none"> <li>• Score of 165 or higher - eligible to register for math courses according to program of study</li> </ul> <p>Language Arts Reading and Language Arts Writing</p> <ul style="list-style-type: none"> <li>• Score of 15 or higher in both categories - eligible to register for English &amp; reading-based courses according to the program of study</li> </ul> <p>Mathematical</p> <ul style="list-style-type: none"> <li>• Score of 15 or higher - eligible to register for math courses according to program of study</li> </ul>

<b>Placement Option 6:</b> Transfer Credits- taken at a regionally accredited institution of higher education and official transcript evaluated.	<ul style="list-style-type: none"> <li>• Waive writing &amp; reading placement tests if transferring credit for a college-level English course.</li> <li>• Waive math placement test if transferring credit for an acceptable college-level math course.</li> <li>• Waive reading placement test if transferring reading-based college level course with a minimum grade of "C".</li> <li>• Developmental/Transitional-level courses may be considered with a minimum grade of "C" or higher. The student must submit an official transcript to officially transfer courses into SCC.</li> </ul>
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### **Is there a fee charged to take the Placement Assessment?**

There is no additional charge for the initial placement assessment for prospective students who have completed an SCC application for admission.

### **Is an appointment required and how much time should I allow for the assessment?**

No appointment is necessary when testing at Giles Campus, but appointments are required at our other campuses; further information may be found at <https://www.sccsc.edu/admissions-aid/placement.php>. Applicants should allow approximately two hours to complete the entire assessment, allowing time to finish the assessment by the Enrollment Services closing time.

*\*Note\** Children may not accompany applicants into the testing room; no child under the age of 13 may be left unattended in the waiting area and no one under the age of 16 may attend to a younger child in the waiting area.

### **What should I bring with me for the Placement Assessment?**

Applicants must present a picture ID to take the assessment. Acceptable forms of identification include a state issued ID or driver's license, a military ID, employment ID, or an official school ID (high school or college). An online calculator is provided within the assessment; scratch paper is supplied as needed. All personal items, including phones, smart watches, etc, are not permitted in the assessment areas. Lockers are available to secure personal items while testing.

### **How can I prepare for the Placement Assessment?**

The placement assessment measures skills in reading, writing and math and is used to determine an applicant's present strengths and needs in these three areas. The results will assist Enrollment Services staff in determining course placement to ensure an opportunity for success in reaching educational goals. Although no special preparation is necessary to complete the assessment, applicants can read more about the Accuplacer assessment and view sample questions by visiting: <https://accuplacer.collegeboard.org/students>.

Other helpful sites for practice:

- [www.grammarbook.com](http://www.grammarbook.com)
- [www.math.com](http://www.math.com)
- [www.algebra.com](http://www.algebra.com)
- [www.khanacademy.org](http://www.khanacademy.org)

### **Is retesting allowed?**

The assessment is not a pass/fail test, but is an assessment of an applicant's current skills in reading, writing and math. In some circumstances, an applicant may be advised to consider retesting on one or more parts of the assessment. There is no additional charge for a second attempt. This will be discussed with the applicant when meeting with Enrollment Services after the assessment is complete.



**When will my assessment scores be available?**

Placement assessment scores are available immediately following the completion of the assessment. At this time, Enrollment Services staff will assist with interpretation of scores and resulting course placement, followed by discussion of next steps in the enrollment process.

**What accommodations are provided for students with disabilities?**

Applicants with a documented disability may be provided appropriate and reasonable accommodations. For more information, contact the Office of Student Disability Services at 864-592-4818, or 864-453-1882 (video phone), or [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or visit the office located on the Giles campus in the P. Dan Hull Building, room E-4.

**How can I have Placement Assessment scores sent to another institution?**

Applicants may request to have placement assessment scores sent to another institution at no cost. Please print and complete the Assessment Scores Release Form available at <https://www.sccsc.edu/admissions-aid/placement.php>. The form can be emailed to [admissions@sccsc.edu](mailto:admissions@sccsc.edu) or brought in person to the Admissions Center. You must provide your state-issued ID (for example, a driver's license) before the test scores will be released. Scores will be sent no more than one business day after the form and ID are received.

**What should I do if I have more questions regarding the Placement Assessment?**

Applicants with further questions regarding the placement assessment or other admission requirements should contact Admissions at 864-592-4800 or visit Enrollment Services on one of the five Spartanburg Community College campuses.

**Special Note Regarding Entrance Requirements and Criminal Background Checks**

The information provided on the SCC application for admission will be used to develop an applicant file at Spartanburg Community College. General admission to SCC is based on minimal residency and academic preparatory requirements and does not require a criminal background check. However, some specific programs have more stringent entrance requirements that may include a criminal background check. Applicants are encouraged to review the website to explore the specific entrance requirements of the program of their choice.

**Readmission Requirements**

Students who are not enrolled at SCC for three consecutive semesters (including summer) and wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current catalog for their program. These guidelines may affect the applicability of previously 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 Admissions. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes. Under certain conditions, students may qualify for Fiscal Forgiveness if they meet all eligibility requirements. Students interested in pursuing Fiscal Forgiveness should contact the Business Office for more information.

**Residency**

SCC is required to determine the residency classification of applicants at the time of admission for tuition and fee purposes. A resident student is one who has abandoned all prior residences and has been residing in South Carolina and possess a state of SC state issued ID for at least 12 months, immediately preceding the first day of classes of the semester for which residency status is sought. In addition to this requirement, legal residents of S.C. must also either be

a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate except for those in certain approved non-immigrant visa classifications.

The initial determination of one's residency status is made at the time an application for admission is submitted. The determination at that time, and any determination made thereafter, prevails for each subsequent semester until the determination is challenged successfully by the student. 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 before the end of the semester for which payment of in-state or in-county fees is requested. Once the semester in question has ended, any approved residency request changes will be applied to the next upcoming semester. Inquiries about residency requirements and determinations should be directed to Enrollment Services. 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 or a service-area county of residence 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 the following 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:

*Residency for tuition/fee and state scholarship/grant purposes of US citizen students with undocumented parents (as approved by SC Commission on Higher Education on October 1, 2015).*

In typical cases where a student is dependent on a parent or guardian, that student's residency is presumed to be that of the parent or guardian. However, where that student is also a United States citizen, the student should be informed of this presumption, and that the student may rebut the presumption by presenting evidence to establish that the student is entitled to in-state residency status notwithstanding the undocumented status of their parent or guardian. Further, Spartanburg Community College will consider in-county residency status if the evidence supports it.

In addition to the possession of valid South Carolina driver's license or identification card supportive documentation that may be requested from the student to form the basis for the determination may include official high school transcript from a South Carolina high school showing years of attendance, proof that the student filed SC tax returns for prior tax years, proof that the parent or guardian on whom the student is dependent filed SC tax returns for prior years, and other proof such as evidence of full-time employment in SC.

Information that may be obtained from the student to form the basis for the determination may include number of years the student has resided in the state of South Carolina (and County of Spartanburg, Cherokee, Union), official high school transcript from a South Carolina high school showing years of attendance, possession of valid South Carolina driver's license or identification card, possession of a valid SC vehicle registration if the student owns the vehicle, proof that the student filed SC tax returns for prior tax years, proof that the parent or guardian on whom the student is dependent filed SC tax returns for prior years, and other proof such as evidence of employment in SC, a lease showing residency in SC (and County of Spartanburg, Cherokee, Union), utility bills, etc.

#### *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.

#### *Chapter 30, 31 and Chapter 33 (Post 911) veterans under Section 702 of the Veterans Choice Act*

- a. Veterans covered under Chapters 30, 31 and 33 receiving VA benefits are entitled to in-state tuition and fees without regard to length of time in SC; must have served at least 90 days or longer and enroll within three years of discharge from the military; are eligible if Chapter 33 and they transfer their benefits if they live in SC and must remain continuously enrolled while using their benefits.
- b. Veterans covered under Act 11 do not have to establish permanent residency, but must be living in SC, may use a dormitory address, may be living in someone else's home and are not required to have a lease or other bills in their name. However, they must have a notarized statement identifying their resident address.
- c. To receive in-state residency approval the veteran must present 1) certificate of eligibility, 2) DD 214 (indicating their discharge date) and 3) proof of physical address (notarized statement). Note: all three of these items are required.

#### *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, possess a valid South Carolina driver's license or identification card 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. The dependents of such persons are also eligible and are required to possess a valid South Carolina driver's license or identification card.

#### *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.

#### **Authorization for Offering Online Classes to Out-of-state Students**

Spartanburg Community College is an approved member of the National Council for State Authorization Reciprocity Agreement (NC-SARA). Through NC-SARA, SCC can deliver online courses and programs to residents in every state, except California.

#### **Special Admission Categories**

##### *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 an SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to their home institution. Students are advised to submit a

completed transient permission form from their home institution detailing the courses for which they have approval to take at SCC; if a transient permission form or a college transcript is not submitted, the applicant must complete the appropriate section of the admissions placement assessment or submit copies of ACT or SAT scores. Further information available at <https://www.sccsc.edu/admissions-aid/placement/>. Transient students are considered non-degree seeking students and thus are not eligible for VA benefits or financial aid at SCC. For detailed instructions on applying as a transient student, visit <https://www.sccsc.edu/admissions-aid/student-parent-resources/>

## **Early Admission Programs**

### *Dual Enrollment Program*

The Dual Enrollment Program provides high school students an opportunity to enroll in SCC courses prior to graduation from high school. Courses offered include general education, technologies, and health science courses that may be applied toward many SCC programs of study. Dual enrollment courses are offered on the campuses of SCC at participating high schools and career/technology centers, and online. Students receive credit on their high school transcript as well as on a SCC transcript. Completion of courses in the Dual Enrollment Program does not constitute the waiver of any regular admission requirements for later acceptance into a program of study at SCC. Permission from the student's parent or guardian, as well as the high school, homeschool, or career/technology center principal/director or designee, is required to participate in the Dual Enrollment Program. The student is responsible for any tuition, fees, supplies, and textbook costs associated with enrollment in dual enrollment courses. If the student subsequently enrolls at SCC after high school graduation, all courses attempted will count in the evaluation of satisfactory academic progress and may affect financial aid eligibility. It is the student's responsibility to determine the transferability of individual courses to colleges other than those in the South Carolina Technical College System. The South Carolina Illegal Immigration Reform Act (SC Code Ann.59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Students enrolling in dual enrollment courses must attest that they are a U.S. citizen, a legal permanent resident of the United States, or an alien lawfully present in the United States.

All students interested in applying for the Dual Enrollment Program must:

- Complete and submit the Dual Enrollment Application; and
- Complete and submit the Dual Enrollment Permission and Registration Form; and
- Meet eligibility requirements through their high school, which may include completing the Accuplacer placement assessment for the course(s) considered for dual enrollment or providing SAT or ACT scores that were earned within a maximum of five years and meet the minimum college requirement. High school juniors and seniors with a weighted 3.0 High School GPA may place into dual enrollment courses without taking the Accuplacer with parental and school superintendent approval. Sophomores are required to take the Accuplacer to establish dual enrollment eligibility. Individual high schools and career/technology centers may adopt additional requirements for placing students in dual enrollment courses.

Any exception for admission to the Early College Dual Enrollment program must be approved by the Director of Admissions and/or Dean of Enrollment Management.

## **Non-High School Graduates**

Applicants who are at least 18 years of age but have not earned a high school diploma or high school equivalency (GED) may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into a certificate in welding; industrial electricity; 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. Acceptance and enrollment will be allowed for the initial semester, and the student must submit proof of obtaining a high school diploma or high school equivalency (GED) to enroll in subsequent semesters. Non-high school graduates are not eligible for VA benefits or financial aid at SCC.

## Special Admissions Procedures

### School of Education/Early Care and Education

Applicants wishing to enroll in the Associate of Applied Science Early Care & Education degree program, the Infant and Toddler Certificate or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI).

### Business Technology Programs - Administrative Office Technology Guidelines

**Keyboarding skills** are required for students entering **ALL** administrative office technology programs (degrees and certificates.) AOT 105 - 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.

**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 Science Programs

Some Health Science programs require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular college application:

- Meet with an Admissions Counselor to discuss additional program requirements.
- All students accepted into a Health Science curriculum program must submit criminal background investigation (CBI) check and a drug screen test as determined by each clinical site. The due dates will be determined by each department chair or program director and posted on the SCC website. 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.

Health Science programs typically limit the number of students who may begin the discipline specific courses in any given semester. Students who are accepted to the College may select Health Science programs, but that **does not guarantee the student a seat in the discipline specific curriculum**. Accepted Health Science program applicants should refer to specific academic requirements and standards of the chosen Health Science program for specific program information and required GPA. Students who have been selected to enter the discipline specific curriculum will be notified by the Health Science Division, in writing. The Health Science Division maintains a list of program specific requirements.

# College Costs

## Tuition

*Full-time & Part-time Students:*

Spartanburg and Cherokee County Residents	\$204 per credit hour
Union County Residents	\$233 per credit hour
Out-of-County Residents	\$252 per credit hour
Out-of-State Residents	\$415 per credit hour
Out-of-Country or International Residents	\$415 per credit hour
Nursing Programs Only	Up to \$1,000 additional tuition per semester (prorated by credit)

## 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 pre-requisites. Other fees, books, and supplies are the responsibility of the student. Procedures for senior citizens are available in the Registrar's Office.

## Student Fees

- **Student Activity Fee** (excludes High School Dual students): \$75 per semester

Includes costs associated with: Enrollment, orientation, course registration, student support services, student engagement programming, parking decals, and student liability insurance during any given term. This fee is non-refundable unless the student withdraws during the 100% refund period.

- **Technology Fee:** \$100 per semester  
Online D2L Access, Library Resources, Wi-Fi- Usage Fee, and ID Cards.
- **Lab Fee** (assessed for each course with a lab): \$30-\$125 per course with a required lab.
- **Late Fee** (assessed for tuition paid after due date): \$75 per semester
- **Distance Learning online/hybrid distance learning fee:** \$21 per course

## Other Non-Academic Fees

- **Credit/Debit Card Convenience fee:** A 2% service fee will be applied to all payments. The minimum service fee will be \$0.25.
- **Payment Plan Administrative fee (non-refundable):** \$30
- **Payment Plan Late fee:** \$50 (per each late payment)
- **Returned check fee:** \$25 (per incident plus bank fees)

## **Updated Listing of fees**

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 Tuition and Fees page at [www.sccsc.edu/financial-aid/tuition/index.php](http://www.sccsc.edu/financial-aid/tuition/index.php)

## **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.

## **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.

### **Online Payment Instructions**

Payments can be made online through My SCC portal or in one of SCC's Business Offices. To see the amount owed, go into My SCC portal, under Colleague Applications, "Self-Service", then click the "Student Finance" link, and then the "Make a Payment" tab.

### **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 to transactions over \$125 for tuition payments paid by credit or by debit card. A \$75 late registration fee will be assessed for registration done after scheduled deletion date.

### **Returned Checks**

The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days. Students will be placed on restrictions from classes for non-payment. Checks will not be accepted by students who have written more than two non-sufficient checks.

### **Sponsorship**

Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on the 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.

## Online Payment Plan Set-Up Instructions

SCC payment plan is available for sign-up online through My SCC portal, under Colleague Applications choose "Self-Service". Now choose "Student Finance", "Make a Payment", "Click the Box by Student Receivables", "Create Payment Plan", and then "Click on I Agree".

## Direct Deposit for Refunds

To receive your refund faster we encourage you to sign up for direct deposit. Failure to sign up for a direct deposit will result in a paper check being issued and mailed. It is the student's responsibility to make sure their address is current with the Registrar's Office.

## Direct Deposit Instructions

Log in to **the MySCC Student Portal** via (<https://www.sccsc.edu/portal/>)

On the right side under **COLLEAGUE APPLICATION FOR STUDENTS**, select **Self Service**

Under Student Financial Information: Select **Bank Information (U.S.)**

Click "**Add an Account**" and then select the "**Activate**" button. Select Next.

Enter your bank information in the requested fields. Please make sure that the bank information is correct otherwise the deposit will be rejected.

Please disregard the "**verify account**" button. Once your refund is successfully applied to your bank account the status will automatically change to "**verified**".

Students must check the **I Agree** box and press **SUBMIT**.

### \*\*\*\*Please Note\*\*\*\*

When first signing up for direct deposit, please allow five (5) business days for the direct deposit to take effect. Once you have signed up for direct deposit, any future credit balance will automatically be deposited into your bank account. You do not need to sign up each semester.

If a student paid tuition with a debit or credit card, that portion of the refund will go back to the debit or credit card and the remaining balance will be processed via the selected refund method.

If the bank rejects the deposit due to incorrect bank information, the bank will notify SCC who will contact the student notifying them. The student will need to make their own corrections in Self-Service or request a paper check be issued which would be done within 5 to 7 business days.



If you fail to update your direct deposit information and the refund is sent to a closed account that is in bad debt status with the financial institution, SCC is not responsible for the intercepted refund. It is the student's responsibility to make sure their address is kept current with the Registrar's Office. It is the students' responsibility to make sure their direct deposit information is correct in Self Service.

## **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 Self Service 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 Registrar's Office. For convenience, quick access and safety, sign up for direct deposit. Go through MySCC Portal to WebAdvisor, select Student Financial Information then select Bank Information.

## **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) and Federal Direct Loans. 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 the Registrar's Office to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to Registrar's Office 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 within 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 the Registrar's Office receives notification from the student. Tuition and eligible fee charges for a term will be refunded at the following rate:

## Fall Term and Spring Terms

### Refund Percent

100%

### Withdrawal or Net Reduction of Credit Hours

1st - 8th calendar day of the term

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

**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 percentage 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 percentage 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 until the debt is paid. 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.

# 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 their family must complete the *Free Application for Federal Student Aid (FAFSA)*. The web address for FAFSA is <https://studentaid.gov/h/apply-for-aid/afsa>. The student, parent (if dependent), and spouse (if married) should apply for an FSA ID and password at <https://studentaid.gov/h/apply-for-aid/afsa> 5 days prior to starting FAFSA so that the application can be signed electronically and tax information retrieved from the IRS. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between October 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 the free application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/afsa> and include SCC's Title IV school code, 003994. When completing the FAFSA be sure that you and if applicable your FAFSA contributors (spouse or parent(s)) provide consent to allow the Internal Revenue Service (IRS) to disclose certain tax information to the US Department of Education on your FAFSA form through the Direct Data Exchange (FA-DDX). After submitting the FAFSA, the student will receive FAFSA Submission Summary (FSS), and SCC will receive an Institutional Student Information Record (ISIR) electronically.

If additional information is needed to complete a student's file, an email will be sent to the student's SCC email account. Items needed can be viewed through MySCC Portal in Student Self-Service under the Financial Aid tab. Submit the requested information as soon as possible and make sure all documents are complete and signed.

Once the student has been awarded, an email will be sent to their 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 Student Self-Service under the Financial Aid tab. The student is advised to 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 Student Self-Service in MySCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

Most communications from the Financial Aid Office will be sent to SCC student 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.

## Determination 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 (student aid index or SAI) 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. A sample of a Spartanburg County 9-month student budget for 2023-2024 for a student enrolled in 12 credit hours follows:

Spartanburg County 9-Month Budget  <i>Enrolled 12 credit hours</i>	Independent Student			Dependent Student	
	Unmarried No Children	Unmarried 1 Child	Married No Children	Married 2 Children	Unmarried No Children
<b>Tuition/ Student Activity Fee/Technology Fee</b>	\$5,146	\$5,146	\$5,146	\$5,146	\$5,146
<b>Books/Supplies</b>	\$954	\$954	\$954	\$954	\$954
<b>Personal</b>	\$1,170	\$1,170	\$1,170	\$1,170	\$1,170
<b>Transportation</b>	\$2,637	\$2,637	\$2,637	\$2,637	\$2,637
<b>Food and Housing</b>	\$4,094	\$6,070	\$7,074	\$11,026	\$4,094
<b>Total</b>	<b>\$14,001</b>	<b>\$15,977</b>	<b>\$16,981</b>	<b>\$20,933</b>	<b>\$14,001</b>

\*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
- Be a high school graduate or have a 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)
- 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. The college's Student Information System will automatically identify classes not required within the student's program of study. For federal aid programs only, once a student has completed a course with a "D" grade or better they can repeat the course one time to attempt a better grade. After the one attempt, that course cannot count in the enrollment status for federal financial aid funds.

The amount in the original award notification is based on full-time enrollment. A student whose financial aid enrollment status is not full-time will have his or her award reduced based on the actual number of financial aid eligible 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. For federal aid purposes, all credit hours must be financial aid eligible credit hours. There may be a difference between actual credit hours and financial aid eligible 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 SCC 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 that have been paid will be disbursed by the business office. Dates will be printed in the electronic *SCC Student Planner & Handbook* and in the *SCC Enrollment & Registration Guide*. For convenience, quick access and safety, sign up for direct deposit. Students can set direct deposit up through their student portal under self-service. For directions or assistance students should contact the SCC business office. 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 FAFSA Submission Summary (FSS), 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 available if a student has not been enrolled full time during the previous fall and spring semesters. Students who attended full time in Fall and Spring may be eligible to receive Year-Round Pell for the summer term if they meet all normal eligibility rules and LEU limits.

The S.C. Need Based Grant, and the S.C. Teacher Loan are not available during the summer semester. The LIFE Scholarship may be available during the summer semester, check with the Financial Aid office to confirm eligibility. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester. (See Life Scholarship.)

All financial aid awards for the summer 2026 semester can be viewed using Student Self-Service after April 15, 2026.

### **Satisfactory Academic Progress (SAP)**

Federal, state, and institutional regulations require students receiving financial aid to maintain satisfactory academic progress (SAP). Financial aid includes, but is not limited to, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Student Loans, Federal Work Study, all South Carolina State grant programs, and all institutional aid programs. The institution's SAP evaluation must include two major components: 1) a qualitative measure and 2) a quantitative measure (comprised of progression rate, maximum timeframe, and developmental coursework). These components are explained below. Individual programs may have additional or varying requirements as stipulated by the guidelines of that program. Both the qualitative and quantitative standards are cumulative and include all curriculum classes and periods of enrollment at Spartanburg Community College (SCC) even those for which the student did not receive financial aid funds. For details, see the SAP Policy.

### **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 non-federal 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 [www.studentaid.gov](http://www.studentaid.gov) or on their FAFSA Submission Summary.

### **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). Follow the instructions on our financial aid website under Types of Financial Aid - 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 \$3,500 for a full-time student. The FAFSA is the only application required. Cumulative GPA must be at least 2.0 prior to fall term for continuing students.

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**

A 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 admitted to an eligible program and be enrolled in at least 6 credit hours that are both needed and required for their program of study. Repayment begins six months after graduating, withdrawing, or dropping below half-time enrollment. This six-month period is referred to as a grace period.

The Financial Aid Office will advise 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.

Students who borrow Federal Direct Loans have the right to cancel all or a portion of their undisbursed loans. The Financial Aid Office will notify student by email of this right each semester. Students wishing to cancel can do so by notifying the Financial Aid Office in writing.

## **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 Assistance. 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 are available in the financial aid office or online at <https://www.sccsc.edu/admissions-aid/financial-aid/types/SCTL.php>. For additional information, a student may also visit S.C. Student Loan's website at [www.sccstudentloan.org](http://www.sccstudentloan.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 home-school program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student, 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 SC 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:

- Earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- 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. Note: transfer students from four-year institutions must self-identify especially if they were Palmetto Fellows recipients at the prior institution.



### *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 and 100 level are considered remedial courses. (ENG 032 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 enrolled in an Associate Degree program and who has an earned minimum of 30 (non-remedial) credit hours and a 3.0 GPA by the end of the spring semester may elect to use one of their remaining two terms of LIFE eligibility for summer. Please note that students are required to be enrolled in at least 12 credit hours during the summer semester to receive LIFE funding. (CHE Proviso 3.5)
- 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.
- Palmetto Fellows recipients transferring to a two-year institution are not eligible for the LIFE scholarship. The LTA regulation as noted above applies to students who transfer mid-year who received Palmetto Fellows at prior institution. However, if you lose your Palmetto Fellows Scholarship at the end of the year, you may be eligible to earn the LIFE Scholarship the next academic year.
- If eligible, the student must sign a certification form each year.

### **Palmetto Fellows**

Initial eligibility for the prestigious Palmetto Fellows Scholarship is determined by the South Carolina Commission on Higher Education. Eligible students may use the scholarship at two-year Institutions.

You are eligible to apply for the state-awarded Palmetto Fellows Scholarship if you are a South Carolina high school student with exemplary academic credentials. Palmetto Fellows recipients are not eligible for the LIFE Scholarship or the SC HOPE Scholarship.

### **General Eligibility Requirements**

- US Citizen/Legal Permanent Resident\*
- SC Resident\*
- No felony convictions
- No second or subsequent alcohol/drug misdemeanors
- Not in default of any state or federal loans
- Enroll in a degree-seeking program at an eligible SC institution.
- Must be meeting institutional Satisfactory Academic Progress

*(Residency must be determined at the time of high school graduation.)*

### **Eligibility Requirements for Entering Freshman**

There are two ways in which a student can meet the academic eligibility criteria for the Palmetto Fellows Scholarship:

- Rank in the top 6% at the end of the 10th, the 11th, or the 12th grade academic year

Rank can be used as an eligibility requirement for those schools/home school associations that have an official policy on rank that has been reviewed by the SC Commission on Higher Education for compliance with the established Palmetto Fellows Scholarship Regulations.

- Earn a 1200 (math and critical reading only) on the SAT or 27 on the ACT (through the June test administration of the graduating year). Effective for Fall 2023 and afterwards, the ACT test score will be 25.
- Earn a 3.5 cumulative GPA (based on the S.C. Uniform Grading Policy) OR you can qualify by meeting the alternate academic criteria eligibility requirements without regard to rank:
- Earn a 1400 (math and critical reading only) on the SAT or 32 on the ACT (through the June test administration of the graduating year). Effective for Fall 2023 and afterwards, the ACT test score will be 31.
- Earn a 4.0 Cumulative GPA (based on the S.C. Uniform Grading Policy).

Please note that you must apply to be a Palmetto Fellow during your senior year of high school to the SC Commission on Higher Education. Contact your high school guidance counselor for more information.

#### **Eligibility Requirements for Transfer Students**

- You must meet all general eligibility requirements.
- You must request a transfer of your Palmetto Fellows through the SC Commission on Higher Education.

#### **Eligibility Requirements for Continuing Students**

- You must meet all general eligibility requirements.
- You must also meet additional renewal requirements, including your GPA and how many credit hours you earn each academic year.

#### **Award Amount**

- The Palmetto Fellows Scholarship award amount is determined annually by the South Carolina General Assembly. First-year students receive \$6,700. Sophomores \$7,500. Upon completion at a two-year institution, may transfer to a four-year institution for their junior and senior years to receive \$7,500.

#### **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.

### **S.C. WINS - S.C. Workforce Industry Needs Scholarship**

**A statewide technical college scholarship program designed to address workforce shortages in South Carolina.**

*The scholarship supplements Lottery Tuition Assistance to help cover any tuition and mandatory fees left after applying all other scholarships or grants.*

### **ELIGIBILITY FOR STUDENTS WHO HAVE COMPLETED HIGH SCHOOL**

Students will be eligible to receive the SC•WINS scholarship if they meet one of the following criteria:

- Criteria One (Major): A student must be receiving a Lottery Tuition Assistance Program Scholarship (LTAP) for the current academic year and majoring in a critical workforce area as defined by the State Board for Technical and Comprehensive Education.
- Criteria Two (Income): A student must be receiving a LTAP scholarship for the current academic year and meet the USDA income eligibility guidelines for free and reduced-priced meals.

### **Programs**

A student must pursue a certificate, diploma or degree from one of the SC Technical College System's 16 colleges. Students can receive the SC•WINS for only one certificate, diploma or degree unless the additional certificate, diploma or degree constitutes progress in the same field of study.

### **Classes**

A student must be enrolled in at least six credit hours per semester.

### **GPA/Continued Eligibility**

A student must have earned at least a 2.0 GPA after attempting twenty-four credit hours. Dual enrollment courses taken in high school in critical workforce area programs count toward the fulfillment of the minimum major course requirement for freshmen.

### **Changing Majors**

Changing majors is allowed within the acceptable disciplines in workforce program areas.

### **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. Students must apply every year between June 1st through August 1st. *All applications for Free Tuition must be submitted online at: SCDVA.SC.GOV/education. Please call: 803-898-3551*

## **Scholarships and Funds**

Academic scholarship funds are raised and managed by the SCC Foundation and awarded based on need, availability, and qualifications through the Financial Aid Office, the SCC Scholarship Committee, and special selection committees. Scholarship and fund applications are located on the college website in the Financial Aid section. More information about the various scholarships and assistance funds available may be found in the financial aid brochure (available in the financial aid office and online), on the SCC Portal, and on the financial aid website at: <https://www.sccsc.edu/admissions-aid/financial-aid/scholarships/index.php>.

## **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. *All applications for Free Tuition must be submitted online at: SCDVA.SC.GOV/education. Please call: 803-898-3551.*

## **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: Active Duty Educational Assistance Program (Chapter 30), Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), 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.

In accordance with Title 38 US Code 3679 subsection (e), Spartanburg Community College adopts the following provisions for students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (CH. 31) benefits, while payment to the institution is pending from the VA, SCC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Chapter 33 students must apply online at [va.gov](http://va.gov). Bring a copy of the certificate of eligibility or a copy of where you entered your application online. Chapter 31 must contact the VR&E case manager. The case manager issues a rehabilitation plan. A copy of the plan will need to be submitted to the VA Office at SCC.

#Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written requests to be certified;
- Provide additional Information needed to properly certify the enrollment as described in other institutional policies.

## **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 cumulative GPA of at least 2.0 will result in the VA student being placed on academic warning for the next term of enrollment.

A VA student with a term GPA less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. If at the end of the probation term the VA student still has a GPA less than 2.0 then the VA student will be placed on academic suspension.

VA students with a term GPA of 2.0 or higher at the end of a probation term, but who still have a cumulative GPA less than 2.0 will remain on academic probation. VA students whose cumulative GPA increases to a 2.0 or higher at the end of their probation term will be taken off academic probation and placed in a satisfactory status.

A VA student on academic suspension will have benefits suspended and must sit out one academic term. To be readmitted the VA student must meet with the Dean of Student Success, prior to re-enrollment, to identify strategies to improve his or her academic performance. These strategies will be written up in the form of an academic plan and a copy submitted to the VA counselor.

## **Address Changes**

VA students must contact VA at [va.gov](http://va.gov) or call 1-888-442-4551 with address changes, new phone numbers, or new direct deposit information.

## **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. (CH 33 nor CH 31 are not eligible for advanced payment)

## **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 receive a grade of "F" and did not complete the semester will have their last date of attendance reported to VA and may have to return funds to SCC for tuition amounts and BAH and book monies to VA due to period of nonattendance.

## **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, Synchronous, 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](http://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 on preparation and training as is normally required for resident (traditional classroom) courses.

VA students are paid BAH (housing allowance) based on the SCC campus where they are taking the most classes.

### **Non-punitive 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 BAH and book monies. Also, the student will owe tuition money back to the college 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 (zero level and 100 level courses) 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 Dean of Student Success.

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.

# Academic Policies

## Academic Standards of Progress

### (Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used 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 Dean of Student Success of his or her academic warning, academic probation, and academic suspension status when their term GPA falls below 2.0. Under performing students are encouraged to meet with his or her advisor 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.

Note: Academic programs with additional academic requirements are published 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.

## Academic Week

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination.

## 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, spring, and the summer is the first one-three (1-3) instructional days of the term depending on the length of 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 not attending and a full refund of tuition excluding the enrollment fee and any late fees 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. A grade of "W" will be awarded and transcribed for classes dropped after the census date through the 75% date of the term. Students can drop classes online through Self Service or they can go to the Registrar's Office to complete a drop form. A student or an instructor cannot initiate a drop during the last 25 percent of the course (after the deadline to drop a class) except in extenuating circumstances. Documentation must be provided to the Registrar and approval by the appropriate department chair or dean will be requested. Go to the SCC website, [www.sccsc.edu/records/](http://www.sccsc.edu/records/) to review the drop procedure for students. All students are encouraged to check their SCC email regularly for important reminders about drop deadlines and other important dates.

### **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. A grade of "AU" will be given to students auditing a course. Students who have 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 course for credit. Federal regulations stipulate that students cannot receive financial aid for courses being audited.

### **Attendance**

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors. Students should also inform the instructor in advance if they know they are going to miss class. Students must take responsibility for completing missed work if approved for late submission by instructors. Students should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for 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. Students must have logged into and actively participated in the online course by the end of the drop/add period, 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. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

### **Tardiness**

Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor. Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

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 (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.

### **Absences for Military Deployment**

The College will make every effort to accommodate students who are deployed for military service. Students who are absent from class because they have been deployed (military service or national guard) are responsible for the content of any activities missed and for the completion of assignments occurring during the period of deployment. The student must notify the Registrar's Office of the pending absences prior to deployment, provide written documentation of the deployment prior to being absent, and must request accommodations to minimize the impact of the deployment on their academic record/progress. Accommodations include but are not limited to:

- The student must provide documentation of deployment prior to being absent and request a proposal for making up assignments missed with their instructors while deployed.
- The student may receive a grade of Incomplete for the course if the faculty determines that the course content can be made up under the timeline and guidelines for incomplete grades.
- The student may be administratively withdrawn from the course with no penalty to the student if the deployment is too lengthy and it is unlikely that the student could successfully make up the missed course work.

### **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. It is the responsibility of the student to withdraw from courses. Failure to continue attending a course does not constitute proper procedure for dropping or withdrawing. An F will be assigned if a course is not dropped correctly. 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. Students are not allowed to drop courses after the drop deadline. Drop dates are posted in the Registrar's Office, on the SCC website at [www.sccsc.edu](http://www.sccsc.edu) and on the Registrar's Office page on the SCC portal.

### **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 or 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 or 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.
- non-degree, early college and transient students are not eligible for the dean's list.

## Grades

### Final Grade Review

Course grades are final when entered into the database 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 Registrar's 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:

Grade Scale	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR, TA, TB, TC	Transfer Credit	0	No	Yes

\* 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) for the instructor to have adequate time to grade the work 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 completion, in this case, is to be determined by the instructor and the Registrar's Office will enter the date. Completion dates assigned are not to extend the past subsequent term.

### Grade Point Average

1. Multiply credit hours attempted by grade points\* or quality points for course points.
2. Add credit hours attempted for the total credit hours attempted.
3. Add course points for total course points.
4. Divide total course points by total credit hours attempted for GPA.

Credit Hours	Course Grade	Grade Points	Course Credit x Grade Points	Course Points
BIO 101 (4)	B	B=3	4 x 3 =	12
ENG 101 (3)	C	C=2	3 x 2 =	6
Total (7)				18
GPA	<u>Course Grade Points (18)</u>  Credit Hours Attempted (7)	=2.57 GPA		

### Repeated Grade Policy

If a student repeats a course, both grades 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. Complete the Graduation Exit Survey.
6. Make a formal application for graduation in the Registrar's Office or online by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Handbook*.)

7. Obtain graduation approval from the Registrar. The graduation ceremony is held once a year in May. Awards (degrees, diplomas, certificates) will be available for pickup during the advertised dates in the Registrar's Office. Awards that are not picked up will be mailed.

### **Graduation Ceremony**

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students expecting to complete graduation requirements during the summer term should apply for summer graduation during the spring term to participate in graduation ceremonies.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Awards (degrees, diplomas, certificates) will be mailed during the advertised dates set by the Registrar's Office.

### **Honor Graduates**

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

### **Awarding Multiple Degrees, Diplomas, and Certificates**

Students may complete multiple degree, diploma, and certificate programs. Students will be awarded multiple awards during a semester if they are enrolled in a program with an embedded certificate and complete the Associate degree and the embedded program.

### **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.

### **College Skills and Success**

The College Skills and Success Department offers courses designed to help students reach their full potential in and out of the classroom. Whether students are recent high school graduates or returning to school after a break, College Skills courses help them develop the skills necessary to succeed. In order to meet graduation requirements, students enrolled in a diploma or associate's degree program must take a specified Col course during their first semester at SCC. These courses are available during the day, evening, and online, and they are offered in the fifteen and ten-week term. College Skills (Col 103) is a curriculum course with possible transfer options to four-year institutions. College Orientation (Col 101) is a developmental course that typically does not transfer to four-year institutions. Students who place into two or more transitional developmental disciplines are required to take COL 103 in place of **COL 101** in their program of study, if required.

### **Transitional Studies**

The Transitional Studies Department offers developmental courses in writing, reading and mathematics. These courses are designed to help students acquire additional skills and discipline to be successful in curriculum courses. The department also offers non-degree credit courses, *Elementary Algebra*, *College Skills* and *College Orientation* courses to enhance students' academic abilities. Courses are typically offered both day and evening. Many courses are offered in lectures, mixture and online formats. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

## **Developmental Courses**

Developmental courses are structured for students who score at or above the minimum entrance scores on college placement exams (COMPASS, or ACCUPLACER) but below program entrance requirements. Developmental courses (courses with the number 032) carry institutional credit, but cannot be used to satisfy program requirements for graduation. Students who place into two or more developmental disciplines are required to take COL 103 - College Skills in place of COL 101 in their program of study, if required. To move into curriculum programs, developmental courses must be completed with a grade of "C" or better.

## **Non-Degree Credit Courses**

Non-degree credit courses are designed to help students further enhance their academic abilities. These courses serve as a "bridge" from developmental courses to curriculum courses. Non-degree credit courses have a course number of 100. Some students place directly into non-degree credit courses based on their college placement scores (COMPASS or ACCUPLACER). These courses 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. The Science Department offers non-degree credit courses in biology and chemistry for students who did not complete biology or chemistry with a grade of C or better in high school. Some students will need to take these courses to meet curriculum entry requirements.

### **Transitional Studies Department Includes:**

ENG 032 - Developmental English  
ENG 100 - Introduction to Composition  
MAT 100 - Introductory College Mathematics  
MAT 152 - Elementary Algebra (4-day per week format; equivalent to MAT 101)  
MAT 153 - Elementary Algebra II (equivalent to MAT 102)  
RDG 100 - Critical Reading  
RWR 100 - Integrated Transitional Reading and English (Non-Degree Credit)

## **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. A student who drops all classes for a term will be marked term withdrawn.

## **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) or 63 (internet exam).

- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationery dated within the last three months in the amount of \$21,182.00 USD).
- 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.
- Proof of medical insurance.

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 may enroll for tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other standards set forth by the College. Senior citizen tuition waivers waives the cost of tuition. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which is scheduled on the last business day before the semester begins. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. Information about senior citizen waivers can be found in the Registrar's Office and the Business Office.

### **Credit for Prior Learning**

Credit for Prior Learning (CPL) is a process whereby skills and knowledge earned outside a traditional classroom are evaluated for the purpose of awarding college credit. Types of learning included under CPL include exemption credit, articulated credit, and experiential learning. CPL does not include transfer of college level credits earned at other postsecondary institutions- information on transfer credit can be found in Procedure V-40.12.

In order to receive a certificate/ diploma/degree from Spartanburg Community College (SCC) students must complete a minimum of twenty-five percent (25%) of the total hours of the certificate/diploma/degree through graded (A, B, C, D) instruction offered by the College. Students may earn CPL credit for up to but no more than 25% of their program. The amount of CPL credit that may be applied to a specific certificate/diploma/degree may be more restrictive depending on the program of study. The College grants CPL credit for program requirements as described below.

Corporate and Community Education - Students may receive CPL credit for certain courses successfully completed in the SCC Corporate and Community Education Division. Validation of student competencies may include written examinations, industry certifications, or other assessment methods.

### **Exemption Credit**

#### **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 TAP should contact the secondary school department head or counselor, or the College program department head. 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 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. An official copy of the CLEP examination scores is required.

## **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 the program department chair of the area in which the student seeks credit who will determine eligibility, provide the authorization form, and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the Business Office. The student must present the authorization form and the receipt to the subject-area department chair in order to take the exam. The exam results will be submitted to the Registrar's office by the department chair/faculty. The fee for credit by exam is non-refundable.

## **Articulation Credit by Professional Certifications**

Students may receive articulated credit for professional, industry-approved certifications. For each professional certification, the appropriate Department Chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student must submit their 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 Registrar's Office. (Students pay a \$50 fee to receive credit)

## **Experiential Learning**

**Credit by Portfolio-** Students may receive experiential learning credit for knowledge acquired through work or other experiences external to academics through development of a portfolio documenting those experiences. Credit by portfolio is limited to learning experiences in which no other CPL methods exist to validate learning.

Students seeking credit for experiential learning should contact their program department chair, who will determine the students' eligibility and provide the authorization form. The department chair, in consultation with subject area faculty, determines the courses that are eligible for credit by portfolio and the requirements of the portfolio, which will vary according to each student's individual experiences. The student must submit a proposal outlining the courses he/she wishes to earn credit for and the types of documentation he/she will present in the portfolio. Once the proposal has been accepted by the department chair, the student should pay the appropriate experiential learning fee at the Business Office.



A teaching faculty member in the subject area in which credit is sought will evaluate the portfolio to determine whether the outcomes of the course(s) for which credit is sought have been documented. The authorization form and the receipt should be presented to the faculty providing the evaluation.

Students may receive credit for a maximum of twenty-five percent (25%) of required program semester hours for experiential learning.

### **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 Corporate and Community Education (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.

### **Fees**

No fee is charged to post credits to the transcript for exemption and articulated credits except credit by exam. Students attempting to earn exemption credit through credit by exam must be formally accepted by Spartanburg Community College and pay \$50 non-refundable fee for each exam. Students who wish to earn portfolio credit (experiential learning) must pay \$50 per course portfolio reviewed. This is a non-refundable fee, even if the reviewer determines after reviewing the portfolio that the student is not eligible for credit.

### **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 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. Spartanburg Community College will review transfer credits for acceptance from institutions accredited through an agency recognized by the U.S. Department of Education. Exceptions are considered on a case-by-case basis.
- Students may receive transfer credit equivalent for no more than 75 percent of the credits required in their program
- Students must have earned a grade of "C" or higher in courses presented for transfer credit evaluation

# General Education

## Student Outcomes

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes that are included in this catalog, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies as delineated below.

## Associate Degree General Education Competencies

### Associate Degree Requirements

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

### Rationale

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to six essential general education competencies.

### General Education Competencies

Students who complete the general education graduation requirement will be able to demonstrate the following competencies:

- Write professionally/academically in response to a variety of texts and audiences.
- Speak publicly, listen actively, and respond effectively.
- Access, retrieve, synthesize, and evaluate information.
- Apply quantitative, qualitative and/or scientific reasoning to solve problems.
- Explain social concepts and behaviors using fundamental theories and methods of analysis.
- Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

Spartanburg Community College has identified courses which, when completed as part of the general education requirement, will allow students to achieve each competency.

To graduate from Spartanburg Community College, each candidate for an associate's degree must meet program specific requirements. All programs identify a minimum of 15 credit hours from the following course options. As a minimum, each student must complete:

1. **At least 3 credits from the Communications general education area.**

## Communications

- ENG 101 - English Composition I **Credits:** 3
- or
- ENG 165 - Professional Communications **Credits:** 3
- (one of these courses is required)
- SPC 205 - Public Speaking **Credits:** 3

## 2. At least 3 credits from the Natural Sciences and Mathematics general education area.

### Natural Sciences/Mathematics

- AST 101 - Solar System Astronomy **Credits:** 4
- AST 102 - Stellar Astronomy **Credits:** 4
- BIO 101 - Biological Science I **Credits:** 4
- BIO 102 - Biological Science II **Credits:** 4
- BIO 105 - Principles of Biology **Credits:** 4
- BIO 112 - Basic Human Anatomy and Physiology **Credits:** 4
- BIO 210 - Anatomy & Physiology I **Credits:** 4
- BIO 211 - Anatomy & Physiology II **Credits:** 4
- BIO 215 - Anatomy **Credits:** 4
- BIO 216 - Physiology **Credits:** 4
- BIO 225 - Microbiology **Credits:** 4
- BIO 240 - Nutrition **Credits:** 3
- CHM 105 - General, Organic and Biochemistry **Credits:** 4
- CHM 110 - College Chemistry I **Credits:** 4
- CHM 111 - College Chemistry II **Credits:** 4
- CHM 211 - Organic Chemistry I **Credits:** 4
- CHM 212 - Organic Chemistry II **Credits:** 4
- MAT 103 - Quantitative Reasoning **Credits:** 3
- MAT 110 - College Algebra **Credits:** 3
- MAT 111 - College Trigonometry **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- MAT 130 - Elementary Calculus **Credits:** 3
- MAT 132 - Discrete Mathematics **Credits:** 3
- MAT 140 - Analytical Geometry and Calculus I **Credits:** 4
- MAT 141 - Analytical Geometry & Calculus II **Credits:** 4
- MAT 155 - Contemporary Mathematics **Credits:** 3
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits:** 3
- MAT 211 - Math for Elementary Education I **Credits:** 3
- MAT 212 - Math for Elementary Education II **Credits:** 3
- MAT 215 - Geometry **Credits:** 3
- MAT 220 - Advanced Statistics **Credits:** 3
- MAT 240 - Analytical Geometry & Calculus III **Credits:** 4
- MAT 242 - Differential Equations **Credits:** 4
- PHS 101 - Physical Science I **Credits:** 4
- PHS 102 - Physical Science II **Credits:** 4
- PHY 201 - Physics I **Credits:** 4
- PHY 202 - Physics II **Credits:** 4

- PHY 221 - University Physics I **Credits: 4**
- PHY 222 - University Physics II **Credits: 4**

**3. At least 3 credits from the Social/Behavioral Sciences general education area.**

**Social/Behavioral Sciences**

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- PSY 214 - Psychology of the Exceptional Child **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 102 - Marriage and the Family **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

**4. At least 3 credits from the Humanities/Fine Arts general education area.**

**Humanities/Fine Arts**

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ASL 101 - American Sign Language I **Credits: 4**
- ASL 102 - American Sign Language II **Credits: 4**
- ASL 201 - American Sign Language III **Credits: 3**
- ASL 202 - American Sign Language IV **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 201 - American Literature I **Credits: 3**
- ENG 202 - American Literature II **Credits: 3**
- ENG 205 - English Literature I **Credits: 3**

- ENG 206 - English Literature II **Credits:** 3
- ENG 208 - World Literature I **Credits:** 3
- ENG 209 - World Literature II **Credits:** 3
- ENG 228 - Studies in Film Genre **Credits:** 3
- ENG 235 - Southern Literature **Credits:** 3
- ENG 236 - African American Lit **Credits:** 3
- ENG 238 - Creative Writing **Credits:** 3
- FRE 101 - Elementary French I **Credits:** 4
- FRE 102 - Elementary French II **Credits:** 4
- GER 101 - Elementary German I **Credits:** 4
- GER 102 - Elementary German II **Credits:** 4
- HSS 101 - Introduction to Humanities **Credits:** 3
- MUS 105 - Music Appreciation **Credits:** 3
- PHI 101 - Intro to Philosophy **Credits:** 3
- PHI 105 - Introduction to Logic **Credits:** 3
- PHI 110 - Ethics **Credits:** 3
- REL 101 - Introduction to Religion **Credits:** 3
- REL 104 - Early Christian History and Literature **Credits:** 3
- REL 105 - Early Jewish History and Literature **Credits:** 3
- REL 201 - Religions of the World **Credits:** 3
- SPA 101 - Elementary Spanish I **Credits:** 4
- SPA 102 - Elementary Spanish II **Credits:** 4
- SPA 201 - Intermediate Spanish I **Credits:** 3
- SPA 202 - Intermediate Spanish II **Credits:** 3
- THE 101 - Introduction to Theatre **Credits:** 3

#### **5. Additional credits from the general education course list to meet the 15 minimum credit requirement.**

**NOTE:** Courses in basic composition that do not contain a literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in the Principles of Accreditation 9.3.

**NOTE:** If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.

**Exceptions/Course Substitutions:** Students who wish to apply for a course substitution or exception to the general education policy may appeal to the Vice President of Academic Affairs. The general education requirement will not be waived by Spartanburg Community College.

#### **Transfer Information**

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

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

## **Transfer Criteria, Course Grades, GPA's, Validations**

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

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at their home institution, and so forth.
- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

## **South Carolina Transfer and Articulation Center (SCTRAC)**

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

## **Statewide Articulation of 86 Courses**

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous with the ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

## **Statewide Transfer Blocks**

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. The Transfer Blocks for Teacher Education were updated in July 2010. The Transfer Blocks for Nursing

were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

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

<http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx>

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

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

### **Assurance of Quality**

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

### **Transfer Officers**

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

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

## Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including Institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the *Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina*.
- B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

## Courses

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

- ACC 101 - Accounting Principles I **Credits: 3**
- ACC 102 - Accounting Principles II **Credits: 3**
- ANT 101 - General Anthropology **Credits: 3**
- ART 101 - Art History and Appreciation **Credits: 3**
- *ART 105 - Film as Art*
- AST 101 - Solar System Astronomy **Credits: 4**
- AST 102 - Stellar Astronomy **Credits: 4**
- BIO 101 - Biological Science I **Credits: 4**
- BIO 102 - Biological Science II **Credits: 4**
- BIO 210 - Anatomy & Physiology I **Credits: 4**
- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- CHM 111 - College Chemistry II **Credits: 4**
- *CHM 112 - College Chemistry II*
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 201 - American Literature I **Credits: 3**
- ENG 202 - American Literature II **Credits: 3**
- *ENG 203 - American Literature Survey*
- ENG 205 - English Literature I **Credits: 3**
- ENG 206 - English Literature II **Credits: 3**
- ENG 208 - World Literature I **Credits: 3**
- ENG 209 - World Literature II **Credits: 3**
- *ENG 214 - Fiction*
- *ENG 218 - Drama*
- *ENG 222 - Poetry*
- *ENG 230 - Women in Literature*
- ENG 236 - African American Lit **Credits: 3**
- ENG 260 - Advanced Technical Communications **Credits: 3**
- FRE 101 - Elementary French I **Credits: 4**
- FRE 102 - Elementary French II **Credits: 4**



- *FRE 201 - Intermediate French I*
- *FRE 202 - Intermediate French II*
- *GEO 101 - Introduction to Geography Credits: 3*
- *GEO 102 - World Geography Credits: 3*
- *GER 101 - Elementary German I Credits: 4*
- *GER 102 - Elementary German II Credits: 4*
- *HIS 101 - Western Civilization to 1689 Credits: 3*
- *HIS 102 - Western Civilization Post 1689 Credits: 3*
- *HIS 201 - American History: Discovery to 1877 Credits: 3*
- *HIS 202 - American History: 1877 to Present Credits: 3*
- *MAT 110 - College Algebra Credits: 3*
- *MAT 111 - College Trigonometry Credits: 3*
- *MAT 120 - Probability & Statistics Credits: 3*
- *MAT 122 - Finite College Math*
- *MAT 130 - Elementary Calculus Credits: 3*
- *MAT 140 - Analytical Geometry and Calculus I Credits: 4*
- *MAT 141 - Analytical Geometry & Calculus II Credits: 4*
- *MAT 240 - Analytical Geometry & Calculus III Credits: 4*
- *MAT 242 - Differential Equations Credits: 4*
- *MUS 105 - Music Appreciation Credits: 3*
- *PHI 101 - Intro to Philosophy Credits: 3*
- *PHI 105 - Introduction to Logic Credits: 3*
- *PHI 106 - Logic II Inductive Reasoning*
- *PHI 110 - Ethics Credits: 3*
- *PHI 115 - Contemporary Moral Issues*
- *PHY 201 - Physics I Credits: 4*
- *PHY 202 - Physics II Credits: 4*
- *PHY 221 - University Physics I Credits: 4*
- *PHY 222 - University Physics II Credits: 4*
- *PHY 223 - University Physics III*
- *PSC 201 - American Government Credits: 3*
- *PSC 215 - State and Local Government Credits: 3*
- *PSY 201 - General Psychology Credits: 3*
- *PSY 203 - Human Growth and Development Credits: 3*
- *PSY 212 - Abnormal Psychology Credits: 3*
- *SOC 101 - Introduction to Sociology Credits: 3*
- *SOC 102 - Marriage and the Family Credits: 3*
- *SOC 205 - Social Problems Credits: 3*
- *SOC 206 - Social Psychology*
- *SOC 210 - Juvenile Delinquency*
- *SOC 220 - Sociology and the Family*
- *SOC 235 - Thanatology*
- *SPA 101 - Elementary Spanish I Credits: 4*
- *SPA 102 - Elementary Spanish II Credits: 4*
- *SPA 201 - Intermediate Spanish I Credits: 3*
- *SPA 202 - Intermediate Spanish II Credits: 3*
- *SPC 205 - Public Speaking Credits: 3*
- *SPC 210 - Oral Interpretation of Literature*
- *THE 101 - Introduction to Theatre Credits: 3*

## **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. Students should work closely with their academic advisor and consult with their preferred transfer institution before registering for coursework that they intend to transfer to a four-year college or university.

