



CENTRAL CAROLINA
TITANS

2019-2020

CATALOG & STUDENT HANDBOOK

CLARENDON KERSHAW LEE SUMTER



**CENTRAL
CAROLINA**
TECHNICAL COLLEGE

2019-2020

CATALOG & STUDENT HANDBOOK

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Technical College.

For all other inquiries about Central Carolina Technical College, please contact:
Central Carolina Technical College, 506 N. Guignard Drive, Sumter, SC 29150-2499
(803) 778-1961 or www.cctech.edu

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The electronic version of this catalog is available on the CCTC website,

www.cctech.edu

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, age, religion, pregnancy, childbirth, or related medical conditions, including but not limited to, lactation, disability, or any other protected class.

EXCELLENCE . INTEGRITY . INNOVATION

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GENERAL INFORMATION



President's Message

CENTRAL CAROLINA TECHNICAL COLLEGE AREA COMMISSION MEMBERS

J. MAC SUMMERS
Chairman
Sumter County

TERRY M. HANCOCK
Vice Chairman
Kershaw County

BOBBY R. ANDERSON
Secretary
Sumter County

CHRISTOPHER L. LEE
Clarendon County

ANDRE G. McBRIDE
Sumter County

PAUL NAPPER
Kershaw County

JANICE W. POPLIN
Sumter County

RAY REICH
Sumter County

THOYD WARREN
Kershaw County

ANGELA WITHERSPOON
Clarendon County

JENNETT TOWLES-MICKENS
Sumter County

VACANT
Lee County



WELCOME to Central Carolina Technical College, we pride ourselves with the unwavering commitment to providing a world-class education to our students. We pride ourselves not only in building an outstanding reputation as the first-choice provider of higher education in this region of South Carolina, but also on building a community – a Family!

It is a very exciting time to be a part of the Central Carolina Technical College Family as we continue to lead efforts in providing the highest-quality, most affordable, and most accessible educational opportunities. Our learning environment showcases cutting-edge applied technology accompanied by remarkable instruction. Our outstanding faculty, staff and administration distinctly care about the student – you!

Whether your plan is to spend two years or less gaining skills you can put right to work or earning the first two years of a bachelor's degree, our CCTC Family will help you in accessing, completing and employing a world class education with the highest possible return on investment. Yes, you are the future of the Central Carolina Technical College, and you can be proud of the amazing accomplishments that have been attained by your CCTC Family in the recent past.

As a father, I know that it takes a dedicated effort to nurture a family and help it grow to reach new heights. As an institution, we nurture our Family through our commitment to the core values of excellence, integrity and innovation. I encourage you to incorporate these values into your life as you join the Central Carolina Technical College Family during the 2019-2020 academic year. I believe your future will be brighter by joining our Family, and I wish you the very best in moving forward in your life and career by selecting the best education for today's outstanding opportunities.

I look forward to seeing you on campus,

A handwritten signature in black ink, appearing to read "Dr. Michael Mikota". The signature is fluid and cursive.

Dr. Michael Mikota
President, Central Carolina Technical College

COLLEGE INFORMATION

Vision Statement

Central Carolina Technical College will be the first choice for exceptional, quality, affordable technical and comprehensive education, provided in an innovative, student-centered learning environment.

Statement of Values

Central Carolina respects the diversity of its student body and recognizes the worth and potential of each student. The College values an environment that fosters creativity and resourcefulness among its students, faculty, staff, and administrators and encourages teamwork, open communication, and free exchange of ideas. In its attitudes and principles, the College affirms the following values and beliefs in providing its programs and services:

Excellence • Integrity • Innovation

College Mission Statement

Central Carolina Technical College is a comprehensive, public, two-year institution of higher education dedicated to fostering a positive environment of teaching and learning for faculty, staff, and students. The College serves primarily the region of Clarendon, Lee, Kershaw, and Sumter counties in South Carolina and confers associate degrees, diplomas, and certificates. College programs, student support services, and resources provide citizens, businesses, industries, and communities with quality, affordable, accessible, customer-responsive post-secondary education through life-long learning and specialized training opportunities. These are designed to develop the foundation for personal growth, economic development, and an improved quality of life through multiple learning environments including traditional and electronic instructional methods.

The College's vast array of associate degree, diploma, and certificate programs prepares students to enter the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. Specifically, Central Carolina offers academic programs in business, the health sciences, public service, industrial and engineering technology, and the arts and sciences. Through its comprehensive programs and support services, the College serves students through traditional and non-traditional formats in multiple learning environments including online, electronic, and distance learning.

(Revision approved by the Central Carolina Technical College Area Commission on January 15, 2015, and the South Carolina Commission on Higher Education on April 1, 2015; reaffirmed by the Central Carolina Technical College Area Commission on January 31, 2019.)

Statement of Role and Scope

In recognition of the importance of its role in enhancing the economic vitality and quality of life for all citizens, Central Carolina Technical College seeks to fulfill its mission through meeting the needs of its stakeholders as follows:

- **GRADUATES:** The College is committed to graduating students who will be productive members of society with strong values and ethics; who will have employability skills, including oral and written communication skills, critical thinking, problem solving, analytical, scientific and computational skills; who can utilize and adapt to new technology and accept and initiate change; and who have an appreciation for cultural diversity, are self-directed and self-disciplined, and have the ability to function cooperatively.
- **STUDENTS:** The College seeks to provide for its students an affordable, quality postsecondary education while maintaining an open door admissions policy. Students will have the opportunity to succeed regardless of educational preparation through developmental programs and services as well as to pursue vocational and personal growth needs in an environment embracing rapidly changing technologies.
- **EMPLOYERS:** The College is dedicated to providing employers with skilled work-ready employees and to serving as an avenue for on-going specialized training with access to the latest technologies and educational services so that existing and new employers will find the area attractive for their workforce.
- **COMMUNITY:** The College seeks to serve the community by providing access to education wherever, whenever, and however necessary to meet community and individual needs for affordable education opportunities leading to an improved quality of life.
- **K-12 STUDENTS:** The College will provide opportunities for K-12 students to experience career exploration and planning, have access to a seamless progression toward a career or higher education and have an opportunity to accelerate their learning for employability and/or advanced placement through faculty/staff collaboration.
- **OTHER EDUCATIONAL INSTITUTIONS:** The College will endeavor to have a high utilization of resources through partnerships with other institutions who will be collaborative partners working to expand education programs while minimizing duplication.

History of the College

In 1961, a local committee began studying the feasibility of establishing an "industrial training center" to serve Sumter County. When Clarendon, Kershaw, and Lee Counties expressed interest in participating, the service area was broadened to include these counties. The committee's work culminated in 1962 with the passage of the enabling legislation which created Sumter Area Technical Education Center.

In 1971, the institution changed its name to Sumter Area Technical College and in 1974 received initial accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools as a two-year college offering technical and vocational programs. In 1989 the South Carolina Commission on Higher Education authorized Sumter Area Technical College to begin offering the Associate in Arts and the Associate in Science degree programs designed

specifically for transfer to four-year colleges and universities. With the addition of the transfer programs, Sumter Area Technical College achieved the status of a comprehensive community college. In the fall of 1992, the College changed its name to Central Carolina Technical College to better reflect its service area. In 1998, the College assumed operation of the F. E. DuBose Career Center located in Clarendon County. In 2001, Central Carolina established the Kershaw County Site in Camden. During the 2005-2006 academic year, a site was also added in Lee County. During 2010, the College expanded its presence in Kershaw County and in downtown Sumter by adding additional facilities to serve students' needs with the addition of a state-of-the-art Health Sciences Center and the Kershaw County Campus located at the intersection of Interstate 20 and Highway 521. In 2012, the College renovated a former federal building located in the same downtown Sumter area as the Health Sciences Center. This renovated facility serves as the Legal Studies Center where the Paralegal and Criminal Justice Associate Degree programs are located. In 2015, the College opened its Advanced Manufacturing Technology Training Center on Broad Street and relocated several Industrial and Engineering Technology programs to this location.

More than 6,000 students each year are enrolled in a variety of associate degree, diploma, and certificate programs and non-credit continuing education activities.

College Accreditation

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Technical College.

For all other inquiries about Central Carolina Technical College, please contact the College:

Central Carolina Technical College
506 N. Guignard Drive
Sumter, SC 29150-2499
(803) 778-1961

Toll Free 1-800-221-8711 from Clarendon, Kershaw, and Lee Counties

<http://www.cctech.edu/>

Program Accreditations and Approvals

- The Associate Degree Nursing Program is approved by the South Carolina Labor, Licensing, and Regulation Board of Nursing, 110 Centerview Drive, Columbia, SC 29210, Phone (803)896-4300, www.llr.state.sc.us/POL/nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone (404) 975-5000, Fax (404) 975-5020, www.acenursing.org.

- The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727)210-2350 (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, www.maerb.org.
- The Nursing Assistant Program is approved by the SC Department of Health and Human Services, 1801 Main Street, Columbia, SC 29201, Phone (803)898-0388, Fax (803) 255-8209, www.scdhhs.gov.
- The Paralegal Program is approved by the American Bar Association (ABA), 321 North Clark Street, 19th Floor, Chicago, Illinois 60654-7598, Fax (312)988-5483.
- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350, www.caahep.org, on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 100, Littleton, CO 80120, Phone (303) 694-9262, Fax (303) 741-3655, www.arcst.org.
- The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20854, Phone (301)657-3000, Fax (301)664-8847, www.ashp.org and the Accreditation Council for Pharmacy Education (ACPE) 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, Phone (312)664-3575, Fax (312)664-4652, www.acpe-accredit.org upon the recommendation of the Pharmacy Technician Accreditation Commission (PTAC).
- The Early Care and Education Associate Degree program is accredited by the National Association for the Education of Young Children (NAEYC), 1313 L Street, NW, Suite 500, Washington, DC 20005.
- The Basic Machining & CNC Certificate programs are accredited by the National Institute for Metalworking Skills (NIMS), 10565 Fairfax Blvd., Suite 203, Fairfax, VA 22030, (703)352-4971, www.nims-skills.org.
- The Automotive Technology programs are accredited by the National Automotive Technicians Education Foundation (NATEF).
- The HVAC Program is nationally accredited by HVAC Excellence, Home Office 1701 Pennsylvania Ave NW, Washington, DC 20006. Phone (800)394-5268, Fax (800)546-3726.
- The Water and Wastewater Operator Certificate Programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Environmental Certification to count as one year of work experience toward a South Carolina operator license. South Carolina Board of Environmental Certification, 110 Centerview Dr., Suite 201, Columbia, SC, 29211, (803) 896-4430, fax: (803) 896-4424. <http://www.llr.state.sc.us>

Policy on Nondiscrimination

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, age, religion, pregnancy, childbirth or related medical conditions, including but not limited to, lactation, disability, or any other protected class. The College complies with provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; and the South Carolina Human Affairs Law of 1972. The College's 504, Title II, and Title IX Coordinator for students is Kenya Dennis. Her office is located in Building M100, 506 N. Guignard Drive, Sumter, SC 29150, and her telephone number is 803-778-7871. The 504, Title II, and Title IX Coordinator for staff and faculty is RONALDA STOVER. Her office is located in Building M300A, 492 N. Guignard Drive, Sumter, SC 29150, and her telephone number is 803-778-6688.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 makes it unlawful to discriminate against individuals with disabilities in employment in state and local government services, public accommodations, transportation, and telecommunications. It adopts the general prohibitions of discrimination under Section 504 as well as the requirements for making programs accessible to individuals with disabilities and for providing a way to communicate effectively. It complements but does not replace Section 504. Contact Kenya Dennis, Disability Services Coordinator at 803-778-7871 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313. The Disability Services Coordinator is located in Building M100, Room M6.

English Fluency

Central Carolina Technical College complies with the Higher Education Act of 1991, which requires that employees have proficiency in the English language. For specific information regarding this compliance, please refer to College Directive 6.22 located in the Directives Manual, a copy of which is in the College's Library.

ACADEMIC CALENDAR

FALL SEMESTER 2019 (201910)

August 6-16 (T-F)	Faculty Workdays
August 10 (S)	Adjunct Faculty Orientation
August 12 (M)	New Student Orientation
August 13 (T)	New Student Orientation
August 15 (Th)	New Student Orientation
August 16 (F)	Late Registration
August 17 (S)	New Student Orientation
Fall Semester - 16 Weeks	
August 19 (M)	Classes Begin
August 19-23 (M-F)	Drop/Add Period
September 2 (M)	Labor Day (College Closed) No Classes
October 9 (W)	Midterm Grades Due
October 17-18 (Th-F)	No Classes—Fall Break Faculty Workdays/Inservice
October 19 (S)	No Saturday Classes for Fall Break
November 7 (Th)	Last Day to Withdraw with “W”
November 11 (M)	Veterans Day/No Classes (Faculty/Staff Workday)
November 27 (W)	Faculty/Student Holiday
November 28-30 (Th-S)	Thanksgiving Holidays (College Closed)
December 7(S)	Saturday Classes End
December 9 (M)	Classes End
December 10-16 (T-M)	Fall Semester Exams
December 17 (T)	Faculty Workday
December 17 (T)	Grades Due at Noon
December 18-31 (W-T)	Faculty Christmas Holidays
Fall Minimester I - 8 Weeks	
August 19 (M)	Classes Begin for Fall Minimester I
August 19-21 (M-W)	Drop/Add Period
September 2 (M)	Labor Day (College Closed) No classes
September 11 (W)	Midterm Grades Due
September 25 (W)	Last Day to Withdraw with “W”
October 7 (M)	Classes End for Fall Minimester I
October 8-9 (T-W)	Exams for Fall Minimester I—During Regular Class Times
October 10 (Th)	Grades Due for Fall Minimester I at Noon
Fall Minimester II - 8 Weeks	
October 14 (M)	Classes Begin for Fall Minimester II
October 14-16 (M-W)	Drop/Add Period
October 17-18 (Th-F)	No Classes—Fall Break Faculty Workdays/Inservice
November 6 (W)	Midterm Grades Due
November 11 (M)	Veterans Day/No Classes (Faculty/Staff Workday)
November 27 (W)	Faculty/Student Holiday
November 28-29 (Th-F)	Thanksgiving Holidays (College Closed)
November 25 (M)	Last Day to Withdraw with “W”
December 9 (M)	Classes End for Fall Minimester II
December 10-16 (F-Th)	Exams for Fall Minimester II
December 17 (T)	Faculty Workday
December 17 (T)	Grades Due for Fall Minimester II at Noon
Fall 5M1 - 5 Weeks	
August 19 (M)	Classes Begin for Fall 5M1
August 19-21 (M-W)	Drop/Add Period
September 2 (M)	Labor Day (College Closed) No Classes
September 4 (W)	Midterm Grades Due
September 16 (M)	Last Day to Withdraw with “W”
September 23 (M)	Classes End for 5M1
September 24 (T)	Exams for 5M1—During Regular Class Time
September 25 (W)	Grades Due for 5M1 at Noon
Fall 5M2 - 5 Weeks	
September 26 (Th)	Classes Begin for Fall 5M2
September 26-30 (Th-M)	Drop/Add Period