### **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.

## Services for Students

### Academic Advising

Academic advising is a process in which the student and assigned Academic Advisor meet to establish pathways that are consistent with the student's career, academic and personal goals. Academic Advisors are available to provide students with guidance in the areas of course selection and registration; educational planning; campus support services; graduation requirements and much more! Establishing a partnership between the advisor and student is crucial to each student's success. Therefore, it is a requirement that each student contact their advisor each term before registering for classes.

Academic Advisors maintain scheduled office hours each term. Any student who needs to change a class schedule, drop or add a course, withdraw from the College, or ask any additional questions about courses should contact their assigned Academic Advisor. Contact can be made via Self Service (plan and request review), SCC email address or telephone number. Advisor assignments can be found in Aviso.

### Program Change Process

SCC students who want to change their program of study must complete the process outlined below. Take note, all program changes will be effective for the next semester of enrollment.

- Obtain and complete an SCC Request for Program Change form from the Academic Advising Department.
- Meet with assigned advisor to discuss the change and obtain their signature.
- Submit the form to the Financial Aid Office (SSB 147). The financial aid staff/counselor will review the proposed program change for possible impact on financial aid eligibility and discuss any issues with you.
- Finally, submit the completed form to the Academic Advising Department.

### AIM Center

SCC's AIM Center is a valuable resource for qualified Career Technical Education (CTE) students who need financial assistance with books, childcare, city bus passes and educational supplies. Students receiving assistance from Student Disability Services, students from economically disadvantaged families (including low-income youth and adults), students preparing for non-traditional fields, single parents (including single pregnant women), English learners (homes in which English is the second language), homeless individuals, youth who are in or have aged out of the foster care system, and youth with parents on active duty in the armed forces. Students enrolled in Associate of Arts or Associate of Science programs are not eligible. The AIM Center is funded through the Strengthening Career and Technical in the 21st Century Act (Perkins V). For more information, including contact email, phone number and hours, visit the AIM Center website at <https://www.sccsc.edu/students/success-programs/aim/>.

### Alerts - Campus Closings and Emergency Notifications

SCC students, faculty and staff are alerted about campus closings and emergencies through a college-wide notification system using information in their SCC account allowing the college to send phone calls, emails and texts to text-capable mobile phones. Students manage their contact information by going to the MySCC Portal Self Service account. In addition to being shared directly with students, faculty and staff, SCC alerts are also shared via the college website. For more information, visit: <https://www.sccsc.edu/students/safety/>.

### Bookstore (Chaser's Bark Shop)

Chaser's Bark Shop, the SCC Campus Store, is in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 8:00 a.m. - 5:00 p.m. and Friday from 8:00 a.m. - 1:30 p.m. The store's telephone number is (864) 592-4650. The purpose of Chaser's Bark Shop is to provide branded merchandise like apparel, book

bags and gifts. The campus store offers school supplies, electronics, departmental kits and culinary uniforms, as well. For merchandise prices refund policies, operating hours, and to order on-line, visit Chaser's Bark Shop website at <https://www.sccsc.edu/students/chasersbarkshop/>.

During end-of-semester exam days and the beginning of each semester, an independent representative is available to purchase textbooks from the students providing up to fifty percent of new textbook value for qualified textbooks that are purchased for the bookstore.

### **SCC Online Bookstore**

Beginning with the Spring 2025 term, Spartanburg Community College transitioned course material services to a new bookstore model where students can order textbooks through an integrated website and then have physical items delivered to the student's home address by mail or to the campus store, while digital access information is emailed to the student's campus email. SCC Online Bookstore can be accessed by visiting the following link <https://sccsc.textbookx.com/institutional/index.php>.

### **Textbook Buy Back**

Chaser's Bark Shop offers in store buyback at the end of each semester. A book company representative will be available to purchase textbooks from students. You can sell back books anytime using our Online Buyback site at <https://spartanburgcc.tbconcourse.com/>.

### **Chaser's Bark Shop Refund Policy**

Supplies may be returned for a full refund within 5 business days from the date of purchase. No refunds will be made without an original cash register receipt. Items must be in the same condition as when purchased. Please see the complete refund policy on the campus store's website for additional information. A purchase made by a check requires the posting of 4 business days before a refund can be made. Purchases made by credit/debit card require that the source card be used in making the refund. All opened electronic items are not eligible for return. For up-to-date information, please visit the website at <https://www.sccsc.edu/students/chasersbarkshop/>.

### **Campus Safety and Security / Student Right-to-Know**

The Campus Police Chief, who is a certified Class I S.C. Law Enforcement Officer, coordinates Campus Police and Security. The College's Security force supplements the SCC Police Department with coverage. As per S.C. State Laws, alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on all SCC Campuses. In case of an emergency, call 911. Any criminal or suspicious activities and any other emergency situations that occur on SCC Campuses should be immediately reported to SCC Police by dialing the following numbers:

1. Giles Campus at extension 4911 or (864) 592-4911
2. Cherokee County Campus at extension 2711 or (864) 206-2711
3. Downtown Campus at extension 4054 or (864) 592-4054
4. Tyger River Campus at extension 6208 or (864) 592-6208

Public Law 101-542, the Student Right-to-Know and Campus Security Act, mandates that institutions post crime awareness materials for both present and potential students. The Campus Police Office has this information, which is also available at <https://www.sccsc.edu/students/safety/index.php>, the SCC website.

## 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. For more information, call (864) 592-4820 or access the website at <https://www.sccsc.edu/students/career/>.

## Counseling Services

College is a time of adjustment and transition, and it is not uncommon to have a mental health challenge during this time. If you experience feelings of anxiety, depression, or are just thinking that you need to talk through some problems, counseling services are available.

1. Faculty, staff, or students can refer using the referral form. Students should be aware of the referral if at all possible. The student ID number is helpful. Those forms go directly to our counselors on-site from the South Carolina Department of Mental Health. Please visit your private student account in the MySCC Portal to connect with SCC Counseling Services. All information is confidential.
2. Students can receive up to three sessions with the costs waived. If available, insurance will be filed, but no additional charges will accrue until the fourth session.
3. If a student has no insurance or has insurance and does not want it to be billed due to privacy concerns, the student can be considered self-pay and receive those first three sessions at no cost to them. (Those costs are covered by SCC and SCDMH.)
4. After three sessions, students should expect to pay a copay if they have insurance or should apply for fee reduction with SCDMH. Fee reduction is based on household income and payments can be arranged.
5. SCDMH does not deny services based on financial situation.
6. Students can utilize counseling services in person at the Giles campus or remotely through telehealth. The intake assessment and quarterly reviews must be completed in person. For routine sessions, virtual appointments are available to students as needed.
7. Each student will be assigned to a psychiatric nurse practitioner at the SCDMH office for medication consults.
8. SCDMH staff are unable to diagnose or treat adult ADHD or autism-spectrum disorders. Community resource information can be provided upon request.

## 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 to assist SCC faculty, staff and students from approximately 5:00-10:00p.m. Monday-Thursday.

- The Spartanburg (Giles) Campus evening services coordinator is located in the Jack A. Powers building, C-109, and can be reached via phone at (864) 592-4830.
- The evening services coordinator for the SCC Cherokee County Campus can be reached via phone at (864) 206-2700.
- The evening services coordinator for the SCC Tyger River Campus can be reached via phone at (864) 592-6208. Administrative and informational services can be accessed by contacting the Spartanburg Campus evening services coordinator via phone at (864) 592-4830.
- The evening security personnel for the Union County Campus can be reached via phone at (864) 466-1060 for on-site assistance when the building is open. Administrative and informational services can be accessed by contacting the Spartanburg Campus coordinator via phone at (864) 592-4830.

- The evening security personnel for the Downtown (Evans) Campus can be reached at (864) 592-4054. Administrative and informational services can be accessed by contacting the Spartanburg Campus evening coordinator via phone at (864) 592-4830.

### **Chaser's Pantry**

Located in the Jack A. Powers building in room C3, the SCC Chaser's Food Pantry Serves to fight hunger and food insecurities on our campuses by providing basic necessities for any student, faculty, or staff in need. They provide snacks, non-perishable items for meal preparation, toiletries, cleaning products, and diapers. Chaser's Pantry is also aligned with additional resources on and off campus that promote the overall well-being of the students. Their hours are from 9 am until 4 pm Monday through Thursday and from 8:30 am until 1:30 pm on Fridays. For additional information, please contact the pantry manager at [sccpantry@sccsc.edu](mailto:sccpantry@sccsc.edu). Students can also visit the Chaser's Pantry portal page: Chaser's Food Pantry - Home.

### **Health Services**

The College does not provide comprehensive health services. In emergency situations, responding to campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

### **Housing Information**

The College does not provide living accommodations for students.

### **Identification Cards**

Students are required to have a current student identification card and are required to present the card to any campus official, including campus police officers, upon request. Identification cards are available to currently enrolled students and are available in the admissions center at no cost to the student. Students must present a course schedule for the current term to receive an identification card.

### **Insurance**

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterrupted 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; \$5,000-accidental death; \$5,000-dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the Business Office (Ledbetter Building). Students can contact Lindsay Finney at [finneyl@sccsc.edu](mailto:finneyl@sccsc.edu). The premium for student insurance coverage is included in tuition and fees for all registered students.

### **Library**

The SCC Library helps students reach their academic, personal, and professional goals by providing access to high-quality, relevant information resources and through an information literacy program that teaches students how to find, evaluate, and use information appropriately.

The Library provides:

- Access to books, eBooks, journals, magazines, research databases, videos, and select materials for student success such as calculators, anatomical models, and in-house textbooks (see our website for full details).
- Assistance with research assignments, formatting, citations, and computers usage. Assistance is available in-person at any of our locations, by phone, or via our Ask-A-Librarian email/chat/text service.



- A supportive learning environment, where students have space to study and work, as well as access to equipment such as computers, printers, etc.

**Please note:** Your SCC Student ID card serves as your library card, and it is required for some services.

The Library's three locations are:

- Giles Campus, first floor of the Library Learning Resource Center
- Cherokee County Campus, first floor of the Peeler Academic Building
- Downtown Campus, second floor of the Evans Academic Center

Also, see our website for library services provided at Tyger River and Union Campuses, as well as for Distance/Virtual Learners.

Each campus features a reading/workspace, study rooms, computers, scanners, AV equipment and print collection, as well as access to a large electronic collection of databases and eBooks (SCC log in required). Print materials at each campus are geared towards each campus' needs; however, materials may be requested for next-day transfer between any SCC campus. Materials that the SCC library does not own may be borrowed from partner libraries across the state and the country, via our various consortium memberships.

For further information regarding the Library's services or resources, including operating hours, please visit the Library's website at <https://libguides.sccsc.edu/home>; email or chat with "Ask a Librarian" @ <https://libguides.sccsc.edu/askalibrarian>; or call (864) 592-4764 or 1-866-542-2779.

## **New Student Orientation**

SCC's New Student Orientation (NSO) is a valuable tool that introduces students to the variety of programs, support services, resources and campus locations available at the College. NSO is required for all new and re-enrolling students. Students are able to fulfill this requirement by attending an in-person option prior to the start of classes.

## **Parking Rules**

SCC has well-marked parking areas with ample space for everyone to park. Do not park against curbs, over yellow lines, on the grass or on triangles at the end of lanes. Do not use or block fire lanes, maintenance parking areas or loading zones. Students, faculty and staff are asked to observe the following rules:

- **Handicapped Accessibility Parking**

All state DMV issued handicap placards are honored on campus. Designated spaces are located near each building.

- **Motorcycle Parking**

Motorcycle parking is located in the student parking lot. Four-wheel vehicles are prohibited from parking in areas designated for motorcycle parking.

- **Parking Appeals**

Students may appeal a parking ticket by contacting the campus police office within 24 hours from the date of the ticket. Parking appeal forms are available in the campus police office from 8 a.m. - 10 p.m.

- **Student Parking**

Students are required to park in the student parking areas. Students are not allowed to park in areas designated for faculty/staff or visitors. Students at the Downtown Campus may park in the Kennedy Street parking garage free of charge by showing their SCC ID to the lot attendant.

- **Vehicle Registration**

Students wishing to bring a car or other vehicle on campus are required to have a current parking permit attached to the front, right window on their vehicle. Permits will be valid from August-August each year. (This applies to all curriculum, transitional studies and adult education students.) Any curriculum, transitional studies and adult education student who loses their permit may apply for a new permit.

Students who permanently change to a new or different vehicle must come by the Business Office (LED) and fill out a new vehicle registration card. There is no fee for this service.

- **Visitor Parking**

All visitor parking spaces are clearly marked. Students are not allowed to park in visitor parking spaces.

## **Records and Transcripts**

All inquiries about grades, transcripts and records should be directed to the Registrar's Office located in room 156 of the Dan L. Terhune Student Services Building, via email at [Records@sccsc.edu](mailto:Records@sccsc.edu), or by calling 864-592-4681.

## **Registration**

Registration dates are published on the SCC website ([www.sccsc.edu](http://www.sccsc.edu)) and in SCC publications. Students are required to communicate with their assigned academic advisors each semester to discuss academic progress and plan their class schedule for the term. Questions about registration dates should be directed to the Registrar's Office located in the Student Services Building, via email at [Records@sccsc.edu](mailto:Records@sccsc.edu) or by calling (864) 592-4681. Students may access their advisor's information by accessing Aviso by logging into MySCC portal.

## **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. SCC has authorized Parchment Exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges or provide copies of transcripts from high schools and other colleges 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 the right of access to the student records maintained in the Registrar's Office, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the Registrar's 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 Registrar's 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" are released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student's education records.

### **SCCOnline**

SCCOnline, the College's online distance learning program, offers a variety of online courses (over 100 sections each semester) to students, as well as the Associate in Arts degree program and the Accounting Specialist certificate program completely online.

Online courses allow students to take classes at home or on the go over the Internet, while balancing work, family, or military obligations. Students do not meet together at a specific time, but do have deadlines for assignments, tests, and other activities. These classes are ideal for students who need a flexible schedule and are independent learners. Online courses have section numbers in the schedule of classes that end in "N."

Hybrid courses combine fewer on-campus class meetings with online learning. This provides the best aspects of online and in-classroom instruction. Hybrid courses have section numbers in the schedule of classes that end in "H." The on-campus meeting times are listed, and attendance is required.

Synchronous courses meet live over the Internet at specific times using a student's computer, webcam, and microphone (USB headset strongly recommended). Like a traditional classroom course, there will be activities and assignments outside of the class meeting times, which will be completed online. Synchronous courses have section numbers in the schedule of classes that end in "S." The live meeting times are listed, and attendance is required.

Flex courses meet at designated times, with some students in the classroom and others participating in live video with a webcam and headset. The instructor may rotate students between the two on a schedule or offer an option to attend only in-person or only remotely. Attendance is required at the time listed on the course schedule. Flex courses have section numbers in the schedule of classes that end in "F."

Courses offered by SCCOnline cover the same material as traditional courses taught in the classroom. Most SCCOnline courses require some proctored exams taken through the SCC Testing Center, other approved testing sites, or an online proctoring service. Online students have access to all student services, including virtual tutoring

through the Rita Allison TLC, online books and research services through the library, the Career Center, and Student Disability Services.

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 the programs and courses offered on-campus. Required textbooks, supplies, and technology for online courses may be ordered online through the Book Inn.

For more information about online course offerings and support for online students, visit the *SCCOnline* web site at [www.sccsc.edu/online](http://www.sccsc.edu/online) or contact the SCCOnline office at (864) 592-4961, toll free 1-888-364-9080, or send e-mail to [sconline@sccsc.edu](mailto:sconline@sccsc.edu).

### **Student Ambassadors and Student Veteran Ambassadors**

Student Ambassadors and Student Veteran Ambassadors are currently enrolled students selected to represent and promote the College on campus and in the

community throughout the academic year. Students are selected based on their academic standing, service, commitment, and desire to be actively involved in promoting SCC. Those interested in applying for either of these positions must complete an online application, maintain a minimum cumulative 3.0 GPA at SCC and participate in an interview. For more information, contact the Outreach Office at (864) 592-4122 or visit the SCC website at <https://www.sccsc.edu/students/student-life/>

### **Student Disability Services**

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all Spartanburg Community College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids, and services (such as note-taking assistance, testing accommodations, and ASL interpreters) are encouraged to inform the Student Disability Services office prior to the beginning of the term for which they are requesting accommodations or services. Registering with the Student Disability Services office early ensures that any approved accommodation plans can be developed and implemented in a timely manner. Students may still register for accommodations at any point in the semester, but accommodations are not retroactive and will only apply to coursework moving forward. For more information, contact the Student Disability Services office at (864) 592-4818, email [disabilityservices@sccsc.edu](mailto:disabilityservices@sccsc.edu), or visit their office located on the Giles Campus in the P. Dan Hull Building in office suite 4. Detailed information regarding registering with the Student Disability Services office, including forms and resources, can be found on the Student Disability Services webpage on the SCC website at <https://www.sccsc.edu/students/sds/index.php>. A courtesy video phone for the deaf and hard of hearing is located in the Student Disability Services office in the P. Dan Hull building, office 4.

### **Student Due Process**

Students alleged to have violated the student code of conduct are assumed not responsible until found responsible, based on a preponderance of the evidence and completion of student conduct procedures. Students are also guaranteed the following: (1) The right to receive adequate notice of the charge(s) (2) The right to see and/or hear information and evidence relating to the charge(s), and (3) the right to present information and evidence relating to the charge(s). Additional due process requirements are identified in the Student Code of Conduct and in the Grievance Procedures.

### **Student Engagement**

The Student Engagement Division at Spartanburg Community College provides program services to help students achieve personal and professional objectives. Services include the following:

1. To promote continuous awareness of Student Engagement programs and services to all college stakeholders.
2. Actively engage in relevant professional development opportunities thus creating additional access for students.
3. Develop and maintain welcoming spaces for students to easily connect with others in meaningful ways.

### **Student Recruiting Information**

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

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

If a student desires that the above information not be released, he or she should request a non-disclosure form in the Registrar's Office within the first five days of the term.

### **Success Coaches**

Success Coaches serve as mentors and work with students throughout their time at SCC. Coaches work directly with students to identify obstacles that may be barriers to their academic success and help strategize solutions and next steps. Some of the topics discussed may include:

- Study Strategies: how to effectively study, take notes, and keep organized.
- Time Management: how to balance work, school, and other responsibilities.
- Self-Awareness: helping students identify their strengths, purpose and goals.
- Campus Engagement and Resources: identifying opportunities and resources on campus and helping students make those connections.

### **Testing Center**

The SCC Testing Center provides faculty and students with a convenient, secure, and low distraction environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room PDH-3) on the Giles campus, the Testing Center offers a range of assessment services, including make-up testing and proctored testing for online students at SCC, as well as those from other colleges nationally. Hours of operation for the Giles Campus are posted in the Testing Center each semester and on the website. Appointments are not required at the Giles Campus. 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- 4076), SCC Tyger River Campus (call 864-592-6190), and SCC Union County Campus (call 864-466-1060), all by appointment. For more information, visit the Testing Center website at <https://www.sccsc.edu/students/success-programs/testing-center/>.

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

The Rita Allison Learning Center, TLC, which provides tutoring services for students, is in the P. Dan Hull Building in rooms PDH-2, 5, and 6 on the Giles Campus. The Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location. TLC offers students free academic support via one- on-one and group tutorials in many academic subjects. No appointment is necessary; walk-ins are assisted on a first-come basis. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish, computer applications, and the sciences. TLC also provides 64 computers for academic use, equipped with

Microsoft Office software, course-specific software, and high-speed Internet connections with access to library databases. "Ask-A-Tutor" allows students to submit papers or questions to tutors through email at [askatutor@sccsc.edu](mailto:askatutor@sccsc.edu). Tutoring services are also available at other SCC campuses. Information about free virtual tutoring is also listed on the TLC portal page. For more information and operating hours, visit the TLC page under the support services tab in the SCC Portal or contact the TLC at (864) 592-4715 .

### **TRIO Student Support Services (TRIO SSS)**

TRIO Student Support Services (TRIO SSS) is a federally funded program that is designed to help students stay in school, graduate with college degrees and continue their education by transferring to four-year colleges and universities. This program falls under the SCC's Student Affairs Division.

To help students succeed academically, TRIO SSS and activities focus on students' individual learning needs. TRIO SSS not only helps students succeed at the associate degree level but also offers a variety of transfer-related services to encourage students to further their education by transferring to four-year colleges and universities.

The goals of TRIO SSS are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. TRIO SSS offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, advising, campus visits to four-year colleges and universities, personal counseling, peer mentoring, assistance with career development needs, financial/economic literacy information, cultural enrichment activities and leadership development.

TRIO SSS has limited enrollment, and students must meet certain eligibility criteria to become participants.

To be eligible for TRIO SSS students **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 AND
- 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 (TRIO SSS will help you determine if you meet this criteria) OR
  - Have a documented disability verified by a licensed or certified professional (physician, LPC, LCSW, etc.).
  - Additional eligibility criteria may also apply. TRIO SSS staff 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 participation in the TRIO Student Support Services Program. Applications may be obtained from the TRIO Student Support Services (SSS) office (P. Dan Hull Building - E-44 on the Giles Campus) or download from our website, at [www.sccsc.edu/services/TRIO/index.php](http://www.sccsc.edu/services/TRIO/index.php). Also completed applications can be mailed to Spartanburg Community College TRIO Student Support Services, P.O. Box 4386, Spartanburg, SC 29305. Once an application is submitted, TRIO Student Support Services staff will contact you to discuss your eligibility and the remaining steps in the application process.

For more information, contact the TRIO Student Support Services (SSS) Program by phone at (864) 592-4780, by email at [trio-sss@sccsc.edu](mailto:trio-sss@sccsc.edu) or visit the TRIO web page at <https://www.sccsc.edu/students/success-programs/trio/>.

### **TRIO Talent Search**

The TRIO Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary

application process. Talent Search also encourages people who have not completed educational programs at the secondary or post-secondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school to enroll in and complete their postsecondary education.

Spartanburg Community College operates the Talent Search program at its Cherokee Campus. The target area is Cherokee County, SC and the target schools are Gaffney High School, Blacksburg High School, Blacksburg Middle School, Ewing Middle School, Gaffney Middle School, and the Adult Education and Alternative Schools within the Ola Copeland Learning Center. The goal of the program is to increase postsecondary school persistence and graduation (regular and rigorous) rates as well as postsecondary enrollment and completion rates.

The Talent Search program will provide services such as high quality tutoring services, advice and assistance in course selection, assistance in college entrance examinations and applications, information on financial aid, guidance and assistance in secondary school reentry, financial literacy counseling, technology training for parents and mentors, personal advising, career counseling, college visits, opportunities to attend SC TRIO Leadership Conferences, virtual "role model" presentations, cultural events, connections to mentors, summer camps, and etiquette dinners.

For more information, contact Sigourney Davidson, Talent Search Coordinator, Cherokee County Campus, Camit building, room 203, by phone at (864) 206-2645 or by email at davidsons@scsc.edu.

### **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.

### **Vending**

- Vending machines are in each student canteen area. They provide a selection of drinks, chips, candy, and pastries.
- Vending Refunds:
  - Giles Campus vending refunds are available on the Giles Campus in Chaser's Bark Shop (the campus bookstore) in Dan L. Terhune Building. Vending refunds may also be available in the Student Hub in the Powers Building in the evenings with the Evening Services coordinator located in Powers Building Room C-109.
  - Cherokee Campus vending refunds are available in room 125 of the Harvey S. Peeler, Jr. Academic Building.
  - Tyger River Campus vending refunds are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; and during the evening in the Information Commons area of the Tyger River Building.
  - Evans Campus vending refunds on the Downtown campus are available in room 114E in the Evans Academic Center.
  - Union Campus vending refunds are available in room 113.
- Lunch service, provided by Chick-Fil-a, is available in the Jack A. Powers Building Student Life Center (Student Hub), on the Giles Campus, Monday - Thursday, from 9:15am - 1:15pm, during the fall and spring semesters only. A selection of hot sandwiches, salads, fresh fruit, and cookies are available for purchase.
- Local food trucks also frequent the SCC campuses to provide different lunch options for students, faculty and staff.

## Programs of Study (A to Z)

### Accounting, AAS

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

**Minimum Program Length:** 64 academic weeks; 5 terms day or 5 terms evening; 67 credits

**Program ID:** AAS.ACC

**Curriculum Code:** 35002

#### 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.

#### 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

#### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Perform all functions of an accounting cycle by using a double-entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles (GAAP).
3. Interpret and analyze financial and managerial information for decision making.
4. Apply the conceptual framework of accounting under state and federal laws.
5. Analyze and record financial transactions in a computerized general ledger system.
6. Demonstrate ability to speak publicly, listen actively, and respond effectively.

#### Course Requirements

- ACC 124 - Individual Tax Procedures **Credits:** 3
- ACC 150 - Payroll Accounting **Credits:** 3
- ACC 240 - Computerized Accounting **Credits:** 3
- ACC 224 - Business Taxation **Credits:** 3
- COL 101 - College Orientation **Credits:** 1



(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)

- ECO 210 - Macroeconomics **Credits:** 3
- ENG 101 - English Composition I **Credits:** 3
- ENG 102 - English Composition II **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- MGT 101 - Principles of Management **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

#### Core Requirements for Accounting

- ACC 101 - Accounting Principles I **Credits:** 3
- ACC 102 - Accounting Principles II **Credits:** 3
- ACC 201 - Intermediate Accounting I **Credits:** 3
- ACC 230 - Cost Accounting I **Credits:** 3
- ACC 246 - Integrated Accounting Software **Credits:** 3
- ACC 265 - Not-for-Profit Accounting **Credits:** 3
- ACC 275 - Selected Topics in Accounting **Credits:** 3
- BAF 101 - Personal Finance **Credits:** 3
- BAF 230 - Computers in Finance **Credits:** 3
- BUS 121 - Business Law I **Credits:** 3
- CPT 170 - Microcomputer Applications **Credits:** 3
- MGT 206 - Management Spreadsheets **Credits:** 3

Total Credits: 67

#### Full-Time Schedule

Listed below is the suggested sequence of courses by semester, for a student taking a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

#### First Semester

- ACC 101 - Accounting Principles I **Credits:** 3 \*\*
- BAF 101 - Personal Finance **Credits:** 3 \*\*
- COL 101 - College Orientation **Credits:** 1
- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*
- MGT 101 - Principles of Management **Credits:** 3 \*\*

#### Second Semester

- ACC 102 - Accounting Principles II **Credits:** 3 \*\*
- ACC 124 - Individual Tax Procedures **Credits:** 3 \*\*
- ACC 150 - Payroll Accounting **Credits:** 3 \*\*
- ACC 246 - Integrated Accounting Software **Credits:** 3 \*\*
- MGT 206 - Management Spreadsheets **Credits:** 3

### Third Semester

- BUS 121 - Business Law I **Credits: 3 \*\***
- ECO 210 - Macroeconomics **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3 \*\***

### Fourth Semester

- ACC 201 - Intermediate Accounting I **Credits: 3 \*\***
- ACC 224 - Business Taxation **Credits: 3 \*\***
- ACC 265 - Not-for-Profit Accounting **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

### Fifth Semester

- ACC 230 - Cost Accounting I **Credits: 3**
- ACC 240 - Computerized Accounting **Credits: 3 \*\***
- ACC 275 - Selected Topics in Accounting **Credits: 3 \*\***
- BAF 230 - Computers in Finance **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**

Total Credits: 67

\*\*A grade of C or better is required.

## Administrative Accounting Specialist Certificate

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

**Minimum Program Length:** 32 academic weeks; 2 terms day, 3 terms evening; 27 credits

**Program ID:** CT.AAS

**Curriculum Code:** 70922

### 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 to 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

## Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Perform all functions of an accounting cycle by using a double entry accounting system.
2. Create financial statements and schedules in accordance with generally accepted accounting principles.
3. Apply the conceptual framework of accounting under state and federal laws.
4. Analyze and record financial transactions in a computerized general ledger system.

## Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**
- ACC 102 - Accounting Principles II **Credits: 3**
- ACC 124 - Individual Tax Procedures **Credits: 3**
- ACC 150 - Payroll Accounting **Credits: 3**
- ACC 246 - Integrated Accounting Software **Credits: 3**
- BAF 101 - Personal Finance **Credits: 3**
- BUS 121 - Business Law I **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**

Total Credits: 27

<b>Semester Display</b>
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### First Semester

- ACC 101 - Accounting Principles I **Credits: 3 \*\***
- BAF 101 - Personal Finance **Credits: 3 \*\***
- BUS 121 - Business Law I **Credits: 3 \*\***
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***

### Second Semester

- ACC 102 - Accounting Principles II **Credits: 3 \*\***
- ACC 124 - Individual Tax Procedures **Credits: 3 \*\***
- ACC 150 - Payroll Accounting **Credits: 3 \*\***
- ACC 246 - Integrated Accounting Software **Credits: 3 \*\***

- MGT 206 - Management Spreadsheets **Credits: 3 \*\***

Total Credits: 27

\*\*A grade of C or better is required

## **Administrative Office Technology - Medical, AAS**

**Program Start Date:** Fall term

**Minimum Program Length:** 64 academic weeks; 5 terms (day only); 66 credits

**Program ID:** AAS.AOT-M

**Curriculum Code:** 35045

### **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 computer 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.

### **Professional Opportunities**

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

### **Unique Aspects**

Students must earn CPR (Cardio-Pulmonary Resuscitation) and OSHA (Occupational Safety and Health Administration) certifications prior to being placed in the required field placement course.

Students in the AOT-Medical (AOT-M) program must complete a criminal background investigation (CBI), drug screen, and update immunizations (if applicable), at their own 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 who do not pass the drug screen or do not meet 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. For more information, please visit the Criminal Background Investigations and Drug Testing Policy section of the SCC webpage.

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

## **EEDA Career Cluster:**

Health Science

### **Program Learning Outcomes**

Upon completion of the program, students will be able to:

1. Demonstrate effective customer service skills.
2. Compose medical documents using software tools.
3. Demonstrate office equipment proficiency.
4. Evaluate written communication.
5. Articulate medical terminology.

### **Course Requirements**

- ACC 101 - Accounting Principles I **Credits: 3**  
or
- ACC 111 - Accounting Concepts **Credits: 3**
- AHS 102 - Medical Terminology **Credits: 3**
- AOT 105 - Keyboarding **Credits: 3**
- AOT 114 - Medical Office Insurance **Credits: 3**
- AOT 164 - Medical Information Processing **Credits: 3**
- AOT 256 - Office Management **Credits: 3**
- AOT 260 - Office Word Processing Applications **Credits: 3**
- AOT 270 - SCWE in Administrative Office Technology **Credits: 3**
- BUS 130 - Business Communications **Credits: 3**
- BUS 152 - Service Culture Development **Credits: 3**
- COL 103 - College Skills **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- CPT 242 - Database **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- HIM 105 - Medical Office Communication and Practices **Credits: 3**
- HIM 216 - Coding and Classification I **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**  
or
- SPC 209 - Interpersonal Communications **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**

- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

Elective Courses for AOT - Medical

(Choose courses to equal 6 credits below).

- ACC 240 - Computerized Accounting **Credits: 3**
- ACC 246 - Integrated Accounting Software **Credits: 3**
- AOT 250 - Advanced Information Processing **Credits: 3**
- AOT 265 - Desktop Publishing **Credits: 3**
- AOT 267 - Integrated Info Processing **Credits: 3**
- BUS 121 - Business Law I **Credits: 3**
- BUS 180 - Social Media in Business **Credits: 3**
- MGT 201 - Human Resource Management **Credits: 3**

Total Credits: 66

<b>Semester Display</b>
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First Semester

- AHS 102 - Medical Terminology **Credits: 3**
- AOT 105 - Keyboarding **Credits: 3 \*\***

- COL 103 - College Skills **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**

#### Second Semester

- AOT 114 - Medical Office Insurance **Credits: 3 \*\***
- AOT 164 - Medical Information Processing **Credits: 3 \*\***
- HIM 105 - Medical Office Communication and Practices **Credits: 3 \*\***
- AOT 260 - Office Word Processing Applications **Credits: 3 \*\***
- HIM 216 - Coding and Classification I **Credits: 3 \*\***

#### Third Semester

- BUS 152 - Service Culture Development **Credits: 3 \*\***
- MGT 206 - Management Spreadsheets **Credits: 3 \*\***
- Elective Course for AOT- Medical **Credit: 3**  
(Choose 1 course from the AOT Medical Elective Courses section above)

#### Fourth Semester

- AOT 256 - Office Management **Credits: 3 \*\***
- BUS 130 - Business Communications **Credits: 3 \*\***
- MAT 103 - Quantitative Reasoning **Credits: 3 \*\***  
or
- MAT 155 - Contemporary Mathematics **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3 \*\***  
or
- SPC 209 - Interpersonal Communications **Credits: 3 \*\***
- Elective Course for AOT- Medical **Credit: 3**  
(Choose 1 course from the AOT Medical Elective Courses section above)

#### Fifth Semester

- ACC 101 - Accounting Principles I **Credits: 3 \*\***  
or
- ACC 111 - Accounting Concepts **Credits: 3 \*\***
- AOT 270 - SCWE in Administrative Office Technology **Credits: 3 \*\***
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Science section above)
- Humanities/Fine Arts General Education Course **Credit: 3**  
(Choose 1 course from the Humanities/Fine Arts elective courses section above)

Total Credits: 66

\*\*A grade of "C" or better is required.

## Administrative Office Technology, AAS

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

**Minimum Program Length:** 64 academic weeks; 5 terms day or 5 terms evening; 66 credits

**Program ID:** AAS.AOT

**Curriculum Code:** 35007

### 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 critical-thinking skills. Students are required to complete practical work experience in a local business office.

### Professional Opportunities

Administrative assistant, executive assistant, office manager, administrative professional, customer service, data entry, legal assistants, receptionists.

### Unique Aspects

The college offers Microsoft Office Specialist Certification for students who have successfully passed several Microsoft software application exams offered through specific casework. The AOT program incorporates hands-on, in-depth training, and internship/work experience opportunities. Students are encouraged to contact the School of Business Department Chair for more information.

### EEEDA Career Cluster:

Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Service

### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate effective customer service skills.
2. Compose business documents using software tools.
3. Demonstrate office equipment proficiency.
4. Revise written communication.
5. Perform administrative accounting functions.

### Course Requirements

- ACC 101 - Accounting Principles I **Credits:** 3  
or



- ACC 111 - Accounting Concepts **Credits: 3**
- AOT 105 - Keyboarding **Credits: 3**
- AOT 133 - Professional Development **Credits: 3**
- AOT 250 - Advanced Information Processing **Credits: 3**
- AOT 254 - Office Simulation **Credits: 3**
- AOT 256 - Office Management **Credits: 3**
- AOT 260 - Office Word Processing Applications **Credits: 3**
- AOT 265 - Desktop Publishing **Credits: 3**
- AOT 270 - SCWE in Administrative Office Technology **Credits: 3**
- BUS 130 - Business Communications **Credits: 3**
- BUS 152 - Service Culture Development **Credits: 3**
- COL 103 - College Skills **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 155 - Contemporary Mathematics **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**  
or
- SPC 209 - Interpersonal Communications **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**

- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

#### Elective Courses for AOT

(Choose courses to equal 9 credits below).

- ACC 240 - Computerized Accounting **Credits: 3**
- ACC 246 - Integrated Accounting Software **Credits: 3**
- AOT 267 - Integrated Info Processing **Credits: 3**
- BUS 121 - Business Law I **Credits: 3**
- BUS 180 - Social Media in Business **Credits: 3**
- CPT 242 - Database **Credits: 3**
- CRJ 101 - Introduction to Criminal Justice **Credits: 3**
- MGT 201 - Human Resource Management **Credits: 3**

Total Credits: 66

<b>Semester Display</b>
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#### First Semester

- AOT 105 - Keyboarding **Credits: 3 \*\***
- AOT 133 - Professional Development **Credits: 3 \*\***
- COL 103 - College Skills **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3 \*\***

#### Second Semester

- AOT 260 - Office Word Processing Applications **Credits: 3 \*\***
- BUS 152 - Service Culture Development **Credits: 3 \*\***
- MGT 206 - Management Spreadsheets **Credits: 3 \*\***
- Elective Courses for AOT **Credits: 6 \*\***  
(Choose 2 courses from the Elective Courses for AOT Section above).

#### Third Semester

- AOT 250 - Advanced Information Processing **Credits: 3 \*\***
- BUS 130 - Business Communications **Credits: 3 \*\***
- Elective Courses for AOT **Credits: 3 \*\***  
(Choose 1 course from the Elective Courses for AOT Section above).

#### Fourth Semester

- ACC 111 - Accounting Concepts **Credits: 3 \*\***  
or
- ACC 101 - Accounting Principles I **Credits: 3 \*\***
- AOT 254 - Office Simulation **Credits: 3 \*\***
- AOT 265 - Desktop Publishing **Credits: 3 \*\***
- MAT 103 - Quantitative Reasoning **Credits: 3 \*\***  
or
- MAT 155 - Contemporary Mathematics **Credits: 3 \*\***
- Humanities/Fine Arts General Education Course **Credits: 3\*\***  
(Choose 1 course from the Humanities/Fine Arts Section above).

#### Fifth Semester

- AOT 256 - Office Management **Credits: 3 \*\***
- AOT 270 - SCWE in Administrative Office Technology **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3 \*\***  
or
- SPC 209 - Interpersonal Communications **Credits: 3 \*\***
- Social/Behavioral Sciences General Education Course **Credits: 3\*\***  
(Choose 1 course from the Social/Behavioral Sciences Section above)

Total Credits: 66

\*\*A grade of "C" or higher is required.

### Administrative Support Specialist Certificate

**Program Start Date:** Fall or Spring term

**Minimum Program Length:** 32 academic weeks; 2 terms day or evening; 27 credits

**Program ID:** CT.ADSPT

**Curriculum Code:** 71228

#### Program Description

Administrative Support students are trained in the principles of word processing, spreadsheet, database, 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

The college offers Microsoft Office Specialist Certification for students who have successfully passed several Microsoft software application exams offered through specific coursework. The AOT program incorporates hands-on, in-depth training, and internship/work experience opportunities. Students are encouraged to contact the School of Business Department Chair for more information.

## EEDA Career Cluster:

Business, Management & Administration

## Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate effective customer service skills.
2. Compose business documents using software tools.
3. Demonstrate office equipment proficiency.
4. Evaluate written communication.
5. Perform administrative accounting functions.

## Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**  
or
- ACC 111 - Accounting Concepts **Credits: 3**
- AOT 105 - Keyboarding **Credits: 3**
- AOT 133 - Professional Development **Credits: 3**
- AOT 250 - Advanced Information Processing **Credits: 3**
- AOT 260 - Office Word Processing Applications **Credits: 3**
- BUS 130 - Business Communications **Credits: 3**
- BUS 152 - Service Culture Development **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**

Total Credits: 27

<b>Semester Display</b>
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## First Semester

- AOT 105 - Keyboarding **Credits: 3 \*\***
- AOT 133 - Professional Development **Credits: 3 \*\***
- BUS 130 - Business Communications **Credits: 3 \*\* \*\***
- BUS 152 - Service Culture Development **Credits: 3 \*\***
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***

## Second Semester

- ACC 101 - Accounting Principles I **Credits: 3 \*\***  
or
- ACC 111 - Accounting Concepts **Credits: 3 \*\***
- AOT 250 - Advanced Information Processing **Credits: 3 \*\***
- AOT 260 - Office Word Processing Applications **Credits: 3 \*\***
- MGT 206 - Management Spreadsheets **Credits: 3 \*\***

Total Credits: 27

\*\*A grade of C or better is required.

## Advanced Automation Technician Certificate

**Program Start Date:** Fall, spring or summer

**Minimum Program Length:** 42 weeks, 3 terms, 30 credits

**Program ID:** AAS.MEC

**Curriculum Code:** 71548

### Program Description

This program enhances students' skills and academic foundation, specifically emphasizing automation within Mechatronics. It leverages an integrated model approach to analyze and troubleshoot advanced automated machinery and robotic systems commonly found in state-of-the-art manufacturing facilities. A focus is placed on PLCs, robotics, and industrial-type networks.

### Practical Experience

Students gain knowledge and experience in PLC programming, industrial networks, electronics, and troubleshooting automated systems.

### Professional Opportunities

Mechatronics Technician, Manufacturing Associate, or Robotics Technician

### Unique Aspects

Students will explore new and emerging technologies related to manufacturing and industrial environments.

### EEDA Career Cluster:

Manufacturing

### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Students will demonstrate knowledge of AC/DC motors and drives, transformers, and three phase power.

2. Students will demonstrate proper usage of testing and measuring devices.
3. Demonstrate the ability to use a systematic approach to diagnose various automated, electrical, and robotic systems.
4. Identify and correct root cause failures in electrical and automated systems found in manufacturing and industrial settings.

#### Course Requirements

- MEC 113 - Solid State Devices **Credits: 4**
- MEC 120 - Sensors and Instrumentation **Credits: 3**
- MEC 121 - Testing and Measurement Equipment **Credits: 2**
- MEC 200 - AC/DC Machines **Credits: 3**
- MEC 201 - AC/DC Drives **Credits: 3**
- MEC 202 - Industrial Networking **Credits: 2**
- MEC 207 - Robotics and Automated Controls VI **Credits: 1**
- MEC 211 - Programmable Logic Controllers II **Credits: 3**
- MEC 212 - Robotics and Automation **Credits: 3**
- MEC 213 - Technical Troubleshooting **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**

Total Credits: 30

<b>Semester Display</b>
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#### First Semester

- MEC 113 - Solid State Devices **Credits: 4**
- MEC 121 - Testing and Measurement Equipment **Credits: 2**
- MEC 200 - AC/DC Machines **Credits: 3**
- MEC 211 - Programmable Logic Controllers II **Credits: 3**

#### Second Semester

- MEC 120 - Sensors and Instrumentation **Credits: 3**
- MEC 201 - AC/DC Drives **Credits: 3**
- MEC 202 - Industrial Networking **Credits: 2**
- MEC 207 - Robotics and Automated Controls VI **Credits: 1**
- MEC 212 - Robotics and Automation **Credits: 3**

#### Third Semester

- MEC 213 - Technical Troubleshooting **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**

Total Credits: 30

# Advanced Mechanical Technician Certificate

**Program Start Date:** Fall, spring or summer

**Minimum Program Length:** 42 weeks, 3 terms, 30 credits

**Program ID:** AAS.MEC

**Curriculum Code:** 71549

## Program Description

This advanced certificate prepares graduates to diagnose and repair mechanical systems found in a manufacturing or industrial facility.

## Practical Experience

Students gain knowledge and experience in mechanical drives, pumps, fluid controls, and troubleshooting mechanical systems.

## Professional Opportunities

Mechatronics Technician, Manufacturing Associate, or Mechanical Technician

## Unique Aspects

Students will explore new and emerging technologies related to manufacturing and industrial environments.

## EEDA Career Cluster:

Manufacturing

## Program Learning Outcomes

Upon completion of the program, students will be able to:

- Students will demonstrate knowledge of AC/DC motors and drives, pumps, and fluid control systems.
- Students will demonstrate proper usage of testing and measuring devices.
- Demonstrate the ability to use a systematic approach to diagnose various mechanical and fluid control systems.
- Identify and correct root cause failures in mechanical and fluid control systems found in manufacturing and industrial settings.

## Course Requirements

- MEC 120 - Sensors and Instrumentation **Credits:** 3
- MEC 121 - Testing and Measurement Equipment **Credits:** 2
- MEC 151 - Introduction to Mechanical Applications **Credits:** 2
- MEC 152 - Mechanical Components **Credits:** 3
- MEC 153 - Mechanical Drive Systems **Credits:** 2
- MEC 154 - Industrial Pumps **Credits:** 3
- MEC 155 - Advanced Mechanical Drives **Credits:** 3
- MEC 200 - AC/DC Machines **Credits:** 3
- MEC 201 - AC/DC Drives **Credits:** 3

- MEC 215 - Mechanical Troubleshooting **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**

Total Credits: 30

### Semester Display

#### First Semester

- MEC 121 - Testing and Measurement Equipment **Credits: 2**
- MEC 151 - Introduction to Mechanical Applications **Credits: 2**
- MEC 152 - Mechanical Components **Credits: 3**
- MEC 153 - Mechanical Drive Systems **Credits: 2**
- MEC 200 - AC/DC Machines **Credits: 3**

#### Second Semester

- MEC 154 - Industrial Pumps **Credits: 3**
- MEC 155 - Advanced Mechanical Drives **Credits: 3**
- MEC 201 - AC/DC Drives **Credits: 3**

#### Third Semester

- MEC 215 - Mechanical Troubleshooting **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**

Total Credits: 30

### Advanced Pharmacy Technician Certificate

**Program Start Date:** Fall and Spring

**Minimum Program Length:** 42 academic weeks; 3 consecutive semesters - Fall, Spring, Summer or Spring, Summer, Fall, clinical may involve evening or weekend hours; 37 credits

**Program ID:** CT.PT

**Curriculum Code:** 71090

#### Program Description

The Advanced 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, hospitals, physicians' offices, home health pharmacies, specialty pharmacies, as well as sales and technical support positions for drug manufacturers and software companies.

## **Unique Aspects**

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

The Advanced 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.

## **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 an estimated fee of \$56.00. The application includes the following two questions:

1. 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. 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

## Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate the ability to process and handle medications and orders in a community pharmacy setting.
2. Demonstrate the ability to process and handle medications and orders in an institutional pharmacy setting.
3. Prepare non-sterile compounds in accordance with USP <795> guidelines.
4. Prepare sterile compounds in accordance with USP <797> guidelines.
5. Employ patient and medication-safety practices in all aspects of the pharmacy technician's roles.

## Course Requirements

- PHM 101 - Introduction to Pharmacy **Credits: 3**
- PHM 103 - Pharmacy Law and Ethics **Credits: 2**
- PHM 110 - Pharmacy Practice **Credits: 4**
- PHM 111 - Applied Pharmacy Practice Laboratory **Credits: 2**
- PHM 112 - Pharmacy Math **Credits: 2**
- PHM 113 - Pharmacy Technician Math **Credits: 3**
- PHM 114 - Therapeutic Agents I **Credits: 3**
- PHM 124 - Therapeutic Agents II **Credits: 3**
- PHM 151 - Pharmacy Clinical Experience **Credits: 9**
- PHM 175 - Pharmacy Technician Practicum **Credits: 3**
- PHM 250 - Special Topics in Pharmacy **Credits: 3**

Total Credits: 37

Note: Graduates no longer have to be 18 years old to graduate.

## Semester Display

### First Semester

- PHM 101 - Introduction to Pharmacy **Credits: 3**
- PHM 110 - Pharmacy Practice **Credits: 4**
- PHM 112 - Pharmacy Math **Credits: 2**
- PHM 114 - Therapeutic Agents I **Credits: 3**

### Second Semester

- PHM 103 - Pharmacy Law and Ethics **Credits: 2**
- PHM 111 - Applied Pharmacy Practice Laboratory **Credits: 2**
- PHM 113 - Pharmacy Technician Math **Credits: 3**
- PHM 124 - Therapeutic Agents II **Credits: 3**
- PHM 250 - Special Topics in Pharmacy **Credits: 3**

### Third Semester

- PHM 151 - Pharmacy Clinical Experience **Credits: 9**
- PHM 175 - Pharmacy Technician Practicum **Credits: 3**

Total Credits: 37

## Advanced Welding Certificate

**Program Start Date:** Fall, spring or summer

**Minimum Program Length:** 15 weeks, 1 term, 18 credits

**Program ID:** CT.ADWLD

**Curriculum Code:** 61193

### Program Description

Students will develop welding skillsets including Field Welding, Fabrication Welding and Advanced Pipe Fitting.

### Practical Experience

Students will gain knowledge using portable welders, layout, construction, and assembly of metal projects.

### Professional Opportunities

Welder, Fitter and Pipe Fabricator

### Unique Aspects

Students will perform advanced certification testing to receive a SCC Welding Certification in AWS D1.1 code for Structural Steel, and/or ASME section IX Code for Boiler and Pressure Vessels by in-house AWS Certified Welding Inspectors/Certified Welding Educators.

### EEDA Career Cluster:

Manufacturing

### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, SMAW, and FCAW).
2. Identify and select appropriate consumables based on the specific welding process used.
3. Interpret basic blueprints and specifications in the welding and pipefitting field.
4. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

### Course Requirements

- IMT 102 - Industrial Safety **Credits:** 2
- WLD 109 - Gas Metal Arc Welding II **Credits:** 3
- WLD 130 - Welding Fundamentals **Credits:** 3
- WLD 145 - Field Welding **Credits:** 2
- WLD 154 - Pipefitting and Welding **Credits:** 4
- WLD 170 - Qualification Welding **Credits:** 4

Total Credits: 18

## Semester Display

### First Semester

- IMT 102 - Industrial Safety **Credits:** 2
- WLD 109 - Gas Metal Arc Welding II **Credits:** 3
- WLD 130 - Welding Fundamentals **Credits:** 3
- WLD 145 - Field Welding **Credits:** 2
- WLD 154 - Pipefitting and Welding **Credits:** 4
- WLD 170 - Qualification Welding **Credits:** 4

Total Credits: 18

## Associate in Arts (University Transfer)

**Program Start Date:** Any term

**Minimum Program Length:** 64 academic weeks; 4 terms day or online, 6 terms evening, 60-66 credits

**Program ID:** AA

**Curriculum Code:** 45600

### 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 a bachelor's 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 four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses.* Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal. Students may earn an associate in arts degree completely online.

### Requirements for Associate in Arts (AA)

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.

## Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

## Course Requirements

- COL 103 - College Skills **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- Humanities/Fine Arts General Education Course for AA/AS **Credits: 3**
- Social/Behavioral Sciences General Education Course for AA **Credits: 3**
- History or Government General Education Course for AA **Credits: 3**
- Mathematics General Education Course for AA **Credits: 3**
- Lab Science General Education Course for AA **Credits: 4**
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 18**
- Elective Courses for AA **Credits: 15**

Total Credit Range: 61 (minimum)

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

## Semester Display

### First Semester

- COL 103 - College Skills **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- Mathematics General Education Course for AA **Credits: 3**  
(Choose 1 course from the Mathematics General Education Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences General Education Section above).
- Elective Courses for AA **Credits: 3-4**  
(Choose 1 course from the Elective Courses for AA Section above).

### Second Semester

- ENG 102 - English Composition II **Credits: 3**
- Humanities/Fine Arts General Education Course for AA/AS **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts General Education Section above).
- Elective Course for AA **Credits: 3-4**  
(Choose 1 course from the Elective Courses for AA Section above).
- Elective Course for AA **Credits: 3-4**  
(Choose 1 course from the Elective Courses for AA Section above).

- History or Government General Education Course for AA **Credits: 3**  
(Choose 1 course from the History or Government General Education for AA Section above).

### Third Semester

- SPC 205 - Public Speaking **Credits: 3**
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Elective Courses for AA **Credits: 3**  
(Choose 1 course from the Elective Courses for AA Section above).
- Lab Science General Education Course for AA **Credits: 4**  
(Choose 1 course from the Lab Science General Education Course for AA Section above.)

### Fourth Semester

- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA **Credits: 3**  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AA Section above).
- Elective Course for AA **Credits: 3-4**  
(Choose 1 course from the Elective Courses for AA Section above).

Total Minimum Credit Range: 61

\* Students must select courses that total 61 credits. This elective may be required to meet the minimum credit requirements of the program.

### Specialized Advising

See the SCC Website ([www.sccsc.edu](http://www.sccsc.edu)) for more information on the specialized advising for the following programs. Students who intend to pursue these fields of study should request a specific advisor and meet with their advisor for a more detailed listing of course options.

American Sign Language  
Business Administration  
Early Childhood Education  
Elementary Education  
Graphics Design  
Human Services  
Information Management and Systems  
Middle Level Education

## Associate in Science (University Transfer)

**Program Start Date:** Any term

**Minimum Program Length:** 64 academic weeks; 4 terms day or online, 6 terms evening; 60-66 credits

**Program ID:** AS

**Curriculum Code:** 55600

### Program Description

The associate in science degree is designed for students whose goal is a four-year degree. The AS (associate in science) 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 science degree requirements parallel the courses completed during the first two years of a bachelor's degree in fields 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 four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.* Students should meet with an SCC academic advisor to plan an academic schedule for their four-year degree goal.

### Requirements for Associate in Science (AS)

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

### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Write professionally/academically in response to a variety of texts and audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

## Course Requirements:

- COL 101 - College Orientation **Credits:** 1  
or
- COL 103 - College Skills **Credits:** 3  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits:** 3
- ENG 102 - English Composition II **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3
- Humanities/Fine Arts General Education Course for AA/AS **Credits:** 3
- Social/Behavioral Sciences General Education Course for AS **Credits:** 3
- Mathematics General Education Course for AS **Credits:** 3
- Lab Science General Education Course for AS **Credits:** 4
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AS **Credits:** 6
- Mathematics and/or Science Courses for AS **Credits:** 16
- Elective Courses for AS **Credits:** 15-21

Total Credit Range 60-66

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

### Semester Display

#### First Semester

- COL 101 - College Orientation **Credits:** 1  
or
- COL 103 - College Skills **Credits:** 3
- ENG 101 - English Composition I **Credits:** 3
- Mathematics General Education Course for AS **Credits:** 3-4  
(Choose 1 course from the Mathematics General Education Course for AS Section above).
- Lab Science General Education Course for AS **Credits:** 3  
(Choose 1 course for the Lab Science General Education for AS Section above)
- Social/Behavioral Sciences General Education Course for AS **Credits:** 3  
(Choose 1 course from the Social/Behavioral Sciences General Education for AS Section above).

#### Second Semester

- ENG 102 - English Composition II **Credits:** 3
- Humanities/Fine Arts General Education Course for AA/AS **Credits:** 3-4  
(Choose 1 course from the Humanities/Fine Arts General Education Course for AA/AS Section above).
- Mathematics and/or Science Courses for AS **Credits:** 3-4  
(Choose 1 course from the Mathematics and/or Science Courses for AS Section above).
- Social Sciences, Behavioral Sciences, Humanities, or Fine Arts for AS **Credits:** 3-4  
(Choose 1 course from the Social Sciences, Behavioral Sciences, Humanities or Fine Arts for AS Section above).
- Elective Course for AS **Credits:** 3-4  
(Choose 1 course from the Elective Courses for AS Section above).



### Third Semester

- SPC 205 - Public Speaking **Credits: 3**
- Mathematics and/or Science Courses for AS **Credits: 4**  
(Select 1 course from the Mathematics and/or Science Courses for AS Section above).
- Mathematics and/or Science Courses for AS **Credits: 4**  
(Select 1 course from the Mathematics and/or Science Courses for AS Section above).
- Elective Course for AS **Credits: 3-4**  
(Select 1 course from the Elective Credits for AS Section above).

### Fourth Semester

- Mathematics and/or Science Courses for AS **Credits: 4**  
(Select 1 course from the Mathematics and/or Science Courses for AS Section above).
- Elective Course for AS **Credits: 3**  
(Select 1 course from the Elective Courses for AS Section above).
- Elective Course for AS **Credits: 3-4**  
(Select 1 course from the Elective Courses for AS Section above).
- Elective Course for AS **Credits: 3-4**  
(Select 1 course from the Elective Courses for AS Section above).
- Elective Course for AS **Credits: 3-4**  
(Select 1 course from the Elective Courses for AS Section above).

Total Credit Range: 60-66

Students must select courses that total 60-66 credits

### Other Academic Pathways

Associate of Science degrees are also available with academic pathways in:

- Pre-Diagnostic Medical Sonography
- Pre-Health Science
- Pre-Medical Lab Technology
- Pre-Nursing
- Pre-Practical Nursing
- Pre-Radiologic Technology
- Pre-Respiratory Therapy
- Pre-Surgical Technology

### Specialized Advising

See the SCC Website ([www.sccsc.edu](http://www.sccsc.edu)) for more information on specialized advising for the following programs. Students who intend to pursue these fields of study should request a specific advisor and meet with their advisor for a more detailed listing of course options.

- Computer Science
- Horticulture
- Middle Level Education
- Pre-Chiropractic
- Pre-Engineering
- Secondary Education

## Automotive Service Technology, AAS

**Program Start Date:** Fall Term

**Minimum Program Length:** 84 academic weeks; 6 terms day; 78 credits

**Program ID:** AAS.AUT-G

**Curriculum Code:** 35306

### 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 to apply what they have learned in the classroom and lab sessions. During 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

Changes in cooperative work experience sponsors require instructor approval.

### EEDA Career Cluster:

Transportation, Distribution & Logistics

### Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engines and power transmission systems.
4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.
6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

### Course Requirements

- AUT 100 - Introduction to Automotive Hazardous Materials **Credits:** 1
  - AUT 107 - Advanced Engine Repair **Credits:** 4
  - AUT 111 - Brakes **Credits:** 3
  - AUT 115 - Manual Drive Train/Axle **Credits:** 3
  - AUT 130 - Automotive Electricity-Industry Certification **Credits:** 4
- or

- AUT 132 - Automotive Electricity **Credits:** 4
- AUT 142 - Heating and Air Conditioning **Credits:** 3
- AUT 145 - Engine Performance **Credits:** 3
- AUT 160 - Introduction to Automotive Technology **Credits:** 1
- AUT 221 - Suspension & Steering Diagnosis **Credits:** 3
- AUT 231 - Automotive Electronics **Credits:** 4
- AUT 245 - Advanced Engine Performance **Credits:** 5
- AUT 251 - Automatic Transmission Overhaul **Credits:** 5
- AUT 275 - Alternate Technology Vehicle **Credits:** 3
- COL 101 - College Orientation **Credits:** 1  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CWE 114 - Cooperative Work Experience I **Credits:** 4
- CWE 124 - Cooperative Work Experience II **Credits:** 4
- CWE 132 - Cooperative Work Experience III **Credits:** 2
- CWE 214 - Cooperative Work Experience IV **Credits:** 4
- CWE 224 - Cooperative Work Experience V **Credits:** 4
- CWE 232 - Cooperative Work Experience VI **Credits:** 2
- ECO 201 - Economic Concepts **Credits:** 3
- ENG 165 - Professional Communications **Credits:** 3
- MAT 155 - Contemporary Mathematics **Credits:** 3
- PSY 103 - Human Relations **Credits:** 3

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation Credit: 3
- ART 107 - History of Early Western Art Credit: 3
- ART 108 - History of Western Art Credit: 3
- ENG 102 - English Composition II Credit: 3
- ENG 201 - American Literature I Credit: 3
- ENG 202 - American Literature II Credit: 3
- ENG 205 - English Literature I Credit: 3
- ENG 206 - English Literature II Credit: 3
- ENG 208 - World Literature I Credit: 3
- ENG 209 - World Literature II Credit: 3
- ENG 228 - Studies in Film Genre Credit: 3
- ENG 235 - Southern Literature Credit: 3
- ENG 236 - African American Literature Credit: 3
- ENG 238 - Creative Writing Credit: 3
- FRE 102 - Elementary French II Credit: 3
- GER 102 - Elementary German II Credit: 3
- HSS 101 - Introduction to Humanities Credit: 3
- MUS 105 - Music Appreciation Credit: 3
- PHI 101 - Introduction to Philosophy Credit: 3
- PHI 110 - Ethics Credit: 3
- REL 101 - Introduction to Religion Credit: 3
- REL 104 - Early Christian History and Literature Credit: 3
- REL 105 - Early Jewish History and Literature Credit: 3
- REL 201 - Religions of the World Credit: 3
- SPA 102 - Elementary Spanish II Credit: 3

- SPA 201 - Intermediate Spanish I Credit: 3
- SPA 202 - Intermediate Spanish II Credit: 3
- SPA 213 - Credit: 3
- SPC 212 - Survey of Mass Communication Credit: 3
- THE 101 - Introduction to Theatre Credit: 3
- THE 105 - Fundamentals of Acting Credit: 3

Total Credits: 78

<b>Semester Display</b>
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#### First Semester

- AUT 130 - Automotive Electricity-Industry Certification **Credits: 4**  
or
- AUT 132 - Automotive Electricity **Credits: 4**
- AUT 160 - Introduction to Automotive Technology **Credits: 1**
- AUT 231 - Automotive Electronics **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CWE 114 - Cooperative Work Experience I **Credits: 4**

#### Second Semester

- AUT 111 - Brakes **Credits: 3**
- AUT 221 - Suspension & Steering Diagnosis **Credits: 3**
- CWE 124 - Cooperative Work Experience II **Credits: 4**
- ENG 165 - Professional Communications **Credits: 3**

#### Third Semester

- AUT 100 - Introduction to Automotive Hazardous Materials **Credits: 1**
  - AUT 142 - Heating and Air Conditioning **Credits: 3**
  - CWE 132 - Cooperative Work Experience III **Credits: 2**
- Humanities/Fine Arts General Education Course: 3 Credits  
(Choose 1 course from the Humanities/Fine Arts section above.)

#### Fourth Semester

- AUT 107 - Advanced Engine Repair **Credits: 4**
- AUT 275 - Alternate Technology Vehicle **Credits: 3**
- CWE 214 - Cooperative Work Experience IV **Credits: 4**
- PSY 103 - Human Relations **Credits: 3**

#### Fifth Semester

- AUT 115 - Manual Drive Train/Axle **Credits: 3**
- AUT 251 - Automatic Transmission Overhaul **Credits: 5**
- CWE 224 - Cooperative Work Experience V **Credits: 4**
- MAT 155 - Contemporary Mathematics **Credits: 3**

- AUT 145 - Engine Performance **Credits:** 3
- AUT 245 - Advanced Engine Performance **Credits:** 5
- CWE 232 - Cooperative Work Experience VI **Credits:** 2
- ECO 201 - Economic Concepts **Credits:** 3

Total Credits: 78

## **Automotive Technology Ford ASSET, AAS**

**Program Start Date:** Fall Term

**Minimum Program Length:** 84 academic weeks; 6 terms day; 78 credits

**Program ID:** AAS.AUT

**Curriculum Code:** 35306

### **Program Description**

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

### **Practical Experience**

Students use cooperative work experiences at sponsoring Ford or Lincoln 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 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 an ASE Education Foundation certified master automobile training program.

### **EEDA Career Cluster:**

Transportation, Distribution & Logistics

### **Program Learning Outcomes**

Upon completion of the program, students will be able to:

1. Demonstrate safe shop practices and hazardous material handling.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair assemblies associated with automotive engines and power transmission systems.

4. Diagnose and repair components associated with any electrical and electronic control systems.
5. Diagnose and repair components associated with any accessory and ergonomic systems.
6. Communicate clearly using written, verbal, and electronic means.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

#### Course Requirements

- AUT 100 - Introduction to Automotive Hazardous Materials **Credits: 1**
- AUT 107 - Advanced Engine Repair **Credits: 4**
- AUT 111 - Brakes **Credits: 3**
- AUT 115 - Manual Drive Train/Axle **Credits: 3**
- AUT 130 - Automotive Electricity-Industry Certification **Credits: 4**
- AUT 142 - Heating and Air Conditioning **Credits: 3**
- AUT 145 - Engine Performance **Credits: 3**
- AUT 160 - Introduction to Automotive Technology **Credits: 1**
- AUT 221 - Suspension & Steering Diagnosis **Credits: 3**
- AUT 231 - Automotive Electronics **Credits: 4**
- AUT 245 - Advanced Engine Performance **Credits: 5**
- AUT 251 - Automatic Transmission Overhaul **Credits: 5**
- AUT 275 - Alternate Technology Vehicle **Credits: 3**
- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CWE 114 - Cooperative Work Experience I **Credits: 4**
- CWE 124 - Cooperative Work Experience II **Credits: 4**
- CWE 132 - Cooperative Work Experience III **Credits: 2**
- CWE 214 - Cooperative Work Experience IV **Credits: 4**
- CWE 224 - Cooperative Work Experience V **Credits: 4**
- CWE 232 - Cooperative Work Experience VI **Credits: 2**
- ECO 201 - Economic Concepts **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**

#### Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation Credit: 3
- ART 107 - History of Early Western Art Credit: 3
- ART 108 - History of Western Art Credit: 3
- ENG 102 - English Composition II Credit: 3
- ENG 201 - American Literature I Credit: 3
- ENG 202 - American Literature II Credit: 3
- ENG 205 - English Literature I Credit: 3
- ENG 206 - English Literature II Credit: 3
- ENG 208 - World Literature I Credit: 3
- ENG 209 - World Literature II Credit: 3
- ENG 228 - Studies in Film Genre Credit: 3
- ENG 235 - Southern Literature Credit: 3
- ENG 236 - African American Literature Credit: 3
- ENG 238 - Creative Writing Credit: 3
- FRE 102 - Elementary French II Credit: 3

- GER 102 - Elementary German II Credit: 3
- HSS 101 - Introduction to Humanities Credit: 3
- MUS 105 - Music Appreciation Credit: 3
- PHI 101 - Introduction to Philosophy Credit: 3
- PHI 110 - Ethics Credit: 3
- REL 101 - Introduction to Religion Credit: 3
- REL 104 - Early Christian History and Literature Credit: 3
- REL 105 - Early Jewish History and Literature Credit: 3
- REL 201 - Religions of the World Credit: 3
- SPA 102 - Elementary Spanish II Credit: 3
- SPA 201 - Intermediate Spanish I Credit: 3
- SPA 202 - Intermediate Spanish II Credit: 3
- SPA 213 - Credit: 3
- SPC 212 - Survey of Mass Communication Credit: 3
- THE 101 - Introduction to Theatre Credit: 3
- THE 105 - Fundamentals of Acting Credit: 3

Total Credits: 78

### Semester Display

#### First Semester

- AUT 130 - Automotive Electricity-Industry Certification **Credits: 4**
- AUT 160 - Introduction to Automotive Technology **Credits: 1**
- AUT 231 - Automotive Electronics **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CWE 114 - Cooperative Work Experience I **Credits: 4**

#### Second Semester

- AUT 111 - Brakes **Credits: 3**
- AUT 221 - Suspension & Steering Diagnosis **Credits: 3**
- CWE 124 - Cooperative Work Experience II **Credits: 4**
- ENG 165 - Professional Communications **Credits: 3**

#### Third Semester

- AUT 100 - Introduction to Automotive Hazardous Materials **Credits: 1**
  - AUT 142 - Heating and Air Conditioning **Credits: 3**
  - CWE 132 - Cooperative Work Experience III **Credits: 2**
- Humanities/Fine Arts General Education Course: 3 credits  
(Choose 1 course from the Humanities/Fine Arts section above.)

#### Fourth Semester

- AUT 107 - Advanced Engine Repair **Credits: 4**
- AUT 275 - Alternate Technology Vehicle **Credits: 3**
- CWE 214 - Cooperative Work Experience IV **Credits: 4**
- PSY 103 - Human Relations **Credits: 3**

## Fifth Semester

- AUT 115 - Manual Drive Train/Axle **Credits:** 3
- AUT 251 - Automatic Transmission Overhaul **Credits:** 5
- CWE 224 - Cooperative Work Experience V **Credits:** 4
- MAT 155 - Contemporary Mathematics **Credits:** 3

## Sixth Semester

- AUT 145 - Engine Performance **Credits:** 3
- AUT 245 - Advanced Engine Performance **Credits:** 5
- CWE 232 - Cooperative Work Experience VI **Credits:** 2
- ECO 201 - Economic Concepts **Credits:** 3

Total Credits: 78

## Banking and Finance Certificate

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

**Minimum Program Length:** 32 academic weeks; 2 terms day or evening; 27 credits

**Program ID:** CT.BAF

**Curriculum Code:** 71506

### Program Description

The Banking and Finance certificate is designed to provide students with the knowledge and the skills necessary for employment and growth in the banking and finance profession. Banking and finance professionals assemble and analyze, process, and communicate essential information about banking and financial operations.

### Practical Experience

Students are given the opportunity to develop a deeper understanding of financial literacy, banking concepts, and procedures.

### Professional Opportunities

Entry level banking and finance positions in many types of organizations including banks, consumer credit, Internal Revenue Service (IRS), and financial businesses.

### Unique Aspects

Students will enhance skill sets in money management, banking practices, and finance transaction proficiency.

### EEDA Career Cluster

Finance

### Program Learning Outcomes

Students will be able to:



1. Demonstrate effective business writing and financial communications.
2. Recognition of key financial terms, lingo, and acronyms.
3. Distinguish exceptional customer service.
4. Proficiency in business software applications and Quick Books.

#### Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**
- BAF 101 - Personal Finance **Credits: 3**
- BAF 150 - Principles of Bank Operations **Credits: 3**
- BAF 215 - Money and Banking **Credits: 3**
- BUS 121 - Business Law I **Credits: 3**
- BUS 130 - Business Communications **Credits: 3**
- BUS 152 - Service Culture Development **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**

Total Credits: 27

#### Semester Display

##### First Semester

- BAF 150 - Principles of Bank Operations **Credits: 3**
- BUS 121 - Business Law I **Credits: 3**
- BUS 152 - Service Culture Development **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**

##### Second Semester

- ACC 101 - Accounting Principles I **Credits: 3**
- BAF 101 - Personal Finance **Credits: 3**
- BAF 215 - Money and Banking **Credits: 3**
- BUS 130 - Business Communications **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**

Total Credits: 27

#### Computer Support Specialist Certificate

**Program Start Date:** Fall term

**Minimum Program Length:** 42 academic weeks; 3 terms day, 3 terms evening; 33 credits

**Program ID:** CT.CSS

**Curriculum Code:** 70907

##### 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/cybersecurity certificate program. Graduates are prepared to pass the CompTIA A+ certification exam.

### **EEDA Career Cluster:**

Information Technology

### **Program Learning Outcomes**

Students will be able to:

1. Apply IT support and security skills including installing, operating, diagnosing, and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams, and databases.
3. Configure and diagnose a secure home/small office network.
4. Design and develop basic and complex programs and/or interactive apps with an object-oriented programming language.

### **Course Requirements**

- CPT 118 - Professional Practices in Information Technology **Credits: 3**
- CPT 168 - Programming Logic and Design **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- CPT 180 - Shell Scripting **Credits: 3**
- CPT 209 - Computer Systems Management **Credits: 3**
- CPT 242 - Database **Credits: 3**
- CPT 264 - Systems and Procedures **Credits: 3**
- CPT 282 - Information Systems Security **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- IST 166 - Network Fundamentals **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**

Total Credits: 33

## Semester Display

### First Semester

- CPT 170 - Microcomputer Applications **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3 \*\***
- IST 166 - Network Fundamentals **Credits: 3 \*\***
- MAT 110 - College Algebra **Credits: 3**

### Second Semester

- CPT 118 - Professional Practices in Information Technology **Credits: 3 \*\***
- CPT 168 - Programming Logic and Design **Credits: 3 \*\***
- CPT 209 - Computer Systems Management **Credits: 3 \*\***
- CPT 242 - Database **Credits: 3 \*\***

### Third Semester

- CPT 180 - Shell Scripting **Credits: 3 \*\***
- CPT 264 - Systems and Procedures **Credits: 3 \*\***
- CPT 282 - Information Systems Security **Credits: 3 \*\***

Total Credits: 33

**\*\***A grade of C or better is required.

## Computer Technology with a Concentration in Networking/Cybersecurity, AAS

**Program Start Date:** Fall term or Spring term

**Minimum Program Length:** 84 academic weeks; 6 terms day or evening; 70 credits

**Program ID:** AAS.CT-NC

**Curriculum Code:** 35104

### Program Description

Students in Computer technology with a Concentration in Networking/Cybersecurity develop skills in PC operating systems, PC hardware concepts, cybersecurity, digital forensics, and developing and maintaining small to medium sized computer networks.

### Practical Experience

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

### Professional Opportunities

Network technician, entry level cybersecurity analyst, and Cisco Certified Network Associate.

## Unique Aspects

This program uses course materials from the Cisco Networking Academy Program, a cooperative venture between colleges and Cisco Systems. Graduates of this program are prepared to earn Cisco Certified Network Associate (CCNA) and Cisco CyberOps Certifications.

## EEDA Career Cluster:

Information Technology

## Program Learning Outcomes

Students will be able to:

1. Install, operate, diagnose, and repair problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams, and databases.
3. Configure and diagnose a secure home/small office network.
4. Design and develop basic programs and/or interactive apps with an object-oriented programming language.
5. Configure and diagnose networks and sub-networks consisting of PCs, switches, and routers.
6. Monitor, detect, investigate, analyze, and respond to security incidents.
7. Communicate effectively, collaborate with diverse teams, and exhibit professionalism in interactions.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CPT 275 - Computer Technology Senior Project **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- IST 198 - Cloud Essentials **Credits: 3**
- IST 201 - Cisco Internetworking Concepts **Credits: 3**
- IST 202 - Cisco Router Configuration **Credits: 3**
- IST 203 - Advanced Cisco Router Configuration **Credits: 3**
- CYB 269 - Digital Forensics **Credits: 3**
- CYB 285 - Cybersecurity Capstone **Credits: 3**

## Core Requirements for Computer Technology

- CPT 118 - Professional Practices in Information Technology **Credits: 3**
- CPT 127 - Python Programming I **Credits: 3**
- CPT 168 - Programming Logic and Design **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- CPT 209 - Computer Systems Management **Credits: 3**
- CPT 242 - Database **Credits: 3**
- CPT 264 - Systems and Procedures **Credits: 3**
- CPT 282 - Information Systems Security **Credits: 3**
- CPT 298 - Intro to Software as a Service **Credits: 3**
- IST 166 - Network Fundamentals **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

Total Credits: 70

<b>Semester Display</b>
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First Semester

- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3 \*\***
- IST 166 - Network Fundamentals **Credits: 3 \*\***
- MAT 110 - College Algebra **Credits: 3 \*\***

## Second Semester

- CPT 118 - Professional Practices in Information Technology **Credits: 3 \*\***
- CPT 168 - Programming Logic and Design **Credits: 3 \*\***
- CPT 209 - Computer Systems Management **Credits: 3 \*\***
- CPT 242 - Database **Credits: 3 \*\***

## Third Semester

- CPT 127 - Python Programming I **Credits: 3 \*\***
- CPT 264 - Systems and Procedures **Credits: 3 \*\***
- CPT 282 - Information Systems Security **Credits: 3 \*\***

## Fourth Semester

- IST 198 - Cloud Essentials **Credits: 3 \*\***
- IST 201 - Cisco Internetworking Concepts **Credits: 3 \*\***
- IST 202 - Cisco Router Configuration **Credits: 3 \*\***
- MAT 120 - Probability & Statistics **Credits: 3 \*\***

## Fifth Semester

- CYB 201 - Cybersecurity Operations **Credits: 3 \*\***
- CYB 269 - Digital Forensics **Credits: 3 \*\***
- IST 203 - Advanced Cisco Router Configuration **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3 \*\***

## Sixth Semester

- CPT 275 - Computer Technology Senior Project **Credits: 3 \*\***
- CYB 285 - Cybersecurity Capstone **Credits: 3 \*\***
- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).

Total Credits: 70

**\*\*A grade of C or better is required.**

## Computer Technology with a Concentration in Software Development, AAS

**Program Start Date:** Fall term or Spring term

**Minimum Program Length:** 84 academic weeks; 6 terms day or evening; 70 credits

**Program ID:** AAS.CT-PD

**Curriculum Code:** 35104

## Program Description

Students enrolled in Computer Technology with a Concentration in Software Development develop skills in software development, deployment of real-world applications, PC operating systems, networking, systems analysis and design, and data structures.

## Practical Experience

Students gain practical experience in the development of software. They work with different types of operating systems, programming languages, networking architectures, personal computers and data structures. Students develop logical thinking, problem-solving, interpersonal and communication skills.

## Professional Opportunities

Entry level software developer, web developer, PC application specialist, programmer analyst.

## EEDA Career Cluster:

Information Technology

## Program Learning Outcomes

Students will be able to:

1. Apply IT support and security skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Create business-related reports, spreadsheets, diagrams and databases.
3. Configure and diagnose a secure home/small office network.
4. Create functional, user-friendly applications, using modern collaboration tools and practices.
5. Apply software design principles and architectural patterns to create scalable, maintainable, and efficient software systems.
6. Develop and deploy real-world applications, incorporating user feedback and industry best practices to create functional, user-friendly software.
7. Demonstrate the ability to communicate effectively, collaborate with diverse teams, present technical and non-technical information clearly, and exhibit professionalism in interactions.

## Course Requirements

- COL 101 - College Orientation **Credits: 1** (Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- CPT 185 - Event-Driven Programming **Credits: 3**
- CPT 188 - Mobile App Development **Credits: 3**
- CPT 202 - SQL Programming I **Credits: 3**
- CPT 206 - Advanced Event-Driven Programming **Credits: 3**
- CPT 236 - Introduction to Java Programming **Credits: 3**
- CPT 244 - Data Structures **Credits: 3**
- CPT 275 - Computer Technology Senior Project **Credits: 3**

## Core Requirements for Computer Technology

- CPT 118 - Professional Practices in Information Technology **Credits: 3**
- CPT 127 - Python Programming I **Credits: 3**
- CPT 168 - Programming Logic and Design **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- CPT 209 - Computer Systems Management **Credits: 3**
- CPT 242 - Database **Credits: 3**
- CPT 264 - Systems and Procedures **Credits: 3**
- CPT 282 - Information Systems Security **Credits: 3**
- CPT 298 - Intro to Software as a Service **Credits: 3**
- IST 166 - Network Fundamentals **Credits: 3**

## Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

## Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**



Total Credits: 70

<b>Semester Display</b>
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First Semester

- COL 101 - College Orientation **Credits:** 1
- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*
- ENG 101 - English Composition I **Credits:** 3 \*\*
- IST 166 - Network Fundamentals **Credits:** 3 \*\*
- MAT 110 - College Algebra **Credits:** 3 \*\*

Second Semester

- CPT 118 - Professional Practices in Information Technology **Credits:** 3 \*\*
- CPT 168 - Programming Logic and Design **Credits:** 3 \*\*
- CPT 209 - Computer Systems Management **Credits:** 3 \*\*
- CPT 242 - Database **Credits:** 3 \*\*

Third Semester

- CPT 127 - Python Programming I **Credits:** 3 \*\*
- CPT 264 - Systems and Procedures **Credits:** 3 \*\*
- CPT 282 - Information Systems Security **Credits:** 3 \*\*

Fourth Semester

- CPT 185 - Event-Driven Programming **Credits:** 3 \*\*
- CPT 244 - Data Structures **Credits:** 3 \*\*
- CPT 298 - Intro to Software as a Service **Credits:** 3 \*\*
- MAT 120 - Probability & Statistics **Credits:** 3

Fifth Semester

- CPT 202 - SQL Programming I **Credits:** 3 \*\*
- CPT 206 - Advanced Event-Driven Programming **Credits:** 3 \*\*
- CPT 236 - Introduction to Java Programming **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

Sixth Semester

- CPT 275 - Computer Technology Senior Project **Credits:** 3 \*\*
- CPT 188 - Mobile App Development **Credits:** 3 \*\*
- Humanities/Fine Arts General Education Course **Credits:** 3  
(Choose 1 course from the Humanities/Fine Arts Section above).
- Social/Behavioral Sciences General Education Course **Credits:** 3  
(Choose 1 course from the Social/Behavioral Sciences Section above).

Total Credits: 70

\*\*A grade of C or better is required.

## Cosmetology Certificate

**Program Start Date:** Fall 2025

**Minimum Program Length:** 45 academic weeks; 3 terms; 40 credits

**Curriculum Code:** 71495

### Program Description

Cosmetology is the study and application of beauty treatment. Branches of specialty include hair care, skin care, nail care, and cosmetics. In this certificate program, students will learn the fundamentals of cosmetology including hair styling, hair coloring, scalp and hair care, chemical procedures for the hair, sanitation procedures, facials and makeup, and nail care. Upon completion of this program, graduates are eligible for both the written and practical Cosmetology exams of the South Carolina Board of Cosmetology.

### Practical Experience

Practical training, which involves practicing skills and applying the knowledge learned through classroom instruction and demonstrations, makes up the majority of a cosmetology program. This Cosmetology Program will have a state-of-the-art, on-site salon that allows students to practice their newly acquired skills in a real-world setting and become comfortable with using salon products, tools, and equipment. During Cosmetology Clinical Practice I and Cosmetology Clinical Practice II, students will perform the required practical components of the program, which include providing all learned services and applications to paying members of the public.

### Professional Opportunities

Graduates of cosmetology programs work in a variety of professions in the beauty industry including hairstylist, beautician, makeup artist, and salon or spa manager. Some licensed professionals also choose careers in the beauty industry as beauty magazine editors or consultants, while others become sales or marketing specialists in the cosmetics industry. Some may go on to teach beauty school and pass on their knowledge and skills to the next generation.

### Registration and Certification

1. A Criminal Background Check and ten panel drug screens are required for all students prior to entry into the Esthetics Program.
2. A 2-step PPD is required for all students prior to entry into the Esthetics Program.
3. Upon the successful completion of this program, students are eligible to apply for the South Carolina State Board of Cosmetology License Exam.

### EEDA Career Cluster:

Business, Management & Administration

Course Requirements:

- COS 101 - Fundamentals of Cosmetology **Credits:** 3

- COS 106 - Facials and Makeup **Credits: 3**
- COS 108 - Nail Care **Credits: 3**
- COS 110 - Scalp and Hair Care **Credits: 3**
- COS 112 - Shampoo and Rinses **Credits: 4**
- COS 114 - Hair Shaping **Credits: 4**
- COS 116 - Hair Styling I **Credits: 4**
- COS 206 - Chemical Hair Waving **Credits: 3**
- COS 208 - Chemical Hair Relaxing **Credits: 3**
- COS 210 - Hair Coloring **Credits: 3**
- COS 220 - Cosmetology Clinical Practice I **Credits: 3**
- COS 222 - Cosmetology Clinical Practice II **Credits: 3**

Total Credits: 39

### Semester Display

#### First Semester

- COS 101 - Fundamentals of Cosmetology **Credits: 3**
- COS 110 - Scalp and Hair Care **Credits: 3**
- COS 112 - Shampoo and Rinses **Credits: 4**
- COS 114 - Hair Shaping **Credits: 4**

#### Second Semester

- COS 108 - Nail Care **Credits: 3**
- COS 116 - Hair Styling I **Credits: 4**
- COS 210 - Hair Coloring **Credits: 3**
- COS 220 - Cosmetology Clinical Practice I **Credits: 3**

#### Third Semester

- COS 106 - Facials and Makeup **Credits: 3**
- COS 206 - Chemical Hair Waving **Credits: 3**
- COS 208 - Chemical Hair Relaxing **Credits: 3**
- COS 222 - Cosmetology Clinical Practice II **Credits: 3**

Total Credits: 40

### Program Learning Outcomes

1. This program and its associated learning outcomes are based on the requirements set forth in Chapter 35 of the Department of Labor, Licensing and Regulation State Board of Cosmetology. By the end of the program, students will:
2. Perform hair care services for all types of hair including hair analysis, hair cutting, hair styling, hair coloring and lightening, permanent waving and chemical relaxing.
3. Perform natural nail services including manicuring and pedicuring.
4. Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
5. Demonstrate customer service skills, self-growth and personal development.
6. Perform salon business such as front desk operations, dispensary inventory and loss prevention, resume building and interviewing skills, self-marketing and the basic knowledge of starting one's own salon business.

7. Demonstrate knowledge of decontamination, public hygiene and special sanitation procedures used for the protection of the client and the operator.
8. Possess the necessary skills to pass the state of South Carolina licensure written and practical exams required for a professional license to work in the Cosmetology industry.

## **Criminal Justice, General Technology, AAS**

**Program Start Date:** Fall

**Minimum Program Length:** 64 academic weeks; 4 terms; 62 credits

**Program ID:** AAS.G-CJ

**Curriculum Code:** 35318

### **Program Description**

Criminal justice students will obtain knowledge and skills needed in the criminal justice field. Students will learn about the judicial process, criminology, police administration, criminal evidence, criminal law I and correctional systems.

### **Practical Experience**

None

### **Professional Opportunities**

Criminal Justice graduates can work in several areas including, but not limited to, security, court support, corrections, victim witness advocacy, probation officers, detective, and criminal investigators.

### **Unique Aspects**

All courses are transferable to most colleges/universities. To complete the AAS.G-CJ degree, students must obtain a grade of C or better in the required 24 credit hours of the required CRJ courses. Additionally, students must complete 25 hours in general education courses and 13 hours of additional courses.

### **EEDA Career Cluster**

Law

### **Program Learning Outcomes**

1. Write professionally/academically in response to a variety of texts and audiences.
2. Access, retrieve, synthesize, and evaluate information.
3. Explain social concepts and behaviors using fundamental theories and methods of analysis.
4. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### **Course Requirements**

- ART 101 - Art History and Appreciation **Credits:** 3  
or
- MUS 105 - Music Appreciation **Credits:** 3
- ASL 101 - American Sign Language I **Credits:** 4  
or
- SPA 101 - Elementary Spanish I **Credits:** 4
- COL 103 - College Skills **Credits:** 3

- CRJ 101 - Introduction to Criminal Justice **Credits: 3**
- CRJ 115 - Criminal Law I **Credits: 3**
- CRJ 125 - Criminology **Credits: 3**
- CRJ 130 - Policy Administration **Credits: 3**
- CRJ 210 - The Juvenile and the Law **Credits: 3**
- CRJ 220 - The Judicial Process **Credits: 3**
- CRJ 236 - Criminal Evidence **Credits: 3**
- CRJ 242 - Correctional System **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- AST 101 - Solar System Astronomy **Credits: 4**  
or
- BIO 101 - Biological Science I **Credits: 4**  
or
- CHM 105 - General, Organic and Biochemistry **Credits: 4**  
or
- PHY 201 - Physics I **Credits: 4**

Total Credits: 62

### Semester Display

#### First Semester

- COL 103 - College Skills **Credits: 3**
- CRJ 101 - Introduction to Criminal Justice **Credits: 3**
- CRJ 130 - Policy Administration **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**

#### Second Semester

- CRJ 125 - Criminology **Credits: 3**
- CRJ 236 - Criminal Evidence **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPA 101 - Elementary Spanish I **Credits: 4**  
or

- ASL 101 - American Sign Language I **Credits: 4**

#### Third Semester

- ART 101 - Art History and Appreciation **Credits: 3**  
or
- MUS 105 - Music Appreciation **Credits: 3**
- CRJ 115 - Criminal Law I **Credits: 3**
- CRJ 242 - Correctional System **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
- AST 101 - Solar System Astronomy **Credits: 4**  
or
- BIO 101 - Biological Science I **Credits: 4**  
or
- CHM 105 - General, Organic and Biochemistry **Credits: 4**  
or
- PHY 201 - Physics I **Credits: 4**

#### Fourth Semester

- CRJ 210 - The Juvenile and the Law **Credits: 3**
- CRJ 220 - The Judicial Process **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 62

## Culinary Arts Certificate

**Program Start Date:** Fall (day and evening)

**Minimum Program Length:** 48 academic weeks; 3 terms day, 36 credits

**Program ID:** CT.CULN

**Curriculum Code:** 60648

### 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.

## 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 in the program have the opportunity to sit for the SERV Safe Food Handler examination.

## EEDA Career Cluster:

Hospitality and Tourism

## Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate cooking methods to prepare hot and cold foods on a variety of commercial kitchen equipment while utilizing pertinent food safety and sanitation measures.
2. Design menus employing appropriate nutritional applications.
3. Calculate needed culinary math for recipe manipulation and common costing factors.
4. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
5. Analyze career options, hierarchy, and practices within the food service industry.

## Course Requirements

- BKP 119 - Introduction to Baking and Pastry **Credits: 3 \*\***
- BKP 220 - Advanced Bakeshop **Credits: 3 \*\***
- CPT 170 - Microcomputer Applications **Credits: 3**
- CUL 101 - Principles of Food Production I **Credits: 3 \*\***
- CUL 102 - Principles of Food Production II **Credits: 3 \*\***
- CUL 103 - Nutrition **Credits: 3 \*\***
- CUL 104 - Introduction to Culinary Arts **Credits: 3 \*\***
- CUL 129 - Storeroom and Purchasing **Credits: 3 \*\***
- CUL 135 - Introduction to Dining Room Service **Credits: 3 \*\***
- CUL 155 - Sanitation **Credits: 3 \*\***
- CUL 220 - Introduction to Garde Manger **Credits: 3 \*\***
- HOS 256 - Hospitality Management Concepts **Credits: 3 \*\***

Total Credits: 36

<b>Semester Display</b>
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## First Semester

- BKP 119 - Introduction to Baking and Pastry **Credits: 3 \*\***
- CUL 101 - Principles of Food Production I **Credits: 3 \*\***

- CUL 135 - Introduction to Dining Room Service **Credits:** 3 \*\*
- CUL 155 - Sanitation **Credits:** 3 \*\*

#### Second Semester

- BKP 220 - Advanced Bakeshop **Credits:** 3 \*\*
- CPT 170 - Microcomputer Applications **Credits:** 3
- CUL 102 - Principles of Food Production II **Credits:** 3 \*\*
- CUL 103 - Nutrition **Credits:** 3 \*\*
- CUL 104 - Introduction to Culinary Arts **Credits:** 3 \*\*

#### Third Semester

- CUL 129 - Storeroom and Purchasing **Credits:** 3 \*\*
- CUL 220 - Introduction to Garde Manger **Credits:** 3 \*\*
- HOS 256 - Hospitality Management Concepts **Credits:** 3 \*\*

Total Credits: 36

\*\* A grade of "C" or better is required

## Culinary Arts Technology, AAS

**Program Start Date:** Fall (day and evening)

**Minimum Program Length:** 75 academic weeks; 5 terms, 70 credits

**Program ID:** AAS.CUL

**Curriculum Code:** 35017

### 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.

### 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 culinary courses. However, students may also enroll directly into the associate degree program.

Students in the program have the opportunity to sit for two certification exams: ServSafe Food Handler and Manage First Professionals (MFP) Credential.

## EEEDA Career Cluster:

Hospitality and Tourism

## Program Learning Outcomes

Students will be able to:

1. Demonstrate appropriate cooking methods to prepare hot and cold food on a variety of commercial kitchen equipment while utilizing pertinent food safety and sanitation measures.
2. Design menus employing appropriate nutritional applications.
3. Calculate needed culinary math for recipe manipulation and common costing factors.
4. Demonstrate front-of-the-house proficiency by designing and setting up dining rooms and performing proper serving techniques.
5. Analyze career options, hierarchy, and practices within the food service industry.
6. Apply business theory to practices within the food service industry.
7. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

## Course Requirements

- BKP 119 - Introduction to Baking and Pastry **Credits: 3 \*\***
- BKP 220 - Advanced Bakeshop **Credits: 3 \*\***
- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CPT 170 - Microcomputer Applications **Credits: 3**
- CUL 101 - Principles of Food Production I **Credits: 3 \*\***
- CUL 102 - Principles of Food Production II **Credits: 3 \*\***
- CUL 103 - Nutrition **Credits: 3 \*\***
- CUL 104 - Introduction to Culinary Arts **Credits: 3 \*\***
- CUL 129 - Storeroom and Purchasing **Credits: 3 \*\***
- CUL 135 - Introduction to Dining Room Service **Credits: 3 \*\***
- CUL 145 - Dining Room Operations **Credits: 3 \*\***
- CUL 155 - Sanitation **Credits: 3 \*\***
- CUL 178 - Farm to Plate **Credits: 3 \*\***
- CUL 216 - International Cuisine **Credits: 3 \*\***
- CUL 220 - Introduction to Garde Manger **Credits: 3 \*\***
- CUL 235 - Menu Planning **Credits: 3 \*\***
- CUL 236 - Restaurant Capstone **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3**  
or
- ENG 165 - Professional Communications **Credits: 3**
- HOS 245 - Hospitality Marketing **Credits: 3 \*\***

- HOS 256 - Hospitality Management Concepts **Credits: 3 \*\***
- MAT 155 - Contemporary Mathematics **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Total Credits: 70

### Semester Display

First Semester

- BKP 119 - Introduction to Baking and Pastry **Credits: 3 \*\***
- COL 101 - College Orientation **Credits: 1**
- CUL 101 - Principles of Food Production I **Credits: 3 \*\***
- CUL 135 - Introduction to Dining Room Service **Credits: 3 \*\***
- CUL 155 - Sanitation **Credits: 3 \*\***

Second Semester

- BKP 220 - Advanced Bakeshop **Credits: 3 \*\***
- CUL 102 - Principles of Food Production II **Credits: 3 \*\***
- CUL 103 - Nutrition **Credits: 3 \*\***
- CUL 104 - Introduction to Culinary Arts **Credits: 3 \*\***
- CUL 145 - Dining Room Operations **Credits: 3 \*\***

Third Semester

- CUL 129 - Storeroom and Purchasing **Credits: 3 \*\***
- CUL 220 - Introduction to Garde Manger **Credits: 3 \*\***
- CUL 235 - Menu Planning **Credits: 3 \*\***
- HOS 256 - Hospitality Management Concepts **Credits: 3 \*\***
- MAT 155 - Contemporary Mathematics **Credits: 3**

#### Fourth Semester

- CPT 170 - Microcomputer Applications **Credits:** 3
- CUL 178 - Farm to Plate **Credits:** 3 \*\*
- CUL 216 - International Cuisine **Credits:** 3 \*\*
- HOS 245 - Hospitality Marketing **Credits:** 3 \*\*
- SPC 205 - Public Speaking **Credits:** 3

#### Fifth Semester

- CUL 236 - Restaurant Capstone **Credits:** 3 \*\*
- ENG 101 - English Composition I **Credits:** 3  
or
- ENG 165 - Professional Communications **Credits:** 3
- Humanities/Fine Arts General Education Course **Credits:** 3  
(Choose 1 course from Humanities/Fine Arts Section above).
- PSY 103 - Human Relations **Credits:** 3

Total Credits: 70

\*\* A grade of C or better is required

## Data Analytics Certificate

**Program Start Date:** Fall term

**Minimum Program Length:** 40 academic weeks; 3 terms; 39 credits

**Program ID:** CT.DAT

**Curriculum Code:** 71507

### Program Description

This certificate program prepares students for entry level positions in data analytics. Students will learn the collection, editing, and transformation of data as well as data modeling and reporting. After completion of this certificate, graduates can continue at SCC to obtain an Associate of Applied Science in Business Administration.

### Practical Experience

Students learn techniques to gather, profile, extract and transform data. The students use software to perform data modeling, data query, data reporting, and visualization.

### Professional Opportunities

Data analytics technicians, data analyst, data center technicians

### EEDA Career Cluster:

Information Technology

## Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to extract, collect, clean and test data.
2. Apply basic statistical concepts and apply statistical methods used in data science.
3. Apply modeling, analysis, and visualization techniques applied to data.
4. Speak publicly, listen actively, and respond effectively.

## Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**
- BUS 240 - Business Statistics **Credits: 3**
- CPT 168 - Programming Logic and Design **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- CPT 202 - SQL Programming I **Credits: 3**
- CPT 273 - Data Visualization **Credits: 3**
- CPT 242 - Database **Credits: 3**
- CPT 244 - Data Structures **Credits: 3**
- CPT 297 - Big Data Analytics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MGT 206 - Management Spreadsheets **Credits: 3**
- MGT 245 - Decision Support Systems **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 39

## Semester Display

### First Semester

- ACC 101 - Accounting Principles I **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3 \*\***
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***
- CPT 297 - Big Data Analytics **Credits: 3 \*\***

### Second Semester

- BUS 240 - Business Statistics **Credits: 3 \*\***
- CPT 168 - Programming Logic and Design **Credits: 3 \*\***
- CPT 242 - Database **Credits: 3 \*\***
- MGT 206 - Management Spreadsheets **Credits: 3 \*\***
- MGT 245 - Decision Support Systems **Credits: 3 \*\***

### Third Semester

- CPT 202 - SQL Programming I **Credits: 3 \*\***
- CPT 244 - Data Structures **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3 \*\***

Total Credits: 39

\*\*A grade of C or better is required

## **Diagnostic Medical Sonography, AAS**

**Program Start Date:** Fall term

**Minimum Program Length:** 96 consecutive weeks, 6 terms, 80 credits

**Program ID:** AAS.DMS

**Curriculum Code:** 35218

### **Program Description**

The purpose of the program is to provide students with the academic and clinical knowledge to competently perform as entry level sonographers that provide quality patient care, actively participate in the profession, and pursue lifelong learning. The goal of the Diagnostic Medical Sonography Program is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior), learning domains.

### **Prerequisites**

The Diagnostic Medical Sonography program is a two-year full-time Associate in Applied Science degree program offered at the Giles (Main) SCC campus. The program consists of six semesters and is divided into two phases. Phase I (prerequisites) includes the general education courses that must be completed prior to applying for Phase II which includes the professional curriculum. Completion of Phase I does not guarantee progression to Phase II of the program. Upon successful completion of all Phase I courses, qualified students may apply for acceptance into Phase II of the program. A selective ranking system is used that includes the grades earned in Phase I, attendance of an information session, and the grade point average related to the Phase I courses.

The first two semesters are designed for completion of Phase I (prerequisites) general education courses required for submission of an application to Phase II (professional curriculum). Phase II (professional curriculum) is designed to be completed in semesters 3-6.

### **Practical Experience**

Students acquire competency and proficiency via lab simulations and clinical experiences in affiliated hospitals, medical imaging centers, OB/GYN offices and doctor's offices.

### **Professional Opportunities**

Employment as Registered Diagnostic Medical Sonographer Vascular Sonographer, Breast Sonographer, or OB/GYN Sonographer

### **Unique Aspects**

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

### **EEDA Career Cluster**

Health Science

## Program Learning Outcomes

1. The program will graduate students who are clinically competent to perform appropriate procedures and record anatomic, pathologic, and/or physiologic data.
2. The program will graduate students who apply critical thinking and problem-solving skills to exercise discretion and judgement in performance of sonographic exams.
3. The program will graduate students who demonstrate appropriate communication skills.
4. The program will graduate students who will demonstrate professionalism and growth in the profession.
5. The program will graduate students who will attempt to obtain national credentialing success for the offered concentrations.
6. The program will graduate students who will demonstrate national credentialing success in offered concentrations.
7. The program will graduate students who will become employed as sonographers.
8. The program will monitor retention rates.
9. The program will monitor the graduate survey return rate and composite score.
10. The program will monitor employer survey return rate and composite score.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
or
- COL 103 - College Skills **Credits: 3**
- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- ENG 165 - Professional Communications **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- PHY 118 - Medical Imaging Science **Credits: 3**
- AHS 102 - Medical Terminology **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- DMS 101 - Ultrasound Physics and Instrumentation I **Credits: 2**
- DMS 102 - Ultrasound Physics and Instrumentation II **Credits: 3**
- DMS 104 - Patient Care for Sonography **Credits: 2**
- DMS 105 - Sonographic Anatomy of the Abdomen **Credits: 4**
- DMS 112 - OB/GYN Sonography I **Credits: 3**
- DMS 114 - DMS Cross Sectional Anatomy **Credits: 3**
- DMS 116 - Abdominal Ultrasound **Credits: 4**
- DMS 117 - Gynecology **Credits: 2**
- DMS 124 - OB/GYN Sonography II **Credits: 2**
- DMS 125 - Vascular Sonography I **Credits: 4**
- DMS 150 - Clinical Applications I **Credits: 7**
- DMS 160 - Clinical Applications II **Credits: 7**
- DMS 164 - Introduction to Clinical Education **Credits: 2**
- DMS 170 - Clinical Applications III **Credits: 8**
- DMS 200 - Seminar in Sonography **Credits: 2**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**

- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Total Credits: 80

### Semester Display

#### First Semester

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- COL 101 - College Orientation **Credits: 1**  
or
- COL 103 - College Skills **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- Humanities/Fine Arts General Education Course **Credits 3**  
(Choose 1 course from the above Humanities/Fine Arts General Education course list)

#### Second Semester

- AHS 102 - Medical Terminology **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- PHY 118 - Medical Imaging Science **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Third Semester

- DMS 101 - Ultrasound Physics and Instrumentation I **Credits: 2**
- DMS 104 - Patient Care for Sonography **Credits: 2**
- DMS 105 - Sonographic Anatomy of the Abdomen **Credits: 4**
- DMS 117 - Gynecology **Credits: 2**
- DMS 164 - Introduction to Clinical Education **Credits: 2**

#### Fourth Semester

- DMS 102 - Ultrasound Physics and Instrumentation II **Credits: 3**
- DMS 116 - Abdominal Ultrasound **Credits: 4**
- DMS 150 - Clinical Applications I **Credits: 7**

## Fifth Semester

- DMS 112 - OB/GYN Sonography I **Credits:** 3
- DMS 114 - DMS Cross Sectional Anatomy **Credits:** 3
- DMS 125 - Vascular Sonography I **Credits:** 4
- DMS 160 - Clinical Applications II **Credits:** 7

## Sixth Semester

- DMS 124 - OB/GYN Sonography II **Credits:** 2
- DMS 170 - Clinical Applications III **Credits:** 8
- DMS 200 - Seminar in Sonography **Credits:** 2

Total Credits: 80

## Diesel Technology, AAS

**Program Start Date:** Fall

**Minimum Program Length:** 84 academic weeks; 6 terms; 74 credits

**Program ID:** AAS.DT

**Curriculum Code:** 35368

### Program Description

Students will learn recommended diagnosis and repair procedures on diesel engines and their associated components using service publications, special service tools, and equipment. Students will also learn proper diagnosis, repair, and maintenance of heavy trucks and equipment. Additionally, students will learn emerging technologies such as alternative fuel sources, hybridization of conventional propulsion systems, and evolving federal and state mandates, rules, and regulations for diesel engine emissions systems.

### Practical Experience

Students will have lab hours or cooperative work experiences at approved repair facilities to apply what they have learned in the classroom. During the cooperative work experiences, under the direction of an experienced technician, service and repair customer vehicles and equipment to familiarize themselves with the repair facility's organization, environment, and learn to work as a team.

### Professional Opportunities

Diesel Engine Technician, Heavy Equipment Technician, Heavy Truck Technician, Shop Foreman, Service Manager

### Unique Aspects

Students will be prepared for current and emerging technologies.

### EEDA Career Cluster:

Transportation and Logistics



## Program Learning Outcomes

1. Demonstrate safe shop practices as recognized by OSHA and industry standards to promote a safe working environment.
2. Communicate clearly using written, verbal, and electronic means to promote professionalism.
3. Diagnose and repair powertrain and driveline systems and components.
4. Diagnose and repair electrical and electronic control systems and components.
5. Diagnose and repair body and chassis systems and components.
6. Diagnose and repair hydraulic systems and components.
7. Read and interpret schematics and diagrams.

## Course Requirements

- COL 103 - College Skills **Credits: 3**
- CWE 234 - Cooperative Work Experience VI **Credits: 4**  
or
- DHM 272 - Trailer Technology **Credits: 4**
  
- DHM 105 - Diesel Engines I **Credits: 3**
- DHM 107 - Diesel Equipment Service and Diagnosis **Credits: 3**
- DHM 121 - Introduction to Diagnostic Testing **Credits: 2**
- DHM 125 - Diesel Fuel Systems **Credits: 3**
- DHM 157 - Introduction to Transmissions and Torque Converters **Credits: 3**
  
- DHM 159 - Shop Orientation: Tools, Equipment, and Service Manuals **Credits: 3**  
or
- CWE 113 - Cooperative Work Experience I **Credits: 3**
  
- DHM 171 - Introduction to Heavy Equipment Welding **Credits: 3**  
or
- CWE 133 - Cooperative Work Experience III **Credits: 3**
  
- DHM 173 - Electrical Systems I **Credits: 3**
- DHM 205 - Diesel Engines II **Credits: 3**
- DHM 232 - Heating, Cooling, & Air Conditioning Systems **Credits: 3**
- DHM 251 - Suspension and Steering **Credits: 3**
- DHM 255 - Air Brakes Systems **Credits: 3**
- DHM 265 - Hydraulic Systems **Credits: 3**
- DHM 269 - Diagnostic Testing **Credits: 2**
  
- DHM 273 - Electrical Systems II **Credits: 3**  
or
- CWE 123 - Cooperative Work Experience II **Credits: 3**
  
- DHM 274 - Alternative Fuels and Emerging Technologies **Credits: 3**  
or
- CWE 213 - Cooperative Work Experience IV **Credits: 3**
  
- DHM 275 - Hybrid and Electric Drive System **Credits: 3**  
or
- CWE 223 - Cooperative Work Experience V **Credits: 3**

- DHM 276 - Diesel Emissions Systems and Regulations **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**

Total Credits: 74

## Semester Display

### First Semester

- COL 103 - College Skills **Credits: 3**
- DHM 159 - Shop Orientation: Tools, Equipment, and Service Manuals **Credits: 3**
- or
- CWE 113 - Cooperative Work Experience I **Credits: 3**
- DHM 173 - Electrical Systems I **Credits: 3**
- DHM 255 - Air Brakes Systems **Credits: 3**

### Second Semester

- DHM 125 - Diesel Fuel Systems **Credits: 3**
- DHM 251 - Suspension and Steering **Credits: 3**
- DHM 273 - Electrical Systems II **Credits: 3**
- or
- CWE 123 - Cooperative Work Experience II **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**

### Third Semester

- DHM 105 - Diesel Engines I **Credits: 3**
- DHM 171 - Introduction to Heavy Equipment Welding **Credits: 3**
- or
- CWE 133 - Cooperative Work Experience III **Credits: 3**
- DHM 205 - Diesel Engines II **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**

### Fourth Semester

- DHM 157 - Introduction to Transmissions and Torque Converters **Credits: 3**
- DHM 232 - Heating, Cooling, & Air Conditioning Systems **Credits: 3**
- DHM 274 - Alternative Fuels and Emerging Technologies **Credits: 3**
- or
- CWE 213 - Cooperative Work Experience IV **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**

### Fifth Semester

- DHM 107 - Diesel Equipment Service and Diagnosis **Credits: 3**
- DHM 265 - Hydraulic Systems **Credits: 3**

- DHM 275 - Hybrid and Electric Drive System **Credits:** 3  
or
- CWE 223 - Cooperative Work Experience V **Credits:** 3
- ENG 165 - Professional Communications **Credits:** 3

#### Sixth Semester

- CWE 234 - Cooperative Work Experience VI **Credits:** 4  
or
- DHM 272 - Trailer Technology **Credits:** 4
- DHM 121 - Introduction to Diagnostic Testing **Credits:** 2
- DHM 269 - Diagnostic Testing **Credits:** 2
- DHM 276 - Diesel Emissions Systems and Regulations **Credits:** 3

Total Credits: 74

\*\*A grade of C or better is required

## Digital Arts Certificate

**Program Start Date:** Fall term

**Minimum Program Length:** 42 academic weeks; 3 terms day; 36 credits

**Program ID:** CT.DD

**Curriculum Code:** 71169

### Program Description

Digital design students acquire skills to become graphic or web designers. 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 online. 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 Career Cluster:

Arts, A/V Technology and Communications.