October 10 (Th)	Midterm Grades Due
October 17-18 (Th-F)	No Classes – Fall Break Faculty Workdays/Inservice
October 22 (T)	Last Day to Withdraw with “W”
October 29 (T)	Classes End for 5M2
October 30 (W)	Exams for 5M2—During Regular Class Time
October 31 (Th)	Grades Due for 5M2 at Noon

Fall 5M3 - 5 Weeks

November 4 (M)	Classes Begin for Fall 5M3
November 4-6 (M-W)	Drop/Add Period
November 11 (M)	Veterans Day/No Classes (Faculty/Staff Workday)
November 18 (M)	Midterm Grades Due
November 21 (Th)	Last Day to Withdraw with “W”
November 27 (W)	Faculty/Student Holiday--No Classes
November 28-29 (Th-F)	Thanksgiving Holidays (College Closed)
December 9 (M)	Classes End for 5M3
December 10-16 (T-M)	Exams for 5M3—During Regular Class Time
December 17 (T)	Faculty Workday
December 17 (T)	Grades Due for 5M3 at Noon

10-Week Session

September 30 (M)	Classes Begin for 10-Week Session
Sept 30-Oct 2 (M-W)	Drop/Add Period
October 17-18 (Th-F)	No Classes—Fall Break Faculty Workdays/Inservice
October 30 (W)	Midterm Grades Due
November 11 (M)	Veterans Day/No Classes (Faculty/Staff Workday)
November 19 (T)	Last Day to Withdraw with “W”
November 27 (W)	Faculty/Student Holiday--No Classes
November 28-29 (Th-F)	Thanksgiving Holidays (College Closed)
December 9 (Th)	Classes End for 10-Week Session
December 10-16 (T-M)	Exams for 10-Week Session
December 17 (T)	Faculty Workday
December 17 (T)	Grades Due for 10-Week Session at Noon

Weekend College WE

August 23 (F)	Classes Begin for Weekend College
August 23-27 (F-T)	Drop/Add Period
August 30-31 (F-S)	Labor Day (College Closed) No Classes
October 11 (F)	Midterm Grades Due
October 18-19 (F-S)	No Classes—Fall Break
October 31 (Th)	Last Day to Withdraw with “W”
November 29-30 (F-S)	Thanksgiving Holidays— (College Closed)
December 6-7(F-S)	Classes End for Weekend College
December 13-14 (F-S)	Exams for Weekend College
December 17 (T)	Faculty Workdays
December 17 (T)	Grades Due for Weekend College at Noon

SPRING SEMESTER 2020 (201920)

January 1 (W)	College Closed – Faculty Holiday
January 2-10 (Th-F)	College Reopens –Faculty Workdays
January 10 (F)	Late Registration
January 11 (S)	New Student Orientation
Spring Semester—16 Weeks	
January 13 (M)	Classes Begin
January 13-17 (M-F)	Drop/Add Period
January 20 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
March 10 (T)	Midterm Grades Due
April 8 (W)	Last Day to Withdraw with “W”
April 13-18 (M-S)	Spring Break (No Classes) – Faculty Holidays
April 29 (W)	Classes End for Spring Semester
April 30-May 6 (Th-W)	Spring Semester Exams
May 7 (Th)	Faculty Work Day/Grades Due by 12 Noon
May 8 (F)	Faculty Work Day/Graduation, Sumter County Civic Center
Spring Minimester I—8 Weeks	
January 13 (M)	Classes Begin
January 13-15 (M-W)	Drop/Add Period
January 20 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
February 5 (W)	Midterm Grades Due
February 19 (W)	Last Day to Withdraw with “W”
February 27 (Th)	Classes End for Spring Minimester I
March 2-3 (M-T)	Exams for Spring Minimester I--During regular class time
March 4 (W)	Grades Due Spring Minimester I
Spring Minimester II—8 Weeks	
March 5 (Th)	Classes Begin for Spring Minimester II
March 5-9 (Th-M)	Drop/Add Period
April 9 (Th)	Midterm Grades Due
April 13-17 (M-F)	Spring Break (No Classes)
April 20 (M)	Last Day to Withdraw with “W”
April 29 (W)	Classes End for Spring Minimester II
April 30-May 6 (Th-W)	Exams for Spring Minimester II
May 7 (Th)	Grades Due Spring Minimester II at 12 Noon
May 8 (F)	Graduation - Sumter County Civic Center
Spring 5M1—5 Weeks	
January 13 (M)	Classes Begin for Spring 5M1
January 13-15 (M-W)	Drop/Add Period
January 20 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
January 28 (T)	Midterm Grades Due
February 5 (W)	Last Day to Withdraw with “W”
February 12 (W)	Classes End for Spring 5M1
February 13 (Th)	Exams for Spring 5M1—During Regular Class Time
February 14 (F)	Grades Due for Spring 5M1 at Noon
Spring 5M2—5 Weeks	
February 17 (M)	Classes Begin for Spring 5M2
February 17-19 (M-W)	Drop/Add Period
March 3 (T)	Midterm Grades Due
March 12 (Th)	Last Day to Withdraw with “W”
March 19 (Th)	Classes End for Spring 5M2
March 23 (M)	Exams for Spring 5M2—During Regular Class Time
March 24 (T)	Grades Due for Spring 5M2 at Noon
Spring 5M3—5 Weeks	
March 25 (W)	Classes Begin for Spring 5M3
March 25-27 (W-F)	Drop/Add Period
April 13-17 (M-F)	Spring Break (No Classes) – Faculty Holidays

April 23 (Th)	Midterm Grades Due
April 28 (T)	Last Day to Withdraw with "W"
May 5 (T)	Classes End for Spring 5M3
May 6 (W)	Exams for Spring 5M3
May 7 (Th)	Grades Due for Spring 5M3 at Noon
May 8 (F)	Graduation - Sumter County Civic Center

10-Week Session

February 17 (M)	Classes Begin for 10-Week Session
February 17-19 (M-W)	Drop/Add Period
March 19 (Th)	Midterm Grades Due
April 6 (M)	Last Day to Withdraw with "W"
April 13-17 (M-F)	Spring Break – (No Classes) – Faculty Holidays
April 29 (W)	Classes End for 10-Week Session
April 30- May 6 (Th-W)	Exams for 10-Week Session
May 7 (Th)	Grades Due for 10-Week Session at Noon
May 8 (F)	Graduation - Sumter County Civic Center

Weekend College WE

January 31 (F)	Classes Begin for Weekend College
Jan 31-Feb 4 (F-T)	Drop/Add Period
March 3 (T)	Midterm Grades Due
April 6 (M)	Last Day to Withdraw with "W"
April 17-18 (F-S)	Spring Break (No Classes) – Faculty Holidays
April 24-25 (M-S)	Classes End for Weekend College
May 1-2 (F-S)	Exams for Weekend College and Classes End
May 7 (Th)	Grades Due for Weekend College at Noon
May 8 (F)	Graduation - Sumter County Civic Center

SUMMER SEMESTER 2020 (201930)*

May 11-15 (M-F)	Faculty Workdays
May 15 (F)	Late Registration

Summer Session 10WK

May 18 (M)	Classes Begin
May 18-20 (M-W)	Drop/Add Period
May 25 (M)	Memorial Day (No Classes) Faculty Workday
June 22 (M)	Midterm Grades Due
June 29-July 3 (M-F)	Summer Break- (No Classes) Faculty Holidays
July 20(M)	Last Day to Withdraw with "W"
July 30 (Th)	Classes End for Summer Session
July 31 (F)	Faculty Workday
July 31 (M)	Grades Due at Noon

Summer Session – 8WK

June 1 (M)	Classes Begin for Summer Session – 8wk
June 1-3 (M-W)	Drop/Add Period
June 22 (M)	Midterm Grades Due
June 29-July 3 (M-F)	Summer Break – (No classes) Faculty Holidays
July 16 (Th)	Last Day to Withdraw with "W"
July 30 (Th)	Classes End for Summer Session
July 31 (F)	Faculty Workday
July 31 (F)	Grades Due at Noon

Summer Session I - 5 WK

May 18 (M)	Classes Begin for Summer Session I
May 18-20 (M-W)	Drop/Add Period
May 25 (M)	Memorial Day (No Classes) Faculty Workday
June 3 (W)	Midterm Grades Due
June 16 (T)	Last Day to Withdraw with "W"
June 22 (M)	Classes End for Summer Session I
June 23 (T)	Grades Due for Summer Session I 12:00 Noon

Summer Session II - 5 WK

June 24 (W)	Classes Begin for Summer Session II
June 24-26 (W-F)	Drop/Add Period
June 29-July 3 (M-F)	Summer Break – (No Classes) Faculty Holidays
July 15 (W)	Midterm Grades Due
July 23(Th)	Last Day to Withdraw with “W”
July 30 (Th)	Classes End for Summer Session II
July 31 (F)	Faculty Work Day
July 31 (F)	Grades Due at Noon

****Summer Exams During Last Day of Class***

<i>5M1</i>	Exam Time	Exam Date
Regular Class Period	Regular Class Time	Monday, June 22

<i>10wks, 8wks, and 5M2</i>	Exam Time	Exam Date
Monday/Wednesday Classes	Regular Class Time	Wednesday, July 29
Tuesday/Thursday Classes	Regular Class Time	Thursday, July 30

ADMISSIONS

12 easy steps to CCTC!

STEP 1: Entrance Requirements

STEP 2: Application

STEP 3: Admission Counseling

STEP 4: Financial Aid

STEP 5: Advisement and Registration

STEP 6: New Student Orientation

STEP 7: Tuition Payment

STEP 8: Book Purchase

STEP 9: Student ID and Parking

STEP 10: Classes Begin

STEP 11: Graduation

Twelve Easy Steps to CCTC!

STEP 1: Entrance Requirements

First, contact Admissions at one of our convenient locations to determine Exemption to Placement Testing for entering the College. Admissions will advise for acceptable SAT or ACT scores, acceptable college transcripts, or College Placement test. If the College Placement test is required, the test may be taken at Central Carolina Technical College (CCTC) or another postsecondary institution. Some programs require other admission tests. Test scores and/or transcripts can be mailed or faxed to the Admissions Office.

You will be placed into general education and/or technology courses based on test scores. If you placed into developmental studies courses, it is expected that you progress through the designated sequence of courses.

Acceptable Placement Test Scores

- Scholastic Aptitude Test (SAT): Evidence-Based Reading and Writing 480, Math 500, or
- American College Test (ACT): 19 Reading or Composite 19, 19 English subscore or Composite 19, 19 Math subscore.
- High School course work and GPA
 - Standard South Carolina High School Diploma within last 5 years
 - 3.0 or higher SC UGP GPA (weighted GPA)
 - English 101 Placement Requirement:
 - Completion of 4 high school English courses with “C” or better
 - Math 110 Placement Requirement:
 - Completion of the following 4 high school math courses with “C” or better:

- Algebra I (to include Algebra I-A/Algebra I-B or Foundations in Algebra/Intermediate Algebra), Algebra II, Geometry, One of the following Math Course (Algebra III, Pre-Calculus, Calculus)
- IB Math Classes can replace any 3rd or 4th year Math
- Math 120 Placement Requirement:
 - Completion of the following 4 high school math courses with a “C” or better
 - Algebra I (to include Algebra I-A/Algebra I-B or Foundations in Algebra/Intermediate Algebra), Algebra II, Geometry, Probability and Statistics
- Grades received must meet these criteria:
 - Courses taken through 2015-2016 academic year, C= 77 or higher
 - Courses taken 2016-2017 academic year and later, C= 70 or higher
- CCTC placement test

Technology Placement Test

All prospective students take a Technology Placement Test, which is used to place students in the proper entry-level computer course.

- An exemption to taking the Technology Placement Test is completion of ONE of the following high school computer courses with a “C” or better (if reading requirement is met).
 - IBA (Integrated Business Applications)
 - Keyboarding
 - Kershaw County School District’s Exploring Computer Science
 - Laurence Manning Academy’s Computer Science
 - Robert E. Lee’s Computer I
 - Thomas Sumter’s Computer Applications
 - Homeward Education Association’s Intro: Microsoft Office 365

Biology Placement Test

All students who plan to enroll in Biology 210 will be required to have successfully completed Biology 101 or BIO 112 or passed the Biology Placement Test.

The College’s placement test, Technology Placement test and Biology Placement test, may be taken during the day or evening. An appointment is recommended. Appointments can be made online using Testing Center Registration at <http://www.cctech.edu/resources/testing-center/testing-center-registration/>. Placement testing is available at all campus locations.

Exemptions to Placement Testing

Exemptions to taking the College’s placement test are granted if any of the following criteria are met:

- You have attained the minimum Scholastic Aptitude Test (SAT) or American College Test (ACT) score at

the level required for the program in which you wish to enroll.

- You have earned a grade of “C” or higher in appropriate college-level English, mathematics, and technology courses at a regionally accredited college or university.
- You have earned the appropriate score for advanced placement in English and/or Math on CLEP, DSST, and/or AP exams that are recognized by the College.
- You have earned an associate degree or higher degree from a regionally accredited college or university. (You must still meet all course requirement for the program in which you wish to enroll).
- You are not pursuing an academic award and desire to be admitted to take specific courses. You must still meet all course prerequisites.

Official Transcripts

Request an official final high school or GED transcript be sent to the CCTC Admissions Office if you wish to be considered for financial aid or if you are in a program in the Health Sciences division or Early Childhood program. If you have been home schooled, you must request a final transcript from the home school association.

If applicable, request official college transcripts to be sent to the Student Records Office. Official transcripts may be delivered by mail, electronically, or in person. If delivered in person the transcript must be in a sealed envelope. If delivered electronically, transcripts must come directly from the academic institution.

STEP 2: Application

An admissions application can be completed online on the College’s website <http://www.cctech.edu>.

STEP 3: Admissions Counseling

Meet with a Student Services or Outreach Campus admissions counselor to review test scores, high school transcripts and/or college transcripts, and discuss a program of study. The counseling may occur in person, by phone, or by e-mail. If you require accommodations, please contact the Disability Services Coordinator at 803-778-7871.

STEP 4: Financial Aid

Apply for financial aid online at www.fafsa.ed.gov. Financial assistance includes grants, loans, scholarships, and South Carolina Lottery Tuition Assistance. If you have questions regarding your FAFSA, you may contact Financial Aid by phone or e-mail. Supporting documentation may be faxed to Financial Aid, if necessary. Students who may be eligible for Veterans’ Affairs benefits should go to <http://www.cctech.edu/financial-aid/> or www.gibill.va.gov for more information. Phone: 803-778-7831 Fax: 803-778-6696.

STEP 5: Advisement and Registration

After you have been admitted to the College, you will receive a registration checklist from the Admissions

Office or Outreach Campus Student Services Office. The checklist will contain your username for access to myCCTC and CCTCgo, the College’s mobile application. Through this account, you will be able to access your student information and register for classes. New and readmitted students will be advised for the first semester in Student Services or by an outreach admissions counselor. Assistance with registration is available. You will be assigned a faculty advisor who will help you select courses after the first semester advisement.

STEP 6: New Student Orientation

An orientation is available to all new students each semester. For specific dates and times, you may contact Student Services at 803-778-6605 or review them in myCCTC on the Student page. The orientation is also available online in myCCTC. All new students should attend orientation prior to the beginning of classes. Orientation provides students the opportunity to meet one-on-one with faculty and staff. Students taking an online course for the first time should attend an orientation for online students. The schedule for these sessions is provided in myCCTC “New Student page” for each semester.

STEP 7: Tuition Payment

Your tuition can be paid in person, online (through myCCTC) or by mailing a check to the cashier, located in Main Campus or Outreach Campus Student Services or by phone using a credit card.

STEP 8: Book Purchase

Purchase your books on Main Campus in the Central Carolina Bookstore located in Building M100 in the Student Center or Building K1100 at the Kershaw County Campus. Books are also available at the other outreach locations for courses taught at those locations. Textbook requirements for courses are posted online at: <http://www.cctech.edu/bookstoresearch/>. Book prices can also be found on myCCTC on the Financial Services Page.

STEP 9: Student ID and Parking

If you need to visit the College’s campus to access services such as the library, testing center, computer labs, etc., you will need a College ID. You will also need to register your vehicle. The Security Office is located in Building M100/Room 117. Security Office hours change from semester to semester and are posted outside the Security Office. A College ID and parking decal can also be obtained at the Kershaw County and F.E. Dubose Campuses. Parking decals and ID validations for the semester may be obtained at the Lee County Site.

STEP 10: Classes Begin

Once you have completed the application, admission, and registration process, it is time to attend classes! If you encounter any technical problems with your online course or myCCTC account, contact User Support Services at 803-778-6607. If you encounter problems

with your course material, contact your instructor or academic advisor. If you are not sure who your academic advisor is, please check myCCTC on the Advisement and Registration page or on Degreeworks.

STEP 11: Graduation

Apply to graduate online (in your myCCTC account). Students who meet graduation requirements should apply to graduate at the beginning of their final semester. Information on ordering graduation regalia, rings, and frames can be found at:
<http://www.cctech.edu/resources/bookstore/graduation-items>.

CONTACT INFORMATION
Central Carolina Technical College

Main Campus
506 North Guignard Drive
Sumter, SC 29150
803-778-1961
www.cctech.edu

**Advanced
Manufacturing
Technology Training
Center (AMTTC)**

853 Broad Street
Sumter, SC 29150
803-778-6689

Base Education Office

Bldg. 501
398 Shaw Drive
Shaw AFB Sumter, SC
29152
803-666-2422

F.E. DuBose Campus

US Hwy 521
Manning, SC 29102
803-473-2531

**Health Sciences
Center**

133 S. Main Street
Sumter, SC 29150
803-774-3337

**Kershaw County
Campus**

90 Campus Drive
Camden, SC 29020
803-425-8388

Lee County Site

200 N. Main Street
Bishopville, SC 29010
803-483-2282

Legal Studies Center

111 S. Main Street
Sumter, SC 29150
803-774-3392

Admissions

803-778-6605
803-778-6696 Fax

Bookstore

803-774-3342

**Career Services
Center**

803-778-6600

Cashier

803-778-7864

Central Carolina Scholars

803-774-3372

Distance Education Office

803-774-3343
803-778-7896 Fax

Dual Enrollment

803-778-7828

Financial Aid Office

803-778-7831
803-778-6696 Fax

Library

803-778-6647

Security Office

803-778-6623

Student Records

803-778-7830
803-778-6693 Fax

Testing Center

803-774-3306

User Support Services

803-778-6607
support@cctech.edu

Veterans' Affairs Office

803-778-7861

Veterans Upward Bound

803-774-6702

**Workforce Development
& SC Environmental
Training Center**

803-778-6656

To obtain additional information regarding admissions, visit the Admissions Office, or call 803-778-6605.

ADDITIONAL ADMISSIONS INFORMATION

Admissions Policy

Central Carolina Technical College is an “open door” institution serving the educational needs of all who can benefit from its courses and programs. Central Carolina makes every effort to minimize geographic, financial, and scholastic barriers to the programs and services offered by the College. A high school diploma (or GED certificate) is not a prerequisite for college admission but is required for selected program admission and all forms of financial aid.

The definition of “open door admission” implies the College’s commitment to assess student potential and to provide appropriate developmental/transitional courses that will prepare students for collegiate level courses and programs. The definition further implies that consistent with accrediting agencies and boards, some associate degree programs may require students to possess a valid high school diploma, GED certificate, and/or to demonstrate their ability to make satisfactory progress in a given course or program for admission.

General Admissions Requirements

All prospective students applying for admission must:

- Be at least 18 years old or possess a valid diploma or hold a GED. Non-high school graduates may be admitted to the College with appropriate test scores. In order to receive financial assistance, a high school or GED transcript must be provided. For more information, contact the Admissions Office. Students between the ages of 16 and 18 who are attending high school must obtain written permission from the high school principal or designee, in the area in which the student resides.
- Complete the admissions requirements described in the steps above, including submitting an application, official transcripts, and placement scores.

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S. C. 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. Upon admission to the College, all students must sign a declaration of citizenship attesting that they are a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the College may require you to submit documentation that supports your claim. Any student providing false information may be subject to dismissal from the College. Any student who is found to be unlawfully present in the United States or fails to provide requested documentation will be dismissed from the College.

Specific Admissions Requirements

In addition to meeting the general admission requirements for the College, some programs have special admission requirements. See special/specific requirements listed in the individual program pages in this catalog.

Categories of Admission

• **Career Development** – Applicants who wish to enroll in a limited number of classes for upgrading their skills but do not wish to pursue a degree, diploma, or certificate. Applicants must:

- Submit an application for admission
- Meet course prerequisites where applicable
- Pay all fees by the payment deadline for each semester. (No financial aid is available to this category of student.)

• **Dual Enrollment** – Current high school juniors and seniors may enroll at Central Carolina Technical College through the dual enrollment collaborative agreement between the College and the secondary institutions provided the student has met the following requirements:

- Be enrolled in a public or private accredited high school or an accredited homeschool/virtual school association
- Be sixteen (16) years of age; exceptions may be made at the request of the high school principal/headmaster or his/her designee, or the designee of the governing school association and with documentation provided by the school or association and retained in the student's college file documenting an exceptional ability to undertake college-level coursework
- Have the recommendation from the high school principal/headmaster, his/her designee, or the designee of the governing school association
- Meet the same requirements for an individual course as other college students
- Submit an Application for Admission Form
- Pay all fees at the time of registration, if applicable

• **Readmission** – Students who withdraw from the College or who do not attend for one year may be eligible for readmission; they must apply through the Admissions Office or nearest outreach location. Students who have been suspended for academic reasons must adhere to the procedures described under Standards of Academic Progress to reapply.

• **Senior Citizens** – In accordance with State Law, Section 59-111-320, legal residents of South Carolina who are at least 60 years of age may be permitted to attend classes on a space available basis without the required payment of tuition if they meet admission and other standards deemed appropriate by the College. The following criteria have been established by Central Carolina:

- Senior citizens should complete a FAFSA, and the senior citizen waiver will only be used to the extent tuition is not covered by other grant aid. Senior

citizens who qualify for financial aid may enroll in any program and register during regular registration.

- Senior citizens who do not complete a FAFSA or do not qualify for any grant aid must be coded as a career development student and must wait and register during late registration, on a space available basis.

- Only the base tuition will be waived. If the senior citizen enrolls in a higher cost program, they will be required to pay the additional amount (unless covered by financial aid). Technology and other fees, books, supplies or miscellaneous expenses will not be covered by the waiver.
- Senior citizens must sign the Certification of Age Form (available from the cashier) before waiver is applied.
- Senior citizen waiver can only be used one time per course.

• **Transfer Students** – Any student who has attended one or more accredited colleges or universities prior to applying for admission to Central Carolina Technical College must:

- Submit an application for admission
- Meet with an admissions counselor
- Request that college transcripts be sent to Student Records and request high school/GED transcripts be sent to the Admissions Office
- Refer to the “Transfer to Central Carolina Technical College” information section of this catalog for additional information.
- Central Carolina Technical College (CCTC) does not participate in consortium agreements for students attending another institution, but will cooperate with institutions that provide Consortium Agreements to transient students attending CCTC.

• **Transient Students** – A student who enrolls in Central Carolina Technical College courses to transfer to his or her primary college must apply as a Career Development student. The transient student must:

- Submit an application for admission.
- Submit a Transient Student Form from the home institution specifying the courses to be taken.
- This form serves as verification that the student has met the course prerequisites.
- Central Carolina Technical College (CCTC) does not participate in consortium agreements for students attending another institution, but will cooperate with institutions that provide Consortium Agreements to transient students attending CCTC.

Advanced Standing

Central Carolina Technical College has established policies and procedures which may allow students to enter programs with advanced standing. No more than 50% of the total credit hours in a degree program major can be awarded to a student for advanced standing. Advanced standing may be attained through the following:

• **Advanced Placement Examinations (AP Exams)**

The Advanced Placement Examination program of the College Entrance Examination Board is accepted by Central Carolina Technical College. In order for credit to be granted, a score of 3 or higher must be attained. The official results scored on the AP examination must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic file in the Student Records Office before an evaluation is made. Students may obtain a current listing of courses that have been approved for course credit from the Student Records Office. A grade of "E" will be awarded on the student's transcript. When prior learning credit is awarded, an email is sent to the student's myCCTC email account.

• **College Level Examinations Program (CLEP)**

Central Carolina Technical College awards credit for knowledge demonstrated as a result of nontraditional learning experiences validated by the CLEP Exam. The official results scored on the CLEP examinations must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic record in the Student Records Office before an evaluation is made. Students may obtain a current listing of courses that have been approved for course credit from the Student Records Office. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of "E" will be awarded on the student's transcript. When CLEP credit is awarded, an email is sent to the student's myCCTC email account.

• **DANTES Subject Standardized Tests (DSST)**

Central Carolina Technical College awards credit for college-level examinations that have been completed with satisfactory scores through the Armed Services. Official results must be requested by the student to be sent directly to the College's Registrar by the issuing agency and must be on file in the student's academic record in the Student Records Office before an evaluation is made. A listing of examinations approved for course credit may be obtained from the Student Records Office. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of "E" will be awarded on the student's transcript. When DSST credits awarded, an email is sent to the student's myCCTC email account.

• **Military Service Schools**

Central Carolina awards credit for courses taken at military services schools. The official Joint Services Transcript displaying military course completions must be requested by the student to be sent directly to the College's Registrar by the issuing agency. The official transcript must be on file in the student's academic record in the Student Records Office before an evaluation is made. After the student has been admitted to the College, the Registrar will review the transcript and course credit will be awarded in accordance with

the American Council on Education and College guidelines. A grade of "E" must be awarded on the student's transcript. When credit is awarded, an email is sent to the student's myCCTC email account.

• **Proficiency Tests**

Students may challenge credit courses with the approval of the course department chair by paying a fee per exam. If a student decides not to take the exam after the fee has been paid, the student has thirty (30) days from the date of payment to request a refund.

A student may not take a proficiency test more than once. Students cannot receive credit by examination for a course equivalent to or at a lower level than the course in which they are currently enrolled or a course for which they have previously enrolled or previously received a grade. Students may not challenge any course that has been previously audited. All prerequisites must be met before taking a proficiency examination. A student may enroll in a course and choose to attempt a proficiency test for the course during the add/drop period. If the student passes the exam, credit will be awarded, the student will be dropped from the course, and any tuition paid for the course will be refunded.

Proficiency exams are not available for ENG 101, English Composition I; ENG 102, English Composition II; SPC 205, Public Speaking; literature courses; and other selected courses. (See course department chair for details).

Credit awarded based on a departmental proficiency examination cannot be included as part of the student's credit load. A grade of "E" will be entered on the student's transcript.

• **Secondary School Articulation**

Students may earn college credit for completion of specified technical courses at the high school level. Prospective students are encouraged to check with guidance counselors and teachers at their high schools and career centers or with Central Carolina Technical College's Registrar to determine whether specific secondary course work is eligible for articulation. Students who successfully complete the high school course work and pass a College proficiency test will be awarded exemption credit and a grade of "E" will be entered on the student's transcript. Articulation procedures may be found at <http://www.cctech.edu/academics/admission-agreements/>.

• **Experiential Learning and Professional Certification**

Central Carolina Technical College recognizes that work related activities may provide a student with the opportunity to master skills and gain experience while on the job, which may meet the competencies of some college course work. The College may award exemption (E) credit for that course.

A student who has been admitted to Central Carolina Technical College and has mastered competencies in a non-academic setting may receive course credit based on substantive work experience, earning a professional certificate, and/or completion of noncredit courses.

For consideration of substantive work experience for awarding credit, a student must provide the academic dean and the department chair/program manager with a detailed letter from a supervisor on official company letterhead stating the work tasks completed on the job with a quantitative description of job duties where appropriate. Documentation over six months will not be accepted. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

The student may be granted credit for professional certificates that demonstrate comparable academic proficiencies and skill levels contained within the content of the credit course for which credit is awarded. Credit must not duplicate credit already awarded. The original of the certificate must be presented to the department chair. A maximum of 12 credit hours can be earned for professional certificate(s). If credit is awarded, a grade of E will be entered on the student's transcript.

Students may receive credit for satisfactory completion of a non-credit course, which closely parallels the rigor, instructional time, content, /substance, and course learning outcomes and objectives of a credit course. For consideration of noncredit coursework for awarding credit, a student must submit a transcript or official copy of the certificate verifying successful completion of the noncredit course displaying the course name, number of hours completed or CE units earned, and the course description which includes learning outcomes and course objectives to the academic dean and the department chair/program manager. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

General education courses offered at Central Carolina Technical College are exempt from consideration for receiving credit for work experience. Contact the Registrar for additional information.

• **International Baccalaureate Credit Award Policy**

The International Baccalaureate program is accepted by Central Carolina Technical College. For a student to receive credit, the student must have scored "4" or above on any higher-level IB course examination. The amount of college course 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. Students must submit an official High School transcript reflecting the completion of the IB course and an official IB transcript showing the test score prior to the evaluation of the coursework for the

awarding of credit. For a listing of approved IB courses, and scores, students should contact the Registrar.

Transfer to Central Carolina Technical College

It is the policy of Central Carolina Technical College to review all entering students' post-secondary course work completed at other regionally accredited colleges or universities. In order for course work to be evaluated, an official transcript must be on file in the student's academic record in Student Records. The post-secondary course work will be evaluated by the Student Records Coordinator or the College Registrar and must meet the following criteria:

- The College will accept only credit course work with a grade of "C" or better which has been earned from other regionally accredited post-secondary institutions.
- The course work must closely parallel the course in the student's curriculum as offered by Central Carolina Technical College.
- When a student decides to change his/her program the student may request a review of their transcript. Credit will be evaluated based on the requirements in the program to which the student is changing.
- If the credits being transferred were awarded in quarter credit hours, the credits will be converted to semester hour equivalents. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. The student may take a proficiency test, if applicable.
- The grade awarded from the conferring institution will appear on the Central Carolina Technical College transcript, but it will not be used in calculating the Central Carolina student's grade-point average (GPA). Transfer credit will; however, be calculated in the cumulative "Earned Hours" (EHRS) section of the transcript. In addition, grade points are not transferable from previous institutions.
- The Student Records Coordinator or the College Registrar will evaluate transfer credit, confer with faculty and department chairs when required, and award transfer credit. Transfer credit will be awarded after acceptance and before the end of the first semester of enrollment provided the official transcript has been received from the awarding college/university. A student should not enroll in classes that may transfer until the evaluation has been completed. A student may access his/her myCCTC account to see the transferred credit awarded.
- A student who wishes to appeal a decision on transfer credit may do so by contacting the Vice President for Student Affairs. The Vice President for Student Affairs will review the course content with the appropriate department chair or program manager to determine the transferability of the course in question.