### Program Learning Outcomes

Students will be able to:

1. Demonstrate an understanding of spot and process color in the development of print-ready designs.
2. Design websites using industry software, media and user-based principles.
3. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
4. Create graphics for various media (print, web, digital) using raster and vector-editing techniques.

5. Create press and digital-ready layouts for publication using industry standard software and design principles.

#### Course Requirements

- ARV 110 - Computer Graphics I **Credits:** 3
- ARV 162 - Graphic Reproduction I **Credits:** 3
- ARV 163 - Graphic Reproduction II **Credits:** 3
- ARV 217 - Computer Imagery **Credits:** 3
- ARV 227 - Website Design I **Credits:** 3
- ARV 228 - Web Site Design II **Credits:** 3
- ARV 264 - Special Project in Graphics Art **Credits:** 3
- CGC 110 - Electronic Publishing **Credits:** 3
- CGC 115 - Digital Photography **Credits:** 3
- CPT 170 - Microcomputer Applications **Credits:** 3
- MAT 155 - Contemporary Mathematics **Credits:** 3

Total Credits: 36

#### Semester Display

##### First Semester

- ARV 110 - Computer Graphics I **Credits:** 3 \*\*
- CGC 110 - Electronic Publishing **Credits:** 3 \*\*
- MAT 155 - Contemporary Mathematics **Credits:** 3

##### Second Semester

- ARV 162 - Graphic Reproduction I **Credits:** 3 \*\*
- ARV 217 - Computer Imagery **Credits:** 3 \*\*
- ARV 227 - Website Design I **Credits:** 3 \*\*
- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*

##### Third Semester

- ARV 163 - Graphic Reproduction II **Credits:** 3 \*\*
- ARV 228 - Web Site Design II **Credits:** 3 \*\*
- ARV 264 - Special Project in Graphics Art **Credits:** 3 \*\*
- CGC 115 - Digital Photography **Credits:** 3 \*\*

Total Credits: 36

\*\* A grade of C or better is required

#### Digital Arts, AAS

**Program Start Date:** Any Term

**Minimum Program Length:** 74 academic weeks; 5 terms day; 67 credits

**Program ID:** AAS.G-DD  
**Curriculum Code:** 35318

### **Program Description**

Digital Arts students acquire skills to become graphic or web designer. Emphasis is placed on design, digital imagery, and typography.

### **Practical Experience**

Students will use computers and professional software applications to create graphics and page layouts for traditional printing or online applications.

### **Professional Opportunities**

Graphic or web designers for advertising agencies, educational institutions, news and/or media outlets.

### **EEDA Career Cluster:**

Arts, A/V Technology, and Communications

### **Program Learning Outcomes**

Students will be able to:

1. Create press and digital-ready layouts for publication using industry standard software and design principles.
2. Demonstrate an understanding of spot and process color in the development of print-ready designs.
3. Create graphics for various media (print, web, digital) using raster- and vector-editing techniques.
4. Design websites using industry software, media and user-based principles.
5. Produce a comprehensive, themed, digital photographic presentation based on sound photography principles.
6. Demonstrate an understanding and application of market and audience research to solve client-based design problems.
7. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

### **Course Requirements**

- ART 121 - 2-D Design Fundamentals **Credits:** 3  
or
- BUS 180 - Social Media in Business **Credits:** 3
  
- ARV 110 - Computer Graphics I **Credits:** 3
- ARV 162 - Graphic Reproduction I **Credits:** 3
- ARV 163 - Graphic Reproduction II **Credits:** 3
- ARV 214 - Photography II **Credits:** 3
- ARV 217 - Computer Imagery **Credits:** 3
- ARV 219 - Multimedia Techniques **Credits:** 3
- ARV 121 - Design **Credits:** 3
- ARV 227 - Website Design I **Credits:** 3
- ARV 228 - Web Site Design II **Credits:** 3
- ARV 261 - Advertising Design I **Credits:** 3
- ARV 264 - Special Project in Graphics Art **Credits:** 3

- ARV 279 - Portfolio Presentation **Credits: 3**
- CGC 110 - Electronic Publishing **Credits: 3**
- CGC 115 - Digital Photography **Credits: 3**
- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MKT 101 - Marketing **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**

- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 67

### Semester Display

#### First Semester

- ARV 110 - Computer Graphics I **Credits: 3 \*\***
- ARV 121 - Design **Credits: 3 \*\***
- CGC 110 - Electronic Publishing **Credits: 3 \*\***
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3 \*\***

#### Second Semester

- ARV 162 - Graphic Reproduction I **Credits: 3 \*\***
- ARV 217 - Computer Imagery **Credits: 3 \*\***
- ARV 227 - Website Design I **Credits: 3 \*\***
- ENG 101 - English Composition I **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**

#### Third Semester

- ARV 163 - Graphic Reproduction II **Credits: 3 \*\***
- ARV 228 - Web Site Design II **Credits: 3 \*\***
- ARV 264 - Special Project in Graphics Art **Credits: 3 \*\***
- CGC 115 - Digital Photography **Credits: 3 \*\***

#### Fourth Semester

- ARV 219 - Multimedia Techniques **Credits: 3 \*\***
- ART 121 - 2-D Design Fundamentals **Credits: 3 \*\***  
or
- ARV 261 - Advertising Design I **Credits: 3 \*\***
- BUS 180 - Social Media in Business **Credits: 3**
- MKT 101 - Marketing **Credits: 3 \*\***
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).

#### Fifth Semester

- ARV 214 - Photography II **Credits: 3 \*\***
- ARV 279 - Portfolio Presentation **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3**

- Humanities/Fine Arts General Education Course **Credits:** 3  
(Choose 1 course from the Humanities/Fine Arts Section above).

Total Credits: 67

\*\* A grade of C or better is required

## Early Care and Education, AAS

**Program Start Date:** Fall or Spring term

**Minimum Program Length:** 74 academic weeks; 5 terms; 64 credits

**Program ID:** AAS.ECE

**Curriculum Code:** 35207

### 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 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 a C or higher is required in all ECD courses.

### Requirements for Associate in Arts (AA)

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:

Education and Training

### Program Learning Outcomes

1. Synthesize child development research, developmental theory, early learning theory, and best practices in early childhood education to support the unique holistic developmental trajectory of each child through the



design of culturally relevant, respectful, healthy, challenging, and inclusive early learning environments and curriculum. (NAEYC Standard 1)

2. Construct respectful and collaborative relationships with families and community organizations that honor family and community diversity and promote engagement as partners in young children's development and learning. (NAEYC Standard 2)
3. Utilize ethically grounded and developmentally appropriate observation, documentation, and assessment strategies to inform teaching practice, document children's developmental progression, and establish assessment partnerships with families and colleagues to promote positive outcomes for every child. (NAEYC Standard 3)
4. Demonstrate developmentally appropriate, culturally relevant, anti-bias, reflective, and evidence-based teaching practices that reflect universal design for learning principles by establishing play as a core teaching practice, differentiating instruction to meet the needs of all children, and engaging in positive, supportive, and responsive interactions. (NAEYC Standard 4)
5. Incorporate knowledge of early learning standards, developmentally appropriate content knowledge across the academic disciplines in early childhood curriculum, and pedagogical methods that inform teaching practice and curriculum development to design, implement, and evaluate learning experiences that are engaging and meaningful for each child. (NAEYC Standard 5)
6. Establish oneself as a professional in the early childhood education field through informed advocacy, upholding ethical and professional standards of conduct, utilizing professional communication skills to effectively work with children, families, and colleagues. (NAEYC Standard 6)

#### Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CPT 170 - Microcomputer Applications **Credits: 3**
- ECD 101 - Introduction to Early Childhood **Credits: 3**
- ECD 102 - Growth & Development I **Credits: 3**
- ECD 105 - Guidance-Classroom Management **Credits: 3**
- ECD 107 - Exceptional Children **Credits: 3**
- ECD 108 - Family & Community Relations **Credits: 3**
- ECD 131 - Language Arts **Credits: 3**
- ECD 132 - Creative Experiences **Credits: 3**
- ECD 133 - Science & Math Concepts **Credits: 3**
- ECD 135 - Health, Safety, & Nutrition **Credits: 3**
- ECD 200 - Curriculum Issues in Infant and Toddler Development **Credits: 3**
- ECD 201 - Principles of Ethics & Leadership in Early Care and Education **Credits: 3**
- ECD 203 - Growth and Development II **Credits: 3**
- ECD 237 - Methods and Materials **Credits: 3**
- ECD 243 - Supervised Field Experience I **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

#### Communications: 3 Credits

- ENG 165 - Professional Communications **Credits: 3**  
or
- ENG 101 - English Composition I **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 201 - American Literature I **Credits: 3**
- ENG 202 - American Literature II **Credits: 3**
- ENG 205 - English Literature I **Credits: 3**
- ENG 206 - English Literature II **Credits: 3**
- ENG 208 - World Literature I **Credits: 3**
- ENG 209 - World Literature II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- ENG 235 - Southern Literature **Credits: 3**
- ENG 236 - African American Lit **Credits: 3**
- ENG 238 - Creative Writing **Credits: 3**
- FRE 102 - Elementary French II **Credits: 4**
- GER 102 - Elementary German II **Credits: 4**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- SPA 102 - Elementary Spanish II **Credits: 4**
- SPA 201 - Intermediate Spanish I **Credits: 3**
- SPA 202 - Intermediate Spanish II **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Mathematics General Education Courses: 3 Credits

- MAT 155 - Contemporary Mathematics **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 103 - Quantitative Reasoning **Credits: 3**

Early Childhood Electives: 3 Credits

- ECD 109 - Administration & Supervision **Credits: 3**  
or
- ECD 205 - Socialization and Group Care of Infants and Toddlers **Credits: 3**  
or
- ECD 207 - Inclusive Care for Infants and Toddlers **Credits: 3**  
or
- SAC 101 - Best Practices in School -Age and Youth Care Skills **Credits: 3**  
or
- ECD 252 - Diversity Issues in Early Care and Education **Credits: 3**  
or

<b>Semester Display</b>
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First Semester

- ECD 101 - Introduction to Early Childhood **Credits: 3**
- ECD 102 - Growth & Development I **Credits: 3**
- ECD 105 - Guidance-Classroom Management **Credits: 3**
  
- ENG 101 - English Composition I **Credits: 3**  
or
- ENG 165 - Professional Communications **Credits: 3**
  
- COL 101 - College Orientation **Credits: 1**

Second Semester

- CPT 170 - Microcomputer Applications **Credits: 3**
- ECD 107 - Exceptional Children **Credits: 3**
- ECD 131 - Language Arts **Credits: 3**
- ECD 135 - Health, Safety, & Nutrition **Credits: 3**
- ECD 203 - Growth and Development II **Credits: 3**

Third Semester

- ECD 108 - Family & Community Relations **Credits: 3**
- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).
- MAT 155 - Contemporary Mathematics **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 103 - Quantitative Reasoning **Credits: 3**

Fourth Semester

- ECD 132 - Creative Experiences **Credits: 3**
- ECD 133 - Science & Math Concepts **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Early Childhood Elective: 3 Credits

- ECD 109 - Administration & Supervision **Credits: 3**  
or
- ECD 205 - Socialization and Group Care of Infants and Toddlers **Credits: 3**  
or
- ECD 207 - Inclusive Care for Infants and Toddlers **Credits: 3**  
or
- SAC 101 - Best Practices in School -Age and Youth Care Skills **Credits: 3**

## Fifth Semester

- ECD 200 - Curriculum Issues in Infant and Toddler Development **Credits: 3**
- ECD 201 - Principles of Ethics & Leadership in Early Care and Education **Credits: 3**
- ECD 237 - Methods and Materials **Credits: 3**
- ECD 243 - Supervised Field Experience I **Credits: 3**

Total Credits: 64

## Early Childhood Development Certificate

**Program Start Date:** Fall and Spring terms

**Minimum Program Length:** 32 academic weeks; 2 terms; 28 credits

**Program ID:** CT.ECD

**Curriculum Code:** 70454

### Program Description

Early childhood development students acquire specific skills to create engaging learning experiences to promote 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

Graduates may work as teacher's aides in special education facilities or child development centers, or as a teacher in a child development facility. Graduates may work as a teacher or teacher's aide in child development centers, preschool programs, and after-school programs.

### Unique Aspects

Students 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 a grade C or higher is required in all courses.

### EEDA Career Cluster:

Education and Training

### Program Learning Outcomes

1. Synthesize child development research, developmental theory, early learning theory, and best practices in early childhood education to support the unique holistic developmental trajectory of each child through the design of culturally relevant, respectful, healthy, challenging, and inclusive early learning environments and curriculum. (NAEYC Standard 1)

2. Construct respectful and collaborative relationships with families and community organizations that honor family and community diversity and promote engagement as partners in young children's development and learning. (NAEYC Standard 2)
3. Utilize ethically grounded and developmentally appropriate observation, documentation, and assessment strategies to inform teaching practice, document children's developmental progression, and establish assessment partnerships with families and colleagues to promote positive outcomes for every child. (NAEYC Standard 3)
4. Demonstrate developmentally appropriate, culturally relevant, anti-bias, reflective, and evidence-based teaching practices that reflect universal design for learning principles by establishing play as a core teaching practice, differentiating instruction to meet the needs of all children, and engaging in positive, supportive, and responsive interactions. (NAEYC Standard 4)
5. Incorporate knowledge of early learning standards, developmentally appropriate content knowledge across the academic disciplines in early childhood curriculum, and pedagogical methods that inform teaching practice and curriculum development to design, implement, and evaluate learning experiences that are engaging and meaningful for each child. (NAEYC Standard 5)
6. Establish oneself as a professional in the early childhood education field through informed advocacy, upholding ethical and professional standards of conduct, utilizing professional communication skills to effectively work with children, families, and colleagues, and engaging in collaborative learning and reflective practice to promote professional development. (NAEYC Standard 6)

#### Course Requirements:

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

Total Credits: 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.

<b>Semester Display</b>
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#### First Semester

- ECD 101 - Introduction to Early Childhood **Credits: 3**
- ECD 102 - Growth & Development I **Credits: 3**
- ECD 105 - Guidance-Classroom Management **Credits: 3**
- ECD 132 - Creative Experiences **Credits: 3**
- ECD 133 - Science & Math Concepts **Credits: 3**

#### Second Semester

- ECD 107 - Exceptional Children **Credits: 3**
- ECD 131 - Language Arts **Credits: 3**

- ECD 135 - Health, Safety, & Nutrition **Credits:** 3
- ECD 203 - Growth and Development II **Credits:** 3

Total Credits: 27

## Electronics Engineering Technology, AAS

**Program Start Date:** Any Term

**Minimum Program Length:** 74 academic weeks; 5 terms day; 71 Credits

**Program ID:** AAS.EET

**Curriculum Code:** 35310

### Program Description

Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power, and telecommunication 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 and 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. The EET program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

### EEDA Career Cluster:

Transportation, Distribution & Logistics, Manufacturing, Science, Technology, Engineering & Mathematics

### Program Learning Outcomes

Graduates of the Electronics Engineering Technology program at Spartanburg Community College will be able to:

1. Use various tools and methods of the discipline to design, construct, troubleshoot, test, and analyze collected experimental data from well-defined electronic or industrial circuits.
2. Apply problem solving techniques using mathematics, science, engineering and technology to identify, analyze and solve well-defined engineering technology problems.
3. Communicate effectively in a technical and non-technical environment both as an individual and as a member of a team using oral, written and graphical methods and making use of appropriate technical literature.
4. Practice professional and ethical responsibility, including a respect for diversity.

5. Produce quality projects in a timely manner.
6. Design solutions for well-defined technical problems and assist with engineering designs of systems, components, or processes appropriate to the discipline.

#### Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- EET 104 - Electronic Engineering Technology Foundations **Credits: 3**
- EET 111 - DC Circuits **Credits: 4**
- EET 112 - AC Circuits **Credits: 4**
- EET 131 - Active Devices **Credits: 4**
- EET 141 - Electronic Circuits **Credits: 4**
- EET 145 - Digital Circuits **Credits: 4**
- EET 231 - Industrial Electronics **Credits: 4**
- EET 235 - Programmable Controllers **Credits: 3**
- EET 236 - PLC Systems Programming **Credits: 3**
- EET 261 - Electronic Troubleshooting **Credits: 2**
- EET 273 - Electronics Senior Project **Credits: 1**
- EGT 151 - Introduction to CAD **Credits: 3**
- IMT 131 - Hydraulics & Pneumatics **Credits: 4**
- IST 166 - Network Fundamentals **Credits: 3**

#### Mathematics and/or Lab Sciences: 13 Credits

- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**  
or
- MAT 140 - Analytical Geometry and Calculus I **Credits: 4**
- PHY 201 - Physics I **Credits: 4**

#### Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**

- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

Total Credits: 71

### Semester Display

#### First Semester

- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- EET 104 - Electronic Engineering Technology Foundations **Credits: 3**
- EET 145 - Digital Circuits **Credits: 4**
- MAT 110 - College Algebra **Credits: 3**

#### Second Semester

- EET 111 - DC Circuits **Credits: 4**
- EGT 151 - Introduction to CAD **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- IST 166 - Network Fundamentals **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**

#### Third Semester

- EET 112 - AC Circuits **Credits: 4**
- EET 131 - Active Devices **Credits: 4**
- EET 261 - Electronic Troubleshooting **Credits: 2**
- SPC 205 - Public Speaking **Credits: 3**



#### Fourth Semester

- EET 141 - Electronic Circuits **Credits: 4**
- EET 235 - Programmable Controllers **Credits: 3**
- IMT 131 - Hydraulics & Pneumatics **Credits: 4**
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).

#### Fifth Semester

- EET 236 - PLC Systems Programming **Credits: 3**
- EET 273 - Electronics Senior Project **Credits: 1**
- MAT 120 - Probability & Statistics **Credits: 3**  
or
- MAT 140 - Analytical Geometry and Calculus I **Credits: 4**
- EET 231 - Industrial Electronics **Credits: 4**
- Humanities/ Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).

Total Credits: 71

### Emergency Medical Services - General Technology, AAS

**Program Start Date:** Any, but the paramedic courses start in the spring semester

**Minimum Program Length:** 74 academic weeks; 5 terms; 63 credits

**Program ID:** AAS.G-EMS

**Curriculum Code:** 35318

#### Program Description

Students in the Emergency Medical Services-General Technology AAS program will receive training in advanced prehospital medical skills through extensive didactic coursework, psychomotor skills labs, clinical rotations, field experience, and internships.

#### 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 also complete field experience and 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

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

EMT and Paramedic certificate courses are included in the AAS degree. Opportunities to challenge psychomotor and written certification examinations administered by the National Registry of Emergency Medical Technicians are available to students who complete the EMT certificate and the paramedic certificate.

### **EEDA Career Cluster:**

Health Sciences

### **Program Learning Outcomes**

Upon completion of the Paramedic Program, the graduate will be able to:

1. Apply EMS and general medical knowledge necessary to function in a healthcare setting.
2. Demonstrate a broad range of paramedic level EMS skills, both difficult and routine.
3. Demonstrate professional and ethical behavior in working with patients in a variety of settings and situations.
4. Practice professional oral and written communication in a healthcare setting.

### **Course Requirements**

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- AHS 102 - Medical Terminology **Credits: 3**
- BIO 110 - General Anatomy and Physiology **Credits: 3 \*\***
- EMS 105 - Emergency Medical Care I **Credits: 4**
- EMS 106 - Emergency Medical Care II **Credits: 4**
- EMS 119 - Emergency Medical Services Operations **Credits: 2**
- EMS 150 - Introduction to Advanced Care **Credits: 5**
- EMS 151 - Paramedic Clinical I **Credits: 2**
- EMS 230 - Advanced Emergency Medical Care I **Credits: 5**
- EMS 231 - Paramedic Clinical II **Credits: 2**
- EMS 232 - Paramedic Internship I **Credits: 2**
- EMS 240 - Advanced Emergency Medical Care II **Credits: 5**
- EMS 242 - Paramedic Internship II **Credits: 2**
- EMS 270 - NREMT Review **Credits: 4**
- EMS 272 - Paramedic Capstone **Credits: 4**
- SPC 205 - Public Speaking **Credits: 3**

### **Communication Course: 3 Credits**

- ENG 165 - Professional Communications **Credits: 3**  
or
- ENG 101 - English Composition I **Credits: 3**

### **Mathematics Course: 3 Credits**

- MAT 155 - Contemporary Mathematics **Credits: 3**

- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- MAT 140 - Analytical Geometry and Calculus I **Credits: 4**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 63

\*\*BIO 110 is a prerequisite to EMS 150

## Semester Display

(Courses with \*\*\* are restricted and cannot be taken without approval of the department)

### First Semester

- COL 101 - College Orientation **Credits:** 1
- AHS 102 - Medical Terminology **Credits:** 3
- BIO 110 - General Anatomy and Physiology **Credits:** 3
- EMS 105 - Emergency Medical Care I **Credits:** 4 \*\*\*
- EMS 106 - Emergency Medical Care II **Credits:** 4 \*\*\*

### Second Semester (Spring Term Only)

- EMS 119 - Emergency Medical Services Operations **Credits:** 2 \*\*\*
- EMS 150 - Introduction to Advanced Care **Credits:** 5 \*\*\*
- EMS 151 - Paramedic Clinical I **Credits:** 2 \*\*\*
- Mathematics Course **Credits:** 3  
(Choose 1 course from the Mathematics section above)

### Third Semester

- EMS 230 - Advanced Emergency Medical Care I **Credits:** 5 \*\*\*
- EMS 232 - Paramedic Internship I **Credits:** 2 \*\*\*
- SPC 205 - Public Speaking **Credits:** 3

### Fourth Semester

- EMS 231 - Paramedic Clinical II **Credits:** 2 \*\*\*
- EMS 240 - Advanced Emergency Medical Care II **Credits:** 5 \*\*\*
- EMS 242 - Paramedic Internship II **Credits:** 2 \*\*\*
- Communication Course **Credits:** 3  
(Choose 1 course from the Communication section above)

### Fifth Semester

- EMS 270 - NREMT Review **Credits:** 4 \*\*\*
- EMS 272 - Paramedic Capstone **Credits:** 4 \*\*\*
- Social/Behavioral Sciences General Education Course **Credits:** 3  
(Choose 1 course from the Social/Behavioral Sciences section above)
- Humanities/Fine Arts General Education Course **Credits:** 3  
(Choose 1 course from Humanities/Fine Arts section above)

Total Credits: 63

## Expanded Duty Dental Assisting Certificate

**Program Start Date:** Fall term, Spring term

**Minimum Program Length:** 40 academic weeks; 3 consecutive terms day; 40 credits

### **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 Experience**

Students work in a simulated dental office in the second and third semesters on campus to gain clinical skills. Clinical experience is gained during last semester 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 Aspects**

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

Graduates will meet the eligibility requirements to take 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](http://www.ada.org)

### **EEDA Career Cluster:**

Health Sciences

### **Program Learning Outcomes**

Students will be able to:

1. Demonstrate the ability to recall, apply, and analyze patient data.
2. Prepare instruments, materials, and treatment rooms for use in general and specialty procedures.
3. Perform both professionally and ethically in direct patient care.
4. Demonstrate proficiency in the skills and procedures required of a dental assistant in a professional/clinical setting.
5. Demonstrate the ability to speak publicly, listen actively and respond effectively.

### **Course Requirements**

- AHS 113 - Head and Neck Anatomy **Credits:** 1
- DAT 105 - Dental Charting and Documentation **Credits:** 3
- DAT 113 - Dental Materials **Credits:** 4
- DAT 115 - Ethics & Professionalism **Credits:** 1

- DAT 118 - Dental Morphology **Credits:** 2
- DAT 121 - Dental Health Education **Credits:** 2
- DAT 122 - Dental Office Management **Credits:** 2
- DAT 123 - Oral Medicine/Oral Biology **Credits:** 3
- DAT 127 - Dental Radiography **Credits:** 4
- DAT 154 - Clinical Procedures I **Credits:** 4
- DAT 164 - Clinical Procedure II **Credits:** 4
- DAT 177 - Dental Office Experience **Credits:** 7
- DAT 183 - Dental Specialties **Credits:** 3

Total Credits: 40

### Semester Display

(Courses with \*\*\* are restricted and cannot be taken without the permission of the department)

#### First Semester

- AHS 113 - Head and Neck Anatomy **Credits:** 1 \*\*\*
- DAT 113 - Dental Materials **Credits:** 4 \*\*\*
- DAT 115 - Ethics & Professionalism **Credits:** 1 \*\*\*
- DAT 118 - Dental Morphology **Credits:** 2 \*\*\*
- DAT 121 - Dental Health Education **Credits:** 2 \*\*\*
- DAT 154 - Clinical Procedures I **Credits:** 4 \*\*\*

#### Second Semester

- DAT 105 - Dental Charting and Documentation **Credits:** 3 \*\*\*
- DAT 123 - Oral Medicine/Oral Biology **Credits:** 3 \*\*\*
- DAT 127 - Dental Radiography **Credits:** 4 \*\*\*
- DAT 164 - Clinical Procedure II **Credits:** 4 \*\*\*
- DAT 183 - Dental Specialties **Credits:** 3 \*\*\*

#### Third Semester

- DAT 122 - Dental Office Management **Credits:** 2 \*\*\*
- DAT 177 - Dental Office Experience **Credits:** 7 \*\*\*

Total Credits: 40

### Ford Maintenance and Light Repair Certificate

**Program Start Date:** Fall Term

**Minimum Program Length:** 42 academic weeks; 3 terms day; 24 credits

**Program ID:** CT.FMLR

**Curriculum Code:** 60727

## 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, service advisor.

## Unique Aspects

Certificate graduates may transfer into the Ford ASSET program with advanced standing.

## EEDA Career Cluster:

Transportation, Distribution & Logistics

## Program Learning Outcomes

Students will be able to:

1. Demonstrate safe shop practices.
2. Diagnose and repair systems associated with automotive chassis components.
3. Diagnose and repair components associated with any electrical and electronic control systems.
4. Demonstrate professionalism, ethics, and communication skills as it relates to service advisement.

## Course Requirements

- AUT 111 - Brakes **Credits: 3**
- AUT 112 - Braking Systems **Credits: 4**  
or
- CWE 124 - Cooperative Work Experience II **Credits: 4**
- AUT 130 - Automotive Electricity-Industry Certification **Credits: 4**
- AUT 142 - Heating and Air Conditioning **Credits: 3**
- AUT 156 - Automotive Diagnosis and Repair **Credits: 4**  
or
- CWE 114 - Cooperative Work Experience I **Credits: 4**
- AUT 160 - Introduction to Automotive Technology **Credits: 1**
- AUT 221 - Suspension & Steering Diagnosis **Credits: 3**
- CWE 132 - Cooperative Work Experience III **Credits: 2**

Total Credits: 24

Notes: Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

## Semester Display

### First Semester

- AUT 130 - Automotive Electricity-Industry Certification **Credits: 4**
- AUT 156 - Automotive Diagnosis and Repair **Credits: 4**  
or
- CWE 114 - Cooperative Work Experience I **Credits: 4**
- AUT 160 - Introduction to Automotive Technology **Credits: 1**

### Second Semester

- AUT 111 - Brakes **Credits: 3**
- AUT 112 - Braking Systems **Credits: 4**  
or
- CWE 124 - Cooperative Work Experience II **Credits: 4**
- AUT 221 - Suspension & Steering Diagnosis **Credits: 3**

### Third Semester

- AUT 142 - Heating and Air Conditioning **Credits: 3**
- CWE 132 - Cooperative Work Experience III **Credits: 2**

Total Credits: 24

## General Technology, Specialized Program - AAS

**Program Start Date:** Any term

**Minimum Program Length:** 64 academic weeks; 4 terms day or online, 6 terms evening; 60 credits

**Program ID:** AAS.GT

**Curriculum Code:** 55600

### Program Description

The General Technology AAS degree is designed to allow students who hold a certificate or diploma in a technical specialty to complete a degree. Several pre-designed options are listed in the SCC catalog, but students may only graduate with one General Technology degree. This version of the general technology AAS degree allows students to work with their advisors to custom design General Technology degree. The Vice President of Academic Affairs must approve any custom general technology programs of study.

### Professional Opportunities

The General Technology degree allows students the flexibility to develop a degree that is relevant to their career needs.

### Unique Aspects

The General Technology degree provides great flexibility to students who have already completed a technical certificate or diploma.



## Requirements for General Technology

Students are responsible for designing a course of study with their advisor, and for receiving the approval of the Vice President of Academic Affairs prior to starting their course work. Typically, students are encouraged to take one of the pre-designed General Technology AAS degree options.

### EEDA Career Cluster:

All 16 career clusters may apply.

### Semester Display and Program Learning Outcomes

Students will, as part of the approval process, develop a semester display and program learning outcomes for the Vice President of Academic Affairs' approval.

#### Course Requirements:

- COL 101 - College Orientation **Credits: 1**  
or
- COL 103 - College Skills **Credits: 3**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits: 3**  
or
- ENG 165 - Professional Communications **Credits: 3**
- Mathematics/Lab Sciences General Education Course for General Technology **Credits: 3**
- Social/Behavioral Sciences General Education Course for General Technology **Credits: 3**
- Humanities/Fine Arts General Education Course for General Technology **Credits: 3**
- General Education Course for General Technology **Credits: 3**

#### Primary Technical Specialty

- Take 21 credits in a single content area from an approved degree, diploma, or technical education certificate program that is currently offered by the college

#### Secondary Technical Specialty

- Take 12 credits as advised

#### Electives

- Take 11 to 35 credits as advised

#### Note:

Courses may only be used to fulfill one requirement. Refer to Course Descriptions for prerequisites.

## Healthcare Studies with Pre-Chiropractic Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 80 academic weeks; 6 terms, 84 credit hours

**Program ID:** AAS.G-PC

**Curriculum Code:** 35318

### Program Description

This program is designed to prepare students to move into Sherman College of Chiropractic seamlessly. Upon completion of the AAS degree with an acceptable GPA, students will be eligible to apply to Sherman College of Chiropractic. The curriculum will cover the general education coursework with an emphasis on Science courses. It will also include business and marketing courses to help prepare students for their career following their Chiropractic degree.

### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

### Unique Aspects

This program is designed specifically for students planning to apply for admission to Sherman College of Chiropractic. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.

### EEEDA Career Cluster:

Health Science

### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### Course Requirements

- ACC 101 - Accounting Principles I **Credits:** 3
- ACC 102 - Accounting Principles II **Credits:** 3
- BIO 101 - Biological Science I **Credits:** 4
- BIO 210 - Anatomy & Physiology I **Credits:** 4
- BIO 211 - Anatomy & Physiology II **Credits:** 4
- BIO 225 - Microbiology **Credits:** 4
- BIO 240 - Nutrition **Credits:** 3
- BUS 110 - Entrepreneurship **Credits:** 3
- CHM 105 - General, Organic and Biochemistry **Credits:** 4
- CHM 110 - College Chemistry I **Credits:** 4
- CHM 111 - College Chemistry II **Credits:** 4
- COL 101 - College Orientation **Credits:** 1

- ECO 210 - Macroeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MKT 101 - Marketing **Credits: 3**
- MKT 240 - Advertising **Credits: 3**
- PHY 201 - Physics I **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- Fine Arts Requirement for Healthcare Studies **Credits: 6**
- Western Civilization or American History **Credits: 3**

Total Credits: 84

### Semester Display

#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Second Semester

- BIO 240 - Nutrition **Credits: 3**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- Fine Arts Requirement for Healthcare Studies **Credits: 3**

#### Third Semester

- CHM 111 - College Chemistry II **Credits: 4**
- SOC 101 - Introduction to Sociology **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

#### Fourth Semester

- ACC 101 - Accounting Principles I **Credits: 3**
- BIO 210 - Anatomy & Physiology I **Credits: 4**

- MKT 101 - Marketing **Credits: 3**
- MKT 240 - Advertising **Credits: 3**
- PHY 201 - Physics I **Credits: 4**

#### Fifth Semester

- ACC 102 - Accounting Principles II **Credits: 3**
- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BUS 110 - Entrepreneurship **Credits: 3**
- Fine Arts Requirement for Healthcare Studies **Credits: 3**
- Western Civilization or American History for Healthcare Studies **Credits: 3**

#### Sixth Semester

- BIO 225 - Microbiology **Credits: 4**
- ECO 210 - Macroeconomics **Credits: 3**

Total Credits: 84

### Healthcare Studies with Pre-Dental Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 80 academic weeks; 74 credits

**Program ID:** AAS,G-PD

**Curriculum Code:** 35318

#### Program Description

Upon completion of this program, students with a competitive GPA will be eligible to apply for admission at MUSC for their BS in Healthcare Studies. This specific elective track is designed so that students that continue to complete the BS degree at MUSC will also have the prerequisites to apply for the Doctorate in Dental Medicine degree at MUSC.

#### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

#### Unique Aspects

This program is designed specifically for students who are planning to enter the BS in Healthcare Studies at MUSC. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.

#### EEDA Career Cluster:

Health Sciences

#### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.

2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

#### Course Requirements

- BIO 101 - Biological Science I **Credits: 4**
- BIO 102 - Biological Science II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- CHM 111 - College Chemistry II **Credits: 4**
- CHM 211 - Organic Chemistry I **Credits: 4**
- CHM 212 - Organic Chemistry II **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PHY 201 - Physics I **Credits: 4**
- PHY 202 - Physics II **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 74

<b>Semester Display</b>
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#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**

#### Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

### Third Semester

- CHM 111 - College Chemistry II **Credits: 4**
- PSY 203 - Human Growth and Development **Credits: 3**

### Fourth Semester

- CHM 211 - Organic Chemistry I **Credits: 4**
- PHI 110 - Ethics **Credits: 3**
- PHY 201 - Physics I **Credits: 4**
- PSY 212 - Abnormal Psychology **Credits: 3**

### Fifth Semester

- CHM 212 - Organic Chemistry II **Credits: 4**
- CPT 170 - Microcomputer Applications **Credits: 3**
- PHY 202 - Physics II **Credits: 4**
- SPC 205 - Public Speaking **Credits: 3**

### Sixth Semester

- BIO 225 - Microbiology **Credits: 4**

Total Credits: 74

## Healthcare Studies with Pre-Healthcare Administration Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 80 academic weeks; 6 terms, 72 credit hours

**Program ID:** AAS.G-PHA

**Curriculum Code:** 35318

### Program Description

Upon completion of this program, students with a competitive GPA will be eligible to apply for admission into MUSC for their BS in Healthcare Studies. This specific elective track is designed so that students who continue on to complete the BS degree at MUSC will also have the prerequisites to apply for the Master's in Healthcare Administration degree at MUSC.

### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

### Unique Aspects

This program is designed specifically for students who are planning to enter the BS in Healthcare Studies at MUSC. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.

## EEDA Career Cluster:

Management and Administration

### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**
- ACC 102 - Accounting Principles II **Credits: 3**
- BAF 101 - Personal Finance **Credits: 3**
- BIO 101 - Biological Science I **Credits: 4**
- BIO 102 - Biological Science II **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- MGT 101 - Principles of Management **Credits: 3**
- MKT 101 - Marketing **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 72

### Semester Display

#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**

- MKT 101 - Marketing **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- ECO 201 - Economic Concepts **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MGT 101 - Principles of Management **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

#### Third Semester

- BAF 101 - Personal Finance **Credits: 3**  
Business Elective course **Credits: 3**  
(Choose 1 course from the Business course list)

#### Fourth Semester

- ACC 101 - Accounting Principles I **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**

#### Fifth Semester

- ACC 102 - Accounting Principles II **Credits: 3**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- PSC 201 - American Government **Credits: 3**

#### Sixth Semester

- ENG 165 - Professional Communications **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

Total Credits: 72

Students must select courses that total 72 credits

### Healthcare Studies with Pre-Medical Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 80 academic weeks; 6 terms; 73 credits



### **Program Description**

Upon completion of this program, students with a competitive GPA will be eligible to apply for admission into MUSC in the BS in Healthcare Studies. This specific elective track is designed so that students that continue on to complete the BS degree at MUSC will also have the prerequisites to apply for the Doctorate in Medicine degree at MUSC.

### **Professional Opportunities**

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

### **Unique Aspects**

This program is designed specifically for students who are looking to enter the BS in Healthcare Studies at MUSC.

### **EEDA Career Cluster:**

Health Sciences

### **Program Learning Outcomes**

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### **Course Requirements**

- AHS 102 - Medical Terminology **Credits:** 3
- COL 101 - College Orientation **Credits:** 1
- BIO 101 - Biological Science I **Credits:** 4
- BIO 102 - Biological Science II **Credits:** 4
- CHM 105 - General, Organic and Biochemistry **Credits:** 4
- CHM 110 - College Chemistry I **Credits:** 4
- CHM 111 - College Chemistry II **Credits:** 4
- CHM 211 - Organic Chemistry I **Credits:** 4
- CHM 212 - Organic Chemistry II **Credits:** 4
- CPT 170 - Microcomputer Applications **Credits:** 3
- ENG 101 - English Composition I **Credits:** 3
- ENG 102 - English Composition II **Credits:** 3
- MAT 110 - College Algebra **Credits:** 3
- MAT 111 - College Trigonometry **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- PHI 110 - Ethics **Credits:** 3
- PHY 201 - Physics I **Credits:** 4

- PHY 202 - Physics II **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 73

### Semester Display

#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**

#### Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Third Semester

- CHM 111 - College Chemistry II **Credits: 4**
- MAT 111 - College Trigonometry **Credits: 3**

#### Fourth Semester

- CHM 211 - Organic Chemistry I **Credits: 4**
- PHI 110 - Ethics **Credits: 3**
- PHY 201 - Physics I **Credits: 4**
- PSY 212 - Abnormal Psychology **Credits: 3**

#### Fifth Semester

- CHM 212 - Organic Chemistry II **Credits: 4**
- CPT 170 - Microcomputer Applications **Credits: 3**
- PHY 202 - Physics II **Credits: 4**
- SPC 205 - Public Speaking **Credits: 3**

#### Sixth Semester

- AHS 102 - Medical Terminology **Credits: 3**

- PSY 203 - Human Growth and Development **Credits:** 3

Total Credits: 73

Students must select courses that total 73 credits

## Healthcare Studies with Pre-Pharmacy Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 80 academic weeks; 6 terms; 77 credits

**Program ID:** AAS.G-PPH

**Curriculum Code:** 35318

### Program Description

Upon completion of this program, students with a competitive GPA will have satisfied the prerequisites and will be eligible to apply for admission into Pharmacy School to pursue a Doctorate in Pharmacy. Some colleges also require PCAT scores. Refer to transfer institution for specific requirements.

### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

### Unique Aspects

This program is designed to help students obtain the required prerequisites of Pharmacy Schools in the state of SC. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.

### EEDA Career Cluster:

Health Sciences

### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### Course Requirements

- BIO 101 - Biological Science I **Credits:** 4
- BIO 102 - Biological Science II **Credits:** 4
- BIO 210 - Anatomy & Physiology I **Credits:** 4

- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- CHM 111 - College Chemistry II **Credits: 4**
- CHM 211 - Organic Chemistry I **Credits: 4**
- CHM 212 - Organic Chemistry II **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- MAT 130 - Elementary Calculus **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PHY 201 - Physics I **Credits: 4**  
or
- PHY 221 - University Physics I **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 74

### Semester Display

#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

#### Third Semester

- CHM 111 - College Chemistry II **Credits: 4**
- PHI 110 - Ethics **Credits: 3**

#### Fourth Semester

- BIO 210 - Anatomy & Physiology I **Credits: 4**

- CHM 211 - Organic Chemistry I **Credits:** 4
- MAT 130 - Elementary Calculus **Credits:** 3
- PSY 203 - Human Growth and Development **Credits:** 3

#### Fifth Semester

- BIO 211 - Anatomy & Physiology II **Credits:** 4
- BIO 225 - Microbiology **Credits:** 4
- CHM 212 - Organic Chemistry II **Credits:** 4

#### Sixth Semester

- MAT 120 - Probability & Statistics **Credits:** 3
- PHY 201 - Physics I **Credits:** 4  
or
- PHY 221 - University Physics I **Credits:** 4

Total Credits: 74

## Healthcare Studies with Pre-Physical Therapy Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 70 academic weeks; 5 terms; 73 credits

**Program ID:** AAS.G-PPT

**Curriculum Code:** 35318

### Program Description

Upon completion of this program, students with a competitive GPA will be eligible to apply for admission into MUSC's BS in Healthcare Studies. This specific elective track is designed so students that continue on to complete the BS degree at MUSC will also have the prerequisites to apply for the Doctorate in Physical Therapy degree at MUSC.

### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

### Unique Aspects

This program is designed specifically for students planning to enter the BS in Healthcare Studies at MUSC. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting a course at SCC.

### EEDA Career Cluster:

Health Sciences

### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

#### Course Requirements

- AHS 102 - Medical Terminology **Credits: 3**
- BIO 101 - Biological Science I **Credits: 4**
- BIO 102 - Biological Science II **Credits: 4**
- BIO 210 - Anatomy & Physiology I **Credits: 4**
- BIO 211 - Anatomy & Physiology II **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- CHM 111 - College Chemistry II **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PHY 201 - Physics I **Credits: 4**
- PHY 202 - Physics II **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Total Credits: 73

<b>Semester Display</b>
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#### First Semester

- BIO 101 - Biological Science I **Credits: 4**
- CHM 105 - General, Organic and Biochemistry **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**

- MAT 111 - College Trigonometry **Credits:** 3
- PSY 203 - Human Growth and Development **Credits:** 3

#### Third Semester

- CHM 111 - College Chemistry II **Credits:** 4
- MAT 120 - Probability & Statistics **Credits:** 3

#### Fourth Semester

- BIO 210 - Anatomy & Physiology I **Credits:** 4
- PHI 110 - Ethics **Credits:** 3
- PHY 201 - Physics I **Credits:** 4
- PSY 212 - Abnormal Psychology **Credits:** 3

#### Fifth Semester

- AHS 102 - Medical Terminology **Credits:** 3
- BIO 211 - Anatomy & Physiology II **Credits:** 4
- CPT 170 - Microcomputer Applications **Credits:** 3
- PHY 202 - Physics II **Credits:** 4
- SPC 205 - Public Speaking **Credits:** 3

Total Credits: 73

### Healthcare Studies with Pre-Physician Assistant Electives - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 70 academic weeks; 5 terms; 73 credits

**Program ID:** AAS.G-PPA

**Curriculum Code:** 35318

#### Program Description

Upon completion of this program, students with a competitive GPA will be eligible to apply for admissions at MUSC for their BS in Healthcare Studies. This specific elective track is designed so students that continue on to complete the BS degree at MUSC will also have the prerequisites to apply for the Master's in Physician Assistant Studies degree at MUSC.

#### Professional Opportunities

The degree requirements parallel the courses completed during the first two years of a bachelor's degree.

#### Unique Aspects

This program is designed specifically for students who are planning to enter the BS in Healthcare Studies at MUSC. Course requirements for specific majors vary among four-year institutions; therefore, students should check degree requirements at their intended transfer institution before selecting courses at SCC.

## EEDA Career Cluster:

Health Sciences

### Program Learning Outcomes

Students will be able to:

1. Write professionally/academically in response to a variety of texts and different audiences.
2. Speak publicly, listen actively, and respond effectively.
3. Access, retrieve, synthesize, and evaluate information.
4. Apply quantitative, qualitative, and/or scientific reasoning to solve problems.
5. Explain social concepts and behaviors using fundamental theories and methods of analysis.
6. Apply analytical methodologies and diverse perspectives to interpret key works in various disciplines.

### Course Requirements

- AHS 102 - Medical Terminology **Credits: 3**
- BIO 101 - Biological Science I **Credits: 4**
- BIO 102 - Biological Science II **Credits: 4**
- BIO 210 - Anatomy & Physiology I **Credits: 4**
- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- CHM 111 - College Chemistry II **Credits: 4**
- CHM 211 - Organic Chemistry I **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- Electives **Credits: 9**  
(Take any course that is not remedial or non-degree)

Total Credits: 72

### Semester Display

First Semester

- BIO 101 - Biological Science I **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- CPT 170 - Microcomputer Applications **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**



## Second Semester

- BIO 102 - Biological Science II **Credits: 4**
- CHM 110 - College Chemistry I **Credits: 4**
- ENG 102 - English Composition II **Credits: 3**
- MAT 120 - Probability & Statistics **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**

## Third Semester

- CHM 111 - College Chemistry II **Credits: 4**
- PHI 110 - Ethics **Credits: 3**

## Fourth Semester

- AHS 102 - Medical Terminology **Credits: 3**
- BIO 210 - Anatomy & Physiology I **Credits: 4**
- CHM 211 - Organic Chemistry I **Credits: 4**

## Fifth Semester

- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- SPC 205 - Public Speaking **Credits: 3**
- Elective Course **Credits: 3**  
(Take any course that is not remedial or non-degree)
- Elective Course **Credits: 3**  
(Take any course that is not remedial or non-degree)

Total Credits: 72

## Heating, Ventilation, Air Conditioning, and Refrigeration Technology - General Technology, AAS

**Program Start Date:** Any Term

**Minimum Program Length:** 74 academic weeks; 5 terms day; 67 credits

**Program ID:** AAS.GHVAC

**Curriculum Code:** 35318

### Program Description

Students will complete a primary specialty 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:

Architecture & Construction; Manufacturing

## Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge, and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.
5. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- ACR 101 - Fundamentals of Refrigeration **Credits: 5**
- ACR 106 - Basic Electricity for HVAC/R **Credits: 4**
- ACR 110 - Heating Fundamentals **Credits: 4**
- ACR 120 - Basic Air Conditioning **Credits: 4**
- ACR 118 - Air Conditioning Fundamentals **Credits: 3**
- ACR 130 - Domestic Refrigeration **Credits: 4**
- ACR 140 - Automatic Controls **Credits: 3**
- ACR 175 - EPA 608 Certification **Credits: 1**
- ACR 210 - Heat Pumps **Credits: 4**
- ACR 221 - Residential Load Calculations **Credits: 2**
- ACR 224 - Codes and Ordinances **Credits: 2**
- ACR 240 - Advanced Automatic Controls **Credits: 3**

## Secondary Technical Specialty: 12 Credits

- EEM 107 - Industrial Computer Techniques **Credits: 2**
- EEM 117 - AC/DC Circuits I **Credits: 4**
- EEM 118 - AC/DC Circuits II **Credits: 4**
- EEM 151 - Motor Controls I **Credits: 4**
- EEM 152 - Motor Controls II **Credits: 4**

- EEM 211 - AC Machines **Credits: 3**
- IMT 102 - Industrial Safety **Credits: 2**
- IMT 114 - Benchwork and Assembly **Credits: 2**
- IMT 131 - Hydraulics & Pneumatics **Credits: 4**
- IMT 163 - Problem Solving for Mechanical Applications **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**  
\*this is a course requirement for Welding.
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 67

<b>Semester Display</b>
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First Semester

- ACR 101 - Fundamentals of Refrigeration **Credits: 5**
- ACR 106 - Basic Electricity for HVAC/R **Credits: 4**
- ACR 118 - Air Conditioning Fundamentals **Credits: 3**
- COL 101 - College Orientation **Credits: 1**

Second Semester

- ACR 110 - Heating Fundamentals **Credits: 4**
- ACR 130 - Domestic Refrigeration **Credits: 4**
- ACR 140 - Automatic Controls **Credits: 3**
- ACR 210 - Heat Pumps **Credits: 4**

Third Semester

- ACR 120 - Basic Air Conditioning **Credits: 4**
- ACR 175 - EPA 608 Certification **Credits: 1**
- ACR 221 - Residential Load Calculations **Credits: 2**
- ACR 224 - Codes and Ordinances **Credits: 2**
- ACR 240 - Advanced Automatic Controls **Credits: 3**

Fourth Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).
- Secondary Technical Specialty **Credits: 3**  
(Choose 1 course from the Secondary Technical Specialty Section above).
- Secondary Technical Specialty **Credits: 3**  
(Choose 1 course from the Secondary Technical Specialty Section above)

Fifth Semester

- ENG 165 - Professional Communications **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).
- Secondary Technical Specialty **Credits: 3**  
(Choose 1 course from the Secondary Technical Specialty Section above).
- Secondary Technical Specialty **Credits: 3**  
(Choose 1 course from the Secondary Technical Specialty Section above).

Total Credits: 67

# Heating, Ventilation, Air Conditioning, and Refrigeration Technology Certificate

**Program Start Date:** Fall

**Minimum Program Length:** 42 academic weeks; 3 terms day or evening; 39 credits

**Program ID:** CT.HVAC

**Curriculum Code:** 70806

## 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 AC systems, servicing air conditioning systems, using test equipment, and reading blueprints.

## Professional Opportunities

HVAC sales representative, HVAC or electrical controls technician.

## Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree General Technology with a primary specialty in HVAC-R.

## EEDA Career Cluster:

Architecture & Construction; Manufacturing

## Program Learning Outcomes

Students will be able to:

1. Demonstrate professional behavior and customer-related business skills related to the HVAC industry.
2. Compose and format business documents (e.g., customer tickets, summaries, job reports).
3. Evacuate, charge, and recover refrigerant from Air Conditioning and Refrigeration systems.
4. Calculate residential heat loss and heat gain.

## Course Requirements

- ACR 101 - Fundamentals of Refrigeration **Credits:** 5
- ACR 106 - Basic Electricity for HVAC/R **Credits:** 4
- ACR 110 - Heating Fundamentals **Credits:** 4
- ACR 118 - Air Conditioning Fundamentals **Credits:** 3
- ACR 120 - Basic Air Conditioning **Credits:** 4
- ACR 130 - Domestic Refrigeration **Credits:** 4
- ACR 140 - Automatic Controls **Credits:** 3
- ACR 175 - EPA 608 Certification **Credits:** 1
- ACR 210 - Heat Pumps **Credits:** 4
- ACR 221 - Residential Load Calculations **Credits:** 2

- ACR 224 - Codes and Ordinances **Credits: 2**
- ACR 240 - Advanced Automatic Controls **Credits: 3**

Total Credits: 39

### Semester Display

#### First Semester

- ACR 101 - Fundamentals of Refrigeration **Credits: 5**
- ACR 106 - Basic Electricity for HVAC/R **Credits: 4**
- ACR 118 - Air Conditioning Fundamentals **Credits: 3**

#### Second Semester

- ACR 110 - Heating Fundamentals **Credits: 4**
- ACR 130 - Domestic Refrigeration **Credits: 4**
- ACR 140 - Automatic Controls **Credits: 3**
- ACR 210 - Heat Pumps **Credits: 4**

#### Third Semester

- ACR 120 - Basic Air Conditioning **Credits: 4**
- ACR 175 - EPA 608 Certification **Credits: 1**
- ACR 221 - Residential Load Calculations **Credits: 2**
- ACR 224 - Codes and Ordinances **Credits: 2**
- ACR 240 - Advanced Automatic Controls **Credits: 3**

Total Credits: 39

## Horticulture Technology, AAS

**Program Start Date:** Fall or Spring term

**Minimum Program Length:** 64 academic weeks; 4 terms; 70 credits

**Program ID:** AAS.HRT

**Curriculum Code:** 35402

### 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

Graduates may find employment in 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, and similar fields.

## EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

## Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publicly, listen actively and respond effectively.
2. Develop and maintain a diverse horticulture landscape.
3. Practice professionalism in horticulture applications.
4. Produce plants in commercial horticulture settings.
5. Employ appropriate business management skills used in the horticulture industry.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- HRT 104 - Landscape Design & Implementation **Credits: 3**
- HRT 105 - Landscape Plant Materials **Credits: 4**
- HRT 108 - Annuals and Perennials **Credits: 2**
- HRT 110 - Plant Form & Function **Credits: 4**
- HRT 121 - Commercial Irrigation **Credits: 3**
- HRT 125 - Soils **Credits: 4**
- HRT 130 - Greenhouse Production **Credits: 3**  
Or
- AGR 232 - Agriculture Greenhouse Production **Credits: 3**
- HRT 132 - Nursery Operations **Credits: 3**
- HRT 139 - Plant Propagation **Credits: 3**
- HRT 141 - Horticulture Pest Control **Credits: 4**
- HRT 169 - Sustainability in Horticulture **Credits: 3**
- HRT 200 - Horticulture Business Management **Credits: 3**
- HRT 241 - Turf Management **Credits: 3**
- HRT 253 - Landscape Installation **Credits: 4**
- HRT 255 - Urban Tree Care **Credits: 3**
- HRT 256 - Landscape Management **Credits: 4**
- HRT 275 - Horticulture Capstone **Credits: 1**

Mathematics General Education Course: 3 Credits

- MAT 155 - Contemporary Mathematics **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 201 - American Literature I **Credits: 3**
- ENG 202 - American Literature II **Credits: 3**
- ENG 205 - English Literature I **Credits: 3**
- ENG 206 - English Literature II **Credits: 3**
- ENG 208 - World Literature I **Credits: 3**
- ENG 209 - World Literature II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- ENG 235 - Southern Literature **Credits: 3**
- ENG 236 - African American Lit **Credits: 3**
- ENG 238 - Creative Writing **Credits: 3**
- FRE 102 - Elementary French II **Credits: 4**
- GER 102 - Elementary German II **Credits: 4**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- SPA 102 - Elementary Spanish II **Credits: 4**
- SPA 201 - Intermediate Spanish I **Credits: 3**
- SPA 202 - Intermediate Spanish II **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**



- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- PSY 214 - Psychology of the Exceptional Child **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 102 - Marriage and the Family **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 70

### Semester Display

#### First Year Fall Semester

- COL 101 - College Orientation **Credits: 1**
- MAT 155 - Contemporary Mathematics **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**
- HRT 110 - Plant Form & Function **Credits: 4**
- HRT 105 - Landscape Plant Materials **Credits: 4**
- HRT 108 - Annuals and Perennials **Credits: 2**
- HRT 141 - Horticulture Pest Control **Credits: 4**

#### First Year Spring Semester

- ENG 101 - English Composition I **Credits: 3**
- HRT 125 - Soils **Credits: 4**
- HRT 139 - Plant Propagation **Credits: 3**
- HRT 104 - Landscape Design & Implementation **Credits: 3**
- HRT 169 - Sustainability in Horticulture **Credits: 3**

#### Second Year Fall Semester

- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).
- HRT 200 - Horticulture Business Management **Credits: 3**
- HRT 121 - Commercial Irrigation **Credits: 3**
- HRT 255 - Urban Tree Care **Credits: 3**
- HRT 132 - Nursery Operations **Credits: 3**
- HRT 241 - Turf Management **Credits: 3**

#### Second Year Spring Semester

- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).
- SPC 205 - Public Speaking **Credits: 3**
- HRT 253 - Landscape Installation **Credits: 4**

- HRT 256 - Landscape Management **Credits:** 4
- HRT 130 - Greenhouse Production **Credits:** 3
- Or
- AGR 232 - Agriculture Greenhouse Production **Credits:** 3
- HRT 275 - Horticulture Capstone **Credits:** 1

Total Credits: 70

## Industrial Electricity - General Technology, AAS

**Program Start Date:** Any term

**Minimum Program Length:** 74 academic weeks; 5 terms; 61 credits

**Program ID:** AAS.G-IE

**Curriculum Code:** 35318

### Program Description

Students will complete a primary technical specialty in Industrial Electricity and a secondary specialty specific to their educational and career goals.

### 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 technician, general electrical technician.

### Unique Aspects

Students must be a graduate of an industrial electricity certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals. 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:

Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

### Program Learning Outcomes

Students will be able to:

1. Apply basic formulas for electronics and electricity.
2. Apply safe workplace practices.
3. Interpret established symbols and terminology common to the electronic and electrical trade.
4. Function effectively as a member of a technical team.
5. Develop basic trouble shooting techniques for electronic and electrical circuits.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- EEM 117 - AC/DC Circuits I **Credits: 4**
- EEM 118 - AC/DC Circuits II **Credits: 4**
- EEM 145 - Control Circuits **Credits: 3**
- EEM 151 - Motor Controls I **Credits: 4**
- EEM 152 - Motor Controls II **Credits: 4**
- EEM 201 - Electronic Devices I **Credits: 3**
- EEM 211 - AC Machines **Credits: 3**
- EEM 251 - Programmable Controllers **Credits: 3**
- IMT 114 - Benchwork and Assembly **Credits: 2**
- PCT 134 - Process Technology - Instrumentation **Credits: 3**

### Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 201 - American Literature I **Credits: 3**
- ENG 202 - American Literature II **Credits: 3**
- ENG 205 - English Literature I **Credits: 3**
- ENG 206 - English Literature II **Credits: 3**
- ENG 208 - World Literature I **Credits: 3**
- ENG 209 - World Literature II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- ENG 235 - Southern Literature **Credits: 3**
- ENG 238 - Creative Writing **Credits: 3**
- FRE 102 - Elementary French II **Credits: 4**
- GER 102 - Elementary German II **Credits: 4**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- SPA 102 - Elementary Spanish II **Credits: 4**
- SPA 201 - Intermediate Spanish I **Credits: 3**
- SPA 202 - Intermediate Spanish II **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

### Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- PSY 214 - Psychology of the Exceptional Child **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 102 - Marriage and the Family **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Secondary Technical Specialty: 12 Credits

(select 12 credits)

- AMT 105 - Robotics and Automated Control **Credits: 3**
- AMT 205 - Robotics and Automated Control II **Credits: 3**
- AMT 206 - Electricity & Automation **Credits: 2**
- IMT 102 - Industrial Safety **Credits: 2**
- or
- PCT 131 - Health, Safety & Environment for Process Industry **Credits: 2**
- IMT 131 - Hydraulics & Pneumatics **Credits: 4**

Total Credits: 61

### Semester Display

First Semester

- COL 101 - College Orientation **Credits: 1**
- EEM 117 - AC/DC Circuits I **Credits: 4**
- EEM 151 - Motor Controls I **Credits: 4**
- PCT 134 - Process Technology - Instrumentation **Credits: 3**

## Second Semester

- EEM 118 - AC/DC Circuits II **Credits: 4**
- EEM 152 - Motor Controls II **Credits: 4**
- EEM 211 - AC Machines **Credits: 3**

## Third Semester

- EEM 145 - Control Circuits **Credits: 3**
- EEM 201 - Electronic Devices I **Credits: 3**
- EEM 251 - Programmable Controllers **Credits: 3**
- IMT 114 - Benchwork and Assembly **Credits: 2**

## Fourth Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- Secondary Technical Specialty
- Secondary Technical Specialty

## Fifth Semester

- Social/Behavioral Science General Education Course **3 Credits**  
(Select 1 course from the Social/Behavioral Sciences Section above).
- Humanities/Fine Arts General Education Course **3 Credits**  
(Choose 1 course from the Humanities/Fine Arts Section above).
- Secondary Technical Specialty
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**

Total Credits: 61

## Industrial Electricity Certificate

**Program Start Date:** Fall or Spring Term

**Minimum Program Length:** 42 academic weeks; 3 terms day or evening; 31 credits

**Program ID:** CT.IE

**Curriculum Code:** 70998

### 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

## Program Learning Outcomes

Students will be able to:

1. Apply safe workplace practices regarding electricity.
2. Apply basic formulas for electronics and electricity.
3. Develop basic trouble shooting techniques for electronic and electrical circuits.

## Course Requirements

- EEM 117 - AC/DC Circuits I **Credits: 4**
- EEM 118 - AC/DC Circuits II **Credits: 4**
- EEM 145 - Control Circuits **Credits: 3**
- EEM 151 - Motor Controls I **Credits: 4**
- EEM 152 - Motor Controls II **Credits: 4**
- EEM 201 - Electronic Devices I **Credits: 3**
- EEM 211 - AC Machines **Credits: 3**
- EEM 251 - Programmable Controllers **Credits: 3**
- PCT 134 - Process Technology - Instrumentation **Credits: 3**

Total Credits: 31

## Semester Display

### First Semester

- EEM 117 - AC/DC Circuits I **Credits: 4**
- EEM 151 - Motor Controls I **Credits: 4**
- PCT 134 - Process Technology - Instrumentation **Credits: 3**

### Second Semester

- EEM 118 - AC/DC Circuits II **Credits: 4**
- EEM 152 - Motor Controls II **Credits: 4**

- EEM 211 - AC Machines **Credits:** 3

Third Semester

- EEM 145 - Control Circuits **Credits:** 3
- EEM 201 - Electronic Devices I **Credits:** 3
- EEM 251 - Programmable Controllers **Credits:** 3

Total Credits: 31

## Infant and Toddler Certificate

**Program Start Date:** Fall and Spring terms

**Minimum Program Length:** 32 academic weeks; 2 terms; 22 credits

**Program ID:** CT.INF

**Curriculum Code:** 70961

### Program Description

The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler childcare 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 South Carolina Endeavors if the student wishes to pursue these avenues.

### Practical Experience

Students gain infant toddler skills through rotations in child development centers, early Head Start, and/or special education facilities.

### Professional Opportunities

Graduates may work as a teacher's aide in special education facilities or child development centers, or as teachers in a child development facility. Graduates may work as a teacher or teacher's aide in child development centers, preschools, and after-school programs.

### Unique Aspects

Students entering the program must have a criminal background investigation (CBI) 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 and Education Program.

A minimum of a grade C or higher is required in all courses.

### EEDA Career Cluster:

Education and Training

## Program Learning Outcomes

1. Synthesize child development research, developmental theory, early learning theory, and best practices in early childhood education to support the unique holistic developmental trajectory of each child through the design of culturally relevant, respectful, healthy, challenging, and inclusive early learning environments and curriculum. (NAEYC Standard 1)
2. Construct respectful and collaborative relationships with families and community organizations that honor family and community diversity and promote engagement as partners in young children's development and learning. (NAEYC Standard 2)
3. Utilize ethically grounded and developmentally appropriate observation, documentation, and assessment strategies to inform teaching practice, document children's developmental progression, and establish assessment partnerships with families and colleagues to promote positive outcomes for every child. (NAEYC Standard 3)
4. Demonstrate developmentally appropriate, culturally relevant, anti-bias, reflective, and evidence-based teaching practices that reflect universal design for learning principles by establishing play as a core teaching practice, differentiating instruction to meet the needs of all children, and engaging in positive, supportive, and responsive interactions. (NAEYC Standard 4)
5. Incorporate knowledge of early learning standards, developmentally appropriate content knowledge across the academic disciplines in early childhood curriculum, and pedagogical methods that inform teaching practice and curriculum development to design, implement, and evaluate learning experiences that are engaging and meaningful for each child. (NAEYC Standard 5)
6. Establish oneself as a professional in the early childhood education field through informed advocacy, upholding ethical and professional standards of conduct, utilizing professional communication skills to effectively work with children, families, and colleagues. (NAEYC Standard 6)

### Course Requirements:

- COL 101 - College Orientation **Credits: 1**  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ECD 101 - Introduction to Early Childhood **Credits: 3**
- ECD 102 - Growth & Development I **Credits: 3**
- ECD 131 - Language Arts **Credits: 3**
- ECD 200 - Curriculum Issues in Infant and Toddler Development **Credits: 3**
- ECD 205 - Socialization and Group Care of Infants and Toddlers **Credits: 3**
- ECD 207 - Inclusive Care for Infants and Toddlers **Credits: 3**
- ECD 251 - Supervised Field Experiences in Infant/Toddler Environment **Credits: 3**

Total Credits: 22

<b>Semester Display</b>
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### First Semester

- COL 101 - College Orientation **Credits: 1**
- ECD 101 - Introduction to Early Childhood **Credits: 3**
- ECD 102 - Growth & Development I **Credits: 3**
- ECD 205 - Socialization and Group Care of Infants and Toddlers **Credits: 3**
- ECD 207 - Inclusive Care for Infants and Toddlers **Credits: 3**



## Second Semester

- ECD 131 - Language Arts **Credits:** 3
- ECD 200 - Curriculum Issues in Infant and Toddler Development **Credits:** 3
- ECD 251 - Supervised Field Experiences in Infant/Toddler Environment **Credits:** 3

Total Credits: 22

## Landscape Management Certificate

**Program Start Date:** Fall or Spring term

**Minimum Program Length:** 32 academic weeks; 2 terms; 18 credits

**Program ID:** CT.HRT-L

**Curriculum Code:** 70377

### 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

Graduates may find employment in the 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 daytime with some evening options to accommodate individuals working in industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree (see note below).

### EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

### Program Learning Outcomes

Students will be able to:

1. Demonstrate their ability to speak publicly, listen actively and respond effectively.
2. Select plants and grass for horticulture landscapes.
3. Create landscape designs, irrigation systems and hardscape entities for commercial and residential landscapes.
4. Develop and maintain a diverse horticulture landscape.

## Course Requirements

- HRT 104 - Landscape Design & Implementation **Credits: 3**
- HRT 105 - Landscape Plant Materials **Credits: 4**
- HRT 121 - Commercial Irrigation **Credits: 3**
- HRT 141 - Horticulture Pest Control **Credits: 4**
- HRT 256 - Landscape Management **Credits: 4**

Total Credits: 18

### Semester Display

#### Fall Semester

- HRT 105 - Landscape Plant Materials **Credits: 4**
- HRT 121 - Commercial Irrigation **Credits: 3**
- HRT 141 - Horticulture Pest Control **Credits: 4**

#### Spring Semester

- HRT 104 - Landscape Design & Implementation **Credits: 3**
- HRT 256 - Landscape Management **Credits: 4**

Total Credits: 18

## Logistics Certificate

**Program Start Date:** Fall, Spring

**Minimum Program Length:** 16 academic weeks; 3 terms; 18 credits

**Program ID:** CT.LOG

**Curriculum Code:** 61131

### Program Description

The Logistics Certificate student fulfill the needs of the business community for entry level warehouse and distribution center employees and have a basic understanding of supply chain management, transportation, warehousing and distribution center operations. Graduates will have sufficient skills to enter the workforce or continue their education in management.

### Practical Experience

Students gain basic skills in developing transportation plans and executing warehouse and distribution center operations and safety.

### Professional Opportunities

Entry-level supply chain management position.

## Unique Aspects

All credits earned in this certificate may be applied to the Management in Applied Science degree.

## EEDA Career Cluster:

Business, Management, and Administration

## Program Learning Outcomes

Students will be able to:

1. Identify the basic concepts of logistics and supply chain management.
2. Apply warehousing and distribution center skills and regulations.
3. Apply routine/basic traffic management skills.
4. Assess the skills needed for operations management.

## Course Requirements

- LOG 110 - Introduction to Logistics **Credits: 3**
- LOG 111 - Warehouse and Distribution Center Operations **Credits: 3**
- LOG 215 - Supply Chain Management **Credits: 3**
- LOG 235 - Traffic Management **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**
- MGT 220 - Operations Management I **Credits: 3**

Total Credits: 18

## Semester Display

### First Semester

- LOG 110 - Introduction to Logistics **Credits: 3**
- LOG 111 - Warehouse and Distribution Center Operations **Credits: 3**
- MAT 103 - Quantitative Reasoning **Credits: 3**

### Second Semester

- LOG 215 - Supply Chain Management **Credits: 3**
- LOG 235 - Traffic Management **Credits: 3**
- MGT 220 - Operations Management I **Credits: 3**

Total Credits: 18

\*\* A grade of C or better is required.

## Management with Marketing Electives, AAS

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

**Minimum Program Length:** 64 academic weeks; 4 terms day or online; 61 credits

**Program ID:** AAS.M-MKT

**Curriculum Code:** 35030

## **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, and 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.

## **EEEDA Career Cluster:**

Hospitality & Tourism; Business, Management & Administration; Finance

## **Program Learning Outcomes**

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations, and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Apply the 4 principles of marketing (product, price, placement, promotion).
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

## **Course Requirements**

- BAF 230 - Computers in Finance **Credits:** 3
- BUS 180 - Social Media in Business **Credits:** 3
- COL 101 - College Orientation **Credits:** 1  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ECO 210 - Macroeconomics **Credits:** 3
- ENG 101 - English Composition I **Credits:** 3
- ENG 102 - English Composition II **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- MKT 110 - Retailing **Credits:** 3
- MKT 120 - Sales Principles **Credits:** 3
- MKT 240 - Advertising **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

## Core Requirements for Management

- ACC 101 - Accounting Principles I **Credits:** 3
- ACC 102 - Accounting Principles II **Credits:** 3
- ACC 240 - Computerized Accounting **Credits:** 3
- BAF 101 - Personal Finance **Credits:** 3
- BUS 121 - Business Law I **Credits:** 3
- CPT 170 - Microcomputer Applications **Credits:** 3
- MGT 101 - Principles of Management **Credits:** 3
- MGT 201 - Human Resource Management **Credits:** 3
- MGT 206 - Management Spreadsheets **Credits:** 3
- MKT 101 - Marketing **Credits:** 3

Total Credits: 61

### Semester Display

#### First Semester

- BAF 101 - Personal Finance **Credits:** 3 \*\*
- COL 101 - College Orientation **Credits:** 1
- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*
- ENG 101 - English Composition I **Credits:** 3 \*\*
- MGT 101 - Principles of Management **Credits:** 3 \*\*
- MKT 101 - Marketing **Credits:** 3 \*\*

#### Second Semester

- ACC 101 - Accounting Principles I **Credits:** 3 \*\*
- BUS 121 - Business Law I **Credits:** 3 \*\*
- ECO 210 - Macroeconomics **Credits:** 3 \*\*
- ENG 102 - English Composition II **Credits:** 3
- MGT 201 - Human Resource Management **Credits:** 3 \*\*

#### Third Semester

- ACC 102 - Accounting Principles II **Credits:** 3 \*\*
- MKT 110 - Retailing **Credits:** 3 \*\*
- MKT 120 - Sales Principles **Credits:** 3 \*\*
- MKT 240 - Advertising **Credits:** 3 \*\*
- MGT 206 - Management Spreadsheets **Credits:** 3 \*\*

#### Fourth Semester

- ACC 240 - Computerized Accounting **Credits:** 3 \*\*
- BAF 230 - Computers in Finance **Credits:** 3
- BUS 180 - Social Media in Business **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

Total Credits: 61

\*\* A grade of C or better is required.

## Management, AAS

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

**Minimum Program Length:** 64 academic weeks; 4 terms day or 5 terms evening; 61 credits

**Program ID:** AAS.MGT

**Curriculum Code:** 35030

### Program Description

Management students develop basic skills to plan, organize, 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

### Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations, and policies.
3. Apply routine accounting, financial and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Survey practical business applications including marketing, office management, accounting, and upper levels of management.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

### Course Requirements

- COL 101 - College Orientation **Credits:** 1  
(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ECO 210 - Macroeconomics **Credits:** 3
- ENG 101 - English Composition I **Credits:** 3

- ENG 102 - English Composition II **Credits:** 3
- MAT 120 - Probability & Statistics **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

Elective Courses:15 Credits

- Any courses from ACC, BAF, BUS, ECO, LOG, MGT, MKT **Credits:** 15

Core Requirements for Management

- ACC 101 - Accounting Principles I **Credits:** 3
- ACC 102 - Accounting Principles II **Credits:** 3
- ACC 240 - Computerized Accounting **Credits:** 3
- BAF 101 - Personal Finance **Credits:** 3
- BUS 121 - Business Law I **Credits:** 3
- CPT 170 - Microcomputer Applications **Credits:** 3
- MGT 101 - Principles of Management **Credits:** 3
- MGT 201 - Human Resource Management **Credits:** 3
- MGT 206 - Management Spreadsheets **Credits:** 3
- MKT 101 - Marketing **Credits:** 3

Total Credits: 61

### Semester Display

First Semester

- BAF 101 - Personal Finance **Credits:** 3 \*\*
- COL 101 - College Orientation **Credits:** 1
- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*
- ENG 101 - English Composition I **Credits:** 3 \*\*
- MGT 101 - Principles of Management **Credits:** 3 \*\*
- MKT 101 - Marketing **Credits:** 3 \*\*

Second Semester

- BUS 121 - Business Law I **Credits:** 3 \*\*
- ENG 102 - English Composition II **Credits:** 3
- MGT 201 - Human Resource Management **Credits:** 3 \*\*
- Elective **Credit:** 3 \*\*
- Elective **Credit:** 3 \*\*

Third Semester

- ACC 101 - Accounting Principles I **Credits:** 3 \*\*
- MAT 120 - Probability & Statistics **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3
- Elective **Credits:** 3 \*\*
- Elective **Credits:** 3 \*\*

## Fourth Semester

- ACC 102 - Accounting Principles II **Credits:** 3 \*\*
- ACC 240 - Computerized Accounting **Credits:** 3 \*\*
- MGT 206 - Management Spreadsheets **Credits:** 3 \*\*
- ECO 210 - Macroeconomics **Credits:** 3 \*\*
- Elective **Credits:** 3 \*\*

Total Credits: 61

The student must complete elective courses with a C or better, which total at least 15 credit hours from ACC, BUS, ECO, LOG, MGT, or MKT. HRT courses with permission of advisors.

\*\* A grade of C or better is required.

## Mechatronics Technology Certificate

**Program Start Date:** Fall or Spring Term

**Minimum Program Length:** 42 academic weeks; 3 terms day or evening; 28 credits

**Program ID:** CT.MEC

**Curriculum Code:** 71145

### Program Description

Mechatronics Technology is an interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrate 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 in Mechatronics Technology.

### EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

### Program Learning Outcomes

Students will be able to:

1. Model professional behavior and workplace ethics.
2. Program and adjust robotic systems equipment.



3. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.

#### Course Requirements

- MAT 155 - Contemporary Mathematics **Credits: 3**
- MEC 102 - Industrial Machining & Tools **Credits: 3**
- MEC 103 - Hydraulics and Pneumatics **Credits: 3**
- MEC 110 - DC Circuits **Credits: 3**
  
- MEC 114 - Electrical Drawings **Credits: 3**  
or
- MEC 149 - Mechanical Drawings **Credits: 3**
  
- MEC 130 - Motor Controls **Credits: 4**
- MEC 131 - Introduction to Robotics **Credits: 3**
- MEC 150 - Mechanical Systems **Credits: 3**
- MEC 210 - Programmable Logic Controllers 1 **Credits: 3**
- MEC 214 - Reliability Centered Maintenance **Credits: 3**

Total Credits: 28

<b>Semester Display</b>
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#### First Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**
- MEC 102 - Industrial Machining & Tools **Credits: 3**
- MEC 110 - DC Circuits **Credits: 3**
- MEC 130 - Motor Controls **Credits: 4**

#### Second Semester

- MEC 103 - Hydraulics and Pneumatics **Credits: 3**
  
- MEC 114 - Electrical Drawings **Credits: 3**  
or
- MEC 149 - Mechanical Drawings **Credits: 3**
  
- MEC 150 - Mechanical Systems **Credits: 3**
- MEC 131 - Introduction to Robotics **Credits: 3**

#### Third Semester

- MEC 210 - Programmable Logic Controllers 1 **Credits: 3**
- MEC 214 - Reliability Centered Maintenance **Credits: 3**

Total Credits: 28

## **Mechatronics Technology, AAS**

**Program Start Date:** Any Term

**Minimum Program Length:** 84 academic weeks; 6 terms; 74 credits

**Program ID:** AAS.MEC

**Curriculum Code:** 35371

### **Program Description**

This program develops students through skills training and academics. Focus is placed on an integrated model approach of analysis and troubleshooting on advanced automated equipment and machinery found in modern manufacturing facilities. The program combines electronic, mechanical, robotics and control systems technologies.

### **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.

### **EEDA Career Cluster:**

Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

### **Program Learning Outcomes**

Students will be able to:

1. Demonstrate a logical sequence for isolating problems within a Mechatronics process.
2. Analyze a process control system operation and select the appropriate sensing equipment for that operation.
3. Operate and adjust robots and automated systems equipment.
4. Analyze the operating challenges of an automated system and perform the corrective actions needed.
5. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic equipment.
6. Demonstrate the ability to speak publicly, listen actively, and respond effectively.

### **Course Requirements**

- COL 101 - College Orientation **Credits:** 1  
(NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 165 - Professional Communications **Credits:** 3
- MAT 155 - Contemporary Mathematics **Credits:** 3
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits:** 3
- MEC 102 - Industrial Machining & Tools **Credits:** 3
- MEC 103 - Hydraulics and Pneumatics **Credits:** 3

- MEC 110 - DC Circuits **Credits: 3**
- MEC 113 - Solid State Devices **Credits: 4**  
or
- MEC 151 - Introduction to Mechanical Applications **Credits: 2**  
or
- MEC 153 - Mechanical Drive Systems **Credits: 2**
- MEC 114 - Electrical Drawings **Credits: 3**  
or
- MEC 149 - Mechanical Drawings **Credits: 3**
- MEC 120 - Sensors and Instrumentation **Credits: 3**
- MEC 121 - Testing and Measurement Equipment **Credits: 2**
- MEC 131 - Introduction to Robotics **Credits: 3**
- MEC 150 - Mechanical Systems **Credits: 3**
- MEC 152 - Mechanical Components **Credits: 3**  
or
- MEC 154 - Industrial Pumps **Credits: 3**
- MEC 155 - Advanced Mechanical Drives **Credits: 3**
- MEC 202 - Industrial Networking **Credits: 2**  
or
- MEC 207 - Robotics and Automated Controls VI **Credits: 1**
- MEC 200 - AC/DC Machines **Credits: 3**
- MEC 201 - AC/DC Drives **Credits: 3**
- MEC 210 - Programmable Logic Controllers I **Credits: 3**
- MEC 211 - Programmable Logic Controllers II **Credits: 3**
- MEC 212 - Robotics and Automation **Credits: 3**
- MEC 213 - Technical Troubleshooting **Credits: 3**  
or
- MEC 215 - Mechanical Troubleshooting **Credits: 3**
- MEC 214 - Reliability Centered Maintenance **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**

- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SOC 102 - Marriage and the Family **Credits: 3**
- SOC 205 - Social Problems **Credits: 3**

Total Credits: 74

### Semester Display

The semester display below applies to students who start in the fall semester, are full-time, and require no transitional coursework. All students are encouraged to follow the recommendation below for the first semester of courses, and then meet with a faculty advisor to plan subsequent semesters

First Semester

- COL 101 - College Orientation **Credits: 1**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MEC 102 - Industrial Machining & Tools **Credits: 3**
- MEC 110 - DC Circuits **Credits: 3**
- MEC 130 - Motor Controls **Credits: 4**

## Second Semester

- MEC 103 - Hydraulics and Pneumatics **Credits: 3**
- MEC 114 - Electrical Drawings **Credits: 3**  
or
- MEC 149 - Mechanical Drawings **Credits: 3**
- MEC 131 - Introduction to Robotics **Credits: 3**
- MEC 150 - Mechanical Systems **Credits: 3**

## Third Semester

- ENG 165 - Professional Communications **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- MEC 210 - Programmable Logic Controllers I **Credits: 3**
- MEC 214 - Reliability Centered Maintenance **Credits: 3**

## Fourth Semester

- MEC 121 - Testing and Measurement Equipment **Credits: 2**
- MEC 113 - Solid State Devices **Credits: 4**  
or
- MEC 151 - Introduction to Mechanical Applications **Credits: 2**  
or
- MEC 153 - Mechanical Drive Systems **Credits: 2**
- MEC 152 - Mechanical Components **Credits: 3**  
or
- MEC 211 - Programmable Logic Controllers II **Credits: 3**
- MEC 200 - AC/DC Machines **Credits: 3**

## Fifth Semester

- MEC 120 - Sensors and Instrumentation **Credits: 3**
- MEC 154 - Industrial Pumps **Credits: 3**  
or
- MEC 212 - Robotics and Automation **Credits: 3**
- MEC 155 - Advanced Mechanical Drives **Credits: 3**  
or
- MEC 202 - Industrial Networking **Credits: 2**  
or
- MEC 207 - Robotics and Automated Controls VI **Credits: 1**
- MEC 201 - AC/DC Drives **Credits: 3**

## Sixth Semester

- MEC 213 - Technical Troubleshooting **Credits: 3**  
or
- MEC 215 - Mechanical Troubleshooting **Credits: 3**
- MEC 297 - Failure Analysis **Credits: 2**
- MEC 298 - Emerging Technologies **Credits: 1**
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).

- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts General Education Section Above)

Total Credits: 74

## Medical Assisting Certificate

**Program Start Date:** Fall or Spring term

**Minimum Program Length:** 64 academic weeks; 3 consecutive terms day; 40 credits

**Program ID:** CT.MED

**Curriculum Code:** 71522

### 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 patients 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

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB). The CAAHEP contact information is: CAAHEP, 9355 - 113th St. N., #7709, Seminole, FL 33775, Phone (727) 210-2350, [www.caahep.org](http://www.caahep.org).

### EEDA Career Cluster

Health Sciences

### Program Learning Outcomes

Students will be able to:

1. Operate as a multi-skilled medical assistant in a healthcare setting.
2. Perform clinical responsibilities/procedures.
3. Apply administrative principles within the medical office.
4. Define the concept of medical asepsis.
5. Facilitate and/or assist with patient education.
6. Operate within the legal and ethical standards of the medical profession.

7. Practice professional oral and written communication skills.

### Course Requirements

- AHS 102 - Medical Terminology **Credits: 3**
- MED 102 - Introduction to the Medical Assisting Profession **Credits: 2**
- MED 105 - Medical Assisting Office Skills I **Credits: 5**
- MED 108 - Common Diseases of the Medical Office **Credits: 3**
- MED 113 - Basic Medical Laboratory Techniques **Credits: 3**
- MED 114 - Medical Assisting Clinical Procedures **Credits: 4**
- MED 116 - Medical Office Lab Procedures II **Credits: 4**
- MED 118 - Pharmacology for the Medical Assistant **Credits: 4**
- MED 120 - Medical Assistant Emergency Preparedness **Credits: 2**
- MED 134 - Medical Assisting Financial Management **Credits: 2**
- MED 158 - Clinical Office Experience **Credits: 8**

Total Credits: 40

### Semester Display

(Courses with \*\*\* are restricted and cannot be taken without permission of the department)

#### First Semester

- AHS 102 - Medical Terminology **Credits: 3 \*\*\***
- MED 102 - Introduction to the Medical Assisting Profession **Credits: 2 \*\*\***
- MED 105 - Medical Assisting Office Skills I **Credits: 5 \*\*\***
- MED 113 - Basic Medical Laboratory Techniques **Credits: 3 \*\*\***
- MED 118 - Pharmacology for the Medical Assistant **Credits: 4 \*\*\***

#### Second Semester

- MED 108 - Common Diseases of the Medical Office **Credits: 3 \*\*\***
- MED 114 - Medical Assisting Clinical Procedures **Credits: 4 \*\*\***
- MED 116 - Medical Office Lab Procedures II **Credits: 4 \*\*\***
- MED 120 - Medical Assistant Emergency Preparedness **Credits: 2 \*\*\***
- MED 134 - Medical Assisting Financial Management **Credits: 2 \*\*\***

#### Third Semester

- MED 158 - Clinical Office Experience **Credits: 8 \*\*\***

Total Credits: 40

### Medical Laboratory Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 90 academic weeks; 6 consecutive terms, day; 76 credits

**Program ID:** AAS.MLT

**Curriculum Code:** 35205

## **Program Description**

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

## **Practical Experience**

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 work in hospitals, physicians' offices, veterinary clinics, private and research laboratories, and industrial laboratories. Medical laboratory technicians may also work as technical representatives and salespersons for medical supply companies.

## **Unique Aspects**

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

Students perform blood collection techniques, examine specimens under a microscope, culture microorganisms, and operate complex digital medical equipment and computers. Graduates are eligible to apply to take the national certification examination to become certified Medical Laboratory Technicians (MLT). The Medical Laboratory Technology Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
600 N. River Road, Suite 720  
Rosemont, IL 60018  
(773) 714-8880  
NAACLS Website (<http://www.naacls.org>)

## **EEDA Career Cluster:**

Health Science

## **Program Learning Outcomes**

Students will be able to:

1. Demonstrate proper procedures for the collection, processing, and analysis of biological specimens.
2. Perform routine clinical laboratory tests in Chemistry, Hematology/Hemostasis, Immunology/Immunohematology, Microbiology, and Point of Care Testing.
3. Perform and monitor Quality Control, and Preventative Maintenance recognizing factors which interfere with analytical tests and to take appropriate actions.
4. Correlate laboratory test results with patient diagnosis and treatment.
5. Demonstrate professional and ethical behavior consistent with current academic and clinical standards.
6. Demonstrate their ability to speak publicly, listen actively, and respond effectively.



**Prerequisites:**

- One unit HS biology or equivalent
- One unit HS chemistry or equivalent

**Course Requirements**

- COL 101 - College Orientation **Credits: 1**  
(NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

**Humanities/Fine Arts General Education Course: 3 Credits**

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

**Social/Behavioral Sciences General Education Course: 3 Credits**

- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- PSY 214 - Psychology of the Exceptional Child **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**

**Mathematics General Education Course: 3 Credits**

- MAT 110 - College Algebra **Credits: 3**

**MLT Courses: 60 Credits**

- MLT 101 - Introduction to Medical Laboratory Technology **Credits: 2**
- MLT 105 - Medical Microbiology **Credits: 4**
- MLT 108 - Urinalysis and Body Fluids **Credits: 3**
- MLT 110 - Hematology **Credits: 4**
- MLT 112 - Introduction to Parasitology **Credits: 2**
- MLT 115 - Immunology **Credits: 3**

- MLT 120 - Immunohematology **Credits: 4**
- MLT 130 - Clinical Chemistry **Credits: 4**
- MLT 131 - Clinical Chemistry **Credits: 3**
- MLT 205 - Advanced Microbiology **Credits: 4**
- MLT 210 - Advanced Hematology **Credits: 4**
- MLT 241 - Medical Lab Transition **Credits: 3**
- MLT 251 - Clinical Experience I **Credits: 5**
- MLT 252 - Clinical Experience II **Credits: 5**
- MLT 253 - Clinical Experience III **Credits: 5**
- MLT 254 - Clinical Experience IV **Credits: 5**

Total Credits: 76

### Semester Display

(Courses with \*\*\* are restricted and cannot be taken without permission of the department)

#### First Semester

- COL 101 - College Orientation **Credits: 1**
- MAT 110 - College Algebra **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- Social/Behavioral Sciences General Education Course: **Credits 3**

#### Second Semester (This must be a Fall semester)

- MLT 101 - Introduction to Medical Laboratory Technology **Credits: 2 \*\*\***
- MLT 105 - Medical Microbiology **Credits: 4 \*\*\***
- MLT 108 - Urinalysis and Body Fluids **Credits: 3 \*\*\***
- MLT 115 - Immunology **Credits: 3 \*\*\***

#### Third Semester

- MLT 110 - Hematology **Credits: 4 \*\*\***
- MLT 120 - Immunohematology **Credits: 4 \*\*\***
- MLT 130 - Clinical Chemistry **Credits: 4 \*\*\***
- MLT 205 - Advanced Microbiology **Credits: 4 \*\*\***

#### Fourth Semester

- MLT 131 - Clinical Chemistry **Credits: 3 \*\*\***
- Humanities/Fine Arts General Education Course: **Credits 3**
- MLT 210 - Advanced Hematology **Credits: 4 \*\*\***

#### Fifth Semester

- MLT 112 - Introduction to Parasitology **Credits: 2 \*\*\***
- MLT 251 - Clinical Experience I **Credits: 5 \*\*\***
- MLT 252 - Clinical Experience II **Credits: 5 \*\*\***

- MLT 241 - Medical Lab Transition **Credits:** 3 \*\*\*
- MLT 253 - Clinical Experience III **Credits:** 5 \*\*\*
- MLT 254 - Clinical Experience IV **Credits:** 5 \*\*\*

Total Credits: 76

## Networking/Cybersecurity Concentration Certificate

**Program Start Date:** Fall

**Minimum Program Length:** 70 academic weeks; 5 terms; 30 credits

**Program ID:** CT.NC

**Curriculum Code:** 71463

### Program Description

This **advanced** networking/cybersecurity concentration certificate **trains students to** develop skills to design, build, **maintain, and secure** small to medium-sized networks. In addition, students learn to apply knowledge and skills to monitor, detect, investigate, analyze, and respond to security incidents.

### Practical Experience

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

### Professional Opportunities

Networking technician, security administrator, security specialist.

### Unique Aspects

This program is designed for those who have a basic knowledge of PC hardware/operating systems, and networking. **Entrance into the program requires the permission of the department head.**

### EEDA Career Cluster:

Information Technology; Science, Technology, Engineering, and Mathematics

### Program Learning Outcomes

Students will be able to:

1. Apply IT support and security skills including installing, operating, diagnosing and repairing problems with computer hardware and operating systems.
2. Configure and diagnose secure networks and subnetworks consisting of PCs, switches and routers.
3. Apply knowledge and skills to monitor, detect, investigate, analyze and respond to security incidents.

### Course Requirements

- CPT 170 - Microcomputer Applications **Credits:** 3

- CPT 275 - Computer Technology Senior Project **Credits:** 3
- CPT 209 - Computer Systems Management **Credits:** 3
- IST 166 - Network Fundamentals **Credits:** 3
- IST 201 - Cisco Internetworking Concepts **Credits:** 3
- IST 202 - Cisco Router Configuration **Credits:** 3
- IST 203 - Advanced Cisco Router Configuration **Credits:** 3
- CYB 201 - Cybersecurity Operations **Credits:** 3
- CYB 269 - Digital Forensics **Credits:** 3
- CYB 285 - Cybersecurity Capstone **Credits:** 3

Total Credits: 30

### Semester Display

#### First Semester

- CPT 170 - Microcomputer Applications **Credits:** 3 \*\*
- IST 166 - Network Fundamentals **Credits:** 3 \*\*

#### Second Semester

- CPT 209 - Computer Systems Management **Credits:** 3 \*\*

#### Third Semester

- IST 201 - Cisco Internetworking Concepts **Credits:** 3 \*\*
- IST 202 - Cisco Router Configuration **Credits:** 3 \*\*

#### Fourth Semester

- CYB 201 - Cybersecurity Operations **Credits:** 3 \*\*
- CYB 269 - Digital Forensics **Credits:** 3 \*\*
- IST 203 - Advanced Cisco Router Configuration **Credits:** 3 \*\*

#### Fifth Semester

- CPT 275 - Computer Technology Senior Project **Credits:** 3 \*\*
- CYB 285 - Cybersecurity Capstone **Credits:** 3 \*\*

Total Credits: 30

\*\*A grade of C or better is required.

### Nursing (ADN), AAS

**Program Start Date:** Fall, Spring, or Summer term

**Minimum Program Length:** 96 academic weeks; 6 consecutive terms, day or late afternoons; 68 credits

**Program ID:** AAS.ADN

**Curriculum Code:** 35208

## **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, long term care facilities and community agencies.

## **Unique Aspects**

Weighted admission criteria is used in the selection of students for entry into the ADN program. Students must be able to independently lift 25 lbs. Students must maintain an 80% or higher in all nursing courses in order to progress through the program. Students will be required to demonstrate continuous competency 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.

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN program has a written articulation agreement with USC-Upstate for the purpose of seamless transfer into the Bachelor Degree in Nursing (BSN) program.

## **Important Information for Incoming Students**

Biology courses may only be attempted twice within a five (5) year period for students pursuing the ADN degree. A withdrawal is considered an attempt. Any attempt in a biology course beyond the 2nd attempt will NOT be awarded points on the selective ranking sheet. There is a five (5) year limit on the biology courses within the curriculum and BIO 210, BIO 211, and BIO 225 must be completed by the time the student enters the program.

EEDA Career Cluster:

Health Science

## **Program Learning Outcomes**

1. Demonstrate proficiency in psychomotor nursing interventions.
2. Utilize the conceptual framework of the nursing process to provide client-oriented care.
3. Integrate critical thinking skills into client care.
4. Demonstrate the use of effective communication skills.

5. Demonstrate professional and ethical self-accountability.

#### Prerequisite Program Requirements

Students must complete the following courses prior to applying to the Nursing program.

- COL 101 - College Orientation **Credits: 1**
- BIO 210 - Anatomy & Physiology I **Credits: 4**
- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**

Total Credits: 16

#### Course Requirements

- BIO 275 - Human Pathophysiology **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- NUR 104 - Nursing Care Management I **Credits: 4**
- NUR 131 - Introduction to Pharmacology **Credits: 1**
- NUR 135 - Foundations of Nursing Practice **Credits: 4**
- NUR 138 - Basic Health Assessment Skills **Credits: 2**
- NUR 141 - Pharmacological Therapies I **Credits: 2**
- NUR 148 - Obstetric, Neonatal, and Women's Health Nursing **Credits: 5**
- NUR 165 - Nursing Concepts and Clinical Practice I **Credits: 6**
- NUR 212 - Nursing Care of Children **Credits: 4**
- NUR 214 - Mental Health Nursing **Credits: 4**
- NUR 248 - Critical Care II **Credits: 2 \*\*\***
- NUR 267 - Nursing Concepts and Clinical Practice IV **Credits: 6**
- PSY 201 - General Psychology **Credits: 3**

Total Credits: 52

<b>Semester Display</b>
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**(courses with \*\*\* are restricted and cannot be taken without permission of the department)**

#### First Semester (Prerequisites)

- BIO 210 - Anatomy & Physiology I **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- MAT 110 - College Algebra **Credits: 3**  
Or
- MAT 120 - Probability & Statistics **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

#### Second Semester (Prerequisites\*)

- BIO 211 - Anatomy & Physiology II **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**  
**\*Take TEAS Assessment and apply to program during this semester.**
- ENG 101 - English Composition I **Credits: 3**

#### Third Semester

- BIO 275 - Human Pathophysiology **Credits: 3**
- NUR 104 - Nursing Care Management I **Credits: 4 \*\*\***
- NUR 131 - Introduction to Pharmacology **Credits: 1 \*\*\***
- NUR 138 - Basic Health Assessment Skills **Credits: 2 \*\*\***

#### Fourth Semester

- NUR 141 - Pharmacological Therapies I **Credits: 2 \*\*\***
- NUR 148 - Obstetric, Neonatal, and Women's Health Nursing **Credits: 5 \*\*\***
- NUR 165 - Nursing Concepts and Clinical Practice I **Credits: 6 \*\*\***

#### Fifth Semester

- NUR 135 - Foundations of Nursing Practice **Credits: 4 \*\*\***
- NUR 212 - Nursing Care of Children **Credits: 4 \*\*\***
- NUR 214 - Mental Health Nursing **Credits: 4 \*\*\***

#### Sixth Semester

- ENG 102 - English Composition II **Credits: 3**
- NUR 267 - Nursing Concepts and Clinical Practice IV **Credits: 6 \*\*\***
- NUR 248 - Critical Care II **Credits: 2 \*\*\***

Total Credits: 68

### Paramedic Certificate

**Program Start Date:** Spring

**Minimum Program Length:** 58 academic weeks; 5 terms; 36 credits

**Program ID:** CT.PMD

**Curriculum Code:** 71231

#### Program Description

Students in the Paramedic Certificate program will receive training in advanced pre-hospital medical skills through extensive didactic coursework, psychomotor skills labs, clinical rotations, field experience and internship.

#### 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 also complete field experience and 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

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

Opportunity to challenge psychomotor and written certification examinations administered by the National Registry of Emergency Medical Technicians is available to students who complete the paramedic certificate.

## EEDA Career Cluster:

Health Sciences

## Program Learning Outcomes

Upon completion of the Paramedic Program, the graduate will be able to:

1. Apply EMS and general medical knowledge necessary to function in a healthcare setting.
2. Demonstrate a broad range of paramedic level EMS skills, both difficult and routine.
3. Demonstrate professional and ethical behavior in working with patients in a variety of settings and situations.
4. Practice professional oral and written communication in a healthcare setting.

## Prerequisites:

- Must have documentation of current SC EMT certification

## Course Requirements

- BIO 110 - General Anatomy and Physiology **Credits: 3**
- EMS 119 - Emergency Medical Services Operations **Credits: 2**
- EMS 150 - Introduction to Advanced Care **Credits: 5**
- EMS 151 - Paramedic Clinical I **Credits: 2**
- EMS 230 - Advanced Emergency Medical Care I **Credits: 5**
- EMS 231 - Paramedic Clinical II **Credits: 2**
- EMS 232 - Paramedic Internship I **Credits: 2**
- EMS 240 - Advanced Emergency Medical Care II **Credits: 5**
- EMS 242 - Paramedic Internship II **Credits: 2**
- EMS 270 - NREMT Review **Credits: 4**
- EMS 272 - Paramedic Capstone **Credits: 4**

Total Credits: 36

<b>Semester Display</b>
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(Courses with \*\*\* are restricted and cannot be taken without the permission of the department)

#### First Semester

- BIO 110 - General Anatomy and Physiology **Credits: 3**

#### Second Semester

- EMS 119 - Emergency Medical Services Operations **Credits: 2 \*\*\***
- EMS 150 - Introduction to Advanced Care **Credits: 5 \*\*\***
- EMS 151 - Paramedic Clinical I **Credits: 2 \*\*\***

#### Third Semester

- EMS 230 - Advanced Emergency Medical Care I **Credits: 5 \*\*\***
- EMS 232 - Paramedic Internship I **Credits: 2 \*\*\***

#### Fourth Semester

- EMS 231 - Paramedic Clinical II **Credits: 2 \*\*\***
- EMS 240 - Advanced Emergency Medical Care II **Credits: 5 \*\*\***
- EMS 242 - Paramedic Internship II **Credits: 2 \*\*\***

#### Fifth Semester

- EMS 270 - NREMT Review **Credits: 4 \*\*\***
- EMS 272 - Paramedic Capstone **Credits: 4 \*\*\***

Total Credits: 36

## Practical Nursing (PN)

**Program Start Date:** Spring 2023

**Minimum Program Length:** 58 academic weeks; 4 consecutive terms; 44-46 credits

**Program ID:** DASC.PN

**Curriculum Code:** 15209

### Program Description

The Practical Nursing diploma prepares students for employment as beginning level-staff nurses under the direction of a registered nurse or physician.

### Practical Experience

Students gain interpersonal and technical skills through clinical rotations in affiliated hospitals, clinics, physicians' offices, health care facilities, and lab simulations.

### Professional Opportunities

Licensed practical nurses

## Unique Aspects

Weighted admission criteria is used in the selection of students for entry into the LPN program. Students must be able to independently lift 25 lbs. Students must maintain 80% or higher in all nursing courses in order to progress through the program. Students will be required to demonstrate continuous competency 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. A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage. To become a licensed practical nurse and to obtain employment as a licensed practical nurse, graduates must pass the Computer Adaptive Testing National Council Licensing Examination for Registered Nurses (NCLEX-PN). Graduates who successfully pass the NCLEX-PN must apply for licensure in their home state. South Carolina is a part of the Nurse Licensure Compact (NLC) which allows nurses to have one multistate license with the ability to practice in the home state and the other thirty-three states in the compact. Please visit <https://www.ncsbn.org/nurse-licensure-compact.htm> for a complete list of US states and territories in the Nurse Licensure Compact. There are legal limits for state licensure in South Carolina for graduates with prior criminal records.

## EEDA Career Cluster:

Health Science

## Program Learning Outcomes:

1. Demonstrate proficiency in the performance of nursing skills and medication administration within the scope of practice.
2. Demonstrate reasonable clinical judgments using the nursing process to provide culturally competent client-centered care across the lifespan.
3. Demonstrate the use of effective communication.
4. Collaborate as a member of the interprofessional team in the management of patient and family-centered care in the health of communities and populations.
5. Demonstrate professionalism and ethical self-accountability.
6. Use evidence-based practice to advocate for patients and families across lifespans

## Prerequisite Course Requirements

Students must complete the following prerequisite courses prior to applying to the LPN program.

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- COL 101 - College Orientation **Credits: 1**  
or
- COL 103 - College Skills **Credits: 3**
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**

Total Credits: 11-13

## Course Requirements

- AHS 102 - Medical Terminology **Credits: 3**
- PNR 110 - Fundamentals of Nursing **Credits: 5**

- PNR 120 - Medical/Surgical Nursing I **Credits: 5**
- PNR 121 - Fundamentals of Pharmacology **Credits: 2**
- PNR 130 - Medical/Surgical Nursing II **Credits: 5**
- PNR 140 - Medical/Surgical Nursing III **Credits: 5**
- PNR 154 - Maternal/Infant/Child Nursing **Credits: 5**
- PNR 180 - Nursing Seminar **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

Total Credits: 33

### Semester Display

First Semester (Prerequisites\*)

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- COL 101 - College Orientation **Credits: 1**
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**

Second Semester

- AHS 102 - Medical Terminology **Credits: 3**
- PNR 110 - Fundamentals of Nursing **Credits: 5**
- PNR 120 - Medical/Surgical Nursing I **Credits: 5**

Third Semester

- PNR 121 - Fundamentals of Pharmacology **Credits: 2**
- PNR 130 - Medical/Surgical Nursing II **Credits: 5**
- PNR 154 - Maternal/Infant/Child Nursing **Credits: 5**

Fourth Semester

- PNR 140 - Medical/Surgical Nursing III **Credits: 5**
- PNR 180 - Nursing Seminar **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**

Total Credits: 44

## Precision Machining and Manufacturing Certificate

**Program Start Date:** Fall

**Minimum Program Length:** 42 academic weeks; 3 terms day; 32 credits

**Program ID:** CT.MTT

**Curriculum Code:** 70960

## Program Description

Precision Machining and Manufacturing 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 and CNC machines 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

## Program Learning Outcomes

Students will be able to:

1. Manufacture machine projects using logic, information retrieval and related technology.
2. Apply industry related mathematics needed to perform job related tasks.
3. Machine parts to industry standards of tolerance and finish using manual machine tools.

## Course Requirements

- MAT 155 - Contemporary Mathematics **Credits: 3**
- MTT 105 - Machine Tool Math Applications **Credits: 3**
- MTT 111 - Machine Tool Theory & Practice I **Credits: 5**
- MTT 112 - Machine Tool Theory and Practice II **Credits: 5**
- MTT 113 - Machine Tool Theory and Practice III **Credits: 5**
- MTT 120 - Machine Tool Print Reading **Credits: 3**
- MTT 130 - Fundamentals of Geometric Dimensions and Tolerances **Credits: 2**
- MTT 250 - Principles of CNC **Credits: 3**
- MTT 251 - CNC Operations **Credits: 3**

Total Credits: 32

<b>Semester Display</b>
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First Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**

- MTT 111 - Machine Tool Theory & Practice I **Credits: 5**
- MTT 120 - Machine Tool Print Reading **Credits: 3**

#### Second Semester

- MTT 105 - Machine Tool Math Applications **Credits: 3**
- MTT 112 - Machine Tool Theory and Practice II **Credits: 5**
- MTT 130 - Fundamentals of Geometric Dimensions and Tolerances **Credits: 2**
- MTT 250 - Principles of CNC **Credits: 3**

#### Third Semester

- MTT 113 - Machine Tool Theory and Practice III **Credits: 5**
- MTT 251 - CNC Operations **Credits: 3**

Total Credits: 32

## Precision Machining and Manufacturing, AAS

**Program Start Date:** Fall

**Minimum Program Length:** 84 academic weeks; 6 terms day; 67 credits

**Program ID:** AAS.MTT

**Curriculum Code:** 35370

### Program Description

Precision Machining and Manufacturing 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

## Program Learning Outcomes

Students will be able to:

1. Demonstrate the ability to speak publicly, listen actively, and respond effectively.
2. Manufacturing machined projects using logic, information retrieval and related technology.
3. Apply industry related mathematics needed to perform job related tasks.
4. Machine parts to industry standards of tolerance and finish using manual machine tools.
5. Machine parts to industry standards of tolerance and finish using computer numerical controlled machine tools.