Program Residency Requirements

Students must complete at least 25% of required courses in residence to be eligible to receive a certificate, diploma, or degree from Central Carolina Technical College. Students who have established residency and desire to take courses at other regionally accredited institutions for transfer to Central Carolina Technical College must receive prior approval from the College's Registrar. No more than 50 % of the total credit hours in a degree program major can be awarded to a student for advanced standing and work experiences.

Quality Enhancement Plan (QEP)

Central Carolina Technical College has implemented a Quality Enhancement Plan (QEP) focused on improving student success. The mission of the QEP, entitled **SMART Choices for Success**, is to increase student success by providing essential skills for achieving academic success and employing a Comprehensive Advising Process. This major project has several components including the creation of a new course, COL 105 Freshman Seminar; the implementation of a Comprehensive Advising Process; and the creation of the Freshman Focus Center to be a lifeline of support to new students during the critical first semester.

What does "SMART" mean?

Students will develop essential skills for achieving academic success.

- S = Strategies to achieve academic and career goals
- M = Methods of basic information literacy skills
- A = Attendance policy knowledge and impact
- R = Responsible and ethical academic behavior
- T = Time management skills

What is COL 105?

COL 105 Freshman Seminar is a three-credit hour course that is required in all diploma and degree programs. First-time college students will take COL 105 during their first semester. The course is offered primarily in an eight-week hybrid format with both face-to-face meetings and online components. The course description states, "This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills."

What is the Comprehensive Advising Process?

The Comprehensive Advising Process provides an organized, systematic approach to advisement. The Comprehensive Advising Process focuses on providing more faculty-advisee contact, identifying at-risk students and reducing at-risk behaviors, and encouraging academic program completion. A number of elements have been included in the Comprehensive Advising Process in order to help students achieve academic success and complete their programs of study. These elements include a program orientation for all programs,

the ACT Engage assessment for students enrolled in COL 105 Freshman Seminar, midterm grades for all courses, and the addition of Freshman Advisors.

What is the Freshman Focus Center and what is a Freshman Advisor?

The Freshman Focus Center is home to the Freshman Advisors and is located in Room M410 in Building M400 on the Main Campus. New students are assigned a Freshman Advisor during the admissions process to help them navigate the first semester. Freshman Advisors maintain communication with their advisees, assist students with COL 105 assignments, and help students form connections to college resources and their academic advisors. These actions help new students build academic confidence and increase their success in college.

FINANCIAL AID

Overview of Applying for Financial Aid

Step 1: Apply for a Federal Student Aid User ID & password at www.fafsa.ed.gov.

The Federal Student Aid (FSA) Username and Password serves as your electronic signature for federal student aid.

Step 2: Complete and submit the Free Application for Federal Student Aid (FAFSA) to the US Department of Education. Feel free to come to the College's Student Services Center for application assistance. A computer lab is available for students and parents to complete the FAFSA.

You may submit the FAFSA electronically at www.fafsa.ed.gov. Students and parents, when applicable, must "sign" the application online using the FSA Username and Password.

FAFSA applications or renewal applications are to be submitted annually for the new academic year which begins with each fall semester. Applications can be submitted after October 1st of each year. It is recommended that students and/or their parents complete the FAFSA using the IRS Data Retrieval to import tax information, so financial aid arrangements can be made well in advance of the start of the term. Some funds are limited and are awarded on a first-come, first-served basis.

Step 3: Talk with a financial aid counselor about grants, loans, or scholarships for which you may be eligible. (See details below for a discussion of various options.)

Step 4: Once awarded, an email will be sent containing a personalized Financial Aid Shopping Sheet.

In addition to completing the FAFSA each year, to maintain eligibility for financial assistance, you must

make progress toward your academic goal, and maintain a certain grade-point average (GPA); Pass Rate, and 150% credit hour limitation to demonstrate success. Be sure to consult the Financial Aid Standards of Satisfactory Progress outlined in the Student Handbook section of this catalog or on the College's website at <http://www.cctech.edu/financial-aid/>. Ask questions if you do not understand the requirements. It is important that you protect your eligibility.

More Details about Applying for Financial Aid

Applications for Financial Aid

The FAFSA can be submitted prior to being admitted to a program of study. However, the financial aid application cannot be considered for award until the applicant is accepted into an eligible program. Remember that some funds are limited and the best aid packages are sent early in the award cycle. Late applications generally cannot be funded to their full eligibility.

Request an official high school or GED transcript to be sent to the CCTC Admissions Office if you wish to be considered for all forms of financial aid. If applicable, request official college transcripts to be sent to Student Records. Transcript request forms can be downloaded from the College's website. If you have been home schooled, you must request a transcript from the home school association.

You can now complete your FAFSA with a free app on a smart phone.

Verification

Students selected by the US Department of Education for verification will receive an email notification from the Financial Aid Office. This process requires the students to submit documentation to verify certain data contained on the Free Application for Federal Aid (FAFSA). Students and parents should request a copy of their federal tax transcript and/or W-2 documents from the IRS, which may be needed to complete the verification process.

Students enrolled in more than one college in the same semester may receive financial assistance from only one college at a time.

Every effort will be made to make an award provided the file can be brought to completion. The Payment Plan is made available through the Central Carolina Technical College Business Office. Information regarding the payment plan may be obtained from the Financial Aid Office, the Business Office, or on the College's website at <http://www.cctech.edu/financial-aid/payment-plan/>.

Types of Financial Aid

Federal Pell Grants

A Federal Pell Grant is based on need and does not have to be paid back. Generally, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many

students, Pell Grants provide a foundation of financial aid to which other aid may be added. Pell Grants for 2019-2020 range from \$625 to \$6195 for full-time students. Eligible students enrolled less than full-time will receive prorated awards. If eligible, Pell Grant may be used for up to 12 semesters.

Campus-based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduate students with financial need, allowing them to earn money while pursuing their education. FWS students are issued paychecks monthly to assist with educational expenses. The program encourages community service work and work related to a student's course of study. Federal Work-Study awards are made on the basis of a student's financial need. Participants in this program must have a minimum 2.0 cumulative GPA.

State Funds

South Carolina Need Based Grant

The South Carolina Need Based Grant (SCNBG) is funded by the State of South Carolina. The funds are awarded to students on a basis of need. Early applicants are given first priority for consideration. South Carolina Need Based Grant award amounts range from \$250 to \$1250. Participants must enroll in at least 6 credit hours and maintain a 2.0 Cumulative GPA. If awarded students must sign the SCNBG Certification for use of award.

SC Foster Care youth are eligible for additional Need Based Grant funding. [Please contact the financial aid office for more information.](#)

Lottery Tuition Assistance

Lottery Tuition Assistance (LTA) is available to South Carolina residents that complete a Free Application for Federal Student Aid (FAFSA) and meet all other LTA eligibility criteria. According to state law, federal grants and need-based grants will be applied against technical college tuition before lottery-funded tuition assistance will be applied. The law states students can apply tuition assistance toward only one certificate, diploma, or associate degree program every five years, unless the additional certificate, diploma, or associate degree is necessary for progress in the field of study.

LIFE Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship Program, approved by the General

Assembly in 1998, is merit based. Students graduating from a South Carolina High School who have a cumulative Grade Point Average (UGS) of 3.0 or higher who enroll in 12 credit hours above the 100-level will be eligible for the LIFE Scholarship. This scholarship pays up to \$2500 in tuition costs each semester. Eligibility criteria may be found at <http://www.che.sc.gov>. It is the student's responsibility to adhere to LIFE Scholarship criteria and to self-identify to the Financial Aid Office as eligible for LIFE funds. Students who are eligible for LIFE Scholarships must provide an official copy of their final high school transcript, and/or official college transcripts, and meet all enrollment requirements before the scholarship can be awarded. Once awarded students must complete a LIFE Affidavit for use of award.

IMPORTANT: Students receiving LIFE Scholarship funds at a technical college will not be eligible for lottery-funded tuition assistance (LTA) during the same academic year.

Loans

Federal Direct Loans

Regular students who have completed a FAFSA and are enrolled in an eligible program of study at least half time (6 hours) may be eligible for the Direct Loan Program. Students must complete a Master Promissory Note and Entrance Loan Counseling to be considered for Direct Loan funding.

Foundation Scholarships

Scholarships are provided through the Central Carolina Technical College Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals.

Scholarships are awarded on a competitive basis applying the following criteria: academic excellence, achievement, leadership qualities and need, or other criteria as stipulated by the donor. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum GPA to continue the scholarship. Each scholarship is awarded for one academic year beginning with the fall semester. Students must reapply each year. Students are encouraged to apply early. Screening of applicants will begin in mid-March.

Check with the Financial Aid Office and Outreach Campus front offices in Clarendon, Kershaw, and Lee Counties for online applications and deadline dates or on the College website at <http://www.cctech.edu/about/cctc-foundation/foundation-scholarships/>. For further information, contact the Central Carolina Technical College Foundation Office at (803) 778-6641.

Central Carolina Scholars

Central Carolina Technical College along with community partners provides two years (six consecutive semesters) at Central Carolina Technical

College tuition-free for high school students in the graduating class of 2019 who graduate on time. The Central Carolina Scholars scholarship is an economic development tool for existing and new industries and will afford expanded higher education opportunities to students in Sumter, Clarendon, Kershaw, and Lee counties.

High school students must meet Central Carolina Scholars Criteria. Once the criteria have been met, the Central Carolina Scholar scholarship is available for six (6) consecutive semesters. Some of the criteria to receive the scholarship:

- Instate residency as determined by SC residency laws.
- Graduation from a high school located in Sumter, Clarendon, Kershaw, and Lee counties; or a graduate of the South Carolina Virtual High School or Home School and a resident of Clarendon, Kershaw, Lee or Sumter County.
- Placement into English 101, Math 101, Computer Technology 101, and be able to exempt Reading.
- Present a final high school transcript showing graduation date and minimum GPA of 2.0.
- Begin taking classes in the summer or fall semester immediately following high school graduation.
- Complete the Free Application for Federal Student Aid (FAFSA).
- Sign a Central Carolina Scholars contract.

For a complete list of criteria to receive a scholarship and to maintain scholarship eligibility, visit the College's website, or contact the Central Carolina Scholars Office at (803) 774-3372.

Payment Plan

Central Carolina Technical College is pleased to offer a monthly payment plan to enable you to more easily afford your educational expenses. The deferred payment plan provides you with a low cost plan for budgeting tuition, fees, and books. For more information on the payment plan, please contact the Central Carolina Business Office at (803) 774-3322 or 774-3350, or visit the payment plan page on the College's website at <http://www.cctech.edu/financial-aid/payment-plan/>.

Title IV School Code 003995 – finaid@cctech.edu

Central Carolina Technical College realizes how challenging meeting educational expenses can be and strives to help eligible students with the proper assistance to attend Central Carolina Technical College.

Veterans' and Active Duty Education Benefits

Central Carolina Technical College is approved by the State Approving Agency for training service persons,

veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits:

- Montgomery GI Bill (Chapter 30)
- New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- Reservists called or ordered to serve in response to a war. (Chapter 1607)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- New GI Bill Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)
- Tuition Assistance and CAP

A student may apply for VA Benefits online at www.ebenefits.va.gov to determine eligibility.

Specific information regarding each Veterans' program may be obtained from the Veterans' Affairs Office in Building M100, Room M113A on the Main Campus.

Free Tuition for Children of Certain Veterans

Children of certain disabled veterans and/or purple-heart recipients may be eligible for free tuition. Eligibility and application information may be obtained from the Financial Aid/Veterans Affairs Office or any county Veterans Affairs Office or from the Governor's Office, Division of Veterans Affairs, 6437 Garners Ferry Road, Suite 1126, Columbia, SC 29209. Call (803) 647-2434.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning, Central Carolina Technical College acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a

cumulative Grade Point Average (GPA) of at least 2.0 for any evaluation period will result in that student being placed on academic probation for the following term. Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for two terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

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

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

Standards of Satisfactory Academic Progress for Financial Aid

Students receiving financial assistance must be making satisfactory progress towards a degree, diploma, or certificate. Students receiving financial aid through state programs will, at a minimum, meet the same standards when specific criteria are not prescribed. See Student Handbook for details or the College's website at <http://www.cctech.edu/financial-aid/>.

Office Hours

The Financial Aid Office is located in Building M300, at the Sumter Main Campus. Office hours are 8:00 am to 6:00 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday.

REGISTRATION INFORMATION

Academic Load

During the regular semester, you are considered a full-time student for financial aid and VA purposes if you are enrolled in 12 or more semester credit hours and part-time if you are enrolled in less than 12 semester credit hours. However, for associate degrees and some other programs, a full semester load requires that you complete 15 or more semester credit hours; if you complete less than 15 semester credit hours, you should not expect to complete programs within the prescribed time period. Maximum student course load is 18 credit hours per semester. Exceptions must be approved by the department chair of the program in

which you are enrolled. Documentation of approval must be provided to the Registrar before you register for additional hours and placed in the student's academic record in the Student Records Office.

Auditing Courses

You may take courses on an audit basis without earning credit. The tuition fee for auditing a course is the same as when the course is taken for credit. If you desire to change from audit status to credit status or from credit status to audit status, you must do so during the drop/add period and must request a status change with the Student Records Office. In order to change from audit status to credit status, you must meet all course prerequisites. Any course completed as audit status is not eligible for proficiency testing for exemption credit.

Add/Drop/Section Changes

You may add or drop a course or courses during the designated add/drop period provided the course is not closed. Course(s) may be dropped by this date without academic penalty. The designated add/drop date is published in the current semester class schedule. All section changes after the add/drop period must be approved by the department chair under which the course resides and must have justification of extenuating circumstances. A Withdrawal/Section Change Form can be obtained from the instructor or online. The completed Withdrawal/Section Change Form must be submitted to the Student Records Office or cashier, with all appropriate signatures for final processing.

Withdrawing from Class

You may withdraw from a class for academic, personal or military/work related reasons after the Add/Drop period. To do so, you must initiate the withdrawal with your instructor before the published deadline to receive a grade of "W". Withdrawal deadlines are published in the Academic Calendar which can be found on the College's website. A grade of "W" does not negatively impact your Grade Point Average (GPA), but it may negatively impact your financial aid, causing you to owe money to the College. Please discuss your withdrawal with your instructor and a financial aid counselor before completing the process.

If you stop attending a class and exceed the number of absences allowed prior to the withdrawal date, you will be withdrawn by your instructor. You will receive a grade of "WA". A grade of "WA" does not negatively impact your GPA, but it may negatively impact your financial aid, causing you to owe money to the College. Students who attend class after the withdrawal deadline will receive a grade of (A, B, C, D, or F). Students who do not attend class after the withdrawal deadline will receive a grade of "WF". Please familiarize yourself with the attendance policy and remember it is best to complete a student-initiated withdrawal if necessary.

Return of Title IV Funds

Students who receive financial aid and completely withdraw from the College are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid to the appropriate program(s). Examples are available in the Business Office. Students who do not repay the required amount will be ineligible for financial aid until repayment has been made.

Course Scheduling

The course schedule is available on the College's website and your myCCTC/CCTCgo account. The College reserves the right to add or delete courses in the published semester schedule as deemed necessary.

An academic advisor is available to assist you in scheduling classes to meet your educational goals. You can locate your academic advisor information and register online through your myCCTC account once you have been admitted to the College.

Payment of Fees

Payment of fees must be made in accordance with published guidelines. A \$30 nonpayment fee will be assessed after each deadline for accounts not paid or charged to financial aid or a payment plan. If you have outstanding debts, you will not be permitted to register until the debts have been satisfied. Deadlines are published at <http://www.cctech.edu/financial-aid/tuition-and-fees/>.

Residency Status

The amount of tuition and fees you pay for attending Central Carolina Technical College shall be determined by your residency status (domicile). The rules regarding the establishment of residence for fees and tuition purposes at the College are governed by the Code of Laws of South Carolina, regulations promulgated by the South Carolina Commission on Higher Education and by the Central Carolina Technical College Commission.

The Director of Recruitment and Admissions is responsible for making all residency determinations. If you subsequently become eligible for a change of residency, it will be your responsibility to submit proper documentation to the Director of Recruitment and Admissions requesting a change of residency. If the petition is approved, the change/status with supporting documentation will be effective the current term, if received prior to the first day of classes. Exceptions may apply. Decisions of the Director of Recruitment

and Admissions regarding residency may be appealed to the Vice President for Student Affairs.

Tuition and Fees - Effective Fall Semester 2019

- Tuition fees are as follows:
 - Students from Clarendon, Lee, Kershaw, and Sumter Counties — \$188 per credit hour.
 - Students from other counties in the state — \$220 per credit hour. Exception —tuition for students from South Carolina enrolled in Natural Resources Management or Environmental Engineering Technology is \$196 per credit hour.
 - Students from out-of-state — \$321 per credit hour.
- Tuition for some programs is higher due to additional costs. Please see the “Tuition Rates by Program” chart, located on our website.
- A laboratory fee of \$35-\$50 will be charged in selected science courses. Please see the “Lab/Specialty Fees” chart for details, located on our website.
- A technology fee of \$10 per credit hour will be charged for all students (except those in the General Education Certificate).
- Students receive up to two parking decals at no cost. Additional decals are \$5 each. These decals are valid for one academic year beginning in the fall. Hanging tags are available for a fee of \$20.00 per year and are non-refundable.
- All students who have registered but have not paid by the published deadlines will be assessed nonpayment fees.
- All students who register after the published registration period will be charged a \$25 late registration fee.
- The cost of books, tools, distance learning lab kits, and materials is in addition to tuition and other fees.
- The College reserves the right to adjust tuition and fees without notice.
- No refunds will be made if not applied for within 90 days of the last date of attendance.

Refund Policy-Credit Courses

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition upon withdrawal or reduction of course load.

Institutional charges for a semester will be refunded at the following rates:

REFUND %	WITHDRAWAL OR REDUCTION IN CREDIT HOURS:
100%	Before first date in term that classes are offered (start of term)
100%	1st-5th day of term (3rd day of term for minimesters)
0%	After 5th day of term (3 rd day of term for minimesters)

- Students who never attend class will be considered to have constructively withdrawn before the start of semester.

- A student’s official withdrawal date will be based on the last date of attendance.
- Refunds for semesters that vary in length from the 16-week semester will be in proportion to the semester refund schedule delineated above.
- Late fees and late payment fees will not be refunded.
- No refunds will be made if not applied for within ninety (90) days of the last day of attendance.
- Refunds to veterans in non-degree programs or military tuition assistance students will be made in accordance with existing government regulations.
- The Vice President for Business Affairs may consider refunds on an individual basis where personal emergency or extreme hardship is involved. Written documentation will be required in these cases. No requests will be considered for charges greater than one year old.

Refund Policy-Non-credit Courses, Seminars and Workshops

Refunds may be requested by mail, in person, or by telephone. These requests are the responsibility of the registrant.

- **Full Refund** – A full refund will be issued for all courses, seminars, and workshops cancelled by Central Carolina Technical College.
- **Partial Refund** – Registrations cancelled before the cutoff date of ten (10) working days before the scheduled training will be assessed a 20% administrative fee.
- **No Refund** – There will be no refunds for cancellations less than ten (10) working days prior to the starting date.

Transfer Students

Students who transfer to Central Carolina Technical College are responsible for having all Student Aid Report information transmitted to Central Carolina. This request can be accomplished at <http://www.fafsa.ed.gov> by adding Central Carolina Technical College’s school code (003995) to your FAFSA application. A student must have his/her FSA Username & Password to make this transaction. Students may also call 1-800-4-FED-AID to request a duplicate Student Aid Report where Central Carolina Technical College can be added. This process will take a few weeks to complete. It is the responsibility of the student to notify the Financial Aid Office if he/she has attended another institution. A student cannot receive financial aid at two colleges during the same semester.

South Carolina Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for financial assistance for educational expenses from the South Carolina Department of Vocational Rehabilitation. In Sumter, call (803) 469-2960; in Camden, call (803) 469-1068.

Special Populations Program (Perkins)

This federally funded program provides assistance for students in programs considered non-traditional for

their gender, students with disabilities, individuals from disadvantaged families, single parents, single pregnant women, displaced homemakers, and individuals with other barriers to education including those with limited English proficiency. Books, child care, and transportation fees may be provided to qualified students. This program is funded by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and managed by the Student Engagement Department in Building M100, Room M5, Sumter Main Campus.

PROGRAM OF STUDY INFORMATION

College-Wide General Education Outcomes

Graduates of an associate degree from Central Carolina Technical College will:

1. Effectively communicate information, ideas, and/or arguments appropriate to the audience and purpose.
2. Utilize appropriate mathematical and statistical methods to interpret data and solve problems.
3. Locate, evaluate, and use information from diverse and credible sources in an effective and ethical manner.

Graduation/Program Completion

It is the responsibility of each student to meet the graduation/program completion requirements of the College in his or her particular program of study and to maintain at least the minimum required grade point average. Counselors and faculty advisors will guide students, but the final responsibility for program completion/graduation belongs to the student. To graduate from a program and receive a degree, diploma, or certificate, a student must:

- Complete a core of general education courses as follows:
 - The core for associate degree programs (at least 15 semester hours) must include at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics and provide components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills
 - The core for diploma programs (at least 8 semester hours) is designed to develop communication, computational, behavioral, and social science skills appropriate to the occupational purpose of the program.
- Complete all required courses for the curriculum program, including electives.
- Complete or place out of all DVS coursework.(ENG 032, MAT 031, MAT 032, and RDG 032)
- Demonstrate achievement of program outcomes.
- Earn a **program** GPA (grade-point average) of 2.0 for all curriculum work in the program in which the student is graduating.

- Fulfill all financial obligations, including all fees and the return of all books and materials to the Library.
- Submit a Graduation Application in myCCTC.

Students must complete curriculum requirements as stated in the College catalog in effect at the time of their enrollment at Central Carolina Technical College. Students who discontinue their enrollment for a period of one year or longer must meet the requirements of the program at the time of their re-entry.

Graduation Ceremony

The graduation ceremony is held annually at the conclusion of the Spring semester. Caps, gowns, and invitations may be ordered through the College's Bookstore or online at <http://www.cctech.edu/resources/bookstore/graduation-items>. The College encourages students to participate in the graduation ceremony and to invite family and guests. The date for the 2019-2020 graduation ceremony is Friday, May 8, 2020, at the Sumter County Civic Center.

Scholastic Honors

- President's List - Students who are enrolled in at least 12 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List.
- President's List for Part-Time Students - Students who are enrolled in at least 6 credit hours but no more than 11 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List for Part-time Students.
- Dean's List - Students who are enrolled in at least 12 semester credit hours and who achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List.
- Dean's List for Part-Time Students - Students who are enrolled in at least 6 credit hours, but no more than 11 credit hours, and achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List for Part-time Students.

Developmental studies courses will not be considered in the calculations for Dean's List, Dean's List for Part-time Students, President's List, or President's List for Part-time Students. These courses do not count toward a student's GPA for scholastic honors.

Graduation Honors

- Students achieving a cumulative GPA of 3.500-3.699 will be designated at graduation "Cum Laude."
- Students achieving a cumulative GPA of 3.700 to 3.899 will be designated at graduation "Magna Cum Laude."
- Students achieving a cumulative GPA of 3.900 to 4.0 will be designated at graduation "Summa Cum Laude."

CCTC Academic Transcripts

- Academic transcripts must be ordered online at www.getmytranscript.com.
- Paper versions of a transcript are \$7.25.
- Electronic versions of a transcript are \$10.00.
- Transcripts are not released for students who have a financial obligation to the College.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Students who plan to transfer credits earned at Central Carolina Technical College to other colleges and universities are advised to discuss this intention with representatives of the institutions to which they wish to transfer. **COURSE ACCEPTANCE SHOULD BE DETERMINED BY THE OTHER INSTITUTION PRIOR TO ENROLLMENT IN CENTRAL CAROLINA TECHNICAL COLLEGE COURSES.** Further information on transfer to other institutions may be obtained from the Admissions Office or from Timothy Midgette for Associate in Arts, or from Ann Davis for Associate in Science.

Transfer to South Carolina Colleges and Universities

Parents and students are finding that Central Carolina Technical College (CCTC) provides an excellent transition to a four-year degree. Students can save money by staying at home and have the support of their families as they begin their education.

The Statewide Articulation Agreement of 86 courses has been approved by the South Carolina Commission on Higher Education for transfer from two-year to four-year public institutions and has been in effect for over a decade.

Information on the College's various admissions agreements can be obtained through our website at www.cctech.edu. Click on "Academics," and then "Admission Agreements."

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

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' Vice Presidents for Academic Affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principle outcomes derived from the work of that

committee and accepted by the Commission on Higher Education on July 6, 1995, were:

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

In 1995, the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which is now moving through the General Assembly during the 1996 session. Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

Note: The following transfer information is required for inclusion by the Commission on Higher Education (CHE). The College assumes no liability for the accuracy of the information provided by CHE.

Statewide Articulation of 86 Courses

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

Transfer Policy

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. 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 to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

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

credit earned in the interim elsewhere is done without regard to the student's earlier record.

- I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, and statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but 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.
 - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system shall certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within 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.

Transfer Blocks, Statewide Agreements, Completion of the Associate in Arts and Associate in Science Degrees

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities,

and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

- Nursing: By statewide agreement, at least 60 semester hours shall 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 Accreditation Commission for Education in Nursing (ACEN) and that the graduate has successfully passed the National Council Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.
- 6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
- 7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

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

Assurance of Quality

- 10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes shall be evaluated and appropriate

measures shall be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

- 11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
- 12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Print a copy of their entire transfer guide.
 - C. Provide to staff of the Commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's Home Page on the Internet.
- 13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Provide to the Commission staff in format suitable for placing on the Commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
- 14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
 - A. Publish these procedures in their entirety (except Appendices).
 - B. Designate a Chief Transfer Officer at the institution who shall
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
 - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
 - D. Refer interested parties to the institutional Transfer Guide.
 - E. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages

on the Internet for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEED/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes. (A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division courses at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institution disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

**Statewide Articulation Agreement:
Technical College Courses Transferable To Public Senior Institutions**

Course #	Title	Credits	Course #	Title	Credits
ACC 101	Accounting Principles I	3	MAT 120	Probability and Statistics	3
ACC 102	Accounting Principles II	3	MAT 122	Finite College Mathematics	3
ANT 101	General Anthropology	3	MAT 130	Elementary Calculus	3
ART 101	Art History and Appreciation	3	MAT 140	Analytical Geometry and Calculus I	4
ART 105	Film as Art	3	MAT 141	Analytical Geometry and Calculus II	4
AST 101	Solar System Astronomy	4	MAT 240	Analytical Geometry and Calculus III	4
AST 102	Stellar Astronomy	4	MAT 242	Differential Equations	4
BIO 101	Biological Science I	4	MUS 105	Music Appreciation	3
BIO 102	Biological Science II	4	PHI 101	Introduction to Philosophy	3
BIO 210	Anatomy and Physiology I	4	PHI 105	Introduction to Logic	3
BIO 211	Anatomy and Physiology II	4	PHI 106	Logic II Inductive Reasoning	3
BIO 225	Microbiology	4	PHI 110	Ethics	3
CHM 110	College Chemistry I	4	PHI 115	Contemporary Moral Issues	3
CHM 111	College Chemistry II	4	PHY 201	Physics I	4
CHM 112	College Chemistry II	4	PHY 202	Physics II	4
CHM 211	Organic Chemistry I	4	PHY 221	University Physics I	4
CHM 212	Organic Chemistry II	4	PHY 222	University Physics II	4
ECO 210	Macroeconomics	3	PHY 223	University Physics III	4
ECO 211	Microeconomics	3	PSC 201	American Government	3
ENG 101	English Composition I	3	PSC 215	State and Local Government	3
ENG 102	English Composition II	3	PSY 201	General Psychology	3
ENG 201	American Literature I	3	PSY 203	Human Growth and Development	3
ENG 202	American Literature II	3	PSY 208	Human Sexuality	3
ENG 203	American Literature Survey	3	PSY 212	Abnormal Psychology	3
ENG 205	English Literature I	3	SOC 101	Introduction to Sociology	3
ENG 206	English Literature II	3	SOC 102	Marriage and the Family	3
ENG 208	World Literature I	3	SOC 205	Social Problems	3
ENG 209	World Literature II	3	SOC 206	Social Psychology	3
ENG 214	Fiction	3	SOC 210	Juvenile Delinquency	3
ENG 218	Drama	3	SOC 220	Sociology and the Family	3
ENG 222	Poetry	3	SOC 235	Thanatology	3
ENG 230	Women in Literature	3	SPA 101	Elementary Spanish I	4
ENG 236	African American Literature	3	SPA 102	Elementary Spanish II	4
ENG 260	Advanced Technical Communication	3	SPA 201	Intermediate Spanish I	3
FRE 101	Elementary French I	4	SPA 202	Intermediate Spanish II	3
FRE 102	Elementary French II	4	SPC 205	Public Speaking	3
FRE 201	Intermediate French I	3	SPC 210	Oral Interpretation of Literature	3
FRE 202	Intermediate French II	3	THE 101	Introduction to Theatre	3
GEO 101	Intro to Geography	3			
GEO 102	World Geography	3			
GER 101	Elementary German I	4			
GER 102	Elementary German II	4			
HIS 101	Western Civilization to 1689	3			
HIS 102	Western Civilization Post 1689	3			
HIS 201	American History Discovery to 1877	3			
HIS 202	American History 1877 to Present	3			
MAT 110	College Algebra	3			
MAT 111	College Trigonometry	3			

Contact Information:
 – Transfer Program Manager, Associate in Arts
 Program: Timothy Midgette 803-778-6667
 – Transfer Program Manager, Associate in Science
 Program: Ann Davis 803-774-3351.
 – Central Carolina Technical College Home Page:
<http://www.cctech.edu>
 – Commission on Higher Education Home Page:
<http://www.che.sc.gov>
 _South Carolina Transfer and Articulation Center
 (SCTRAC): www.sctrac.org

WORKFORCE DEVELOPMENT

The Workforce Development Division is the first-choice training partner for industry, government agencies and residents of Clarendon, Kershaw, Lee, and Sumter counties and supports economic development through education, collaboration, problem-solving, and matching resources to needs. Open enrollment courses and customized contract training programs are developed and delivered at convenient times and locations to meet the needs of business and industry.