## Course Requirements

- COL 101 - College Orientation **Credits: 1**  
\*(Note: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 165 - Professional Communications **Credits: 3**
- MAT 155 - Contemporary Mathematics **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- MTT 105 - Machine Tool Math Applications **Credits: 3**
- MTT 111 - Machine Tool Theory & Practice I **Credits: 5**
- MTT 112 - Machine Tool Theory and Practice II **Credits: 5**
- MTT 113 - Machine Tool Theory and Practice III **Credits: 5**
- MTT 120 - Machine Tool Print Reading **Credits: 3**
- MTT 130 - Fundamentals of Geometric Dimensions and Tolerances **Credits: 2**
- MTT 249 - Introduction to CAM **Credits: 3**
- MTT 250 - Principles of CNC **Credits: 3**
- MTT 251 - CNC Operations **Credits: 3**
- MTT 252 - CNC Set Up and Operations **Credits: 4**
- MTT 253 - CNC Programming and Operations **Credits: 3**
- MTT 254 - CNC Programming I **Credits: 3**
- MTT 255 - CNC Programming II **Credits: 3**
- MTT 256 - CNC Programming III **Credits: 3**
- MTT 270 - Operation and Programming of Coordinate Measuring Machines **Credits: 3**

## Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**

- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**  
\*this is a course requirement for Welding.
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**
- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 67

### Semester Display

First Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**
- COL 101 - College Orientation **Credits: 1**
- MTT 111 - Machine Tool Theory & Practice I **Credits: 5**
- MTT 120 - Machine Tool Print Reading **Credits: 3**

Second Semester

- MTT 112 - Machine Tool Theory and Practice II **Credits: 5**
- MTT 250 - Principles of CNC **Credits: 3**
- MTT 105 - Machine Tool Math Applications **Credits: 3**
- MTT 130 - Fundamentals of Geometric Dimensions and Tolerances **Credits: 2**

Third Semester

- MTT 113 - Machine Tool Theory and Practice III **Credits: 5**
- MTT 251 - CNC Operations **Credits: 3**

#### Fourth Semester

- ENG 165 - Professional Communications **Credits: 3**
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- MTT 252 - CNC Set Up and Operations **Credits: 4**
- MTT 253 - CNC Programming and Operations **Credits: 3**

#### Fifth Semester

- MTT 254 - CNC Programming I **Credits: 3**
  - MTT 270 - Operation and Programming of Coordinate Measuring Machines **Credits: 3**
  - MTT 249 - Introduction to CAM **Credits: 3**
- Approved Social/Behavioral Sciences Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above)

#### Sixth Semester

- MTT 255 - CNC Programming II **Credits: 3**
  - MTT 256 - CNC Programming III **Credits: 3**
- Humanities/Fine Arts General Education Course: 3 Credits  
(Choose 1 course from the Humanities/Fine Arts General Education section above.)

Total Credits: 67

### **Radiologic Technology, AAS**

**Program Start Date:** Fall term

**Minimum Program Length:** 90 academic weeks; 6 consecutive terms, day; 82 credits

**Program ID:** AAS.RAD

**Curriculum Code:** 35207

#### **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 mammography, nuclear medicine, radiation therapy, computed tomography, magnetic resonance imaging and interventional radiology.



## Unique Aspects

A criminal background investigation (CBI) and drug testing are required at student expense for each Health Sciences student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

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 Science

## Program Learning Outcomes

Students will be able to:

1. The student will demonstrate the necessary skills to perform as an entry-level radiographer.
2. The student will demonstrate critical thinking and problem-solving skills that contribute to excellent standards of patient care.
3. The student will demonstrate effective interpersonal and communication skills.
4. The program will graduate competent entry-level radiographers to meet the needs of the healthcare community.

## Prerequisites

- One-unit High School biology
- One-unit High School algebra or equivalent

The Radiologic Technology program is a two-year full-time Associate in Applied Science degree program offered at the Giles (Main) SCC campus. The program consists of six semesters and is divided into two phases. Phase I (prerequisites) includes the general education courses that must be completed prior to applying for Phase II which includes the Radiologic Technology professional curriculum. Completion of Phase I does not guarantee progression to Phase II of the program. Upon successful completion of all Phase I courses, qualified students may apply for acceptance into Phase II of the program. A selective ranking system is used that includes the grades earned in Phase I, attendance of an information session, and the grade point average related to the Phase I courses.

The first semester is designed for completion of Phase I (prerequisites) general education courses required for submission of an application to Phase II (professional curriculum). Phase II (professional curriculum) is designed to be completed in semesters 2-6.

## Course Requirements

- COL 101 - College Orientation **Credits:** 1  
(NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)

- ENG 101 - English Composition I **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**

Mathematics General Education Course: 3 Credits

- MAT 110 - College Algebra **Credits: 3**
- MAT 111 - College Trigonometry **Credits: 3**
- MAT 130 - Elementary Calculus **Credits: 3**

Biology

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**

Radiography Courses: 62 Credits

- RAD 102 - Radiology Patient Care Procedures **Credits: 2**
- RAD 105 - Radiographic Anatomy **Credits: 4**
- RAD 110 - Radiographic Imaging I **Credits: 3**
- RAD 115 - Radiographic Imaging II **Credits: 3**
- RAD 121 - Radiographic Physics **Credits: 4**
- RAD 130 - Radiographic Procedures I **Credits: 3**
- RAD 136 - Radiographic Procedures II **Credits: 3**
- RAD 153 - Applied Radiography I **Credits: 3**
- RAD 176 - Applied Radiography III **Credits: 6**
- RAD 201 - Radiation Biology **Credits: 2**
- RAD 205 - Radiographic Pathology **Credits: 2**
- RAD 225 - Selected Radiographic Topics **Credits: 2**

- RAD 230 - Radiographic Procedures III **Credits:** 3
- RAD 256 - Advanced Radiography I **Credits:** 6
- RAD 268 - Advanced Radiography II **Credits:** 8
- RAD 276 - Advanced Radiography III **Credits:** 6
- RAD 282 - Imaging Practicum **Credits:** 2

Total Credits: 82

### Semester Display

(Courses with \*\*\* are restricted and cannot be taken without permission of the department)

#### First Semester

- COL 101 - College Orientation **Credits:** 1
- Mathematics General Education Course **Credits:** 3  
(Choose 1 course from the Mathematics General Education Section above).
- BIO 112 - Basic Human Anatomy and Physiology **Credits:** 4
- ENG 101 - English Composition I **Credits:** 3
- SPC 205 - Public Speaking **Credits:** 3

#### Second Semester (This must be a Fall semester)

- RAD 102 - Radiology Patient Care Procedures **Credits:** 2 \*\*\*
- RAD 105 - Radiographic Anatomy **Credits:** 4 \*\*\*
- RAD 110 - Radiographic Imaging I **Credits:** 3 \*\*\*
- RAD 130 - Radiographic Procedures I **Credits:** 3 \*\*\*
- RAD 153 - Applied Radiography I **Credits:** 3 \*\*\*

#### Third Semester

- RAD 115 - Radiographic Imaging II **Credits:** 3 \*\*\*
- RAD 136 - Radiographic Procedures II **Credits:** 3 \*\*\*
- RAD 176 - Applied Radiography III **Credits:** 6 \*\*\*
- RAD 201 - Radiation Biology **Credits:** 2 \*\*\*

#### Fourth Semester

- Social/Behavioral Sciences General Education Course **Credits:** 3  
(Choose 1 course from the Social/Behavioral Sciences Section above).
- RAD 230 - Radiographic Procedures III **Credits:** 3 \*\*\*
- RAD 256 - Advanced Radiography I **Credits:** 6 \*\*\*

#### Fifth Semester

- RAD 121 - Radiographic Physics **Credits:** 4 \*\*\*
- RAD 268 - Advanced Radiography II **Credits:** 8 \*\*\*

- Humanities/Fine Arts General Education Course **Credits:** 3  
(Choose 1 course from the Humanities/Fine Arts Section above).
- RAD 205 - Radiographic Pathology **Credits:** 2 \*\*\*
- RAD 225 - Selected Radiographic Topics **Credits:** 2 \*\*
- RAD 276 - Advanced Radiography III **Credits:** 6
- RAD 282 - Imaging Practicum **Credits:** 2 \*\*\*

Total Credits: 82

## Respiratory Care, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 100 academic weeks; 7 terms, day; 77 credits

**Program ID:** AAS.RES

**Curriculum Code:** 35215

### 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

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

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

Graduates are eligible to apply and take the Therapist Multiple Choice examination. Graduates who earn the upper cut score are then eligible to take the Computer Simulation Exam to obtain Registry Credentials.

## EEDA Career Cluster:

### Health Sciences

#### Program Learning Outcomes:

Students will be able to:

1. Successfully complete all self-assessment board preparation exams as they progress through the program.
2. Demonstrate the ability to speak publicly, listen actively, and respond effectively.
3. Demonstrate competence in cognitive (knowledge), psychomotor (skills), and affective. (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
4. Demonstrate knowledge and skills needed to successfully pass the TMC exam with the high cut score as determined by the NBRC.
5. Apply medical ethics and law specific to the practice of respiratory care.

#### Prerequisites:

- One-unit high school biology or chemistry or equivalent

#### Course Requirements:

- COL 101 - College Orientation **Credits: 1**  
(NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**
- RES 101 - Introduction to Respiratory Care **Credits: 3**
- RES 111 - Pathophysiology **Credits: 2**
- RES 121 - Respiratory Skills I **Credits: 4**
- RES 123 - Cardiopulmonary Physiology **Credits: 3**
- RES 131 - Respiratory Skills II **Credits: 4**
- RES 141 - Respiratory Skills III **Credits: 3**
- RES 151 - Clinical Applications I **Credits: 5**
- RES 152 - Clinical Applications II **Credits: 3**
- RES 204 - Neonatal/Pediatric Care **Credits: 3**
- RES 242 - Advanced Respiratory Care Transition **Credits: 1**
- RES 244 - Advanced Respiratory Skills I **Credits: 4**
- RES 245 - Advanced Respiratory Skills II **Credits: 2**
- RES 246 - Respiratory Pharmacology **Credits: 2**
- RES 247 - Advanced Respiratory Pharmacology **Credits: 2**
- RES 255 - Clinical Practice **Credits: 5**
- RES 275 - Advanced Clinical Practice **Credits: 5**
- RES 277 - Advanced Clinical Practice II **Credits: 5**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- PSY 201 - General Psychology **Credits: 3**
- PSY 203 - Human Growth and Development **Credits: 3**
- PSY 212 - Abnormal Psychology **Credits: 3**
- PSY 214 - Psychology of the Exceptional Child **Credits: 3**

Total Credits: 77

**Note:** The minimum grade point average for admission into the program is 2.5.

<b>Semester Display</b>
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**(Courses with \*\*\* are restricted and cannot be taken without permission of the department)**

Can be taken at any time

- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- BIO 225 - Microbiology **Credits: 4**
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**
- Social/Behavioral Sciences General Education Course  
(Choose 1 course from the Social/Behavioral Section above).

First Semester

- RES 101 - Introduction to Respiratory Care **Credits: 3 \*\*\***
- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).

- RES 121 - Respiratory Skills I **Credits:** 4 \*\*\*
- RES 246 - Respiratory Pharmacology **Credits:** 2 \*\*\*

#### Second Semester

- RES 111 - Pathophysiology **Credits:** 2 \*\*\*
- RES 131 - Respiratory Skills II **Credits:** 4 \*\*\*
- RES 151 - Clinical Applications I **Credits:** 5 \*\*\*

#### Third Semester

- RES 141 - Respiratory Skills III **Credits:** 3 \*\*\*
- RES 152 - Clinical Applications II **Credits:** 3 \*\*\*
- RES 247 - Advanced Respiratory Pharmacology **Credits:** 2 \*\*\*

#### Fourth Semester

- RES 204 - Neonatal/Pediatric Care **Credits:** 3 \*\*\*
- RES 244 - Advanced Respiratory Skills I **Credits:** 4 \*\*\*
- RES 255 - Clinical Practice **Credits:** 5 \*\*\*

#### Fifth Semester

- RES 123 - Cardiopulmonary Physiology **Credits:** 3 \*\*\*
- RES 245 - Advanced Respiratory Skills II **Credits:** 2 \*\*\*
- RES 275 - Advanced Clinical Practice **Credits:** 5 \*\*\*

#### Sixth Semester

- RES 242 - Advanced Respiratory Care Transition **Credits:** 1 \*\*\*
- RES 277 - Advanced Clinical Practice II **Credits:** 5 \*\*\*

Total Credits: 77

### Small Business Startup / Entrepreneurship Certificate

**Program Start Date:** Any term

**Minimum Program Length:** 16 academic weeks; 1 term; 18 credits

**Program ID:** CT.ENT

**Curriculum Code:** 71191

#### 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. This program will also enhance skills for home office and telecommuting professionals.

## Practical Experience

Students gain basic skills in developing a business plan, marketing a product or service, and handling financial aspects important for beginning entrepreneurs.

## Professional Opportunities

Start-up business owners, office managers, franchisees, entrepreneurs, cottage business management, home office professionals, freelancers, and virtual workers

## Unique Aspects

Some credits earned in this certificate may be applied to the Management in Applied Science degree.

## EEDA Career Cluster:

Business, Management, and Administration

## Program Learning Outcomes

Students will be able to:

1. Employ the four functions of management (plan, organize, lead, control).
2. Apply human resource management skills, regulations, and policies.
3. Apply routine accounting, financial, and budgeting skills.
4. Demonstrate knowledge of business ethics and law in assessing case studies.
5. Describe the components of a business plan.

## Course Requirements

- ACC 101 - Accounting Principles I **Credits: 3**
- BUS 110 - Entrepreneurship **Credits: 3**
- MGT 101 - Principles of Management **Credits: 3**
- MKT 101 - Marketing **Credits: 3**
- Business Elective One - Choose one course from any of the following: ACC, BUS, LOG, MGT, or MKT **Credits: 3**
- Business Elective Two - Choose one course from any of the following: ACC, BUS, LOG, MGT, or MKT **Credits: 3**

Total Credits: 18

<b>Semester Display</b>
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## First Semester

- ACC 101 - Accounting Principles I **Credits: 3**
- BUS 110 - Entrepreneurship **Credits: 3 \*\***
- MGT 101 - Principles of Management **Credits: 3 \*\***
- MKT 101 - Marketing **Credits: 3 \*\***
- Business Elective One - Choose one course from any of the following: ACC, BUS, LOG, MGT, or MKT **Credits: 3**
- Business Elective Two - Choose one course from any of the following: ACC, BUS, LOG, MGT, or MKT **Credits: 3**

Total Credits: 18



\*\* A grade of C or better is required.

## Software Development Certificate

**Program Start Date:** Fall term

**Minimum Program Length:** 70 academic weeks; 5 terms day or 5 terms evening; 30 credits

**Program ID:** CT.SDDA

**Curriculum Code:** 60982

### Program Description

This advanced certificate allows students to 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.

### Professional Opportunities

Software developer, PC application specialist, programmer analyst, entry level data base administrator.

### Unique Aspects

This program is designed for those who have a basic knowledge of programming. **Entrance into the program requires the permission of the department head.**

### EEDA Career Cluster:

Information Technology, Business, Management & Administration

### Program Learning Outcomes

Students will be able to:

1. Develop complex programs or apps using object-oriented programming languages.
2. Develop and test local- and server-based forms, reports and queries.
3. Create business-related reports.

### Course Requirements

- CPT 168 - Programming Logic and Design **Credits:** 3
- CPT 170 - Microcomputer Applications **Credits:** 3
- CPT 185 - Event-Driven Programming **Credits:** 3
- CPT 188 - Mobile App Development **Credits:** 3
- CPT 202 - SQL Programming I **Credits:** 3
- CPT 206 - Advanced Event-Driven Programming **Credits:** 3
- CPT 236 - Introduction to Java Programming **Credits:** 3
- CPT 242 - Database **Credits:** 3

- CPT 244 - Data Structures **Credits:** 3
- CPT 275 - Computer Technology Senior Project **Credits:** 3

Total Credits: 30

### Semester Display

#### First Semester

- CPT 170 - Microcomputer Applications **Credits:** 3

#### Second Semester

- CPT 168 - Programming Logic and Design **Credits:** 3 \*\*
- CPT 242 - Database **Credits:** 3 \*\*

#### Third Semester

- CPT 185 - Event-Driven Programming **Credits:** 3 \*\*
- CPT 244 - Data Structures **Credits:** 3 \*\*

#### Fourth Semester

- CPT 202 - SQL Programming I **Credits:** 3 \*\*
- CPT 206 - Advanced Event-Driven Programming **Credits:** 3 \*\*
- CPT 236 - Introduction to Java Programming **Credits:** 3 \*\*

#### Fifth Semester

- CPT 188 - Mobile App Development **Credits:** 3 \*\*
- CPT 275 - Computer Technology Senior Project **Credits:** 3 \*\*

Total Credits: 30

\*\*A grade of C or better is required.

## Surgical Technology - General Technology, AAS

**Program Start Date:** Fall term

**Minimum Program Length:** 5 semesters, 62 credit hours

**Program ID:** AAS.SUR

**Curriculum Code:** 35377

### 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 techniques, 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 term 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

A criminal background investigation (CBI) and drug testing are required at student expense for each Health and Human Services student who has been accepted into a Spartanburg Community College curriculum program of study. For more information, please visit the Criminal Background Investigations and Drug Testing information section of the SCC webpage.

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

## Program Learning Outcomes

Students will be able to:

1. Apply knowledge of Anatomy and Physiology, Microbiology, Pharmacology, and Medical Terminology within the surgical environment.
2. Facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon.
3. Demonstrate professional responsibility in performance, attitude, and personal conduct.
4. Find errors in aseptic technique and unsafe sterile conditions in an effort to minimize the risk of infection to the surgical patient.
5. Demonstrate proficiency in the skills and procedures required of a surgical technologist in a professional/clinical setting.
6. Demonstrate their ability to speak publicly, listen attentively, and respond effectively.

## Course Requirements

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- COL 101 - College Orientation **Credits: 1**  
(NOTE: Students who place into two or more developmental areas are required to take COL 103 in place of COL 101.)
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**

- SUR 101 - Introduction to Surgical Technology **Credits: 5**
- SUR 102 - Applied Surgical Technology **Credits: 5**
- SUR 103 - Surgical Procedures I **Credits: 4**
- SUR 104 - Surgical Procedures II **Credits: 4**
- SUR 105 - Surgical Procedures III **Credits: 4**
- SUR 108 - Surgical Anatomy I **Credits: 3**
- SUR 109 - Surgical Anatomy II **Credits: 3**
- SUR 110 - Introduction to the Surgical Practicum **Credits: 5**
- SUR 114 - Surgical Specialty Practicum **Credits: 7**
- SUR 120 - Surgical Seminar **Credits: 2**

Total Credits: 62

### Semester Display

**(Courses with \*\*\* are restricted and cannot be taken without permission of the department)**

#### First Semester

- COL 101 - College Orientation **Credits: 1**
- ENG 101 - English Composition I **Credits: 3**
- MAT 110 - College Algebra **Credits: 3**  
or
- MAT 120 - Probability & Statistics **Credits: 3**

#### Second Semester

- BIO 112 - Basic Human Anatomy and Physiology **Credits: 4**
- PSY 201 - General Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
- PHI 110 - Ethics **Credits: 3**

#### Third Semester

- SUR 101 - Introduction to Surgical Technology **Credits: 5 \*\*\***
- SUR 102 - Applied Surgical Technology **Credits: 5 \*\*\***
- SUR 108 - Surgical Anatomy I **Credits: 3 \*\*\***
- SUR 109 - Surgical Anatomy II **Credits: 3 \*\*\***

#### Fourth Semester

- SUR 103 - Surgical Procedures I **Credits: 4 \*\*\***
- SUR 104 - Surgical Procedures II **Credits: 4 \*\*\***
- SUR 110 - Introduction to the Surgical Practicum **Credits: 5 \*\*\***

#### Fifth Semester

- SUR 105 - Surgical Procedures III **Credits: 4 \*\*\***
- SUR 114 - Surgical Specialty Practicum **Credits: 7 \*\*\***
- SUR 120 - Surgical Seminar **Credits: 2 \*\*\***

## Sustainable Agriculture Certificate

**Program Start Date:** Fall, Spring or Summer term

**Minimum Program Length:** 42 academic weeks; 3 terms; 22 credits

**Program ID:** CT.SAG

**Curriculum Code:** 71353

### Program Description

This program will explore the broad field of sustainable agriculture, agribusiness and food systems.

### Practical Experience

Students participate in special projects utilizing the College's sustainable agriculture garden and adjacent horticulture grounds in the arboretum for both observation and study.

### Professional Opportunities

Graduates may find employment in the Agribusiness industry.

### Unique Aspects

This certificate is designed for individuals already employed or interested in the promotion of agronomic crops in a sustainable environment. It will prepare students for jobs in the agribusiness and food systems industry. Students will learn the ecological, biological, environmental and economic impact of growing food such as fruits and vegetables sustainably. The program is designed to strengthen our local environment, food systems and economy by providing educated and skilled employees. Students may enroll in fall, spring, or summer term. Credits earned may be applied to the horticulture associate degree (see note below).

### EEDA Career Cluster:

Agriculture, Food & Natural Resources; Architecture & Construction

### Program Learning Outcomes

Students will be able to:

1. Describe various job options in the agribusiness and food systems industry.
2. Design and maintain a diverse agriculture garden.
3. Produce crops and plants in a sustainable environment.
4. Employ appropriate business management skills used in the sustainable agriculture industry.

### Course Requirements

- AGR 201 - Introduction to Sustainable Agriculture **Credits: 3**
- AGR 220 - Intro to Permaculture **Credits: 3**
- AGR 222 - Farm to Market Strategies **Credits: 3**
- HRT 141 - Horticulture Pest Control **Credits: 4**
- HRT 169 - Sustainability in Horticulture **Credits: 3**
- AGR 200 - Edible Landscape Plants **Credits: 3**

- AGR 232 - Agriculture Greenhouse Production **Credits: 3**

Total Credits: 22

### Semester Display

Fall Semester

- AGR 200 - Edible Landscape Plants **Credits: 3**
- HRT 141 - Horticulture Pest Control **Credits: 4**

Spring Semester

- AGR 232 - Agriculture Greenhouse Production **Credits: 3**
- HRT 169 - Sustainability in Horticulture **Credits: 3**

Summer Semester

- AGR 201 - Introduction to Sustainable Agriculture **Credits: 3**
- AGR 220 - Intro to Permaculture **Credits: 3**
- AGR 222 - Farm to Market Strategies **Credits: 3**

Total Credits: 22

## Teacher Education, AAS

**Program Start Date:** Fall Term

**Minimum Program Length:** 74 academic weeks; 5 terms; 66 credits

**Program ID:** AAS.TEDU

**Curriculum Code:** 35382

### Program Description

The target audience for the Associate in Applied Science with a major in Teacher Education is students who aspire to become teacher assistants or paraprofessionals, as well as those planning to transfer to a bachelor's level program to pursue teacher licensure. This program will focus on training educators to enter the PK-12 education setting. The Teacher Education associate degree will provide students with their first two years of educational courses, offering a start in the field of education. After completing their associate's degree at SCC, students can transfer to a four-year institution for their bachelor's degree through SCC's University Transfer pathway.

### Practical Experience

The Associate in Applied Science for Teacher Education is designed to prepare students whose goal is to transfer to a four-year institution and major in Education for Teacher Licensure in one of the following areas: Early Childhood, Elementary, Middle Level, Physical, Secondary, or Special Education.

### Professional Opportunities

Paraprofessional (Teacher Assistant / Teacher Aide) or Substitute Teacher.

### Unique Aspects

A student entering the program must have completed a criminal background investigation (CBI) and health form

during EDU 230. Any positive CBI check within the last seven (7) years will result in the student being dismissed from the Teacher Education Program. A minimum of a C or higher is required in all EDU courses.

## **EEDA Career Cluster**

### **Education and Training**

#### **Program Learning Outcomes**

1. Recognize the diversity of students and their needs based on race, gender, ethnicity, language, socioeconomics, exceptionality, etc., that could exist within a single classroom.
2. Construct a personal philosophy of education that considers personal experiences, field-experience observations of teachers, educational history, educational philosophies, educational policy, and current educational events.
3. Demonstrate an understanding of professional responsibility by preparing for and passing the Praxis Core Test in Reading, Writing, and Math; engaging in professional research and inquiry into educational topics; identifying pros and cons of professional organizations; and modeling ethical and responsible behaviors.
4. Explain the complex and essential role that schools have within a community, including the importance of fostering relationships with parents and caregivers, community organizations, school boards, and local businesses.
5. Articulate that teachers impact student learning through the physical set-up of their classrooms, their establishment of procedures and guidelines, personal demeanor, curricular choices, lesson plan design, instructional activities, and assessments.

#### **Course Requirements**

- COL 103 - College Skills **Credits: 3**
- EDU 102 - Professional Preparation for Education Careers **Credits: 3**
- EDU 200 - Foundations of Special Education **Credits: 3**
- EDU 201 - Classroom Inquiry with Technology **Credits: 3**
- EDU 230 - Schools in Communities **Credits: 4**
- EDU 241 - Learners and Diversity **Credits: 4**
- ENG 101 - English Composition I **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SPC 205 - Public Speaking **Credits: 3**
  
- ART 101 - Art History and Appreciation **Credits: 3**  
or
- MUS 105 - Music Appreciation **Credits: 3**
  
- HIS 201 - American History: Discovery to 1877 **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
  
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**
  
- AST 101 - Solar System Astronomy **Credits: 4**  
or
- BIO 101 - Biological Science I **Credits: 4**
  
- Humanities/Fine Arts General Education Course for AAS: **Credits 12**
- Elective Courses for AS: **Credits 9**

**Total Credits: 66**

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## Semester Display

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### First Semester

- COL 103 - College Skills **Credits: 3**
- ENG 101 - English Composition I **Credits: 3**
- EDU 230 - Schools in Communities **Credits: 4 \*\***
  
- HIS 201 - American History: Discovery to 1877 **Credits: 3**  
or
- PSC 201 - American Government **Credits: 3**
  
- MAT 103 - Quantitative Reasoning **Credits: 3**  
or
- MAT 110 - College Algebra **Credits: 3**

### Second Semester

- AST 101 - Solar System Astronomy **Credits: 4**  
or
- BIO 101 - Biological Science I **Credits: 4**
- 
- ART 101 - Art History and Appreciation **Credits: 3**  
or
- MUS 105 - Music Appreciation **Credits: 3**
  
- ENG 102 - English Composition II **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- EDU 200 - Foundations of Special Education **Credits: 3 \*\***

### Third Semester

- ... - Humanities/Fine Arts General Education Course **Credits: 6**
- Elective Courses for AS: **Credits 3**

### Fourth Semester

- EDU 102 - Professional Preparation for Education Careers **Credits: 3 \*\***
- EDU 201 - Classroom Inquiry with Technology **Credits: 3 \*\***
- SPC 205 - Public Speaking **Credits: 3**
- Humanities/Fine Arts General Education Course for AAS: **Credits 3**

### Fifth Semester

- EDU 241 - Learners and Diversity **Credits: 4 \*\***
- Humanities/Fine Arts General Education Course for AAS: **Credits 3**
- Elective Courses for AS: **Credits 3**
- Elective Courses for AS: **Credits 3**

**Total Credits: 66**

**\*\*A grade of "C" or better is required.**



## **Welding - General Technology, AAS**

**Program Start Date:** Any Term

**Minimum Program Length:** 74 academic weeks; 5 terms day; 61 credits

**Program ID:** AAS.G-WLD

**Curriculum Code:** 35318

### **Program Description**

Students will complete a primary technical specialty in Welding and 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 will complete all welding courses required by the certificate program and being aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals plus completing 15 credit hours of general education courses to fulfill degree requirements.

### **EEDA Career Cluster:**

Manufacturing

### **Program Learning Outcomes**

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.
5. Demonstrate their ability to speak publicly, listen actively, and respond effectively.

### **Course Requirements**

- COL 101 - College Orientation **Credits:** 1
- ECO 201 - Economic Concepts **Credits:** 3
- ENG 165 - Professional Communications **Credits:** 3
- MAT 155 - Contemporary Mathematics **Credits:** 3
- or
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits:** 3
- WLD 103 - Print Reading I **Credits:** 1
- WLD 105 - Print Reading II **Credits:** 1
- WLD 106 - Gas and Arc Welding **Credits:** 4

- WLD 109 - Gas Metal Arc Welding II **Credits: 3**
- WLD 115 - Arc Welding III **Credits: 4**
- WLD 117 - Specialized Arc Welding **Credits: 4**
- WLD 130 - Welding Fundamentals **Credits: 3**
- WLD 132 - Inert Gas Weld Ferrous **Credits: 4**
- WLD 208 - Advanced Pipe Welding **Credits: 3**
- WLD 212 - Destructive Testing **Credits: 2**
- WLD 228 - Inert Gas Welding Pipe I **Credits: 4**

Secondary Technical Specialties: 12 Credits

(Select 12 credits)

- ACR 101 - Fundamentals of Refrigeration **Credits: 5**
- ACR 106 - Basic Electricity for HVAC/R **Credits: 4**
- ACR 118 - Air Conditioning Fundamentals **Credits: 3**
- IMT 102 - Industrial Safety **Credits: 2**
- MTT 112 - Machine Tool Theory and Practice II **Credits: 5**
- MTT 250 - Principles of CNC **Credits: 3**
- WLD 142 - Maintenance Welding **Credits: 3**
- WLD 145 - Field Welding **Credits: 2**
- WLD 154 - Pipefitting and Welding **Credits: 4**
- WLD 160 - Fabrication Welding **Credits: 3**
- WLD 170 - Qualification Welding **Credits: 4**
- WLD 222 - Advanced Fabrication Welding **Credits: 4**

Humanities/Fine Arts General Education Course: 3 Credits

- ART 101 - Art History and Appreciation **Credits: 3**
- ART 107 - History of Early Western Art **Credits: 3**
- ART 108 - History of Western Art **Credits: 3**
- ENG 102 - English Composition II **Credits: 3**
- ENG 228 - Studies in Film Genre **Credits: 3**
- HSS 101 - Introduction to Humanities **Credits: 3**
- MUS 105 - Music Appreciation **Credits: 3**
- PHI 101 - Intro to Philosophy **Credits: 3**
- PHI 105 - Introduction to Logic **Credits: 3**
- PHI 110 - Ethics **Credits: 3**
- REL 101 - Introduction to Religion **Credits: 3**
- REL 104 - Early Christian History and Literature **Credits: 3**
- REL 105 - Early Jewish History and Literature **Credits: 3**
- REL 201 - Religions of the World **Credits: 3**
- THE 101 - Introduction to Theatre **Credits: 3**

Social/Behavioral Sciences General Education Course: 3 Credits

- ANT 101 - General Anthropology **Credits: 3**
- ECO 201 - Economic Concepts **Credits: 3**  
\*this is a course requirement for Welding.
- ECO 210 - Macroeconomics **Credits: 3**
- ECO 211 - Microeconomics **Credits: 3**

- GEO 101 - Introduction to Geography **Credits: 3**
- GEO 102 - World Geography **Credits: 3**
- HIS 101 - Western Civilization to 1689 **Credits: 3**
- HIS 102 - Western Civilization Post 1689 **Credits: 3**
- HIS 104 - World History I **Credits: 3**
- HIS 105 - World History II **Credits: 3**
- HIS 115 - African-American History **Credits: 3**
- HIS 201 - American History: Discovery to 1877 **Credits: 3**
- HIS 202 - American History: 1877 to Present **Credits: 3**
- HSS 205 - Technology and Society **Credits: 3**
- PSC 201 - American Government **Credits: 3**
- PSC 215 - State and Local Government **Credits: 3**
- PSC 220 - Introduction to International Relations **Credits: 3**
- PSY 103 - Human Relations **Credits: 3**
- PSY 201 - General Psychology **Credits: 3**
- SOC 101 - Introduction to Sociology **Credits: 3**
- SPC 209 - Interpersonal Communications **Credits: 3**
- SPC 212 - Survey of Mass Communication **Credits: 3**

Total Credits: 61

### Semester Display

#### First Semester

- COL 101 - College Orientation **Credits: 1**
- ENG 165 - Professional Communications **Credits: 3**
- WLD 106 - Gas and Arc Welding **Credits: 4**
- WLD 115 - Arc Welding III **Credits: 4**

#### Second Semester

- MAT 155 - Contemporary Mathematics **Credits: 3**  
or
- MAT 170 - Algebra, Geometry, and Trigonometry I **Credits: 3**
- WLD 117 - Specialized Arc Welding **Credits: 4**
- WLD 132 - Inert Gas Weld Ferrous **Credits: 4**
- WLD 212 - Destructive Testing **Credits: 2**

#### Third Semester

- ECO 201 - Economic Concepts **Credits: 3**
- WLD 103 - Print Reading I **Credits: 1**
- WLD 105 - Print Reading II **Credits: 1**
- WLD 208 - Advanced Pipe Welding **Credits: 3**
- WLD 228 - Inert Gas Welding Pipe I **Credits: 4**

#### Fourth Semester

- WLD 130 - Welding Fundamentals **Credits: 3**

- Secondary Technical Specialty **Credits: 6**  
(Choose 2 courses from the Secondary Technical Specialty section above).
- Social/Behavioral Sciences General Education Course **Credits: 3**  
(Choose 1 course from the Social/Behavioral Sciences Section above).

#### Fifth Semester

- WLD 109 - Gas Metal Arc Welding II **Credits: 3**
- Secondary Technical Specialty **Credits: 6**
- Humanities/Fine Arts General Education Course **Credits: 3**  
(Choose 1 course from the Humanities/Fine Arts Section above).

Total Credits: 61

## Welding Certificate

**Program Start Date:** Fall or Spring

**Minimum Program Length:** 42 academic weeks; 27 credits

**Program ID:** CT.WLD

**Curriculum Code:** 70319

### Program Description

Welding students acquire skills in Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding, and Oxy-Fuel Cutting, with an emphasis on Industrial Safety.

### Practical Experience

Students gain experience in cutting and welding plate, mild steel pipe and stainless-steel pipe.

### Professional Opportunities

Welder, fitter and fabricator

### Unique Aspects

Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Welding.

### EEDA Career Cluster:

Manufacturing

### Program Learning Outcomes

Students will be able to:

1. Demonstrate proficiency in the entry level skill sets of the welding profession.
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW).
3. Identify and select appropriate consumables based on the specific welding process used.
4. Interpret basic blueprints and specifications in the welding and pipefitting field.

## Course Requirements

- WLD 103 - Print Reading I **Credits: 1**
- WLD 105 - Print Reading II **Credits: 1**
- WLD 106 - Gas and Arc Welding **Credits: 4**
- WLD 115 - Arc Welding III **Credits: 4**
- WLD 117 - Specialized Arc Welding **Credits: 4**
- WLD 132 - Inert Gas Weld Ferrous **Credits: 4**
- WLD 208 - Advanced Pipe Welding **Credits: 3**
- WLD 212 - Destructive Testing **Credits: 2**
- WLD 228 - Inert Gas Welding Pipe I **Credits: 4**

Total Credits: 27

<b>Semester Display</b>
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### First Semester

- WLD 106 - Gas and Arc Welding **Credits: 4**
- WLD 115 - Arc Welding III **Credits: 4**

### Second Semester

- WLD 117 - Specialized Arc Welding **Credits: 4**
- WLD 132 - Inert Gas Weld Ferrous **Credits: 4**
- WLD 212 - Destructive Testing **Credits: 2**

### Third Semester

- WLD 103 - Print Reading I **Credits: 1**
- WLD 105 - Print Reading II **Credits: 1**
- WLD 208 - Advanced Pipe Welding **Credits: 3**
- WLD 228 - Inert Gas Welding Pipe I **Credits: 4**

Total Credits: 27

## Course Descriptions

### **ACC 101 - Accounting Principles I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. 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):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

### **ACC 102 - Accounting Principles II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Additional financial topics covered will include capital investment analysis, performance management and evaluation, decision analysis, and target costing.

Prerequisite(s):Take ACC 101 with a minimum grade of C.

### **ACC 111 - Accounting Concepts**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

### **ACC 124 - Individual Tax Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ACC 101 or ACC 111 with a minimum grade of C.

### **ACC 150 - Payroll Accounting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

Prerequisite(s):Take ACC 101 or ACC 111 with a minimum grade of C.

### **ACC 201 - Intermediate Accounting I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include the role of accounting as an information system, future and present value of cash flows, and asset management.

Prerequisite(s):Take ACC 102 with a minimum grade of C.

### **ACC 202 - Intermediate Accounting II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

Prerequisite(s):Take ACC 201 with a minimum grade of C.

## **ACC 224 - Business Taxation**

Lecture:3 Lab: CWE: Clinical: Credits:3

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.

Prerequisite(s):Take ACC 124 with a minimum grade of C.

## **ACC 230 - Cost Accounting I**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ACC 102 with a minimum grade of C.

## **ACC 240 - Computerized Accounting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Enterprise resource planning (ERP) and spreadsheet software will be used for the presentation and manipulation of financial information.

Prerequisite(s):Take ACC 101 or ACC 111 with a minimum grade of C.

## **ACC 246 - Integrated Accounting Software**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the use of pre-designed integrated accounting software for accounting problems.

Prerequisite(s):Take ACC 101 or ACC 111 with a minimum grade of C.

## **ACC 260 - Auditing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the procedures for conducting audits and investigations of various enterprises.

Prerequisite(s):Take ACC 201 and ACC 230 with a minimum grade of C.

## **ACC 265 - Not-for-Profit Accounting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s):Take ACC 102 with a minimum grade of C.

## **ACC 275 - Selected Topics in Accounting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

Prerequisite(s):Take ACC 201 with a minimum grade of C.

## **ACR 101 - Fundamentals of Refrigeration**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

## **ACR 106 - Basic Electricity for HVAC/R**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

Prerequisite(s):Take ACR 101, ACR 106 and ACR 118 or permission of instructor.

## **ACR 118 - Air Conditioning Fundamentals**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the principles of air conditioning.

## **ACR 120 - Basic Air Conditioning**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

Prerequisite(s):Take ACR 110, ACR 130, ACR 140 and ACR 210 .

## **ACR 130 - Domestic Refrigeration**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of domestic refrigeration equipment.

Prerequisite(s):Take ACR 101, ACR 106 and ACR 118.

## **ACR 140 - Automatic Controls**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

Prerequisite(s):Take ACR 101, ACR 106 and ACR 118.

## **ACR 175 - EPA 608 Certification**

Lecture:1 Lab: CWE: Clinical: Credits:1

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**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s):Take ACR 101, ACR 106 and ACR 118.

## **ACR 221 - Residential Load Calculations**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of heat losses/gains in residential structures.



Prerequisite(s):Take ACR 110, ACR 130, ACR 140 and ACR 210.

### **ACR 224 - Codes and Ordinances**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

Prerequisite(s):Take ACR 110, ACR 130, ACR 140 and ACR 210.

### **ACR 240 - Advanced Automatic Controls**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

Prerequisite(s):Take ACR 110, ACR 130, ACR 140 and ACR 210.

### **AET 111 - Architectural Computer Graphics I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

Corequisite(s): Take EGT 151

### **AET 221 - Architectural Computer Graphics II**

Lecture:4 Lab: CWE: Clinical: Credits:4

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.

### **AET 235 - Architectural 3-D Rendering**

Lecture:3 Lab: CWE: Clinical: Credits:3

Topics in this course include 3-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(s):Take EGT 151 and AET 111 with a minimum grade of C.

### **AGR 200 - Edible Landscape Plants**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of woody trees, shrubs and herbaceous plants with edible or medicinal properties and landscape uses. Emphasis will be give on fruit and nut bearing plants as well as herbaceous plants used in landscaping.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **AGR 201 - Introduction to Sustainable Agriculture**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **AGR 220 - Intro to Permaculture**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of permaculture history, ethics, principles, design process, and practical applications. Students learn to observe the environment around them and create designs that complement natural ecological systems.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **AGR 222 - Farm to Market Strategies**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course explores the process of local food systems, specifically local agriculture and its role within the food service industry. The sustainable production of food locally is examined from harvesting through processing, storing, packaging, marketing, and consumption.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **AGR 232 - Agriculture Greenhouse Production**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of commercial agriculture greenhouse production technique and facility management.

Emphasis will be given to various industry production techniques such as hydroponics, aquaponics, microgreens and vegetable starts.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **AHS 101 - Introduction to Health Professions**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course provides a study of the health professions and the health care industry.

### **AHS 102 - Medical Terminology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of a C.

### **AHS 104 - Medical Vocabulary/Anatomy**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **AHS 106 - Cardiopulmonary Resuscitation**

Lecture:1 Lab: CWE: Clinical: Credits:1

This course provides a study of the principles of cardiopulmonary resuscitation.

### **AHS 107 - Clinical Computations**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of the principles and applications of computations used in the clinical setting.

Prerequisite(s):Take MAT 031 and MAT 032 with a minimum grade of "C".

### **AHS 113 - Head and Neck Anatomy**

Lecture:0 Lab: 3 CWE: Clinical: 0 Credits:1

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

### **AHS 121 - Basic Pharmacology**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers the nature of drugs, their actions in the body and side effects.

Prerequisite(s):Take AHS 102 and AHS 104 with a minimum grade of "C".

### **AHS 143 - Phlebotomy Skills**

Lecture:4 Lab: 6 CWE: Clinical: Credits:6

This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

### **AHS 144 - Phlebotomy Practicum**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

Prerequisite(s):Take ENG 032 , RDG 032 and AHS 163 with a minimum grade of "C" or have current SC Nurse Aide Certificate.

### **AHS 152 - Health Care Procedures II**

Lecture:5 Lab: 3 CWE: Clinical: Credits:6

This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.

Corequisite(s): Take AHS 163 with a minimum grade of "C" or have current SC Nurse Aide Certificate.

### **AHS 163 - Long -Term Care**

Lecture:2 Lab: 9 CWE: Clinical: Credits:5

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.

### **AHS 165 - ECG Applications**

Lecture:5 Lab: CWE: Clinical: Credits:5

This course provides ECG/cardiac monitoring students practice in various clinical settings.

### **AHS 170 - Fundamentals of Disease**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.

### **AHS 177 - Cardiac Monitoring Applications**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.

## **AMT 101 - Automated Manufacturing Overview**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a survey of automated manufacturing concepts.

## **AMT 105 - Robotics and Automated Control**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

## **AMT 106 - Manufacturing Workplace Skills**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

## **AMT 110 - Survey of Manufacturing Processes**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

## **AMT 121 - Introduction to Composite Manufacturing**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is an overview of typical composite materials manufacturing practices.

## **AMT 205 - Robotics and Automated Control II**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course covers installation, testing, troubleshooting, and repairing of automated systems.

Prerequisite(s): Take AMT 105.

## **AMT 206 - Electricity & Automation**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

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.

Corequisite(s): Take EEM 252.

## **AMT 209 - Automation Networks**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

## **AMT 220 - Concepts of Lean Manufacturing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

## **ANT 101 - General Anthropology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C required.

## **ANT 202 - Cultural Anthropology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods, and data of socio-cultural anthropology and anthropological linguistics.

Prerequisite(s):Take ANT 101 with a minimum grade of C.

## **AOT 105 - Keyboarding**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course focuses on the mastery of touch keyboarding.

## **AOT 114 - Medical Office Insurance**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes development of proficiency in articulating medial terminology and composing medical documents using software tools.

Prerequisite(s):Take AHS 102 with a minimum grade of a C or higher.

## **AOT 133 - Professional Development**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

Prerequisite(s):Take RDG 100 and ENG 100 with a minimum grade of C.

## **AOT 134 - Office Communications (Inactive)**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Prerequisite(s):Take ENG 032 and RDG 032 with a minimum grade of "C".

## **AOT 141 - Office Procedures I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **AOT 142 - Advanced Office Procedures II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment.

Prerequisite(s):Take AOT 105 and AOT 141 with a minimum grade of C.

## **AOT 143 - Office Systems and Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes procedures and applications used in the office environment.

Prerequisite(s):Take AOT 141 and AHS 102 with a minimum grade of C.

## **AOT 144 - Legal Office Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.

Prerequisite(s):Take AOT 105 and AOT 141 with a minimum grade of C.

## **AOT 161 - Records Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes records management functions and various types of storage methods, technology, and procedures. Both manual and electronic records information management systems are included. Computer literacy in a Windows environment is essential.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **AOT 164 - Medical Information Processing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

Prerequisite(s):Take AHS 102 with a minimum grade of a C or higher.

## **AOT 180 - Customer Service**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

Prerequisite(s):Take ENG 032 and RDG 032 with a minimum grade of "C".

## **AOT 210 - Document Production**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s):AOT 260, BUS 130, and MGT 206 with a minimum grade of a C or higher.

## **AOT 213 - Legal Document Production**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take AOT 141 with a minimum grade of C.

Corequisite(s): Take BUS 121.

## **AOT 220 - Medical Office Administrative Procedures**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for the medical receptionist and other front-office medical personnel. Topics of medical insurance billing and reimbursement practices will emphasize primary payers such as Medicare and Medicaid.

Prerequisite(s):ENG 032, RDG 032 , AOT 141, and AHS 102 with a minimum grade of "C".

## **AOT 250 - Advanced Information Processing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes complex applications of information processing software using advanced features and concepts.

Prerequisite(s):CPT 170 with a minimum grade of a C or higher.

## **AOT 252 - Medical Systems and Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

Prerequisite(s):Take AOT-164, AOT-114, HIM-105, and HIM-216 with a minimum grade of C.

## **AOT 253 - Legal Systems & Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes development of proficiency in integrating knowledge and skills performed in legal offices.

Prerequisite(s):Take ENG 100 and RDG 100 with minimum grade of C.

## **AOT 254 - Office Simulation**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take AOT 133, AOT 260, and MGT 206 with a minimum grade of a C or higher.

## **AOT 256 - Office Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality, security of records, and supervisory/leadership skills.

## **AOT 260 - Office Word Processing Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the concepts of word processing for information management in an office environment.

Prerequisite(s):CPT 170 with a minimum of a grade C or higher.

## **AOT 261 - Office Spreadsheet Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the concepts of spreadsheets for information management in an office environment.

## **AOT 263 - Office Database Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment.

## **AOT 265 - Desktop Publishing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

## **AOT 267 - Integrated Info Processing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the application of integrated computer software.

Prerequisite(s):AOT 260 and MGT 206 with a minimum grade of a C or higher.

## **AOT 270 - SCWE in Administrative Office Technology**

Lecture:0 Lab: CWE: 3 Clinical: Credits:3

This course integrates office skills within an approved work site related to administrative office technology.

Prerequisite(s):Take AOT 252 with a minimum grade of C.

## **ART 101 - Art History and Appreciation**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

Prerequisite(s):Take ENG 100 and RDG 100.

## **ART 107 - History of Early Western Art**

Lecture:3 Lab: CWE: Clinical: Credits:3

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 painting, sculpture and architecture are studied within the context of the cultural environment which produced them.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **ART 108 - History of Western Art**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **ART 111 - Basic Drawing I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course provides an introduction to the materials and the basic techniques of drawing.

Prerequisite(s):Take ENG 100 MAT 100, and RDG 100 with a minimum grade of C.



## **ART 112 - Basic Drawing II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART-111.

Prerequisite(s):Take ART 111 with a minimum grade of C.

## **ART 121 - 2-D Design Fundamentals**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This foundation course covers the visual elements and principles of design including color theory. Projects in a variety of media focus on compositional organization and the development of design skills.

Prerequisite(s):Take ENG 100, MAT 100, RDG 100 with a minimum grade of C.

## **ART 122 - 3-D Design Fundamentals**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This foundation course introduces students to 3-D design concepts and basic sculptural materials. Projects address a variety of design problems unique to 3-D art forms.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **ART 202 - Ceramics**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

this course is a study of historical investigation of an introduction to design basics, techniques, and processes unique to the construction of clay forms. Processes include hand building and wheel throwing, clay mixing, firing, glazing, and embellishment.

Prerequisite(s):Take ART 122 with a minimum grade of C.

## **ART 211 - Introduction to Painting**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to materials and techniques of painting.

Prerequisite(s):Take ART 111 and ART 121 with a minimum grade of C.

## **ARV 110 - Computer Graphics I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.

Corequisite(s): Take CGC 110.

## **ARV 121 - Design**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

Prerequisite(s):ENG 032, MAT 100, and RDG 100 with a grade C or higher.

## **ARV 162 - Graphic Reproduction I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the principles and practices used in print preparation and print reproduction.

Prerequisite(s):Take CGC 101 and CGC 110 with a minimum grade of C.

## **ARV 163 - Graphic Reproduction II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the development of the practices and skills used in print preparation and print reproduction.

Prerequisite(s):Take ARV 110, ARV 217, and ARV 162 with a minimum grade of C.

## **ARV 214 - Photography II**

Lecture: Lab: 3 CWE: Clinical: Credits:3

This course covers advanced projects in photography, including studio work.

Prerequisite(s):CGC 115, ENG 032, MAT 100, and RDG 100 - with a minimum grade of C.

## **ARV 217 - Computer Imagery**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field using Adobe Photoshop.

Prerequisite(s):Take CGC 110 with a minimum grade of C.

## **ARV 219 - Multimedia Techniques**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to the production of current audio-visual media.

Prerequisite(s):ARV 217 with a minimum grade of C.

## **ARV 227 - Website Design I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the production of an interactive world wide website.

Corequisite(s): Take ARV 217.

## **ARV 228 - Web Site Design II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers a study of advanced web site design techniques culminating in an interactive website.

Prerequisite(s):Take ARV 227 with a minimum grade of C.

## **ARV 261 - Advertising Design I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

Prerequisite(s):Take ARV 163 with a minimum grade of C.

## **ARV 264 - Special Project in Graphics Art**

Lecture:3 Lab: CWE: Clinical: Credits:3

This source includes an advanced project as assigned from conception to final production.

Corequisite(s): Take ARV 163.

## **ARV 279 - Portfolio Presentation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the basic techniques used to organize, edit and critique a presentation of existing projects.

Prerequisite(s):Take ARV 261 with a minimum grade of C.

### **ASL 101 - American Sign Language I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill development.

Prerequisite(s):Take ENG 100 with a minimum grade of C.

### **ASL 102 - American Sign Language II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take ASL 101 with a minimum grade of a C.

### **ASL 201 - American Sign Language III**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ASL 102.

### **ASL 202 - American Sign Language IV**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.

Prerequisite(s):Take ASL 201.

### **ASL 210 - American Sign Language Linguistic Structure**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides a study of the structure and grammar of American Sign Language (ASL), including the study of phonemes, morphemes, syntax, and semantics. Other topics covered include the relationship between ASL, spoken and other signed languages and historical change in ASL.

Prerequisite(s):Take ASL 102 with a minimum grade of C.

### **ASL 220 - American Deaf History and Culture**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course surveys the history of American Sign Language, its users, and their culture. It explores how identity has been framed and describes the influence of community, society and education on this minority group.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **AST 101 - Solar System Astronomy**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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 in the course.

Prerequisite(s):Take MAT 102 or MAT 103 and ENG 100, RDG 100 with a minimum grade of C.

## **AST 102 - Stellar Astronomy**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course.

Prerequisite(s):Take AST 101 with a minimum grade of C.

## **AUT 100 - Introduction to Automotive Hazardous Materials**

0Lecture:0 Lab: 3 CWE: Clinical: Credits: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):Take AUT 132 or AUT 130

## **AUT 107 - Advanced Engine Repair**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

Prerequisite(s):Take AUT 132 or AUT 130.

## **AUT 111 - Brakes**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

Corequisite(s): Take AUT 132 or AUT 130.

## **AUT 112 - Braking Systems**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

Prerequisite(s):Take AUT 132.

## **AUT 115 - Manual Drive Train/Axle**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take AUT 132 or AUT 130.

## **AUT 130 - Automotive Electricity-Industry Certification**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of construction and function of automotive electrical components including alternating and direct current circuits and Ohm's Law. Students who successfully complete this course may be eligible for specific industry certifications (Ford Service Technician Specialty Training (STST) certification).

Corequisite(s): Take AUT 160.

## **AUT 132 - Automotive Electricity**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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.

Corequisite(s): Take AUT 160.

## **AUT 142 - Heating and Air Conditioning**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating, and air conditioning systems.

Prerequisite(s):Take AUT 132 or AUT 130.

## **AUT 145 - Engine Performance**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take AUT 132 or AUT 130.

## **AUT 156 - Automotive Diagnosis and Repair**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This is a basic course for general diagnostic procedures and minor repairs.

Prerequisite(s):Take AUT 132.

## **AUT 157 - Shop Management and Supervision**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers shop management and supervision skills, including shop morale, quality control and customer relations.

Prerequisite(s):Take AUT 130 or AUT 132 and AUT 160.

## **AUT 160 - Introduction to Automotive Technology**

Lecture:1 Lab: CWE: Clinical: Credits:1

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.

Corequisite(s): Take AUT 132 or AUT 130.

## **AUT 221 - Suspension & Steering Diagnosis**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment.

Prerequisite(s):Take AUT 132 or AUT 130.

## **AUT 231 - Automotive Electronics**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment.

Prerequisite(s):Take AUT 132 or AUT 130.

### **AUT 232 - Automotive Accessories**

Lecture:2 Lab: 3 CWE: Clinical: Credits:2

This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.

Prerequisite(s):Take AUT 132.

### **AUT 245 - Advanced Engine Performance**

Lecture:4 Lab: 3 CWE: Clinical: Credits:5

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

Prerequisite(s):Take AUT 145.