The Division also includes the South Carolina Environmental Training Center (ETC). The ETC is designated by the state to provide training to water and wastewater operators to help preserve and protect South Carolina's water. Courses are offered onsite and online throughout the state. The ETC, (803) 778-6656, is located at the AMTTC Sumter, SC.

Program Areas

The Workforce Development Division offers non-credit courses, workshops and seminars specializing in six program areas:

- **Business & Leadership**
Management, Supervisory Training, Computers, and Soft Skills.
- **Environmental**
Water, Wastewater, Well Driller, Math for Operators, Chlorine Safety, and Pool & Spa.
- **General Interest**
Defensive Driving, CDL, and Logistics
- **Allied Health**
Emergency Medical Technician, CPR and First Aid, Certified Nursing Assistant, Phlebotomy, First Responder, etc.
- **Industrial**
Programmable Logic Controllers, Production, AutoCAD, Industrial Maintenance, Electrical, Blueprint Reading, Hydraulics, Pneumatics, Welding and CNC.
- **Safety**
Confined Space, Forklift, HAZCOM/RCRA/DOT, HAZWOPER, and OSHA.

Apprenticeship Programs

Apprenticeship Carolina™ is the SC Technical College System's tool to help business and industry partners achieve their workforce development goals.

Apprenticeship Carolina is committed to ensuring all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs. Central Carolina Technical College and an Apprenticeship Carolina™ consultant will work with businesses to develop a US Department of Labor registered apprenticeship program at no cost.

More than 950 occupations across all industry clusters nationwide are recognized through registered apprenticeship programs and new occupations are regularly added as employer needs evolve to meet new economic realities. Central Carolina Technical College has worked with local businesses with the following apprenticeship occupations: Quality Control Technician, Bank Teller, Manufacturing Technician, Customer and Administrative Services, HVAC Technician, Office Manager, Certified Nursing Assistant, Maintenance Mechanic, Production Technician, Wastewater Operator, Accounting Technician, Pharmacy Technician, and Chemical Operator.

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Basic Program Information

Sequence of Courses

Course requirements for programs are listed in semester displays included in this catalog. Students may also receive semester displays (Program Plans) from the Office of Admissions and Counseling. These semester displays indicate the suggested semester sequence of courses. Since many students have outside responsibilities, such as a family or work, students may take longer to finish their chosen program of study. However, students should pay close attention to the semester displays, because sometimes one course is a prerequisite for another course; that is, you must satisfactorily complete a certain course before you are allowed to enroll in the next course in the sequence. Students should discuss course sequencing with a College advisor or counselor.

Frequency of Course Offerings

Most courses listed in this Catalog are offered at least one semester a year. Some courses are offered every semester, but many are available only in the semester listed in semester displays. The semester displays show the scheduled semester courses should be offered; however, sometimes courses are cancelled because of low enrollment. Students are encouraged to enroll in courses in the recommended sequence in order to graduate in a timely manner.

Developmental Courses

All programs of study require that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Courses

Each associate degree program consists of a basic core of at least 15 semester credit hours of general education courses. The general education core includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics. Each diploma program consists of a core of at least 8 semester credit hours of general education courses. Note: Some courses require prerequisites. Check for course prerequisites in the section of this catalog entitled "Course Descriptions." Following is a list of general education courses:

Humanities/Fine Arts

ART	101	Art History and Appreciation (3)
ART	105	Film as Art (3)
ENG	102	English Composition II (3)
ENG	203	American Literature Survey (3)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	208	World Literature I (3)
ENG	209	World Literature II (3)
ENG	214	Fiction (3)
ENG	220*	20th and 21st Century Literature (3)
ENG	228*	Studies in Film Genre (3)
ENG	236	African American Literature (3)
HIS	101	Western Civilization to 1689 (3)
HIS	102	Western Civilization Post 1689 (3)
HIS	122*	History, Technology, and Society (3)
HIS	131*	African American History 1877-Present(3)
HIS	201	American History Discovery to 1877 (3)
HIS	202	American History 1877 to Present (3)
HIS	222*	Global Women's History (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (3)
REL	101*	Introduction to Religion (3)
SPA	102	Elementary Spanish II (4)
SPC	210	Oral Interpretation of Literature (3)
THE	101	Introduction to Theatre (3)
THE	105*	Fundamentals of Acting (3)

Social/Behavioral Sciences

ANT	101	General Anthropology (3)
ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
GEO	102	World Geography (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)
PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)

SOC	101	Introduction to Sociology (3)
SOC	102	Marriage and the Family (3)
SOC	206	Social Psychology (3)
SOC	210	Juvenile Delinquency (3)

Natural Science/Mathematics

AST	101	Solar System Astronomy (4)
AST	102	Stellar Astronomy (4)
BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	112*	Basic Anatomy and Physiology (4)
BIO	115*	Basic Microbiology (3)
BIO	203*	General Genetics (4)
BIO	205*	Ecology (3)
BIO	206*	Ecology Lab (1)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
BIO	225	Microbiology (4)
BIO	240*	Nutrition (3)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)
MAT	101*	Beginning Algebra (3)
MAT	102*	Intermediate Algebra (3)
MAT	110	College Algebra (3)
MAT	111	College Trigonometry (3)
MAT	120	Probability and Statistics (3)
MAT	140	Analytical Geometry and Calculus I (4)
MAT	141	Analytical Geometry and Calculus II (4)
MAT	155*	Contemporary Mathematics (3)

Oral Communication

SPC	205	Public Speaking (3)
SPC	210	Oral Interpretation of Literature (3)

Written Communication

ENG	101	English Composition I (3)
ENG	102	English Composition II (3)
ENG	165*	Professional Communications (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

**Major in Administrative Office Technology (ADOT)
Associate Degree in Applied Science
69 Semester Hours**

The Administrative Office Technology Associate Degree in Applied Science program is designed for individuals who want to become administrative professionals in an electronic office environment. Students will develop skills in the following areas: keyboarding, word processing, spreadsheets, database management applications, desktop publishing, web page design, presentation graphics, accounting, effective communication and customer service, and office management skills.

Graduates of this program are prepared for careers in a variety of administrative professional positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ENG 101 English Composition I (3)
- MAT 101 Beginning Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- ___ ___ Humanities/Fine Arts Elective (3)
- ___ ___ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

	Class	Lab	Credit
FALL SEMESTER - FIRST YEAR			
AOT 104	Keyboarding & Input Technologies	3	0
COL 105	Freshman Seminar	3	0
CPT 101	Introduction to Computers	3	0
ENG 101	English Composition I	3	0
MAT 101	Beginning Algebra		
	or		
MAT 155	Contemporary Mathematics	3	0
		15	0
			3
			15
SPRING SEMESTER - FIRST YEAR			
AOT 110	Document Formatting	3	0
BUS 130	Business Communications	3	0
CPT 174	Microcomputer Spreadsheets	3	0
CPT 179	Microcomputer Word Processing	3	0
SPC 205	Public Speaking	3	0
		15	0
			3
			15
SUMMER SEMESTER - FIRST YEAR			
AOT 180	Customer Service	3	0
AOT 251	Administrative Systems and Procedures *	3	0
CPT 172	Microcomputer Database	3	0
IST 222	Introduction to Webpage Production	3	0
		12	0
			3
			12

FALL SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
AOT 210	Document Production			
	or			
AOT 212	Medical Document Production			
	or			
AOT 213	Legal Document Production	3	0	3
IST 281	Presentation Graphics	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER - SECOND YEAR

AOT 254	Office Simulation*	3	0	3
AOT 256	Office Management Skills*			
	or			
MGT 101	Principles of Management	3	0	3
AOT 265	Office Desktop Publishing*	3	0	3
— —	Departmental Approved Elective	3	0	3
		<u>12</u>	<u>0</u>	<u>12</u>

Departmental Approved Electives

ACC 124	Individual Tax Procedures
ACC 150	Payroll Accounting
AHS 102	Medical Terminology
AHS 105	Medical Ethics & Law
AHS 131	Computer in Healthcare
AOT 210	Document Production
AOT 212	Medical Document Production
AOT 213	Legal Document Production
BUS 110	Entrepreneurship
BUS 121	Business Law I
CPT 242	Database
CRJ 101	Introduction to Criminal Justice
CRJ 115	Criminal Law I
MGT 101	Principles of Management
MGT 150	Fundamentals of Supervision
MKT 101	Marketing
SPA 101	Elementary Spanish I
SPA 105	Conversational Spanish

* Offered only once per year.

** Capstone course must be taken at CCTC.

This program is aligned with the following career cluster: Business, Management & Administration.

Information Processing Certificate (INPR) 36 Semester Hours

The Information Processing Certificate program is designed for individuals who desire to develop skills as entry-level office support personnel in an electronic office environment. Students will develop skills in the following areas: keyboarding and input technologies, word processing, spreadsheets, database management applications, web page design, and effective communication and customer service. Students may apply courses in the Information Processing Certificate toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

Graduates of this program are prepared for careers in a variety of administrative professional positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
AOT 104 Keyboarding & Input Technologies	3	0	3
COL 105 Freshman Seminar	3	0	3
CPT 101 Introduction to Computers	3	0	3
ENG 101 English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
	12	0	12

SPRING SEMESTER

AOT 110 Document Formatting	3	0	3
BUS 130 Business Communications	3	0	3
CPT 174 Microcomputer Spreadsheets	3	0	3
CPT 179 Microcomputer Word Processing	<u>3</u>	<u>0</u>	<u>3</u>
	12	0	12

SUMMER SEMESTER

AOT 180 Customer Service	3	0	3
AOT 251 Administrative Systems and Procedures*	3	0	3
CPT 172 Microcomputer Database	3	0	3
IST 222 Introduction to Webpage Production			
or			
ACC 101 Accounting Principles I	<u>3</u>	<u>0</u>	<u>3</u>
	12	0	12

* Offered only once per year.

This program is aligned with the following career cluster: Business, Management & Administration.

Certificate in Medical Office Administrative Assistant (MOAA) 38 Semester Hours

The Medical Office Administrative Assistant Certificate program is designed to prepare individuals for entry-level office support in an electronic medical office environment. Students will develop skills in medical office procedures, health information systems management, business document production, effective communication, and customer service. Students may apply courses in the Medical Office Administrative Assistant Certificate toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

Graduates of this program are prepared for careers in a variety of administrative office positions.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
AHS 102	Medical Terminology		3	0	3
AHS 105	Medical Ethics and Law**		2	0	2
AOT 104	Keyboarding & Input Technologies		3	0	3
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		<u>3</u>	<u>0</u>	<u>3</u>
			14	0	14
SPRING SEMESTER					
ACC 101	Accounting Principles I		3	0	3
AHS 131	Computers in Healthcare**		3	0	3
AOT 110	Document Formatting		3	0	3
BUS 130	Business Communications		3	0	3
ENG 101	English Composition I		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15
SUMMER SEMESTER					
AOT 180	Customer Service		3	0	3
AOT 212	Medical Document Production*		3	0	3
CPT 174	Microcomputer Spreadsheets		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

* Offered only once per year.

** Student must see their MOAA Advisor before registering for course.

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Accounting (ACCT)
Associate Degree in Applied Science
69 Semester Hours

The Accounting Associate Degree in Applied Science program prepares students to systematically record, interpret, and present financial data. According to forecasts, accountants are near the top of the list of promising careers for the future. Career opportunities include entry positions such as general accounting, payroll, accounts receivable, and accounts payable. Selected accounting classes are available during the day and evening.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ECO 210 Macroeconomics (3)
- ENG 101 English Composition I (3)
- MAT 101 Beginning Algebra (3)
- or
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- ___ ___ Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

			Class	Lab	Credit
ACC 101	Accounting Principles I		3	0	3
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
ENG 101	English Composition I		3	0	3
MAT 101	Beginning Algebra				
	or				
MAT 110	College Algebra				
	or				
MAT 155	Contemporary Mathematics		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER - FIRST YEAR

ACC 102	Accounting Principles II		3	0	3
ACC 150	Payroll Accounting		3	0	3
CPT 174	Microcomputer Spreadsheets		3	0	3
MGT 101	Principles of Management		3	0	3
___ ___	Humanities/Fine Arts Elective*		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SUMMER SEMESTER - FIRST YEAR

ACC 240	Computerized Accounting		3	0	3
ECO 210	Macroeconomics		3	0	3
SPC 205	Public Speaking		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

FALL SEMESTER - SECOND YEAR

ACC 124	Individual Tax Procedures		3	0	3
ACC 201	Intermediate Accounting I		3	0	3
ACC 230	Cost Accounting I		3	0	3
BUS 121	Business Law I		3	0	3
MKT 101	Marketing		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER - SECOND YEAR

ACC 245	Accounting Applications	3	0	3
ACC 265	Not-for-Profit Accounting	3	0	3
BAF 201	Principles of Finance	3	0	3
BUS 240	Business Statistics	3	0	3
MGT 240	Management Decision Making	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

**Recommend PHI 110 Ethics*

This program is aligned with the following career cluster: Finance.

Accounting Specialist Certificate (ACSP) 27 Semester Hours

The Accounting Specialist Certificate program provides students with a working knowledge of accounts receivable, accounts payable, and general accounting activities. Students may apply the courses taken in the Accounting Specialist Certificate to the Associate Degree in Applied Science with a Major in Accounting.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
ACC 124	Individual Tax Procedures	3	0	3
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
MGT 101	Principles of Management	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER

ACC 102	Accounting Principles II	3	0	3
ACC 150	Payroll Accounting	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
— —	Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

This program is aligned with the following career cluster: Finance.