### **AUT 251 - Automatic Transmission Overhaul**

Lecture:4 Lab: 3 CWE: Clinical: Credits:5

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.

Prerequisite(s):Take AUT 132 or AUT 130.

### **AUT 262 - Advanced Automotive Diagnosis and Repair**

Lecture:0 Lab: 12 CWE: Clinical: Credits:4

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.

Prerequisite(s):Take AUT 132

### **AUT 275 - Alternate Technology Vehicle**

Lecture:3 Lab: 3 CWE: Clinical: Credits:3

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):Take AUT 132 or AUT 130.

### **BAF 101 - Personal Finance**

Lecture:3 Lab: 3 CWE: Clinical: Credits:3

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

Prerequisite(s):Take MAT 100, ENG 100, RDG 100 with a minimum grade of C.

### **BAF 150 - Principles of Bank Operations**

Lecture:3 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the economic importance of banks, including processing of cash items, the payment system, management of deposits, bank services, and the regulatory structure affecting deposits.

Prerequisite(s):ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **BAF 215 - Money and Banking**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the united states monetary system with special emphasis on the commercial system and central banking system.

Prerequisite(s):ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **BAF 230 - Computers in Finance**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications, including amortization schedules, capital budgeting, and times value problems are utilized.

Prerequisite(s):Take ACC 101 and MGT 206 with a minimum grade of C.

## **BCT 150 - Plumbing**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course is the study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

## **BIO 100 - Introductory Biology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is a course in general biology designed to introduce principles of biology. Non-degree credit

Prerequisite(s):Take MAT 100 and RDG 100 with a minimum grade of C.

## **BIO 101 - Biological Science I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

Prerequisite(s):Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100, and (BIO 100 or CHM 100 or High School Biology or High School Chemistry) with a minimum grade of C.

## **BIO 102 - Biological Science II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

Prerequisite(s):Take BIO 101 with a minimum grade of C.

## **BIO 105 - Principles of Biology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is an introductory biology course, unifying biology concepts and principles at all levels.

Prerequisite(s):Take (BIO 100 or High School Biology), ENG 100, MAT 100 and RDG 100; all with a minimum grade of C.

## **BIO 110 - General Anatomy and Physiology**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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 following topics are covered: chemical basis of life, cell, tissues, skeleton, cardiovascular, digestive, urinary, immune, respiratory systems, and integument.

## **BIO 112 - Basic Human Anatomy and Physiology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a basic integrated study of the structure and function of the human body.

Prerequisite(s):Take (BIO 100 or High School Biology) ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **BIO 210 - Anatomy & Physiology I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Note: The prerequisites for this course may be changing effective January 2018. Any changes will be posted by November 2017.

Prerequisite(s):Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100 and (BIO 100 or High School Biology) with a minimum grade of C.

## **BIO 211 - Anatomy & Physiology II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisite(s):Take BIO 210 with a minimum grade of C.

## **BIO 215 - Anatomy**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the structure of the human body in relation to normal and pathologic states.

Prerequisite(s):Take BIO 101 or BIO 112 with a minimum grade of C.

## **BIO 216 - Physiology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of human physiological processes in relation to homeostasis.

Prerequisite(s):Take BIO 215 with a minimum grade of C.

## **BIO 225 - Microbiology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s):Take BIO 101 or BIO 210 or BIO 216 with a minimum grade of C.

## **BIO 240 - Nutrition**

Lecture:3 Lab: CWE: Clinical: Credits:3

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.

Prerequisite(s):Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100, and (BIO 100 or CHM 100 or High School Biology or High School Chemistry) with a minimum grade of C.

## **BIO 275 - Human Pathophysiology**

Lecture:3 Lab: CWE: Clinical: Credits:3



This course studies human disease processes, including inflammation, degeneration, immunity, neoplasia, congenital anomalies, and acquired or inherited conditions. Common diseases for each body system are covered and emphasis placed on clinical manifestations, diagnosis, treatment, and prevention.  
Prerequisite(s):Take BIO 211 with a minimum grade of C.

### **BKP 112 - Introduction to Baking Science**

Lecture: Lab: 3 CWE: Clinical: Credits:1

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):Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

### **BKP 119 - Introduction to Baking and Pastry**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

### **BKP 220 - Advanced Bakeshop**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of the preparation of advanced, classical, and international pastries. Emphasis is placed on producing quality commercial baked goods.

Prerequisite(s):Take BKP 119 with a minimum grade of C.

### **BUS 110 - Entrepreneurship**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Prerequisite(s):Take RDG 100, MAT 100, and ENG 100 with a minimum grade of C.

### **BUS 121 - Business Law I**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

### **BUS 130 - Business Communications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the application of communication skills to situations routinely encountered in business environments. It focuses on applying direct, indirect, and persuasive writing styles to communicate within and between business organizations. Students apply business writing principles to the creation of electronic messages, memos, letters, proposals, and business reports and presentations. Emphasis is placed on using critical-thinking skills to analyze business problems.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **BUS 136 - Compensation and Benefits Analysis**

Lecture:3 Lab: CWE: Clinical: Credits:3

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): Take MGT 101 with a minimum grade of "C".

Corequisite(s): Take MGT 201.

## **BUS 152 - Service Culture Development**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

## **BUS 180 - Social Media in Business**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

## **BUS 220 - Business Ethics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

Prerequisite(s): Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

## **BUS 240 - Business Statistics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

Prerequisite(s): Take MAT 102 or MAT 103 or MAT 153 with a minimum grade of C.

## **BUS 268 - Special Projects in Business**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes research, reporting, and special activities for successful employment in the business world.

Corequisite(s): Take ACC 102 and MGT 206 with a minimum grade of C required.

## **BUS 275 - Business Internship**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes practical experiences in an approved business setting in conjunction with regular class meetings.

The class sessions will be devoted to discussing topics that will enhance the student's employability skills.

## **CGC 101 - Introduction to Graphic Techniques**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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): Take ENG 100, MAT 100, and RDG 100 with minimum grade of C.

Corequisite(s): Take CGC 110.

## **CGC 110 - Electronic Publishing**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This is an introductory course to the fundamentals of electronic publishing.

Prerequisite(s):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

Corequisite(s): Take CGC 101.

## **CGC 115 - Digital Photography**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of digital photography from digital cameras to the computer-based printer/digital media.

Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **CHM 100 - Introductory Chemistry**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take (MAT 101 or MAT 152) and RDG 100 with a minimum grade of C.

## **CHM 105 - General, Organic and Biochemistry**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite(s):Take MAT 101, RDG 100, ENG 100 and (CHM 100 or high school chemistry or CHM 110) with a minimum grade C.

## **CHM 110 - College Chemistry I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Prerequisite(s):Take ENG 100, RDG 100, MAT 110 and (CHM 100 or high school chemistry) with a minimum grade of C.

## **CHM 111 - College Chemistry II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

Prerequisite(s):Take CHM 110 with a minimum grade of C.

## **CHM 211 - Organic Chemistry I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

Prerequisite(s):Take CHM 111 or CHM 105 with a minimum grade of C.

## **CHM 212 - Organic Chemistry II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take CHM 211 with a minimum grade of C.

## **COL 101 - College Orientation**

Lecture:1 Lab: CWE: Clinical: Credits:1

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group academic advising and registration activities.

## **COL 103 - College Skills**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group and individual academic advising and registration activities.

## **COS 101 - Fundamentals of Cosmetology**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

## **COS 106 - Facials and Makeup**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

## **COS 108 - Nail Care**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

## **COS 110 - Scalp and Hair Care**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

## **COS 112 - Shampoo and Rinses**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

## **COS 114 - Hair Shaping**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

## **COS 116 - Hair Styling I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

## **COS 151 - Dermatology**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is the study of the structure, functions, conditions and disorders of the skin.

## **COS 153 - Structure & Function of Human Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a basic study of the structure and function of the major systems of the body.

## **COS 156 - Fundamentals of Massage**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

## **COS 157 - Electrical Currents & Hair Removal**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of electrical currents as they relate to hair removal services. Emphasis is placed on the types of electrical currents associated with varying equipment. Topics also include proper procedures, safety measures, and sanitation practice.

## **COS 158 - Facial Treatments**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This is an introductory course in the procedures for various skin treatments and safety.

## **COS 164 - Basic Makeup & Application**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

## **COS 167 - Professional Practices for Estheticians**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course is a study of job preparation techniques skills such as interviewing skills and resume development as well as employment opportunities within the esthetics field. Topics also include payment structure, maintaining a license and state requirements for opening and operating a business.

## **COS 171 - Nutrition & Health of the Skin**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course is a study of nutrition and its importance to the health of the skin. The course will cover the basic food groups, calories and diet, hormones, medications, and vitamins and how they affect the skin.

## **COS 172 - Infection Control for Estheticians**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course includes infection control procedures regulated by the State Board of Cosmetology. Topics include levels of infection control, regulations, proper storage of implements, glove use and guidelines on preventing cross contamination and maintaining a safe, clean work area.

## **COS 206 - Chemical Hair Waving**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

## **COS 208 - Chemical Hair Relaxing**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety.

## **COS 210 - Hair Coloring**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

## **COS 220 - Cosmetology Clinical Practice 1**

Lecture:0 Lab: 9 CWE: Clinical: Credits:3

This course is an integration of cosmetology skills in a simulated salon environment.

## **COS 221 - Facial Practice I**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course is an integration of massage and facial skills in a simulated salon environment.

## **COS 222 - Cosmetology Clinical Practice II**

Lecture:0 Lab: 9 CWE: Clinical: Credits:3

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

## **COS 223 - Facial Practice II**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course provides for the integration of corrective and preservative facials, massage, and makeup application skills in a simulated salon environment.

## **CPT 101 - Introduction to Computers**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

Prerequisite(s): Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

## **CPT 118 - Professional Practices in Information Technology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes the interpersonal and technical skills required of entry-level 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(s):Take CPT 170 with a minimum grade of C.

## **CPT 127 - Python Programming I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of Python programming and covers the language syntax and algorithm design. Students also learn how Python can be used for many purposes in information systems.

Prerequisite(s):CPT 168 with a minimum grade of C.

## **CPT 168 - Programming Logic and Design**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisite(s):Take CPT 170 with a minimum grade of C.

## **CPT 170 - Microcomputer Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **CPT 178 - Software Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications.

Prerequisite(s):Take CPT 101 and ACC 101 with a minimum grade of "C".

## **CPT 180 - Shell Scripting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of shell scripting and emphasizes the designing, coding and testing of scripts. This course will cover shell scripting from both the command line and the graphical user interface.

Prerequisite(s):CPT 168 with a grade C or above.

## **CPT 185 - Event-Driven Programming**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows.

Prerequisite(s):Take CPT 168 with a minimum grade of C.

## **CPT 188 - Mobile App Development**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator.

Prerequisite(s):Take CPT 185 with a minimum grade of C required.

## **CPT 202 - SQL Programming I**

Lecture:3 Lab: CWE: Clinical: Credits:3

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(s):Take CPT 242 with a minimum grade of C.

## **CPT 206 - Advanced Event-Driven Programming**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of advanced techniques for programming with an event-driven language.

Prerequisite(s):Take CPT 185 with a minimum grade of C.

## **CPT 208 - Special Topics in Computer Technology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course focuses on changes in computer technology.

Prerequisite(s):Take CPT 209 with a minimum grade of "C".

## **CPT 209 - Computer Systems Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

Prerequisite(s):Take CPT 170 and IST 166 with a minimum grade of C.

## **CPT 236 - Introduction to Java Programming**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

Prerequisite(s):Take CPT 168 with a minimum grade of C.

## **CPT 242 - Database**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

Prerequisite(s):Take CPT 170 with a minimum grade of C.

## **CPT 244 - Data Structures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Prerequisite(s):Take CPT 242 with a minimum grade of C.



## **CPT 264 - Systems and Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the techniques of system analysis, design, development and implementation.

Prerequisite(s):Take CPT 170 with a minimum grade of C.

## **CPT 273 - Data Visualization**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course explores key concepts in data visualization and reporting. Topics include methods used in graphical representation of data, exploration and reporting of data, and basic predictive modeling methods.

## **CPT 273 - Data Visualization**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course explores key concepts in data visualization and reporting. Topics include methods used in graphical representation of data, exploration and reporting of data, and basic predictive modeling methods.

## **CPT 275 - Computer Technology Senior Project**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the design, development, testing, and implementation of an instructor approved project.

Registration Restrictions: Instructor consent

## **CPT 282 - Information Systems Security**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of system protection, including physical security, hardware, software and communications security.

Addresses technical, legal and ethical issues.

Prerequisite(s):Take CPT 170 and IST 166 with a minimum grade of C.

## **CPT 297 - Big Data Analytics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces big data concepts and the fundamentals of providing efficient analytics for extremely large datasets.

Prerequisite(s):Take ENG 032, MAT 100, and RDG 100 with a minimum grade of C.

Corequisite(s): Take CPT 244 with a minimum grade of C.

## **CPT 298 - Intro to Software as a Service**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces Software as a Service (SaaS) as it pertains to cloud computing technologies. Topics include installing various environment configurations on multiple computing system platforms and developing and deploying software applications in a cloud environment.

Prerequisite(s):CPT 209 and CPT 168 with a minimum grade of C.

## **CRJ 101 - Introduction to Criminal Justice**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **CRJ 115 - Criminal Law I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **CRJ 125 - Criminology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **CRJ 130 - Policy Administration**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the organization, administration, and management of law enforcement agencies.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **CRJ 210 - The Juvenile and the Law**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from an historical and modern perspective.

Prerequisite(s):Take CRJ 101 with a minimum grade of C.

## **CRJ 220 - The Judicial Process**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

Prerequisite(s):Take CRJ 101 with a minimum grade of C.

## **CRJ 236 - Criminal Evidence**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Prerequisite(s):Take CRJ 101 with a minimum grade of C.

## **CRJ 242 - Correctional System**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Prerequisite(s):Take CRJ 101 with a minimum grade of C.

## **CRJ 281 - Police Science I**

Lecture:3 Lab: CWE: Clinical: Credits:3

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 282 - Police Science II**

Lecture:3 Lab: CWE: Clinical: Credits:3

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 283 - Police Science III**

Lecture:3 Lab: CWE: Clinical: Credits:3

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 284 - Police Science IV**

Lecture:3 Lab: CWE: Clinical: Credits:3

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CUL 101 - Principles of Food Production I**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

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):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

## **CUL 102 - Principles of Food Production II**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

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):Take CUL 101 with a minimum grade of C.

## **CUL 103 - Nutrition**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

## **CUL 104 - Introduction to Culinary Arts**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100 with a minimum grade of C.

## **CUL 115 - Quantity Food Preparation**

Lecture:2 Lab: 9 CWE: Clinical: Credits:5

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):Take CUL 102 with a minimum grade of "C".

### **CUL 129 - Storeroom and Purchasing**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

### **CUL 135 - Introduction to Dining Room Service**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

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):Take ENG 100, MAT 100, and RDG 100 with a minimum grade of C.

### **CUL 145 - Dining Room Operations**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.

Prerequisite(s):Take CUL 135 with a minimum grade of C.

### **CUL 154 - Safety and Sanitation**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of local, state and national regulations governing sanitary food handling practices.

Prerequisite(s):Take RDG 032 with a minimum grade of "C".

### **CUL 155 - Sanitation**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of local, state, and national regulations governing sanitary food handling practices.

Prerequisite(s):Take ENG 032, MAT 100 and RDG 100 with a minimum grade of C.

### **CUL 178 - Farm to Plate**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course explores traditional farming methods used throughout South Carolina and around the world. Students will study heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.

Prerequisite(s):Take CUL 101, CUL 102, CUL 155, and CUL 220 with a minimum grade of C.

### **CUL 216 - International Cuisine**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of the cuisines of the world, including Asia, Europe, the Mediterranean and Africa. Students are exposed to history, cultural influences and common recipes.

Prerequisite(s):Take CUL 101, CUL 102, CUL 155 and CUL 220 with a minimum grade of C.

### **CUL 220 - Introduction to Garde Manger**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This production course provides students with skills and knowledge of the organization, equipment and responsibilities of the cold kitchen. Students are introduced to classical Garde Manger techniques.  
Prerequisite(s): Take CUL 101, CUL 102 and CUL 155 with a minimum grade of C.

### **CUL 235 - Menu Planning**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.

Prerequisite(s): Take CUL 102 with a minimum grade of C.

### **CUL 236 - Restaurant Capstone**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

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 from the kitchen to the dining room.

Prerequisite(s): Take CUL 216 with a minimum grade of a C.

### **CUL 299 - Special Topics in Culinary Studies**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.

Prerequisite(s): Take CUL 115 with a minimum grade of "C".

### **CWE 113 - Cooperative Work Experience I**

0Lecture:0 Lab: 0 CWE: 15 Clinical: Credits:3

This course includes cooperative work experience in an approved setting.

### **CWE 114 - Cooperative Work Experience I**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CWE 123 - Cooperative Work Experience II**

0Lecture:0 Lab: 0 CWE: 15 Clinical: Credits:3

This course includes cooperative work experience in an approved setting.

Prerequisite(s): Take AOT 254 with a minimum grade of C.

### **CWE 124 - Cooperative Work Experience II**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CWE 131 - Cooperative Work Experience III**

0Lecture:0 Lab: 0 CWE: 5 Clinical: Credits:1

This course includes cooperative work experience in an approved setting.

### **CWE 132 - Cooperative Work Experience III**

0Lecture:0 Lab: 0 CWE: 10 Clinical: Credits:2

This course includes cooperative work experience in an approved setting.

### **CWE 133 - Cooperative Work Experience III**

0Lecture:0 Lab: 0 CWE: 15 Clinical: Credits:3

This course includes cooperative work experience in an approved setting.

### **CWE 134 - Cooperative Work Experience III**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CWE 213 - Cooperative Work Experience IV**

0Lecture:0 Lab: 0 CWE: 15 Clinical: Credits:3

This course includes cooperative work experience in an approved setting.

### **CWE 214 - Cooperative Work Experience IV**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CWE 223 - Cooperative Work Experience V**

0Lecture:0 Lab: 0 CWE: 15 Clinical: Credits:3

This course includes cooperative work experience in an approved setting.

### **CWE 224 - Cooperative Work Experience V**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CWE 232 - Cooperative Work Experience VI**

0Lecture:0 Lab: 0 CWE: 10 Clinical: Credits:2

This course includes cooperative work experience in an approved setting.

### **CWE 234 - Cooperative Work Experience VI**

0Lecture:0 Lab: 0 CWE: 20 Clinical: Credits:4

This course includes cooperative work experience in an approved setting.

### **CYB 201 - Cybersecurity Operations**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the concepts and technologies related to Security Operations Center teams that detect and respond to cybersecurity threats. Topics cover an in-depth review of security concepts and monitoring, host-based and network intrusion analysis, and security policies and procedures.

Prerequisite(s):IST 203 with a minimum grade of C.

## **CYB 269 - Digital Forensics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

Prerequisite(s):IST 202 with a minimum grade of C.

## **CYB 285 - Cybersecurity Capstone**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course integrates the knowledge and skills gained through previous coursework and experience to develop and implement risk management, vulnerability assessment, threat analysis, and incident response plans.

Prerequisite(s):CPT 201 with a minimum grade of C.

## **DAT 105 - Dental Charting and Documentation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is the study of dental charting and documentation as it relates to direct patient care in general dentistry. The course will include a clinical observation with an emphasis on documentation and clinical records.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121 and DAT 154.

## **DAT 110 - Dental Terminology**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **DAT 113 - Dental Materials**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

## **DAT 115 - Ethics & Professionalism**

Lecture:1 Lab: 0 CWE: Clinical: 0 Credits:1

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

## **DAT 118 - Dental Morphology**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

## **DAT 121 - Dental Health Education**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

## **DAT 122 - Dental Office Management**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course provides a study of the business aspect of a dental office.

Prerequisite(s):DAT 105, DAT 123, DAT 124, DAT 127, DAT 164, and DAT 183.

## **DAT 123 - Oral Medicine/Oral Biology**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

## **DAT 124 - Expanded Functions/Specialties**

0Lecture:0 Lab: 3 CWE: Clinical: 0 Credits:1

This course offers practice in performing the expanded clinical procedures designated by the South Carolina state board of dentistry for dental assistants.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

## **DAT 127 - Dental Radiography**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

## **DAT 154 - Clinical Procedures I**

Lecture:2 Lab: 6 CWE: Clinical: 0 Credits:4

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

## **DAT 160 - Expanded Duties/Specialties**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course provides practical experience in performing the expanded duties designated by the SC Board of Dentistry for Expanded Duty Dental Assistants. In addition, course covers an overview of dental specialties.

Prerequisite(s):Take AHS 113, DAT 113, DAT 115, DAT 118, DAT 121 and DAT 154 with a minimum grade of C.

Corequisite(s): Take DAT 123, DAT 124, DAT 127 and DAT 164.

## **DAT 164 - Clinical Procedure II**

0Lecture:0 Lab: 12 CWE: Clinical: 0 Credits:4

This course introduces the instruments and chairside procedures of the dental specialties.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

## **DAT 177 - Dental Office Experience**

0Lecture:0 Lab: 21 CWE: Clinical: 0 Credits:7

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Prerequisite(s):DAT 105, DAT 123, DAT 124, DAT 127, DAT 164, and DAT 183.



## **DAT 183 - Dental Specialties**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the equipment and procedures related to dental specialties used in clinical experiences.

Prerequisite(s):AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

## **DHM 105 - Diesel Engines I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the basic study of diesel engine design and operating principles.

Prerequisite(s):DHM 159 or CWE 113, and DHM 173.

## **DHM 107 - Diesel Equipment Service and Diagnosis**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

## **DHM 121 - Introduction to Diagnostic Testing**

Lecture:2 Lab: 0 CWE: 0 Clinical: Credits:2

This course is an introduction to basic theory and practical application of diagnostic testing equipment in troubleshooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

## **DHM 125 - Diesel Fuel Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

## **DHM 157 - Introduction to Transmissions and Torque Converters**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of various transmissions, torque converters, and differentials used in semi-truck equipment. This includes automatic transmissions, manual transmissions, multiple gear rear ends, and synchromesh gear boxes.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

## **DHM 159 - Shop Orientation: Tools, Equipment, and Service Manuals**

Lecture:2 Lab: 3 CWE: 0 Clinical: Credits:3

This course is the study of shop layout, vehicle lifts, basic hand tools, special tools and equipment, precision measuring tools, and vehicle repair information systems. Vehicle preventative maintenance and pre-delivery inspection will also be examined.

Corequisite(s): Take DHM 173

## **DHM 171 - Introduction to Heavy Equipment Welding**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course introduces the proper welding techniques utilized to alter a sub-frame, alter a unit, or add equipment to improve payload space, safety, or location.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 173 - Electrical Systems I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

Corequisite(s): Take DHM 159 or CWE 113

### **DHM 205 - Diesel Engines II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 232 - Heating, Cooling, & Air Conditioning Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to engine heating and cooling systems used in modern trucks. Various truck and heavy equipment air conditioning systems are explored.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 251 - Suspension and Steering**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 255 - Air Brakes Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of air compressors, valves, electrical controls and brake designs.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 265 - Hydraulic Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 269 - Diagnostic Testing**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course will study the practical use of specific diagnostic equipment for analyzing and repairing caterpillar machine and engine systems.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 272 - Trailer Technology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of the theory and practical application of service, repair, and maintenance of common road trailer units.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173.

### **DHM 273 - Electrical Systems II**

Lecture:2 Lab: 3 CWE: 0 Clinical: Credits:3

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 274 - Alternative Fuels and Emerging Technologies**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is the study of the evolving technologies surrounding the advancements in control systems, emissions, fluid power, and electrification. Additionally alternative fuel technologies and ADAS systems will be discussed.

Prerequisite(s):Take DHM 159 and DHM 173

### **DHM 275 - Hybrid and Electric Drive System**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the hybridization of conventional propulsion systems along with the development of battery electric vehicles and their propulsion systems. Parameters of various battery technologies will be addressed.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DHM 276 - Diesel Emissions Systems and Regulations**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of emission systems with emphasis on the importance of proper system operations, the effects of improper operation on engine performance, and diagnostic equipment. Federal and state mandates, rules, and regulations for diesel engine emissions are addressed.

Prerequisite(s):Take DHM 159 or CWE 113 and DHM 173

### **DMS 101 - Ultrasound Physics and Instrumentation I**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.

### **DMS 102 - Ultrasound Physics and Instrumentation II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an advanced study of the fundamental principles of acoustic physics and ultrasound instrumentation to include a discussion of the major components of the ultrasound system, Doppler, spectral analysis, color-flow Doppler, color Doppler energy, ultrasound artifacts, and quality assurance, and new technology.

Prerequisite(s):DMS 101, DMS 104, DMS 105, DMS 117, and DMS 164.

### **DMS 104 - Patient Care for Sonography**

Lecture: Lab: 6 CWE: Clinical: Credits:2

This course is a study of the techniques of proper patient care, including communication, patient assessment, infection control, patient confidentiality, cultural diversity, body mechanics, and other skills required within a sonographic lab.

### **DMS 105 - Sonographic Anatomy of the Abdomen**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course is a study of the abdominal structures with emphasis on sonographic imaging methods and procedures.  
Prerequisite(s):AHS 102, BIO 112, COL 103, MAT 110, and PHY 118 with a grade C or higher.

### **DMS 112 - OB/GYN Sonography I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the sonographic imaging methods of the female pelvis, the fetus and the gravid uterus, emphasizing anatomy, physiology, pathology, and embryology.

Prerequisite(s):DMS 102, DMS 116, and DMS 150.

### **DMS 114 - DMS Cross Sectional Anatomy**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of cross-sectional and Sagittal anatomy of the abdomen along with basic scanning techniques.

Prerequisite(s):DMS 102, DMS 116, and DMS 150.

### **DMS 116 - Abdominal Ultrasound**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course is an in-depth study of abdominal ultrasound including anatomy, physiology, and pathology. The sonographic appearance of normal anatomical structures and the more common abnormalities affecting the abdomen are also discussed.

Prerequisite(s):DMS 101, DMS 104, DMS 105, DMS 117, and DMS 164 with a minimum grade of a C or higher.

### **DMS 117 - Gynecology**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is the study of anatomy, physiology, and pathology of the female reproductive system with emphasis on sonographic imaging methods and procedures.

### **DMS 124 - OB/GYN Sonography II**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is an advanced study of the gynecological pathologic processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

Prerequisite(s):DMS 112, DMS 114, DMS 125, and DMS 160.

### **DMS 125 - Vascular Sonography I**

Lecture:4 Lab: CWE: Clinical: Credits:4

This courses is a study of sonography, basic scanning techniques, invasive procedures, and anatomy of the cardiovascular and cerebrovascular systems.

Prerequisite(s):DMS 102, DMS 116, and DMS 150.

### **DMS 150 - Clinical Applications I**

Lecture: Lab: CWE: Clinical: 21 Credits:7

This course is an introduction to the diagnostic ultrasound department, including initial examination performances, machine operation, and administrative/record keeping procedures.

Prerequisite(s):DMS 101, DMS 104 , DMS 105, DMS 117, and DMS 164 with a minimum grade of a C or higher.

### **DMS 160 - Clinical Applications II**

Lecture: Lab: 21 CWE: Clinical: Credits:7

This course covers routine sonography procedures in the clinical environment.

Prerequisite(s):DMS 102, DMS 116, and DMS 150.

### **DMS 164 - Introduction to Clinical Education**

Lecture: Lab: CWE: Clinical: 6 Credits:2

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

### **DMS 170 - Clinical Applications III**

Lecture: Lab: CWE: Clinical: 24 Credits:8

This course covers advanced sonography modalities in the clinical environment.

Prerequisite(s):DMS 112, DMS 114, DMS 125, and DMS 160.

### **DMS 200 - Seminar in Sonography**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is an in-depth review of ultrasound physics, anatomy, physiology, and pathology and provides test preparation for the national certification exams. Emphasis is placed on the interpretation of clinical tests and scanning techniques relative to the development of a differential diagnosis.

Prerequisite(s):DMS 112, DMS 114, DMS 125, and DMS 160.

### **ECD 101 - Introduction to Early Childhood**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

### **ECD 102 - Growth & Development I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 101 with a minimum grade of C.

### **ECD 105 - Guidance-Classroom Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 101 with a minimum grade of C.

### **ECD 107 - Exceptional Children**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

### **ECD 108 - Family & Community Relations**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

Prerequisite(s): Take ECD 101 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

### **ECD 109 - Administration & Supervision**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

Prerequisite(s): Take ECD 101 with a minimum grade of a C or higher.

### **ECD 131 - Language Arts**

Lecture:2 Lab: CWE: Clinical: Credits:3

This course is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

### **ECD 132 - Creative Experiences**

Lecture:3 Lab: CWE: Clinical: Credits:3

In this course the importance of creativity and independence in creative expression are stressed. A variety of age- appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

### **ECD 133 - Science & Math Concepts**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

Prerequisite(s): Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

### **ECD 135 - Health, Safety, & Nutrition**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

Prerequisite(s): Take ENG 100, RDG 100 and ECD 101 with a minimum grade of C.

Corequisite(s): Take ECD 101 with a minimum grade of C.

## **ECD 200 - Curriculum Issues in Infant and Toddler Development**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Prerequisite(s): Take ECD 101 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

## **ECD 201 - Principles of Ethics & Leadership in Early Care and Education**

Lecture:3 Lab: CWE: Clinical: Credits:3

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 with a minimum grade of a C or higher.

## **ECD 203 - Growth and Development II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102

## **ECD 205 - Socialization and Group Care of Infants and Toddlers**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

## **ECD 207 - Inclusive Care for Infants and Toddlers**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

Corequisite(s): Take ECD 102 with a minimum grade of C.

## **ECD 237 - Methods and Materials**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Prerequisite(s): Take ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135 and ECD 203 with a minimum grade of a C or higher.

## **ECD 243 - Supervised Field Experience I**

Lecture:1 Lab: 0 CWE: 6 Clinical: Credits:3

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite(s):Take ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135 and ECD 203 with a minimum grade of a C or higher.

## **ECD 251 - Supervised Field Experiences in Infant/Toddler Environment**

Lecture:1 Lab: 0 CWE: 6 Clinical: Credits:3

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):Take ECD 101, ECD 102, ECD 205 and ECD 207 with a minimum grade of C.

Corequisite(s): Take ECD 200

## **ECD 252 - Diversity Issues in Early Care and Education**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course meets the growing needs for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

Prerequisite(s):Take ECD 102 with minimum grade of C.

## **ECO 201 - Economic Concepts**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of micro- and macro-economic concepts and selected economic problems.

Prerequisite(s):Take ENG 100, RDG 100 and MAT 100 with a minimum grade of C.

## **ECO 210 - Macroeconomics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **ECO 211 - Microeconomics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **EDU 102 - Professional Preparation for Education Careers**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

Prerequisite(s):Take ENG 100, RDG 100 and MAT 102 or MAT 103 or MAT 153 with a minimum grade of C.



## **EDU 200 - Foundations of Special Education**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides knowledge of basic concepts in special education related to the education of individuals with disabilities. Content includes historical factors, legislation, etiology, educational strategies, identification procedures, support services and the impact on academic performance.

Prerequisite(s):ENG 100 and RDG 100 with a minimum grade of C.

## **EDU 201 - Classroom Inquiry with Technology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course explores teaching as a data drive, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

Prerequisite(s):Take ENG 100 or RDG 100 with a minimum grade of C.

## **EDU 230 - Schools in Communities**

Lecture:4 Lab: CWE: Clinical: Credits:4

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. This course requires field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **EDU 241 - Learners and Diversity**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

this course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **EEM 105 - Basic Electricity**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course is a survey of basic electrical principles, circuits, and measurements.

## **EEM 107 - Industrial Computer Techniques**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

## **EEM 117 - AC/DC Circuits I**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

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**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

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):Take EEM 117.

### **EEM 123 - Schematics Analysis**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

Prerequisite(s):Take EEM 117.

### **EEM 145 - Control Circuits**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the principles and applications of component circuits and methods of motor control.

Prerequisite(s):Take EEM 117.

### **EEM 151 - Motor Controls I**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Corequisite(s): Take EEM 117 or ACR 106.

### **EEM 152 - Motor Controls II**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course is a continuation of the study of motor controls, including additional techniques and control devices.

Prerequisite(s):Take EEM 151.

### **EEM 162 - Introduction to Process Control**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to control systems theory and process control characteristics.

### **EEM 201 - Electronic Devices I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take EEM 117.

### **EEM 202 - Electronic Devices II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take EEM 201.

### **EEM 211 - AC Machines**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of application, operation, and construction of AC machines.

Prerequisite(s):Take EEM 117.

## **EEM 221 - DC/AC Drives**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisite(s):Take EEM 201 and EEM 211.

## **EEM 231 - Digital Circuits I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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.

## **EEM 240 - Basic Microprocessors**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

Prerequisite(s):Take EEM 231.

## **EEM 251 - Programmable Controllers**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Prerequisite(s):Take EEM 151.

## **EEM 252 - Programmable Controllers Applications**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take EEM 251.

## **EEM 275 - Technical Troubleshooting**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s):Take EEM 201 and EEM 252.

## **EET 104 - Electronic Engineering Technology Foundations**

Lecture:3 Lab: CWE: Clinical: Credits:3

This survey style course is designed to introduce students to important topics and skills they will use in all their core electronics classes, and throughout their career. Topics such as engineering notation, scientific calculator usage, and electrical simulation software are introduced. Numerous hands-on skills such as multimeter usage, basic soldering and basic hand tools are also covered. In addition, students spend time developing resumes and developing other career search skills including participating in a mock interview.

Prerequisite(s):Take ENG 032 and RDG 100 and MAT 101 or MAT 152 with a minimum grade of C. Take MAT 102 either prior to or at the same time as this course.

## **EET 111 - DC Circuits**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take ENG 100 and MAT 102 and RDG 100.

Corequisite(s): Take MAT 110 .

## **EET 112 - AC Circuits**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take MAT 110, EET 111

## **EET 131 - Active Devices**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Corequisite(s): Take EET 112.

## **EET 141 - Electronic Circuits**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Prerequisite(s):Take EET 131 with a grade of C or better.

## **EET 145 - Digital Circuits**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

Prerequisite(s):Take ENG 100 and (MAT 102 or MAT 153) and RDG 100.

Corequisite(s): Take MAT 110.

## **EET 231 - Industrial Electronics**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

Prerequisite(s):Take EET 141.

## **EET 235 - Programmable Controllers**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

Prerequisite(s):EET 112

## **EET 236 - PLC Systems Programming**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take EET 235.

## **EET 261 - Electronic Troubleshooting**

Lecture:3 Lab: CWE: Clinical: Credits:2

This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment.

Prerequisite(s):Take MAT 110 and EET 111 with a minimum grade of C.

Corequisite(s): Take EET 112 and EET 131.

## **EET 273 - Electronics Senior Project**

Lecture:0 Lab: 3 CWE: 0 Clinical: Credits:1

This course includes the construction and testing of an instructor-approved project.

Prerequisite(s):EET 141

## **EGR 104 - Engineering Technology Foundations**

Lecture:3 Lab: CWE: Clinical: Credits:3

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

Prerequisite(s):Take ENG 100 and RDG 100 and MAT 101 or MAT 152 with a minimum grade of C.

Corequisite(s): Take MAT 102.

## **EGR 112 - Engineering Programming**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers interactive computing and the basic concepts of programming.

Prerequisite(s):Take ENG 100 and RDG 100 and MAT 101 or MAT 152 with a minimum grade of C.

Corequisite(s): Take MAT 102 .

## **EGR 115 - Creative Inquiry in Engineering I**

Lecture:0 Lab: 3 CWE: 0 Clinical: Credits:1

This course is designed for engineering transfer students to explore an engineering major in more depth by working on research projects that may involve analysis, design and implementation. Projects may be individual or group and may be interdisciplinary in nature.

Prerequisite(s):Take MAT 110 with a minimum grade of C.

Corequisite(s): Take EGR 269.

## **EGR 116 - Creative Inquiry in Engineering II**

Lecture:0 Lab: 3 CWE: 0 Clinical: Credits:1

This course is a continuation of Creative Inquiry in Engineering I and is designed for engineering transfer students to explore an engineering major in more depth by continuing their work on research projects that may involve analysis, design and implementation. Projects may be individual or group and may be interdisciplinary in nature.

Prerequisite(s):Take EGR 115 with a minimum grade of C.

## **EGR 260 - Engineering Statics**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.

Prerequisite(s):PHY 221 with a minimum grade of C.

## **EGR 269 - Engineering Disciplines and Skills**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This 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):Take MAT 110.

## **EGR 270 - Introduction to Engineering**

Lecture:3 Lab: CWE: Clinical: Credits:3

(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, spread sheets, and word processing applications.

Prerequisite(s):Take MAT 110.

## **EGR 275 - Introduction to Engineering/Computer Graphics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of basic graphical concepts needed for engineering applications.

Prerequisite(s):Take MAT 102 with a minimum grade of C.

## **EGT 102 - Technical Drawing**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers the application of drawing equipment and drawing techniques in the preparation of multiview 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.

Prerequisite(s):Take MAT 100, RDG 100 and ENG 100 with a minimum grade of C.

## **EGT 104 - Print Reading**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the interpretation of industrial drawings.

## **EGT 108 - Advanced Print Reading & Sketching**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.

## **EGT 123 - Industrial Print Reading**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

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 151 - Introduction to CAD**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take MAT 101.

Corequisite(s): Take MAT 102.

### **EGT 152 - Fundamentals of CAD**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

Corequisite(s): Take EGT 108.

### **EGT 155 - Intermediate CAD**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

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):Take EGT 151.

### **EGT 245 - Principles of Parametric CAD**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Prerequisite(s):Take EGT 151 or EGT 152 with a minimum grade of C.

### **EMS 105 - Emergency Medical Care I**

Lecture:2 Lab: 6 CWE: 12 hour shift on ambulance Clinical: Credits:4

This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

### **EMS 106 - Emergency Medical Care II**

Lecture:2 Lab: 6 CWE: 12 hour shift on ambulance Clinical: Credits:4

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

### **EMS 119 - Emergency Medical Services Operations**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

Prerequisite(s):EMS 105 and EMS 106.

### **EMS 150 - Introduction to Advanced Care**

Lecture:2 Lab: 9 CWE: Clinical: 0 Credits:5

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

Prerequisite(s):BIO 110, EMS 105 and EMS 106.

### **EMS 151 - Paramedic Clinical I**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.

Prerequisite(s):EMS 105 and EMS 106.

### **EMS 230 - Advanced Emergency Medical Care I**

Lecture:2 Lab: 9 CWE: Clinical: 0 Credits:5

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

Prerequisite(s):EMS 119, EMS 150, and EMS 151.

### **EMS 231 - Paramedic Clinical II**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.

Prerequisite(s):EMS 230 and EMS 232.

### **EMS 232 - Paramedic Internship I**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

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):EMS 119, EMS 150, and EMS 151.

### **EMS 240 - Advanced Emergency Medical Care II**

Lecture:2 Lab: 9 CWE: Clinical: 0 Credits:5

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

Prerequisite(s):EMS 230 and EMS 232.

### **EMS 241 - Paramedic Clinical III**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

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):Take EMS 230, EMS 231 and EMS 232 with a minimum grade of C.

Corequisite(s): Take EMS 240.

### **EMS 242 - Paramedic Internship II**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

This course provides hands on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for and transport medical and trauma patients.

Prerequisite(s):EMS 230 and EMS 232.

### **EMS 270 - NREMT Review**

Lecture:2 Lab: 6 CWE: Clinical: 0 Credits:4



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):EMS 231, EMS 240 and EMS 242.

### **EMS 272 - Paramedic Capstone**

0Lecture:0 Lab: 0 CWE: Clinical: 12 Credits:4

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):EMS 231, EMS 240, and EMS 242.

### **ENG 031 - Developmental English Basics**

Lecture:3 Lab: CWE: Clinical: Credits:3

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

### **ENG 032 - Developmental English**

Lecture:3 Lab: CWE: Clinical: Credits:3

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

### **ENG 100 - Introduction to Composition**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit

Prerequisite(s):Take ENG 032.

### **ENG 101 - English Composition I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite(s):Take ENG 100 or ENG 165 and RDG 100 with a minimum grade C.

### **ENG 102 - English Composition II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisite(s):Take ENG 101 with a minimum grade of C.

### **ENG 165 - Professional Communications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course develops practical written, and oral professional communication skills.

Prerequisite(s):Take ENG 100 and RDG 100.

## **ENG 201 - American Literature I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of American literature from the colonial period to the civil war.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 202 - American Literature II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of American literature from the civil war to the present.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 205 - English Literature I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 206 - English Literature II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 207 - Literature for Children**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing & illustration, and assessing concerns in the field.

## **ENG 208 - World Literature I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 209 - World Literature II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

## **ENG 228 - Studies in Film Genre**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100.

## **ENG 235 - Southern Literature**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the south's intellectual and literary contributions to national and world literature.

Prerequisite(s):Take ENG 102.

### **ENG 236 - African American Lit**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

### **ENG 238 - Creative Writing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course presents an introduction to creative writing in various genres.

Prerequisite(s):Take ENG 102 with a minimum grade of C.

### **ENG 260 - Advanced Technical Communications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite(s):Take ENG 101.

### **ENG 265 - Advanced Professional Communications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.

Prerequisite(s):Take ENG 101 with a minimum grade of C.

### **EVT 201 - Environmental Science**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

Prerequisite(s):Take ENG 100, MAT 102 and RDG 100 with a minimum grade of C required.

### **EVT 261 - Special Topics in Environmental Science**

0Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course is designed to provide current topics to keep students abreast of 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 EVT 201 Environmental Science to transfer both courses as a four-credit lab science course. This course may be taken as a stand alone course for students who may need a one-credit course to complete requirements for graduation.

Prerequisite(s):Take ENG 100, RDG 100, MAT 102 with a minimum grade of C.

### **FRE 101 - Elementary French I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **FRE 102 - Elementary French II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course continues the development of basic language skills and includes a study of French culture.

Prerequisite(s):Take FRE 101 with a minimum grade of a C.

## **GEO 101 - Introduction to Geography**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **GEO 102 - World Geography**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **GER 101 - Elementary German I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take ENG 100 and RDG 100.

## **GER 102 - Elementary German II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course continues the development of the four basic language skills and the study of German culture.

Prerequisite(s):Take GER 101 with a minimum grade of a C.

## **HIM 105 - Medical Office Communication and Practices**

Lecture:3 Lab: CWE: Clinical: Credits:3

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(s):Take AOT 105 and AHS 102 with a minimum grade of a C or higher.

Corequisite(s): Take AOT 164.

## **HIM 130 - Billing and Reimbursement**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisite(s):Take AOT 141 or MGT 101 with a minimum grade of C.

## **HIM 135 - Medical Pathology**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

Prerequisite(s): Take AHS 102 and AHS 104 with a minimum grade of "C".

### **HIM 150 - Coding Practicum I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

Corequisite(s): Take HIM 250.

### **HIM 216 - Coding and Classification I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes a study of disease and procedural coding and classification systems.

Prerequisite(s): AHS 102 with a minimum grade of C or higher.

### **HIM 225 - Coding and Classification II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides a study of advanced coding and classification systems.

Prerequisite(s): Take HIM 216 with a minimum grade of C.

### **HIM 250 - Coding and Classification III**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.

Prerequisite(s): Take HIM 225 with a minimum grade of "C".

### **HIM 266 - Computers in Health Care**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

Prerequisite(s): Take HIM 130 with a minimum grade of C.

### **HIS 101 - Western Civilization to 1689**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **HIS 102 - Western Civilization Post 1689**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **HIS 104 - World History I**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take RDG 100 and ENG 100 with a minimum grade of C.

## **HIS 105 - World History II**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take RDG 100 and ENG 100 with a minimum grade of C.

## **HIS 115 - African-American History**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **HIS 201 - American History: Discovery to 1877**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

The REACH Act passed by the SC General Assembly in 2021 requires students graduating with a baccalaureate degree from an SC public college complete at least three semester credit hours that include reading in their entirety the following documents: the Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and at least one document that is foundational to the African American Freedom struggle. It is recommended that technical college students who intend to transfer to an SC public college complete this requirement prior to transfer. HIS 201 and PSC 201 meet the requirements of the REACH Act.

Prerequisite(s):Take ENG 100 and RDG 100 with minimum grade of C.

## **HIS 202 - American History: 1877 to Present**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **HOS 245 - Hospitality Marketing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.

Prerequisite(s):Take CUL 104 and CUL 235 with a minimum grade of C.

## **HOS 255 - Food Service Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

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.

## **HOS 256 - Hospitality Management Concepts**

Lecture:3 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the theory and principles of management as applied to the hospitality industry.

## **HRT 104 - Landscape Design & Implementation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of landscape design and drafting as well as landscape installation techniques.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

## **HRT 105 - Landscape Plant Materials**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take RDG 100 with a minimum grade of C.

## **HRT 108 - Annuals and Perennials**

Lecture:2 Lab: 3 CWE: Clinical: Credits:2

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 & Function**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take RDG 100 with a minimum grade of C.

## **HRT 113 - Plant Materials**

Lecture:3 Lab: 3 CWE: Clinical: Credits:3

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

Prerequisite(s):Take RDG 032.

## **HRT 121 - Commercial Irrigation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take RDG 100 with a minimum grade of C.

## **HRT 125 - Soils**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take RDG 100 with a minimum grade of C.

## **HRT 130 - Greenhouse Production**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilizing, pest control, climate control and calculation of production cost.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 132 - Nursery Operations**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 139 - Plant Propagation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the fundamental principles and techniques involved in plant propagation.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 141 - Horticulture Pest Control**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 144 - Plant Pests**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

Prerequisite(s):Take RDG 032 with a minimum grade of "C".

### **HRT 153 - Landscape Construction**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take RDG 032 with a minimum grade of "C".

### **HRT 169 - Sustainability in Horticulture**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products. Emphasis will be given on preparing students for the SC Environmental Landscape Certification.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 200 - Horticulture Business Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of business management practices in horticulture. Customer relations, budget construction, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.



Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 223 - Irrigation**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course includes the study and application of the design principles and materials used in horticultural irrigation.

### **HRT 230 - Greenhouse Technology**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is the study of commercial greenhouse production techniques and facility management.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 241 - Turf Management**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

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):Take RDG 100 with a minimum grade of C.

### **HRT 253 - Landscape Installation**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

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):Take RDG 100 with a minimum grade of C.

### **HRT 255 - Urban Tree Care**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take RDG 100 with a minimum grade of C.

### **HRT 256 - Landscape Management**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.

Prerequisite(s):Take RDG 100 with a minimum grade of C.

### **HRT 273 - SCWE in Horticulture Sciences**

Lecture:0 Lab: 12 CWE: Clinical: Credits:3

This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.

Prerequisite(s):Take HRT 125

### **HRT 275 - Horticulture Capstone**

Lecture:1 Lab: CWE: Clinical: Credits:1

This course is an assessment of student's horticulture knowledge and skills related to their career interest in the horticulture industry.

Prerequisite(s): Take RDG 100 with a minimum grade of C. HRT 105, HRT 125.

### **HSS 101 - Introduction to Humanities**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

Prerequisite(s): Take ENG 100 and RDG 100.

### **HSS 205 - Technology and Society**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. Included as historical perspective is a survey of technological advances from ancient times through the 20th century.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **HUC 110 - Health Unit Procedures I**

Lecture:3 Lab: 12 CWE: Clinical: Credits:7

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.

Corequisite(s): Take AHS 170

### **HUC 120 - Health Unit Procedures II**

Lecture:2 Lab: 18 CWE: Clinical: Credits:8

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): Take HUC 110 with a minimum grade of B and take AHS 102 with a minimum grade of C.

### **HUS 101 - Introduction to Human Services**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Prerequisite(s): Take RDG 100 and ENG 100 with a minimum grade of C.

### **HUS 102 - Personal and Professional Development in Helping Professions**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **HUS 201 - Family System Dynamics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

## **HUS 209 - Case Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **HUS 235 - Group Dynamics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **HUS 237 - Crisis Intervention**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

Prerequisite(s):Take ENG 101 and HUS 101 with a minimum grade of C.

## **IDS 101 - Human Thought & Learning**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100 with a minimum grade of C.

## **IDS 207 - Cultural Exploration**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.

Prerequisite(s):Take ENG 101 with a minimum grade of C.

## **IMG 105 - Quality Control Concepts and Techniques**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the scope, function, processes, techniques, and methods use for quality control.

## **IMG 115 - Industrial Management Safety**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the managerial fundamentals and economics of accident prevention. Promotion of safe practices includes mechanical safeguards, fire preventive housekeeping, occupational devices, first aid, safety organization protection equipment, and the analysis of accident causes.

## **IMG 233 - Industrial Supervision**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the principles, concepts, and techniques for effective and efficient utilization of personnel. Emphasis is placed on leadership and human behavior as they relate to employer-employee relationships, teaming and problem-solving.

### **IMT 102 - Industrial Safety**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers safety awareness and practices found in industry.

### **IMT 102 - Industrial Safety**

Lecture: Lab: 2 CWE: Clinical: Credits:2

This course covers safety awareness and practices found in industry.

### **IMT 103 - Precision Measuring Instruments**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course covers the use of various precision measuring instruments commonly used in industry.

### **IMT 104 - Schematics**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

### **IMT 108 - Introduction to Industrial Technology**

Lecture:2 Lab: CWE: Clinical: Credits:2

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**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

### **IMT 112 - Hand Tool Operations**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course covers the use of hand tools and their applications in industrial and service areas.

### **IMT 114 - Benchwork and Assembly**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

### **IMT 120 - Mechanical Installations**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

### **IMT 124 - Pumps**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course covers packings, seals, couplings, and alignment of pumps.

### **IMT 131 - Hydraulics & Pneumatics**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course covers the basic technology and principles of hydraulics and pneumatics.

### **IMT 161 - Mechanical Power Applications**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

### **IMT 163 - Problem Solving for Mechanical Applications**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

Prerequisite(s):Take IMT 131 and IMT 161.

### **IMT 171 - Manufacturing Skills Standards Council Certificate I**

Lecture: Lab: 3 CWE: Clinical: Credits:1

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**

Lecture: Lab: 3 CWE: Clinical: Credits:1

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**

Lecture: Lab: 3 CWE: Clinical: Credits:1

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**

Lecture: Lab: 3 CWE: Clinical: Credits:1

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**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take RDG 100, ENG 100, MAT 100, with a minimum grade of C.

## **IST 198 - Cloud Essentials**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server, and virtualization infrastructures.

Prerequisite(s):CPT 209 with a minimum grade of C.

## **IST 201 - Cisco Internetworking Concepts**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

Prerequisite(s):Take IST 166 and CPT 209 with a minimum grade of C.

## **IST 202 - Cisco Router Configuration**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Prerequisite(s):Take IST 201 with a minimum grade of C.

## **IST 203 - Advanced Cisco Router Configuration**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of configuring Cisco routers.

Prerequisite(s):Take IST 202 with a minimum grade of C.

## **IST 204 - Cisco Troubleshooting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of troubleshooting network problems.

Prerequisite(s):Take IST 203 with a minimum grade of C.

## **IST 222 - Introduction to Webpage Production**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is designed to develop skills in using common office and web development software to produce webpage content.

Prerequisite(s):Take CPT 101 with a minimum grade of C.

## **IST 257 - LAN Network Server Technologies**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, print services, remote access, fault tolerance, backup and recovery.

Prerequisite(s):Take IST 166 and CPT 209 with a minimum grade of C.

## **IST 261 - Advanced Network Administration**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take IST 204 with a minimum grade of C.

### **IST 265 - Designing a Windows Directory Services Infrastructure**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of directory services infrastructure design, including design of a domain structure, free and forest structures, organizational unit structure and other related topics.

Prerequisite(s):Take IST 166 and CPT 209 with a minimum grade of C.

### **IST 267 - Network Vulnerability Assessment**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides the students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

Prerequisite(s):Take IST 291 with a minimum grade of C.

### **IST 268 - Computer Forensics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

Prerequisite(s):Take IST 202 with a minimum grade of C.

### **IST 290 - Special Topics in Information Sciences**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers special topics in information sciences technologies.

Prerequisite(s):Take CYB 269 with a minimum grade of C.

### **IST 291 - Fundamentals of Network Security I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of intro levels of security processes based on a security policy, emphasizing hands-on skills in areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisite(s):Take IST 203 with a minimum grade of C.

### **ITP 101 - Introduction to Interpreting**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of the profession of interpreting, the role and function of an interpreter, the National Registry of Interpreters Code of Ethics and Professionalism. The basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification processes are introduced.

Prerequisite(s):Take ENG 100 with a minimum grade of C.

### **ITP 104 - Interpreting in Educational Settings**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and postsecondary.

Prerequisite(s):Take ITP 101.

## **ITP 110 - Discourse Analysis**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ASL 202 with a minimum grade of B.

## **ITP 112 - Translation**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an introduction to the study of meaning-based translation between ASL and English texts. It provides an extensive discussion of problems encountered in the translation process between the two languages.

Prerequisite(s):Take ASL 202.

## **ITP 204 - English to ASL Interpreting I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course introduces the concept of interpreting and establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.

Prerequisite(s):Take ITP 110 with a minimum grade of "C".

## **ITP 205 - English to ASL Interpreting II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides advanced studies in interpreting between spoken English and American Sign Language. The course enhances processing skills. Students will use consecutive and simultaneous forms of interpreting.

Prerequisite(s):Take ITP 204 with a minimum grade of "C".

## **ITP 206 - ASL to English Interpreting I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is designed to teach students 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):Take ITP 110 with a minimum grade "C".

## **ITP 207 - ASL to English Interpreting II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is designed to offer 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.

## **ITP 212 - Interpreting in Special Settings**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of basic theories for community interpreting in specialized settings and adapts the techniques used for individual consumer needs.

Prerequisite(s):Take ITP 110 with a minimum grade of "C".

## **ITP 214 - Business Practices for Interpreting**

Lecture:3 Lab: CWE: Clinical: Credits:3



This course is a study of various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax agencies and planning, protecting oneself physically, current practices of interpreting services and how they impact the independent contractor.  
Prerequisite(s): Take ITP 110 with a minimum grade of "C".

### **ITP 240 - Interpreting Internship**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is designed to allow students to gain practical experience, assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.

### **LOG 110 - Introduction to Logistics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

Prerequisite(s): Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

### **LOG 111 - Warehouse and Distribution Center Operations**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

Prerequisite(s): Take ENG 100, RDG 100 and MAT 100, with a minimum grade of C.

### **LOG 215 - Supply Chain Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

Prerequisite(s): Take RDG 100, ENG 032 and MAT 100 with a minimum grade of C.

### **LOG 235 - Traffic Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

Prerequisite(s): Take ENG 100, RDG 100 and MAT 100 with a minimum grade of C.

### **LOG 240 - Purchasing Logistics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

Prerequisite(s): Take RDG 100, ENG 100, and MAT 100 with a minimum grade of C.

### **LOG 245 - Production Planning Processes**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of production processes, including process selection, facility layout, quality, waiting line analysis, Just in Time (JIT), and Lean operations.

Prerequisite(s): Take RDG 100, ENG 100, and MAT 100 with a minimum grade of C.

## **LOG 260 - Processes in Supply Chain Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of supply chain management processes and how they integrate. Systems Applications and Products (SAP) is used to reinforce the concepts of scheduling, planning, and forecasting.

Prerequisite(s): Take RDG 100, ENG 260, and MAT 100 with a minimum grade of C.

## **MAT 011 - Developmental Mathematics Basics Workshop**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course provides support for mastery of MAT 031 competencies (e.g. may include, but not limited to, laboratory works, computerized instructions, and/or projects).

Corequisite(s): Take MAT 032 .

## **MAT 031 - Developmental Mathematics Basics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

## **MAT 032 - Developmental Mathematics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

Prerequisite(s): Take MAT 031 with a minimum grade of "C" or placement score range of 237-249

## **MAT 100 - Introductory College Math**

Lecture:5 Lab: CWE: Clinical: Credits:5

This course includes the following topics in an algebraic context: mathematical methods, techniques, ways to thinking and problem solving.

## **MAT 101 - Beginning Algebra**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

Prerequisite(s): Take MAT 100 and RDG 100 with a minimum grade of C.

## **MAT 102 - Intermediate Algebra**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisite(s): Take ENG 100, RDG 100 and (MAT 101 or MAT 152) with a minimum grade of C.

## **MAT 103 - Quantitative Reasoning**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include equations and inequalities, exponential equations, applications involving proportions and conversion of units, logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

Prerequisite(s):Take MAT 100 and RDG 100 with a minimum grade of C.

## **MAT 110 - College Algebra**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

Prerequisite(s):Take MAT 102 or MAT 153 with a minimum grade of C.

## **MAT 111 - College Trigonometry**

Lecture:3 Lab: CWE: Clinical: Credits:3

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: College Algebra)

Prerequisite(s):Take MAT 110 with a minimum grade of C.

## **MAT 120 - Probability & Statistics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Prerequisite(s):Take MAT 102 or MAT 103 or MAT 153 with a minimum grade of C.

## **MAT 130 - Elementary Calculus**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra)

Prerequisite(s):Take MAT 110 with a minimum grade of C.

## **MAT 132 - Discrete Mathematics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)

Prerequisite(s):Take MAT 110 with a minimum grade of C.

## **MAT 140 - Analytical Geometry and Calculus I**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)

Prerequisite(s): Take MAT 111 with minimum grade of C.

### **MAT 141 - Analytical Geometry & Calculus II**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

(Prerequisite: Analytical Geometry and Calculus I)

Prerequisite(s): Take MAT 140 with minimum grade of C.

### **MAT 152 - Elementary Algebra**

Lecture:5 Lab: CWE: Clinical: Credits:5

This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.

Prerequisite(s): Take MAT 100 and RDG 100 with a minimum grade of C.

### **MAT 153 - Elementary Algebra II**

Lecture:5 Lab: CWE: Clinical: Credits:5

This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.

Prerequisite(s): Take ENG 100, RDG 100 and (MAT 101 or MAT 152) with a minimum grade of C.

### **MAT 155 - Contemporary Mathematics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

Prerequisite(s): Take MAT 100 and RDG 100 with a minimum grade of C.

### **MAT 160 - Math for Business and Finance**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): Take MAT 100 and RDG 100 with a minimum grade of C.

### **MAT 170 - Algebra, Geometry, and Trigonometry I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Prerequisite(s): Take MAT 100 and RDG 100 with a minimum grade of C.

### **MAT 211 - Math for Elementary Education I**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

Prerequisite(s): Take ENG 100, RDG 100 and (MAT 102 or MAT 103 or MAT 153) with a minimum grade of C.

Corequisite(s): Take EDU 102 with a minimum grade of C.

## **MAT 212 - Math for Elementary Education II**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

Prerequisite(s):Take ENG 100, RDG 100 and (MAT 102 or MAT 153) with a minimum grade of C.

Corequisite(s): Take EDU 102 with a minimum grade of C.

## **MAT 215 - Geometry**

Lecture:3 Lab: CWE: Clinical: Credits:3

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):Take ENG 100, RDG 100 and (MAT 102 or MAT 153) with a minimum grade of C.

Corequisite(s): Take EDU 102 with a Minimum Grade of C.

## **MAT 220 - Advanced Statistics**

Lecture:3 Lab: CWE: Clinical: Credits:3

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(s):Take MAT 120 with a minimum grade of C.

## **MAT 240 - Analytical Geometry & Calculus III**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. (Prerequisite: Analytical Geometry and Calculus II)

Prerequisite(s):Take MAT 141 with a minimum grade of C.

## **MAT 242 - Differential Equations**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. (Prerequisite: Analytic Geometry and Calculus III)

Prerequisite(s):Take MAT 141 with a minimum grade of C.

## **MEC 102 - Industrial Machining & Tools**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the fundamentals of machining metals by the operations of milling, drilling, and tapping along with the principles of precision measurements. Safety guidelines of operating metalworking machines and hand tools that are used in an industrial maintenance environment will be covered.

## **MEC 103 - Hydraulics and Pneumatics**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the introduction to fluid power systems and the principles of how hydraulics and pneumatics are utilized in manufacturing. In addition, the study of fluid power symbols and schematics are related to the actual working component installations.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

### **MEC 110 - DC Circuits**

Lecture:1 Lab: CWE: Clinical: 6 Credits:3

This course is a study of direct current theory. Series, parallel, and series-parallel circuits are solved using Ohm's law and critical thinking skills. In addition to solving, circuits are constructed and tested for proper operation using various measuring instruments.

### **MEC 113 - Solid State Devices**

Lecture:4 Lab: CWE: Clinical: Credits:4

This course is a study of the principles of solid-state devices such as diodes, transistors, and FET's. In addition to exploring the theory behind semiconductor materials, circuits are constructed, analyzed, and tested for proper operation.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

### **MEC 114 - Electrical Drawings**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the interpretation of various types of electrical drawings. It includes wiring diagrams, schematics, line diagram, ladder diagram, circuit diagram, and other types of electrical drawings commonly used in industry.

Prerequisite(s): MEC 110, MEC 130, and MEC 102.

### **MEC 120 - Sensors and Instrumentation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes. Emphasis is placed on various types of sensors and how they interface with computers and controllers with machines to accomplish a task.

Prerequisite(s): MEC 110, MEC 130, and MEC 102.

### **MEC 121 - Testing and Measurement Equipment**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers various test equipment (i.e. DMM, oscilloscope, etc) and measurement devices (i.e. calipers, dial indicators, etc).

Prerequisite(s): MEC 110, MEC 130, and MEC 102.

### **MEC 130 - Motor Controls**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is an introduction to the principles and applications of motor control circuits. A study of the various control devices and wiring used in industrial processes is also covered.

### **MEC 131 - Introduction to Robotics**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course includes an introduction to industrial robots. It covers the different types of robots used, how they interact with the work cell, and various systems working in conjunction with the robot. It also explores manual and automatic functions of an industrial robot.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 149 - Mechanical Drawings**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers the interpretation of various types of mechanical drawings. It includes assembly drawing, detail drawings, fluid power schematics, and other types of mechanical drawings commonly used in industry.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 150 - Mechanical Systems**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers mechanical transmission devices, including various methods of how torque, HP, and motion are generated. In addition, the correct procedures for installation, removal, and maintenance as related to manufacturing equipment will be covered.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 151 - Introduction to Mechanical Applications**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course includes an introduction to various mechanical applications, including procedures for installation, removal, maintenance, and troubleshooting.

Prerequisite(s): MEC 103, MEC 149, and MEC 150.

## **MEC 152 - Mechanical Components**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers mechanical components found in industrial systems and how these components are integrated with other equipment and devices.

Prerequisite(s): MEC 110, MEC 130, and MEC 102.

## **MEC 153 - Mechanical Drive Systems**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 154 - Industrial Pumps**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course will provide students with a comprehensive understanding of the principles, applications, and maintenance of industrial pumps.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 155 - Advanced Mechanical Drives**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

Prerequisite(s): MEC 153

## **MEC 200 - AC/DC Machines**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of applications, operations, and construction of AC and DC machines. Generators, AC/DC motors, and alternators are wired and tested for proper functionality.

Prerequisite(s): MEC 102, MEC 110, and MEC 130.

## **MEC 201 - AC/DC Drives**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the principles of operation and application of AC drives and DC drives, and additional motor control devices and techniques.

Prerequisite(s):MEC 102, MEC 110, and MEC 130.

## **MEC 202 - Industrial Networking**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is designed to equip students with the knowledge and skills necessary to understand, implement, and troubleshoot networks in industrial settings. Students will be exposed to Ethernet/IP, profinet, profibus, and other types of industrial networks used in surrounding industries.

Prerequisite(s):MEC 211

## **MEC 207 - Robotics and Automated Controls VI**

Lecture:3 Lab: CWE: Clinical: Credits:1

This course is the study of the concepts of automatic controls and process control elements found in industrial applications.

Prerequisite(s):MEC 110, MEC 130, and MEC 102.

## **MEC 210 - Programmable Logic Controllers 1**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the application of programmable logic 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):MEC 102, MEC 110, and MEC 130.

## **MEC 211 - Programmable Logic Controllers II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers the application of programmable logic 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):MEC 102, MEC 110, MEC 130, and MEC 210.

## **MEC 212 - Robotics and Automation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course includes programming and testing robotic equipment used in automation with a concentration on connecting, assembling, and automating manufacturing processes.

Prerequisite(s):MEC 131 and MEC 211

## **MEC 213 - Technical Troubleshooting**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course consists of a systematic approach to troubleshooting techniques used to diagnose failures in mechanical, electrical, and fluid power systems. In addition, utilizing the proper testing equipment that aids in locating the root cause of machine malfunctions.

Prerequisite(s):MEC 120 and MEC 121



## **MEC 214 - Reliability Centered Maintenance**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of methods of preventive and predictive maintenance that ensures continuous improvement. This includes vibration analysis, infrared photography, and ultrasonic measuring equipment.

Prerequisite(s):MEC 102, MEC 110, and MEC 130.

## **MEC 215 - Mechanical Troubleshooting**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course consists of a systematic approach to troubleshooting techniques used to diagnose failures in mechanical and fluid power systems. In addition, utilizing the proper testing equipment that aids in locating the root cause of machine malfunctions.

Prerequisite(s):MEC 102, MEC 110, and MEC 130.

## **MEC 297 - Failure Analysis**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course provides an in-depth exploration of failure analysis techniques. Students will learn to systematically investigate the root causes of failures in mechanical, electrical, and automation systems.

Prerequisite(s):MEC 102, MEC 110, and MEC 130.

## **MEC 298 - Emerging Technologies**

Lecture:1 Lab: CWE: Clinical: Credits:1

This course provides students with an opportunity to showcase a culmination of their training and knowledge using an instructor-assigned final project.

Prerequisite(s):MEC 102, MEC 110, and MEC 130.

## **MED 102 - Introduction to the Medical Assisting Profession**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

## **MED 105 - Medical Assisting Office Skills I**

Lecture:4 Lab: 3 CWE: Clinical: 0 Credits:5

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

## **MED 108 - Common Diseases of the Medical Office**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.

Prerequisite(s):MED 102, MED 105, MED 113 and MED 118.

## **MED 113 - Basic Medical Laboratory Techniques**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

### **MED 114 - Medical Assisting Clinical Procedures**

Lecture:2 Lab: 6 CWE: Clinical: 0 Credits:4

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s):Take MED 102, MED 105, MED 113 and MED 118.

Corequisite(s): Take MED 108, MED 116, MED 134 , and MED 120.

### **MED 116 - Medical Office Lab Procedures II**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.

Prerequisite(s):MED 102, MED 105, MED 113 and MED 118.

### **MED 118 - Pharmacology for the Medical Assistant**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Corequisite(s): Take MED 102, MED 105 and MED 113.

### **MED 120 - Medical Assistant Emergency Preparedness**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

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):MED 102, MED 105, MED 113, and MED 118.

### **MED 134 - Medical Assisting Financial Management**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

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):MED 102, MED 105, MED 113, and MED 118.

### **MED 158 - Clinical Office Experience**

Lecture:2 Lab: 0 CWE: Clinical: 18 Credits:8

This course provides practical experience in selected clinical office settings.

Prerequisite(s):MED 102, MED 105, and MED 113.

### **MET 214 - Fluid Mechanics**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

Prerequisite(s):Take MAT 110 with a minimum grade of "C".

### **MET 224 - Hydraulics & Pneumatics**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

## **MET 227 - Instrumentation Principles**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

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):Take MAT 110.

## **MFG 101 - Introduction to Manufacturing**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

In this course, students examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in a manufacturing environment.

## **MFG 103 - Principles of Manufacturing**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course prepares students to understand, develop, implement, monitor, control, and improve manufacturing processes.

## **MFG 103 - Principles of Manufacturing**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course prepares students to understand, develop, implement, monitor, control, and improve manufacturing processes.

## **MFG 104 - Introduction to Continuous Improvement**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course covers the fundamentals of continuous improvement in a manufacturing environment. Topics include 5-S, visual systems, waste, quality practices and measurement, production leveling, production flow, preventative maintenance, and safety.

## **MGT 101 - Principles of Management**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **MGT 110 - Office Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

Prerequisite(s):Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

## **MGT 150 - Fundamentals of Supervision**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with a minimum grade of C.

## **MGT 201 - Human Resource Management**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

Prerequisite(s):Take MAT 100 with a minimum grade of C.

## **MGT 206 - Management Spreadsheets**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.

Prerequisite(s):Take CPT 170, ENG 100, and RDG 100 with a minimum grade of a C or higher.

## **MGT 210 - Employee Selection and Retention**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

Prerequisite(s):Take MGT 101 with a minimum grade of C.

Corequisite(s): Take MGT 201.

## **MGT 220 - Operations Management I**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

Prerequisite(s):Take ENG 100, RDG 100 and MAT 100 with minimum grade of C.

## **MGT 230 - Managing Information Resources**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the development, use and management of information resources, and systems in business and industry.

Prerequisite(s):Take CPT 101 with a minimum grade of "C" required.

## **MGT 235 - Production Management**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of production management techniques used in a manufacturing environment. Major topics include forecasting, scheduling, inventory, work flow management, and quality control.

## **MGT 245 - Decision Support Systems**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course emphasizes the use of software applications and systems to support business and organizational decision making activities.

Prerequisite(s):Take CPT 170 with a minimum grade of C.

## **MGT 255 - Organizational Behavior**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3.0

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **MGT 280 - Executive Development**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

Prerequisite(s):Take RDG 100 and ENG 100 with a minimum grade of C.

### **MKT 101 - Marketing**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Prerequisite(s):Take ENG 100 and RDG 100 with minimum grade of C.

### **MKT 110 - Retailing**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with minimum grade of C.

### **MKT 120 - Sales Principles**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisite(s):Take ENG 100, MAT 100 and RDG 100 with minimum grade of C.

### **MKT 123 - Event Planning and Promotion**

Lecture:3 Lab: CWE: Clinical: Credits:3

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.

Prerequisite(s):Take ENG 032, MAT 032 and RDG 032 with minimum grade of "C".

### **MKT 240 - Advertising**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

Prerequisite(s):Tak ENG 100, MAT 100 and RDG 100 with minimum grade of C.

### **MKT 260 - Marketing Management**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take MGT 101 and MKT 101 with a minimum grade of C.

## **MLT 101 - Introduction to Medical Laboratory Technology**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

## **MLT 102 - Medical Lab Fundamentals**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course introduces basic concepts and procedures in medical laboratory technology.

Corequisite(s): Take MLT 105 and MLT 115.

## **MLT 105 - Medical Microbiology**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

## **MLT 108 - Urinalysis and Body Fluids**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course introduces the routine analysis and clinical significance of urine and other body fluids.

## **MLT 110 - Hematology**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.

Prerequisite(s):MLT 101, MLT 105, MLT 108 and MLT 115.

## **MLT 112 - Introduction to Parasitology**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

Prerequisite(s):MLT 131 and MLT 210.

## **MLT 115 - Immunology**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course provides a study of the immune system, disease states, and the basic principles of immunological testing.

## **MLT 120 - Immunohematology**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Prerequisite(s):MLT 101, MLT 105, MLT 108 and MLT 115.

## **MLT 130 - Clinical Chemistry**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

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):MLT 101, MLT 105, MLT 108 and MLT 115.

### **MLT 131 - Clinical Chemistry**

Lecture:1 Lab: 6 CWE: Clinical: 0 Credits:3

This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.

Prerequisite(s):MLT 110, MLT 120, MLT 130 and MLT 205.

### **MLT 205 - Advanced Microbiology**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Prerequisite(s):MLT 101, MLT 105, MLT 108 and MLT 115.

### **MLT 210 - Advanced Hematology**

Lecture:1 Lab: 9 CWE: Clinical: 0 Credits:4

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisite(s):MLT 110, MLT 120, MLT 130 and MLT 205.

### **MLT 219 - Clinical Instrumentation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation, and maintenance.

Prerequisite(s):Take MLT 110, MLT 120, MLT 130, and MLT 205 with a minimum grade of "C".

Corequisite(s): Take MLT 210 .

### **MLT 241 - Medical Lab Transition**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Prerequisite(s):MLT 112, MLT 251, and MLT 252.

### **MLT 251 - Clinical Experience I**

Lecture:1 Lab: 0 CWE: Clinical: 12 Credits:5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s):MLT 131 and MLT 210.

### **MLT 252 - Clinical Experience II**

Lecture:1 Lab: 0 CWE: Clinical: 12 Credits:5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s):MLT 131 and MLT 210.

### **MLT 253 - Clinical Experience III**

Lecture:1 Lab: 0 CWE: Clinical: 12 Credits:5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s):MLT 112, MLT 251, and MLT 252.

### **MLT 254 - Clinical Experience IV**

Lecture:1 Lab: 0 CWE: Clinical: 12 Credits:5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisite(s):MLT 112, MLT 251 and MLT 252.

### **MLT 270 - Clinical Applications**

Lecture:3 Lab: 27 CWE: Clinical: Credits:12

This course provides sequential practical experience in selected areas of a supervised clinical setting.

Prerequisite(s):Take MLT 210, and MLT 219 with a minimum grade of "C".

### **MTH 120 - Introduction to Massage**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced.

### **MTH 121 - Principles of Massage I**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

### **MTH 122 - Principles of Massage II**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

Prerequisite(s):MTH 120, MTH 121, and MTH 137.

### **MTH 123 - Massage Clinical I**

Lecture:1 Lab: 6 CWE: Clinical: 0 Credits:3

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

Prerequisite(s):MTH 120, MTH 121, and MTH 137.

### **MTH 124 - Massage Business Application**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

Prerequisite(s):MTH 122, MTH 123, MTH 136, and MTH 138.

### **MTH 126 - Pathology for Massage Therapy**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

Prerequisite(s):MTH 122, MTH 123, MTH 136, and MTH 138.



### **MTH 131 - Clinical Applications of Massage II**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

Students will perform massage therapy in a clinical setting using advanced techniques and specialty modalities.

Students will be closely supervised and evaluated by the instructor.

Prerequisite(s):MTH 122, MTH 123, MTH 136, and MTH 138.

### **MTH 132 - Massage Therapy Seminar**

Lecture:1 Lab: 0 CWE: Clinical: 0 Credits:1

This course includes the integration of didactic and clinical techniques in Massage Therapy.

Prerequisite(s):Take MTH 120 and MTH 121.

### **MTH 135 - Massage Practicum**

0Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students will observe facility and business operations under supervision of licensed massage therapists or licensed medical staff.

Prerequisite(s):Take MTH 122 and MTH 123.

### **MTH 136 - Kinesiology For Massage Therapy**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

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 will be placed on the affects of massage therapy on the way the body reacts during various activities.

Prerequisite(s):MTH 120, MTH 121, and MTH 137.

### **MTH 137 - Anatomy & Physiology for Massage Therapy I**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course will cover anatomy and physiology of the human body, and the effect of massage on particular systems and on the body as a whole. Emphasis is placed on the skeletal, muscular, and nervous systems, including common pathologies of the systems and indications and contraindications for massage.

### **MTH 138 - Anatomy and Physiology for Massage Therapy II**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course will focus on the immune/lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed on the effects of clinical massage modalities on these body systems.

Prerequisite(s):MTH 120, MTH 121, and MTH 137.

### **MTH 139 - Anatomy and Physiology for Massage Therapy III**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course is a study of the effects of massage on the sympathetic/parasympathetic divisions and the release of neurotransmitters and hormones.

Prerequisite(s):MTH 122, MTH 123, MTH 136, and MTH 138.

### **MTT 105 - Machine Tool Math Applications**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of shop math relevant to the machine tool trade.

Prerequisite(s):Take MAT 155.

### **MTT 111 - Machine Tool Theory & Practice I**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course is an introduction to the basic operation of machine shop equipment.

Corequisite(s): Take MTT 120.

### **MTT 112 - Machine Tool Theory and Practice II**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s):TAKE MTT 152 and MTT 153

Corequisite(s): Take EGT 108

### **MTT 113 - Machine Tool Theory and Practice III**

Lecture:3 Lab: 6 CWE: Clinical: Credits:5

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):Take MTT 112.

### **MTT 120 - Machine Tool Print Reading**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

Corequisite(s): Take MTT 111.

### **MTT 130 - Fundamentals of Geometric Dimensions and Tolerances**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course covers the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade prints.

Prerequisite(s):Take MTT 120 with a minimum grade of C.

### **MTT 152 - Precision Machining II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the operation of basic machine shop equipment with emphasis on milling machines and surface grinders.

### **MTT 153 - Precision Machining III**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is an introduction to the operation of basic machine shop equipment with emphasis on lathes.

### **MTT 249 - Introduction to CAM**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

Prerequisite(s):Take MTT 252 with a minimum grade of C.

### **MTT 250 - Principles of CNC**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to the coding used in CNC programming.

### **MTT 251 - CNC Operations**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

Prerequisite(s):Take MTT 250 with a minimum grade of C.

### **MTT 252 - CNC Set Up and Operations**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course covers CNC setup and operations.

Prerequisite(s):Take MTT 250 with a minimum grade of C.

### **MTT 253 - CNC Programming and Operations**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

Prerequisite(s):Take MTT 251 with a minimum grade of "C".

Corequisite(s): Take MTT 252.

### **MTT 254 - CNC Programming I**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisite(s):Take MTT 252 with a minimum grade of C.

### **MTT 255 - CNC Programming II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course includes CNC programming with simulated production conditions.

Prerequisite(s):Take MTT 254.

### **MTT 256 - CNC Programming III**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of advanced CNC programming methods using multi-axis machining centers.

Prerequisite(s):Take MTT 254 with a minimum grade of C.

Corequisite(s): Take MTT 255.

### **MTT 258 - Machine Tool Cam**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

Prerequisite(s):Take MTT 249.

### **MTT 270 - Operation and Programming of Coordinate Measuring Machines**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

Prerequisite(s):Take EGT 108, EGT 152, MAT 155 and MTT 112.

### **MTT 285 - NIMS Level I Capstone**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

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):Take MTT 113 with a minimum grade of C.

### **MUS 101 - Chorus I**

0Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course includes the study and performance of selected choral music.

### **MUS 102 - Chorus II**

0Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course includes the study and performance of selected choral music.

### **MUS 103 - Chorus III**

0Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course includes the study and performance of selected choral music.

### **MUS 104 - Chorus IV**

0Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course includes the study and performance of selected choral music.

### **MUS 105 - Music Appreciation**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Prerequisite(s):Take ENG 100 and RDG 100.

### **MUS 107 - History of American Popular Music**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of representative artists, social and cultural significance, and historical recordings in the development of American popular music from the Colonial era through the end of the twentieth century.

Prerequisite(s):Take ENG 100, RDG 100 with a minimum grade of C.

### **MUS 110 - Music Fundamentals**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to the elements of music and music notation with keyboard applications.

Prerequisite(s):Take ENG 100, RDG 100 with a minimum grade of C.

### **NUR 102 - Basic Nursing Care Skills**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course introduces basic nursing care skills which are applied in long term care.

Corequisite(s): NUR 104 and NUR 106

### **NUR 104 - Nursing Care Management I**

Lecture:3 Lab: 3 CWE: Clinical: 3 Credits:4

This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute or extended care settings.

### **NUR 106 - Pharmacologic Basics in Nursing Practice**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

Corequisite(s): Take NUR 120 and NUR 138.

### **NUR 120 - Basic Nursing Concepts**

Lecture:3 Lab: 7 CWE: Clinical: 5 Credits:7

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.

Corequisite(s): Take NUR 106 and NUR 138.

### **NUR 131 - Introduction to Pharmacology**

Lecture:0 Lab: 3 CWE: 0 Clinical: 0 Credits:1

This course is a study of drug calculations and basic concepts of pharmacology.

### **NUR 135 - Foundations of Nursing Practice**

Lecture:3 Lab: CWE: Clinical:3 Credits:4

This course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes.

Prerequisite(s):NUR 141, NUR 148, and NUR 165.

### **NUR 138 - Basic Health Assessment Skills**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic health assessment for adult clients.

### **NUR 141 - Pharmacological Therapies I**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course introduces the role of the nurse in the safe and effective administration of medications.

Prerequisite(s):NUR 104 , NUR 131, and NUR 138.

### **NUR 148 - Obstetric, Neonatal, and Women's Health Nursing**

Lecture:4 Lab: 3 CWE: Clinical: 0 Credits:5

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):NUR 104, NUR 131, and NUR 138.

## **NUR 165 - Nursing Concepts and Clinical Practice I**

Lecture:5 Lab: 1 CWE: Clinical: 2 Credits:6

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s):NUR 104, NUR 131, and NUR 138.

## **NUR 212 - Nursing Care of Children**

Lecture:3 Lab: 0 CWE: Clinical: 3 Credits:4

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):NUR 141, NUR 148, and NUR 165.

## **NUR 214 - Mental Health Nursing**

Lecture:3 Lab: 0 CWE: Clinical: 3 Credits:4

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):NUR 141, NUR 148, and NUR 165.

## **NUR 220 - Family Centered Nursing**

Lecture:5 Lab: 6 CWE: Clinical: Credits:7

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum.

Prerequisite(s):BIO 210 , BIO 211 , BIO 225 , BIO 240 , COL 101 , ENG 101 , ENG 102 , MAT 110 or MAT 120 , NUR 102 , NUR 104 , NUR 106 , NUR 135 , NUR 165 , PSY 201 with a minimum grade of C.

Corequisite(s): NUR 214

## **NUR 224 - Advanced Alterations in Health II**

Lecture:0 Lab: 3 CWE: Clinical: 0 Credits:1

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 decisions-making.

Prerequisite(s):Take NUR 106, NUR 120, NUR 138, NUR 148, and NUR 165 with a minimum grade of B (80%) required.

Corequisite(s): Take NUR 212 and NUR 214.

## **NUR 248 - Critical Care II**

Lecture:1 Lab: 3 CWE: Clinical: 3 Credits:2

This course covers the development of competencies necessary to meet the needs of the patient with life threatening problems of the central nervous system, renal, and selected multiple trauma situations. Emotional reactions are included.

Prerequisite(s):NUR 135, NUR 212, and NUR 214.

## **NUR 265 - Nursing Concepts and Clinical Practice II**

Lecture:3 Lab: 0 CWE: Clinical: 9 Credits:6

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224 with a minimum grade of B (80%) required.

Corequisite(s): Take NUR 265 and NUR 271.

### **NUR 267 - Nursing Concepts and Clinical Practice IV**

Lecture:4 Lab: 6 CWE: Clinical: Credits:6

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s): NUR 135, NUR 212, and NUR 214.

### **NUR 270 - Principles of Management and Leadership**

Lecture:0 Lab: 3 CWE: Clinical: 0 Credits:1

This 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): Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224 with a minimum grade of B (80%) required.

Corequisite(s): Take NUR 265 and NUR 271.

### **NUR 271 - Management and Leadership Practicum**

Lecture:0 Lab: 0 CWE: Clinical: 6 Credits:2

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): Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224.

Corequisite(s): Take NUR 265 and NUR 270.

### **PCT 131 - Health, Safety & Environment for Process Industry**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course addresses the recognition of common hazards in process industries and practices at the personal and organizational level to mitigate them.

### **PCT 132 - Process Technology - Operations**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course explores standard industry practices with regards to procedure, safety, operations, commissioning, startup, and shutdown of process equipment.

Corequisite(s): Take PCT 131.

### **PCT 133 - Process Technology - Equipment**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course serves as an overview for the function, maintenance, and recognition of major process equipment elements.

### **PCT 134 - Process Technology - Instrumentation**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course details the function, working principles, and application of common process instrumentation elements, and open and closed loop control schemes.

### **PCT 135 - Process Technology - Basic Measurements**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course details the correct use and application of various basic measurement tools common in process industries.

### **PCT 241 - Process Technology - Systems**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course instructs students on the use and application of process control diagrams to catalog and understand interactions that occur between groups of equipment and instruments.

Prerequisite(s):Take PCT 133

### **PCT 242 - Process Technology - Quality**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course explores safe/economical process operation and improvement through the application of statistical fundamentals in a team setting and in accordance with industry quality management practices.

### **PCT 243 - Process Technology - Troubleshooting**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course examines the development of techniques to detect process issues in real time and take the appropriate corrective action.

Prerequisite(s):Take PCT 132, PCT 133 and PCT 134.

### **PHI 101 - Intro to Philosophy**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course includes a topical survey of the three main branches of philosophy -- epistemology, metaphysics, and ethics -- and the contemporary questions related to these fields.

Prerequisite(s):Take ENG 100 and RDG 100.

### **PHI 105 - Introduction to Logic**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **PHI 110 - Ethics**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s):Take ENG 100 and RDG 100.

### **PHM 101 - Introduction to Pharmacy**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

### **PHM 103 - Pharmacy Law and Ethics**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2



This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.

Prerequisite(s):PHM 101, PHM 110, PHM 112, and PHM 114.

### **PHM 110 - Pharmacy Practice**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

### **PHM 111 - Applied Pharmacy Practice Laboratory**

0Lecture:0 Lab: 6 CWE: Clinical: 0 Credits:2

This course is a 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):PHM 101, PHM 110, PHM 112 and PHM 114.

### **PHM 112 - Pharmacy Math**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

### **PHM 113 - Pharmacy Technician Math**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prerequisite(s):PHM 101, PHM 110, PHM 112, and PHM 114.

### **PHM 114 - Therapeutic Agents I**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course provides an introductory study of therapeutic drug categories.

### **PHM 124 - Therapeutic Agents II**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course includes a study of therapeutic drug categories.

Prerequisite(s):PHM 101, PHM 110, PHM 112, and PHM 114.

### **PHM 151 - Pharmacy Clinical Experience**

Lecture:3 Lab: 0 CWE: Clinical: 18 Credits:9

This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control, and communication with other health care providers through clinical rotations in pharmacies.

Prerequisite(s):PHM 103, PHM 111, PHM 113, PHM 124, and PHM 250.

### **PHM 175 - Pharmacy Technician Practicum**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course provides a study of and introduction to the pharmacy in providing patient care services.

Prerequisite(s):PHM 103, PHM 111, PHM 113, PHM 124, and PHM 250.

## **PHM 250 - Special Topics in Pharmacy**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.

Prerequisite(s):PHM 101, PHM 110, PHM 112 and PHM 114.

## **PHS 101 - Physical Science I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

Prerequisite(s):Take MAT 102 or MAT 103, ENG 100 and RDG 100 with a minimum grade of C.

## **PHS 102 - Physical Science II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is a continuation of the introduction to physical science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

Prerequisite(s):Take PHS 101 with a minimum grade of C.

## **PHY 118 - Medical Imaging Science**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is the study of the fundamental physics associated with the field of medical imaging sciences. The areas of study include concepts of radiation production as it relates to x rays and nuclear medicine studies and acoustical properties related to sonographic exams.

Prerequisite(s):BIO 112 and MAT 110

## **PHY 201 - Physics I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s):Take MAT 111 with a minimum grade of C.

## **PHY 202 - Physics II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite(s):Take PHY 201 with a minimum grade of C.

## **PHY 221 - University Physics I**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

Prerequisite(s):Take MAT 140 with a minimum grade of C.

## **PHY 222 - University Physics II**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Prerequisite(s):Take PHY 221 with a minimum grade of C.

## **PNR 110 - Fundamentals of Nursing**

Lecture:2 Lab: 5 CWE: Clinical: 4 Credits:5

This course provides an introduction to basic principles and beginning skills necessary to the nursing process.

Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurses are emphasized.

## **PNR 120 - Medical/Surgical Nursing I**

Lecture:3 Lab: 3 CWE: Clinical: 3 Credits:5

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

## **PNR 121 - Fundamentals of Pharmacology**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is an introduction to basic concepts of pharmacology. Dosage calculations, medication administration, and common drug classifications are among the concepts explored.

Prerequisite(s):PNR 110 and PNR 120.

## **PNR 130 - Medical/Surgical Nursing II**

Lecture:3 Lab: 0 CWE: Clinical: 6 Credits:5

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, pharmacological, nutritional, and health and safety needs of the adult patient. Clinical experiences include commonly occurring health problems having predictable outcomes.

Prerequisite(s):PNR 110 and PNR 120

## **PNR 140 - Medical/Surgical Nursing III**

Lecture:3 Lab: 0 CWE: Clinical: 6 Credits:5

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s):PNR 121, PNR 130, and PNR 154.

## **PNR 154 - Maternal/Infant/Child Nursing**

Lecture:3 Lab: 0 CWE: Clinical: 6 Credits:5

This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences and address the care of the mother, newborn, and the care of the child with commonly occurring diseases.

Prerequisite(s):PNR 110, PNR 120, and PNR 130.

## **PNR 180 - Nursing Seminar**

Lecture:1 Lab: 0 CWE: Clinical: 6 Credits:3

This course provides for the refinement of nursing skills and organizational skills using the nursing process. Legal and ethical aspects of practical nursing and the exploration of career opportunities are emphasized.

Prerequisite(s):PNR 121, PNR 130 and PNR 154.

## **PSC 101 - United Nations I**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course is an introduction to the world of international negotiations and diplomacy by preparation for, and participation in, simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

Prerequisite(s):Take ENG 101 with a grade of C or better.

## **PSC 102 - Special Activities in Political Sciences**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

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.

Prerequisite(s):Take ENG 101 with a minimum grade of C required. Instructor approval required.

## **PSC 103 - United Nations II**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

Prerequisite(s):Take ENG 101 with a minimum grade of C.

## **PSC 104 - United Nations III**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

Prerequisite(s):Take ENG 101 with a minimum grade of C.

## **PSC 201 - American Government**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

The REACH Act passed by the SC General Assembly in 2021 requires students graduating with a baccalaureate degree from an SC public college complete at least three semester credit hours that include reading in their entirety the following documents: the Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and at least one document that is foundational to the African American Freedom struggle. It is recommended that technical college students who intend to transfer to an SC public college complete this requirement prior to transfer. HIS 201 and PSC 201 meet the requirements of the REACH Act.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **PSC 206 - Politics of the Middle East**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.

Prerequisite(s):Take ENG 101 with a minimum grade of C required.

## **PSC 215 - State and Local Government**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of state, county, and municipal government systems, including interrelationships among these systems and within the federal government.

Prerequisite(s):Take RDG 100 and ENG 100 with a minimum grade of C.

## **PSC 220 - Introduction to International Relations**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100 with minimum grade of C required.

## **PSY 103 - Human Relations**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

## **PSY 201 - General Psychology**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s):Take ENG 100, RDG 100 and MAT 101 or MAT 155 or MAT 160 or MAT 170 or MAT 103 with a minimum grade of C.

## **PSY 203 - Human Growth and Development**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s):Take PSY 201 with a minimum grade of C.

## **PSY 212 - Abnormal Psychology**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s):Take PSY 201 with a minimum grade of C.

## **PSY 214 - Psychology of the Exceptional Child**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted. Law and court cases affecting children with exceptionalities are covered in this course, including, but not limited to, the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Prerequisite(s):Take PSY 201 with a minimum grade of C.

## **RAD 102 - Radiology Patient Care Procedures**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

## **RAD 105 - Radiographic Anatomy**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

## **RAD 110 - Radiographic Imaging I**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

## **RAD 115 - Radiographic Imaging II**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s):RAD 102, RAD 105, RAD 110, RAD 130, and RAD 153.

## **RAD 121 - Radiographic Physics**

Lecture:4 Lab: 0 CWE: Clinical: 0 Credits:4

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s):RAD 230 and RAD 256.

## **RAD 130 - Radiographic Procedures I**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

## **RAD 136 - Radiographic Procedures II**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s):RAD 102, RAD 105, RAD 110, RAD 130 and RAD 153.

### **RAD 153 - Applied Radiography I**

0Lecture:0 Lab: 0 CWE: Clinical: 9 Credits:3

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

### **RAD 176 - Applied Radiography III**

0Lecture:0 Lab: 0 CWE: Clinical: 18 Credits:6

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s):RAD 102, RAD 105, RAD 110, RAD 130 and RAD 153.

### **RAD 201 - Radiation Biology**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s):RAD 102, RAD 105, RAD 110, RAD 130 and RAD 153.

### **RAD 205 - Radiographic Pathology**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s):RAD 121 and RAD 268.

### **RAD 225 - Selected Radiographic Topics**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is a study of selected areas related to radiography.

Prerequisite(s):RAD 121 and RAD 268.

### **RAD 230 - Radiographic Procedures III**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course is a study of special radiographic procedures.

Corequisite(s): RAD 115, RAD 136, RAD 176, and RAD 201.

### **RAD 256 - Advanced Radiography I**

0Lecture:0 Lab: 0 CWE: Clinical: 18 Credits:6

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s):Take RAD 115, RAD 136, RAD 176 and RAD 201 with a minimum grade of C.

### **RAD 268 - Advanced Radiography II**

0Lecture:0 Lab: 0 CWE: Clinical: 24 Credits:8

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s):RAD 230 and RAD 256.

### **RAD 276 - Advanced Radiography III**

Lecture:0 Lab: 0 CWE: Clinical: 18 Credits:6

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s):RAD 121 and RAD 268.

### **RAD 278 - Advanced Radiography III**

Lecture: Lab: 24 CWE: Clinical: Credits:8

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s):Take RAD 121, RAD 268, and RAD 283 with a minimum grade of "C".

### **RAD 282 - Imaging Practicum**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s):RAD 121 and RAD 268.

### **RAD 283 - Imaging Practicum**

Lecture:1 Lab: 0 CWE: Clinical: 6 Credits:3

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisite(s):Take RAD 230 and RAD 256 with a minimum grade of C.

### **RDG 032 - Developmental Reading**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is an intensive review of the academic reading skills needed for success in a college-level course.

Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

### **RDG 100 - Critical Reading**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree credit

### **REL 101 - Introduction to Religion**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course provides a study of religion and the nature of religious belief and practice.

Prerequisite(s):Take ENG 100 and RDG 100.

### **REL 104 - Early Christian History and Literature**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100



## **REL 105 - Early Jewish History and Literature**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100 with minimum grade C.

## **REL 201 - Religions of the World**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course surveys the major religious traditions of the world.

Prerequisite(s):Take ENG 100 and RDG 100

## **RES 101 - Introduction to Respiratory Care**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

## **RES 111 - Pathophysiology**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course is a study of the general principles and analyses of normal and diseased states.

Prerequisite(s):RES 101, RES 121, and RES 246

## **RES 121 - Respiratory Skills I**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course includes a study of basic respiratory therapy procedures and their administration.

## **RES 123 - Cardiopulmonary Physiology**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course covers cardiopulmonary physiology and related systems.

Prerequisite(s):RES 204, RES 244, and RES 255.

## **RES 131 - Respiratory Skills II**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course is a study of selected respiratory care procedures and applications.

Prerequisite(s):RES 101, RES 121, and RES 246

## **RES 141 - Respiratory Skills III**

Lecture:2 Lab: 3 CWE: Clinical: 0 Credits:3

This course covers mechanical ventilation systems, pediatrics and associated monitors.

Prerequisite(s):RES 111, RES 131, and RES 151.

## **RES 151 - Clinical Applications I**

Lecture:0 Lab: 0 CWE: Clinical: 15 Credits:5

This course covers the fundamental respiratory care procedures in the hospital setting.

Prerequisite(s):RES 101, RES 121, and RES 246.

## **RES 152 - Clinical Applications II**

0Lecture:0 Lab: 0 CWE: Clinical: 9 Credits:3

This course includes practice of respiratory care procedures in the hospital setting.

Prerequisite(s):RES 111, RES 131, and RES 151.

## **RES 204 - Neonatal/Pediatric Care**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Prerequisite(s):RES 141, RES 152, and RES 247.

## **RES 242 - Advanced Respiratory Care Transition**

Lecture:1 Lab: 0 CWE: Clinical: 0 Credits:1

This course provides a comprehensive review of advanced respiratory care.

Prerequisite(s):RES 123, RES 245, and RES 275.

## **RES 244 - Advanced Respiratory Skills I**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Prerequisite(s):RES 141, RES 152, and RES 247.

## **RES 245 - Advanced Respiratory Skills II**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.

Prerequisite(s):RES 204, RES 244, and RES 255.

## **RES 246 - Respiratory Pharmacology**

Lecture:1 Lab: 3 CWE: Clinical: 0 Credits:2

This course includes a study of pharmacologic agents used in cardiopulmonary care.

## **RES 247 - Advanced Respiratory Pharmacology**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

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):RES 111, RES 131, and RES 151.

## **RES 255 - Clinical Practice**

0Lecture:0 Lab: 0 CWE: Clinical: 15 Credits:5

This course includes clinical training with emphasis on intensive care.

Prerequisite(s):RES 141, RES 152, and RES 247.

## **RES 275 - Advanced Clinical Practice**

0Lecture:0 Lab: 0 CWE: Clinical: 15 Credits:5

This course includes clinical practice in advanced patient care procedures.

Prerequisite(s): RES 204, RES 244, and RES 255.

### **RES 277 - Advanced Clinical Practice II**

0 Lecture: 0 Lab: 0 CWE: Clinical: 15 Credits: 5

This course is the study of the clinical practice of advanced patient care procedures.

Prerequisite(s): RES 123, RES 245, and RES 275.

### **RWR 100 - Integrated Transitional Reading and English (Non-Degree Credit)**

Lecture: 3 Lab: 0 CWE: Clinical: Credits: 3

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.

Prerequisite(s): Take ENG 032 with a minimum grade of C.

### **SAC 101 - Best Practices in School -Age and Youth Care Skills**

Lecture: 3 Lab: 0 CWE: Clinical: Credits: 3

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**

Lecture: 3 Lab: 0 CWE: Clinical: Credits: 3

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **SOC 102 - Marriage and the Family**

Lecture: 3 Lab: 0 CWE: Clinical: Credits: 3

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

Prerequisite(s): Take SOC 101 with a minimum grade of C required.

### **SOC 205 - Social Problems**

Lecture: 3 Lab: 0 CWE: Clinical: Credits: 3

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite(s): Take SOC 101 with a minimum grade of C.

### **SPA 101 - Elementary Spanish I**

Lecture: 3 Lab: 3 CWE: Clinical: Credits: 4

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

Prerequisite(s): Take ENG 100 and RDG 100 with a minimum grade of C.

### **SPA 102 - Elementary Spanish II**

Lecture: 3 Lab: 3 CWE: Clinical: Credits: 4

This course continues development of the basic language skills and the study of Hispanic cultures.

Prerequisite(s):Take SPA 101 with a minimum grade of C.

### **SPA 107 - Hispanic Culture and Communication**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of Hispanic culture and intercultural communication.

Prerequisite(s):ENG 100 and RDG 100 with a minimum grade of C.

### **SPA 201 - Intermediate Spanish I**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite(s):Take SPA 102 with a minimum grade of C.

### **SPA 202 - Intermediate Spanish II**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s):Take SPA 201 with a minimum grade of C.

### **SPC 205 - Public Speaking**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisite(s):Take ENG 101 and RDG 100 with a minimum grade of a C. Must be completed prior to taking this course.

### **SPC 208 - Intercultural Communications**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100.

### **SPC 209 - Interpersonal Communications**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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):Take ENG 100 and RDG 100.

### **SPC 212 - Survey of Mass Communication**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a survey of the development of media and its 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):Take ENG 100 and RDG 100 with a minimum grade of C.

## **SPC 285 - Advanced Public Speaking**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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 in incorporating media in presentations.

Prerequisite(s):Take SPC 205 and ENG 101 with a minimum grade of C.

## **SUR 101 - Introduction to Surgical Technology**

Lecture:4 Lab: 3 CWE: Clinical: 0 Credits:5

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

## **SUR 102 - Applied Surgical Technology**

Lecture:2 Lab: 9 CWE: Clinical: 0 Credits:5

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

## **SUR 103 - Surgical Procedures I**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Prerequisite(s):SUR 101, SUR 102, SUR 108 and SUR 109.

## **SUR 104 - Surgical Procedures II**

Lecture:3 Lab: 3 CWE: Clinical: 0 Credits:4

This course is a study of the various specialties of surgical procedures.

Prerequisite(s):SUR 101, SUR 102, SUR 108 and SUR 109.

## **SUR 105 - Surgical Procedures III**

Lecture:4 Lab: 0 CWE: Clinical: Credits:4

This course is a study of the various specialties of surgical procedures.

Prerequisite(s):SUR 103, SUR 104, and SUR 110.

## **SUR 106 - Advanced Surgical Procedures**

Lecture:2 Lab: CWE: Clinical: Credits:2

This course is a study of advanced surgical procedures.

## **SUR 107 - Surgical Specialty Procedures**

Lecture:3 Lab: CWE: Clinical: Credits:3

This course is a study of the various surgical specialties.

## **SUR 108 - Surgical Anatomy I**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

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.

### **SUR 109 - Surgical Anatomy II**

Lecture:3 Lab: 0 CWE: Clinical: 0 Credits:3

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.

### **SUR 110 - Introduction to the Surgical Practicum**

0Lecture:0 Lab: 0 CWE: Clinical: 15 Credits:5

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

Prerequisite(s):SUR 101, SUR 102, SUR 108, and SUR 109.

### **SUR 112 - Surgical Practicum I**

Lecture: Lab: 12 CWE: Clinical: Credits:4

This course includes the application of perioperative theory under clinical supervision.

### **SUR 114 - Surgical Specialty Practicum**

0Lecture:0 Lab: 0 CWE: Clinical: 21 Credits:7

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s):SUR 103, SUR 104, and SUR 110.

### **SUR 115 - Terminology for Surgical Technology**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course is a study of commonly used medical terminology associated with the surgical technologist's profession.

Corequisite(s): SUR 101 and SUR 102

### **SUR 116 - Basic Surgical Procedures**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.

### **SUR 120 - Surgical Seminar**

Lecture:2 Lab: 0 CWE: Clinical: 0 Credits:2

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s):SUR 103, SUR 104, and SUR 110.

### **THE 101 - Introduction to Theatre**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s):Take ENG 100 and RDG 100.

### **THE 105 - Fundamentals of Acting**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

### **THE 220 - Theatre Laboratory I**

Lecture:0 Lab: 3 CWE: Clinical: Credits:1

This course is supervised participation in theatrical productions.

### **THE 225 - Theatre Production**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course includes the study and application of all processes of a theatrical production from "page to stage," culminating in a production performance.

### **THE 226 - Children's Theatre**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an applied study of the dramatic literature and production practices of theatre for youth.

### **THE 240 - Theatre History I**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **THE 241 - Theatre History II**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.

Prerequisite(s):Take ENG 100 and RDG 100 with a minimum grade of C.

### **THE 253 - Stagecraft**

Lecture:3 Lab: 0 CWE: Clinical: Credits:3

This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting base electronics, properties, fly systems, drafting techniques, and back stage organization.

### **WLD 103 - Print Reading I**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

### **WLD 105 - Print Reading II**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.

Prerequisite(s):Take WLD 103

### **WLD 106 - Gas and Arc Welding**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

### **WLD 109 - Gas Metal Arc Welding II**

Lecture:2 Lab: 3 CWE: Clinical: Credits:3

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals.

Prerequisite(s):WLD 228

### **WLD 110 - Welding Safety and Health**

Lecture:1 Lab: 0 CWE: Clinical: Credits:1

This course is an introduction to safety and health hazards associated with welding and related processes.

### **WLD 113 - Arc Welding II**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course is a study of arc welding of ferrous and/or non-ferrous metals.

Prerequisite(s):Take WLD 106.

### **WLD 115 - Arc Welding III**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

### **WLD 117 - Specialized Arc Welding**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers arc welding processes for industrial purposes.

### **WLD 130 - Welding Fundamentals**

Lecture:1 Lab: CWE: Clinical: 6 Credits:3

This course introduces students to the principles of cutting and welding, the identification of welding tools and equipment, and the process for setting up and repairing welding equipment. Safety procedures will be emphasized.

### **WLD 132 - Inert Gas Weld Ferrous**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

### **WLD 136 - Advanced Inert Gas Welding**

Lecture:1 Lab: 3 CWE: Clinical: Credits:2

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

Prerequisite(s):Take WLD 132



## **WLD 142 - Maintenance Welding**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course covers gas and arc welding processes used in maintenance shops.

Prerequisite(s):Take WLD 208

## **WLD 145 - Field Welding**

Lecture:0 Lab: 6 CWE: Clinical: Credits:2

This course covers welding with portable welding machines in field use.

Prerequisite(s):Take WLD 208

## **WLD 154 - Pipefitting and Welding**

Lecture:3 Lab: 3 CWE: Clinical: Credits:4

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

## **WLD 160 - Fabrication Welding**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes.

The course will also include shop safety and hand and power tools.

Prerequisite(s):Take WLD 142

## **WLD 170 - Qualification Welding**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course covers the procedures and practices used in taking welding qualification tests.

## **WLD 208 - Advanced Pipe Welding**

Lecture:1 Lab: 6 CWE: Clinical: Credits:3

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.

## **WLD 212 - Destructive Testing**

Lecture:2 Lab: 0 CWE: Clinical: Credits:2

This course covers the destructive testing methods used in the evaluation of welds.

## **WLD 222 - Advanced Fabrication Welding**

Lecture:2 Lab: 6 CWE: Clinical: Credits:4

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment.

Prerequisite(s):Take WLD 154 with a minimum grade of C.

## **WLD 228 - Inert Gas Welding Pipe I**

Lecture:1 Lab: 9 CWE: Clinical: Credits:4

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

Prerequisite(s):Take WLD 132

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Wingate University, EDD, Community College Leadership

Note: Adjunct faculty members employed by Spartanburg Community College are held to the same rigorous credentialing requirements as full-time faculty members. Due to adjunct faculty changes each semester, an accurate and comprehensive listing is not included within this printed catalog. However, a listing can be obtained by request from the SCC Human Resources Department. Please call (864) 592-4473 for more information. Thank you!



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