**Major in Management (MGNT)
Associate Degree in Applied Science
66 Semester Hours**

The Management Associate Degree in Applied Science program is a study of the art and science of directing a business toward its desired goals. The program develops management, communication, mathematics, and problem-solving skills required in supervisory and leadership positions. In addition, critical business topics such as accounting, economics, finance, and information processing technology are introduced.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ECO 210 Macroeconomics (3)
- ENG 101 English Composition I (3)
- or
- ENG 165 Professional Communications (3)
- MAT 101 Beginning Algebra (3)
- or
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- — Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
MGT 101	Principles of Management			
	or			
BUS 101	Introduction to Business	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR

ACC 101	Accounting Principles I	3	0	3
BUS 121	Business Law I	3	0	3
MKT 101	Marketing	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Departmental Approved Elective	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

BUS 110	Entrepreneurship	3	0	3
MKT 135	Customer Service Techniques	3	0	3
QAT 103	Quality Management	3	0	3
		9	0	9

FALL SEMESTER - SECOND YEAR

ECO 210	Macroeconomics	3	0	3
IDS 201	Leadership Development	3	0	3
MGT 121	Small Business Operations	3	0	3
MGT 201	Human Resources Management	3	0	3
___	___	<u>3</u>	<u>0</u>	<u>3</u>
	Departmental Approved Elective	15	0	15

SPRING SEMESTER - SECOND YEAR

BAF 201	Principles of Finance	3	0	3
BUS 240	Business Statistics	3	0	3
MGT 240	Management Decision Making	3	0	3
___	___	<u>3</u>	<u>0</u>	<u>3</u>
	Humanities/Fine Arts Elective*	12	0	12

Departmental Approved Electives - Choose 6 Credit Hours from the following:

ACC 240	Computerized Accounting (3)
AOT 104	Keyboarding and Input Technologies (3)
BUS 101	Introduction to Business (3)
BUS 128	Employment Law (3)
BUS 136	Compensation and Benefits Analysis (3)
BUS 210	Introduction to E-Commerce in Business (3)
BUS 250	Introduction to International Business (3)
CPT 174	Microcomputer Spreadsheets (3)
LOG 110	Introduction to Logistics (3)
LOG 111	Warehouse and Distribution Center Operations (3)
LOG 125	Transportation Logistics (3)
LOG 215	Supply Chain Management (3)
MGT 150	Fundamentals of Supervision (3)
MGT 210	Employee Selection and Retention (3)
MKT 110	Retailing (3)
MKT 140	E-Marketing (3)
MKT 221	Sales Strategies (3)
MKT 245	Promotional Strategies (3)
MMT 101	Introduction to Materials Management (3)
MMT 110	Inventory Management (3)

**Recommend PHI 110 Ethics*

This program is aligned with the following career cluster: Business, Management & Administration.

Entrepreneurship/Small Business Management Certificate (ESBM) 27 Semester Hours

The Entrepreneurship/Small Business Management Certificate program is designed to provide a foundation for those seeking to start, build or manage their own business. The program introduces students to a variety of topics, such as assessing organizational strategies and practices, developing a business idea and plan, applying sound management principles to real-life business situations, and understanding key functions such as business law, customer service, e-commerce, small business operations and quality. Students will work on their own business plan and will be connected with coaches who can help with individual problems and next steps in their business development process.

Students may apply courses in the Entrepreneurship/Small Business Management Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental course may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are ENG 032, MAT 031, MAT 032, and RDG 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
BUS 101	Introduction to Business	3	0	3
COL 105	Freshman Seminar	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

BUS 121	Business Law I	3	0	3
BUS 210	Introduction to E-Commerce in Business	3	0	3
MGT 121	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER

BUS 110	Entrepreneurship	3	0	3
IDS 201	Leadership	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Human Resource Specialist Certificate (HRSC) 24 Semester Hours

The Human Resource Specialist Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for a generalist in human resources. The certificate is designed as a first step to the Management Associate Degree, as a credential for those seeking a first job in human resources where a degree is not required, or as a complement to those working in the human resources field who have no prior background in the discipline. The program offers a broad foundation of knowledge about organizations and how they operate as well as a basic understanding and introduction to key human resources-related tasks. The program introduces students to a variety of topics, such as an overview of the many functions of human resources, principles of management and leadership, employment law, compensation and benefits, and employee selection and retention. Students may apply courses in the Human Resource Specialist Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are ENG 032, MAT 031, MAT 032, and RDG 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
BUS 101 Introduction to Business	3	0	3
COL 105 Freshman Seminar	3	0	3
MKT 135 Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9

SPRING SEMESTER

BUS 128 Employment Law	3	0	3
BUS 136 Compensation and Benefits Analysis	3	0	3
MGT 201 Human Resource Management	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9

SUMMER SEMESTER

IDS 201 Leadership	3	0	3
MGT 210 Employment Selection and Retention	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Logistics and Supply Chain Management Certificate (LSCM) 24 Semester Hours

The Logistics and Supply Chain Management Certificate program is designed to provide basic understanding and skills in the fields of materials management and transportation for students interested in distribution, transportation operations, warehousing and materials, and inventory management for both manufacturing and non-manufacturing operations. Some professional certifications in logistics and materials management can be applied to applicable courses in this certification with approval.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
LOG 110	Introduction to Logistics	3	0	3
MMT 101	Introduction to Materials Management	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

LOG 111	Warehouse and Distribution Center Operations	3	0	3
LOG 125	Transportation Logistics	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER

LOG 215	Supply Chain Management	3	0	3
MMT 110	Inventory Management	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Marketing and Sales for Small Business Certificate (MSSB) 24 Semester Hours

The Marketing and Sales for Small Business Certificate program is designed to provide fundamental knowledge of a wide variety of sales and marketing techniques for small businesses, start-ups, retail sales, and non-profit organizations who lack a centralized marketing strategy. The certificate focuses on online marketing and promotional strategies and web design as well as face-to-face sales and customer techniques. Students will learn to understand the customer journey to best apply effective marketing and sales techniques. Upon completion of this certificate, students will be able to develop and implement a comprehensive marketing strategy and learn to work with professional advertisers to create brand, message and image.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
MKT 101	Marketing	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER

BUS 210	Introduction to E-Commerce in Business	3	0	3
MKT 110	Retailing	3	0	3
MKT 140	E-Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER

MKT 221	Sales Strategies	3	0	3
MKT 245	Promotional Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Office Management Certificate (OMTC) 30 Semester Hours

The Office Management Certificate is designed to provide fundamental knowledge and skills in a wide variety of office management and administration applications to run a one-person or small office or department. The certificate offers a broad foundation of knowledge about organizations and how they operate and includes technical skills in accounting, payroll, supervision, human resources, computer technology, and professional communications to ensure graduates are able to manage all administrative functions to supplement on-the-job knowledge about the particular business or organization.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. These developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
AOT 104	Keyboarding and Input Technologies		3	0	3
BUS 101	Introduction to Business		3	0	3
COL 105	Freshman Seminar		3	0	3
MKT 135	Customer Service Techniques		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SPRING SEMESTER					
ACC 101	Accounting Principles I		3	0	3
BUS 121	Business Law I		<u>3</u>	0	3
MGT 150	Fundamentals of Supervision		3	0	3
MGT 201	Human Resource Management		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SUMMER SEMESTER					
ACC 240	Computerized Accounting		3	0	3
ENG 165	Professional Communications		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Supervision and Leadership Foundations Certificate (SLFC) 27 Semester Hours

The Supervision and Leadership Foundations Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in supervision, management and general business. The certificate is designed for those seeking a first job where a degree is not required, as an enhancement to current job responsibilities or for those in a technical career field seeking general business skills. The program offers a broad foundation of knowledge about organizations and how they operate, such as assessing organizational strategies and practices, applying sound management principles to real-life business situations, and understanding key functions such as business law, human resources, customer service, quality and operations management. It is beneficial for those who aspire to supervision and management positions as well as those who want a basic understanding of business principles and practices to enhance effectiveness in any position. Students may apply courses in the Supervision and Leadership Foundations Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are ENG 032, MAT 031, MAT 032, and RDG 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
MGT 101	Principles of Management	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

BUS 101	Introduction to Business	3	0	3
BUS 121	Business Law I	3	0	3
MGT 201	Human Resource Management	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER

ACC 101	Accounting Principles I	3	0	3
IDS 201	Leadership	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Computer Technology (CMPT) Associate Degree in Applied Science 69 Semester Hours

The Computer Technology Associate Degree in Applied Science program provides students with the opportunity to learn the necessary skills to use state-of-the-art computer systems to solve business and information systems related problems. The program focuses on problem-solving and decision-making using microcomputers and associated technology. The curriculum includes three distinct concentrations consisting of advanced courses in the areas of programming, web development, and networking. These advanced courses allow students to choose a specific career path in the information systems field.

The utilization of popular microcomputer word processing, database, spreadsheet, and specialized software packages is required for successful completion of the microcomputer courses. Programming courses in Visual BASIC, COBOL, Java, C#, XNA, PHP, ASP.net, JavaScript, and Silverlight are also included in the curriculum. To complement the language development courses, students must successfully complete studies in operating systems, Internet communications, database design and management, and computer systems management. Upper-level courses in the curriculum include both the theory and hands-on application of data communications technology, local area networks (LANs), programming, web development, and systems analysis and design procedures. Authorized certification course materials (MOS, Network+, A+, MTA, OCA, MCTS, MCITP, and CCNA) are used in a variety of the courses. Students are encouraged to obtain appropriate professional certifications.

Career opportunities include computer operator, hardware/software technician, application programmer, programmer/analyst, network manager, network administrator, applications specialist, web specialist, end-user support technician or help-desk specialist.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 101	English Composition I (3)
MAT 102	Intermediate Algebra (3)
	or
MAT 110	College Algebra (3)
SPC 205	Public Speaking (3)
___ ___	Humanities/Fine Arts Elective (3)
___ ___	Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
CPT 168	Programming Logic and Design	3	0	3
CPT 209	Computer Systems Management	3	0	3
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
SPRING SEMESTER - FIRST YEAR				
ACC 101	Accounting Principles I	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
CPT 236	Introduction to Java Programming	3	0	3
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SUMMER SEMESTER - FIRST YEAR

CPT	172	Microcomputer Database	3	0	3
CPT	237	Advanced Java Programming	3	0	3
IST	220	Data Communications	3	0	3
IST	226	Internet Programming	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>

FALL SEMESTER - SECOND YEAR

IST	245	Local Area Networks	3	0	3
SPC	205	Public Speaking	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Social/Behavioral Science Elective	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER - SECOND YEAR

CPT	264	Systems and Procedures	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Humanities/Fine Arts Elective	3	0	3
			<u>15</u>	<u>0</u>	<u>15</u>

Departmental Approved Electives**Programming and Web Development**

CPT	188	Mobile App Development (3)
CPT	239	Active Server Pages (3)
CPT	240	Internet Programming with Database (3)
CPT	242	Database (3)
CPT	283	PHP Programming I (3)
IST	237	Intermediate Website Design (3)

Networking

IST	201	Cisco Internetworking Concepts (3)
IST	202	Cisco Router Configuration (3)
IST	203	Advanced Cisco router Configuration (3)
IST	204	Cisco Troubleshooting (3)
IST	253	LAN Service and Support (3)

Special Topic Courses

CPT	208	Special Topics in Computer Technology (3)
CPT	280	SCWE in Computer Tech I (3)
IST	290	Special Topics in Information Science (3)

Cybersecurity

CPT	282	Information Systems Security (3)
IST	110	Introduction to Cyberspace and Cybersecurity (3)
IST	111	Cybersecurity Processes and Technologies (4)
IST	220	Data Communications (3)
IST	267	Network Vulnerability Assessment (3)
IST	269	Digital Forensics (3)
IST	285	Cybersecurity Capstone (4)

Humanities/Fine Arts Electives listed under the General Education Courses in your current catalog.

This program is aligned with the following career cluster: Information Technology.

Computer Specialist Certificate (CMSP) 39 Semester Hours

The Computer Specialist Certificate program is designed to provide entry-level skills necessary for careers in the field of microcomputer operations and support services. The program is offered for individuals seeking to develop or broaden their knowledge of microcomputer software applications, operating systems, programming, data and Internet communications. Students may apply courses in the Computer Specialist Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
CPT 168	Programming Logic and Design	3	0	3
CPT 209	Computer Systems Management	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
SPRING SEMESTER				
ACC 101	Accounting Principles I	3	0	3
CPT 174	Microcomputer Spreadsheet	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
CPT 236	Intro to Java Programming	3	0	3
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
SUMMER SEMESTER				
CPT 172	Microcomputer Database			
	or			
IST 220	Data Communications	3	0	3
CPT 237	Advanced Java Programming	3	0	3
IST 226	Internet Programming	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

This program is aligned with the following career cluster: Information Technology.

Cybersecurity Certificate (CYBR) 35 Semester Hours

The Cybersecurity Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in the field of cybersecurity and computer support services. The program is offered for individuals seeking to develop or broaden their knowledge of cyber information and network security. The program introduces students to a variety of topics, such as assessing the security needs of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures. Students may apply courses in the Cybersecurity Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
CPT 209	Computer Systems Management	3	0	3
IST 110	Introduction to Cyberspace and Cybersecurity	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER

CPT 282	Information Systems Security	3	0	3
IST 111	Cybersecurity Processes and Technologies	3	3	4
IST 267	Network Vulnerability Assessment	3	0	3
IST 269	Digital Forensics	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

SUMMER SEMESTER

IST 220	Data Communications	3	0	3
IST 285	Cybersecurity Capstone	<u>3</u>	<u>3</u>	<u>4</u>
		6	3	7

This program is aligned with the following career cluster: Information Technology.

Certificate in Internetworking Cisco (INWK) 27 Semester Hours

The Internetworking Cisco Certificate program is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience for today's global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the Cisco Networking Academy Program, this program prepares students for the Cisco Certified Networking Associate exam (CCNA) and the CCNA Security exam. Career opportunities include network/LAN manager, and WAN technician. Students may apply courses in the Internetworking Cisco Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSES

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
CPT 101 Introduction to Computers	3	0	3
IST 220 Data Communications	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9

FALL SEMESTER

IST 201 Cisco Internetworking Concepts	2.5	1.5	3
IST 202 Cisco Router Configuration	2.5	1.5	3
IST 245 Local Area Networks	<u>3</u>	<u>0</u>	<u>3</u>
	8	3	9

SPRING SEMESTER

IST 203 Advanced Cisco Router Configuration	2.5	1.5	3
IST 204 Cisco Troubleshooting	2.5	1.5	3
IST 253 LAN Service & Support	<u>3</u>	<u>0</u>	<u>3</u>
	8	3	9

This program is aligned with the following career cluster: Information Technology.

Web Development Certificate (WBDV) 36 Semester Hours

The Web Development Certificate is designed for individuals who have a strong desire to develop skills as an entry level worker in the web development, web design, and web support field. Students will develop skills in the following areas: web design, internet programming, digital vector graphics, internet programming with databases, effective communication and marketing.

Graduates of this program are prepared for careers in a variety of web design and development positions in any global business environment.

Authorized certification course materials (MOS—Microsoft Office Specialist and ACE—Adobe Certified Expert) are used in a variety of the courses. Graduates are encouraged to obtain their certification.

All Computer Technology (CPT) and Information Systems Technology (IST) courses must be completed with a grade of “C” or better in order to count toward graduation.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are ENG 032, MAT 031, MAT 032, and RDG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
CPT 168	Programming Logic and Design		3	0	3
MKT 101	Marketing		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SPRING SEMESTER					
CPT 172	Microcomputer Database*		3	0	3
CPT 242	Database		3	0	3
IST 226	Internet Programming		3	0	3
IST 237	Intermediate Website Design		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SUMMER SEMESTER					
CPT 160	Digital Vector Graphics I*		3	0	3
CPT 239	Active Server Pages		3	0	3
CPT 240	Internet Programming with Database		3	0	3
CPT 283	PHP Programming I		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

*ACE & MOS certification courses.

This program is aligned with the following career cluster: Information Technology.

Major in Criminal Justice Technology (CRJS)
Associate Degree in Applied Science
63/64 Semester Hours

The Criminal Justice Technology Associate Degree in Applied Science program seeks to develop an understanding of the causes and the prevention of crime, impacts of human behavior, the legal system, and the organization and conduct of criminal justice functions. The curriculum provides essential knowledge of the functions and prevalent problems of criminal justice agencies and the organizational, legal, and social context within which they operate. The program meets the needs of in-service students who seek to improve their professional qualifications and of those students who are preparing for employment with criminal justice agencies.

Career opportunities include employment with municipal, county, and state law enforcement agencies and court systems; industrial/retail security; social service agencies; juvenile justice; and correctional agencies. In addition, Central Carolina Criminal Justice Technology courses may be used for recertification credit with the South Carolina Criminal Justice Academy.

Courses in this program are offered during the day, evening, and through distance education. Once admitted, students must earn a grade of “C” or higher in each major course.

Specific/Special Admission Information

Students should be aware that many positions in the Criminal Justice field require no previous criminal convictions (i.e., DUI, bad check convictions, open container convictions, excessive traffic convictions, etc.). A favorable credit history may also be required as a requirement for employment.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - 18/19 Credit Hours

- ENG 101 English Composition I (3)
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- PSY 201 General Psychology (3)
- SPC 205 Public Speaking (3)
- ___ ___ Humanities/Fine Arts (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

	Class	Lab	Credit
FALL SEMESTER - FIRST YEAR			
COL 105	Freshman Seminar	3	0
CPT 101	Introduction to Computers	3	0
CRJ 101	Introduction to Criminal Justice	3	0
CRJ 115	Criminal Law I	3	0
ENG 101	English Composition I	3	0
		15	0
			15
SPRING SEMESTER - FIRST YEAR			
CRJ 120	Constitutional Law	3	0
CRJ 125	Criminology	3	0
PSY 201	General Psychology	3	0
SPC 205	Public Speaking	3	0
___ ___	Humanities/Fine Arts Elective	3	0
		15	0
			15
SUMMER SEMESTER - FIRST YEAR			
CRJ 145	Juvenile Delinquency	3	0
CRJ 202	Criminalistics	3	0
		6	0
			6

FALL SEMESTER - SECOND YEAR

CRJ	220	Judicial Process	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	224	Police Community Relations	3	0	3
MAT	110	College Algebra			
		or			
MAT	155	Contemporary Mathematics	3	0	3
_____	_____	Departmental Approved Elective	<u>3/4</u>	<u>0</u>	<u>3/4</u>
			15/16	0	15/16

SPRING SEMESTER - SECOND YEAR

CRJ	236	Criminal Evidence	3	0	3
CRJ	242	Correctional Systems	3	0	3
CRJ	244	Probation, Pardon, and Parole	3	0	3
CRJ	250	Criminal Justice Internship I			
		or			
CRJ	260	Seminar in Criminal Justice	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

Departmental Approved Electives

ENG	102	English Composition II (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
SOC	101	Introduction to Sociology (3)
SPA	101	Elementary Spanish I (4)
SPA	105	Conversational Spanish (3)

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

**Major in Paralegal (PARA)
Associate Degree in Applied Science
66 Semester Hours**

The goals of the Paralegal Associate Degree in Applied Science program are to offer a concentrated program of study to:

- Prepare students with the knowledge and skills necessary to be qualified paralegals.
- Prepare students for careers as paralegals working under the direct supervision of attorneys in public and private sectors.
- Prepare students who can perform effectively in a variety of legal settings and who can adapt to the changing legal environment.

A paralegal/legal assistant may not practice law, give advice, or represent clients in a court of law.

The Paralegal Associate Degree program is designed to meet the following objectives:

- Provide students with a general education that includes oral and written communications, computational skills, and an awareness and knowledge of the humanities and social sciences.
- Provide students with knowledge of the roles and functions of a lawyer, the roles and functions of the paralegal, and law practice methods in a variety of settings in which paralegals work.
- Give students an understanding of the court system and the process of civil and criminal litigation.
- Provide students with substantive knowledge in different areas of law practice.
- Prepare students with knowledge and procedures for conducting legal research and preparing legal documents in a minimum of three areas of law practice.
- Provide students with an understanding of the rules of professional conduct governing lawyers and paralegals.
- Provide law office management skills which include computer, legal research, and client interviewing skills.

The Paralegal Associate Degree program is approved by the American Bar Association (ABA) as having met all curriculum requirements necessary for training qualified paralegals.

The Paralegal Associate Degree program requires at least a grade of “C” in ALL legal (LEG prefix) classes to graduate from the program.

Program Specific Residency Requirements

The Associate in Applied Science – Major in Paralegal program requires that at least 50% of the Legal Specialty Courses must be taken at Central Carolina Technical College.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 18 Credit Hours

- ENG 101 English Composition I (3)
 ENG 102 English Composition II (3)
 MAT 110 College Algebra (3)
 or
 MAT 155 Contemporary Mathematics (3)
 SPC 205 Public Speaking (3)
 _____ Humanities/Fine Arts Elective (3)
 _____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR				
		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
LEG 135	Introduction to Law and Ethics*	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER - FIRST YEAR

BUS 121	Business Law I	3	0	3
ENG 102	English Composition II	3	0	3
MAT 110	College Algebra			
	Or			
MAT 155	Contemporary Mathematics	3	0	3
— —	Approved Computer Elective	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

FALL SEMESTER - SECOND YEAR

LEG 120	Torts*	3	0	3
LEG 132	Legal Bibliography*	3	0	3
LEG 212	Workers' Compensation*	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Department Approved Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER - SECOND YEAR

LEG 201	Civil Litigation I*	3	0	3
LEG 213	Family Law*	3	0	3
LEG 214	Property Law*	3	0	3
LEG 233	Wills, Trusts and Probate*	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SUMMER SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
LEG 230	Legal Writing*	3	0	3
LEG 232	Law Office Management	3	0	3
	or			
LEG 250	Internship for Legal Assistant/Paralegal*	0	9	3
		<u>9</u>	<u>9</u>	<u>9</u>

*Core Legal Specialty Courses

Departmental Approved Electives

AHS 102	Medical Terminology
AOT 104	Keyboarding and Input Technologies
AOT 180	Customer Service
BUS 130	Business Communications
CPT 172	Microcomputer Database
CPT 174	Microcomputer Spreadsheets
CRJ 220	Judicial Process (recommended)
CRJ 236	Criminal Evidence
SPA 101	Elementary Spanish I (recommended)
SPA 102	Elementary Spanish II
SPA 105	Conversational Spanish

Approved Computer Elective

AOT 104	Keyboarding and Input Technologies
AOT 110	Document Formatting
CPT 179	Microcomputer Word Processing

* Core Legal Specialty Courses

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Early Care and Education Programs

Early Care and Education Program Requirements

All students enrolling in Early Care and Education programs must meet the following requirements:

- Furnish a copy of High School Diploma or GED Certificate.
- Furnish information and fees (approximately \$110) for background checks and toxicology screenings administered through facilities specified by the College.
 - Social Security Report (address locator)
 - Criminal background check for places of residence for prior seven (7) years
 - Check of the Sexual/Violent Offender Registry
 - Check of any other registry or records required by law, accrediting agency or specific facility.

Note: Any discrepancy on a criminal background check or toxicology screening may disqualify a student from the program.

- Furnish a copy of a current physical exam on the Early Care and Education Department form.
- Purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Purchase and maintain the school-provided uniform as required by program.
- Provide or arrange own transportation to laboratory sites.
- Furnish equipment as required for specific courses.
- Maintain a minimum 2.0 GPA
- Earn a minimum of "C" in early childhood courses. Students may retake a course only once to earn the minimum grade of "C".

Core Performance Standards to Ensure Attainment of Competencies in Early Care and Education Programs

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for laboratory judgment (e.g., identifies cause-effect relationships in laboratory situations, assesses interactivity on the playground and classroom, etc.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with families/children and colleagues.)
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in rooms, work spaces, and play areas; administers cardiopulmonary resuscitation procedures; position themselves in the laboratory environment so as to render vital care to children without obstructing the positioning of necessary equipment or other child care workers, etc.)
- Gross and fine motor abilities sufficient to provide safe and effective child care (e.g., uses equipment, etc.)
- Auditory ability sufficient to monitor and assess child care needs (e.g., hears monitor alarm, emergency signals and a range of sounds necessary to assess child status, cries for help.)
- Visual ability sufficient for observation and assessment necessary in child care (e.g., observes child physical condition, etc.)
- Tactile ability sufficient for physical assessment (e.g., performs functions of physical examination and/or those related to therapeutic interventions, i.e., assessing a child's health status.)
- Sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly, (e.g., lift children, equipment, and supplies up to 50 pounds.)
- Emotional stability and psychological health in the interaction with children, families, colleagues, and College personnel.

NOTE: Examples are not all inclusive.

Laboratory classes have prerequisite paperwork, and students enrolled in other programs must contact an Early Care and Education faculty member prior to enrolling in a course with an ECD prefix. Students are not reimbursed for laboratory expenses while completing the laboratory component of a program.

Major in Early Care and Education (ECED)
Associate Degree in Applied Science
68 Semester Hours

The Early Care and Education Associate Degree in Applied Science program is designed to prepare individuals for employment in a variety of educational and child care programs for children from birth through school age. Recent research and interest in the importance of education of children during the first three years of life has provided for a growing number of new opportunities in the field. Graduates are prepared to assume positions in programs such as Head Start, Early Head Start, public schools, childcare, after-school care, public or private preschools or kindergartens, or working with children with special needs.

Courses in the program are available during the day and evening.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The Associate Degree in Applied Science with a major in Early Care and Education does not lead to teacher licensure, but opportunities for transfer to senior colleges and universities are available. The T.E.A.C.H. South Carolina Scholarship program may be available for persons already employed in child care.

The Associate Degree in Applied Science with a Major in Early Care and Education is accredited by The National Association for the Education of Young Children.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - 21 Credit Hours

- COL 105 Freshman Seminar (3)
- ENG 101 English Composition I (3)
- ENG 102 English Composition II (3)
- SPC 205 Public Speaking (3)
- PSY 201 General Psychology (3)
- MAT 101 Beginning Algebra (3)
- or
- MAT 110 College Algebra (3)
- MUS 105 Music Appreciation (3)
- or
- ART 101 Art Appreciation (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
ECD 101 Introduction to Early Childhood*	3	0	3
EDU 204 The Young Child: Development, Care, & Education	3	3	4
ENG 101 English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
	12	3	13
 SPRING SEMESTER - FIRST YEAR			
ECD 105 Guidance -Classroom Management	3	0	3
ECD 131 Language Arts	3	0	3
ECD 203 Growth and Development II	2	3	3
ENG 102 English Composition II	3	0	3
MAT 101 Beginning Algebra			
or			
MAT 110 College Algebra***	<u>3</u>	<u>0</u>	<u>3</u>
	14	3	15

SUMMER SEMESTER - FIRST YEAR

ECD 108	Family and Community Relations	3	0	3
ECD 135	Health, Safety, and Nutrition	3	0	3
EDU 230	Schools in Communities****	3	3	4
PSY 201	General Psychology	3	0	3
		12	3	13

FALL SEMESTER - SECOND YEAR

ECD 107	Exceptional Children			
	or			
ECD 207	Inclusive Care of Infants and Toddlers	2	3	3
ECD 132	Creative Experiences	3	0	3
ECD 133	Science and Math Concepts	3	0	3
MUS 105	Music Appreciation			
	or			
ART 101	Art History	3	0	3
— —	Departmental Elective	3	0	3
		14	3	15

SPRING SEMESTER - SECOND YEAR

ECD 237	Methods and Materials	2	3	3
ECD 243	Supervised Field Experience I			
	or			
ECD 251	Supervised Field Experience in Infant/Toddler Environment	1	6	3
SPC 205	Public Speaking	3	0	3
— —	Departmental Elective	3	0	3
		9	9	12

Departmental Electives - Choose 6 Credit Hours from the following:

BIO 101	Biological Science I (4)
CPT 101	Introduction to Computers (3)
ECD 109	Administration and Supervision (3)
ECD 200	Curriculum Issues in Infant and Toddler Development (3)
ECD 201	Principles of Ethics and Leadership (3)
ECD 205	Socialization and Group Care of Infants and Toddlers (3)
ECD 207	Inclusive Care for Infants and Toddlers (3)
EDU 102	Professional Preparation for Education Careers (3)
EDU 201	Classroom Inquiry with Technology (3)
EDU 241	Learners & Diversity (4)****
HIS 101	Western Civilization to 1689 (3)
HIS 102	Western Civilization Post 1689 (3)
HIS 201	American History: Discovery to 1877 (3)
HIS 202	American History: 1877 to Present (3)
MGT 121	Small Business Operations (3)
REL 101	Introduction to Religion (3)
SAC 101	Best Practices in School-Age and Youth Care Skills (3)**
SOC 101	Introduction to Sociology (3)
SPA 101	Elementary Spanish I (4)
SPC 210	Oral Interpretation of Literature (3)
THE 101	Introduction to Theater (3)

Infant-Toddler Certificate Electives

ECD 200
ECD 205

Management Electives

ECD 109
MGT 121

This program is aligned with the following career cluster: Education & Training.

**Required for students to obtain the South Carolina Early Childhood Credential.*

***Required for students to obtain the South Carolina School-Age Credential.*

****Intended for those desiring to transfer.*

*****Students should complete ECD 203 before taking this course.*

Early Childhood Development Certificate (EHC) 31 Semester Hours

The Early Childhood Development Certificate program prepares graduates for employment in educational programs for children from birth to age eight. Individuals will obtain a basic understanding of the developmental needs of young children and will learn how to create a nurturing environment in preschool and after school programs. All courses in the Early Childhood Development Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because more children are attending pre-primary schools than ever before. Job opportunities are available in public and private nursery schools and child care.

Courses in the program are available during the day and evening.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
ECD 132	Creative Experiences	3	0	3
ECD 133	Science and Math Concepts	3	0	3
EDU 204	The Young Child: Development, Care, & Education	<u>3</u>	<u>3</u>	<u>4</u>
		12	3	13
SPRING SEMESTER				
ECD 101	Introduction to Early Childhood*	3	0	3
ECD 107	Exceptional Children	2	3	3
ECD 131	Language Arts	3	0	3
ECD 203	Growth and Development II	<u>2</u>	<u>3</u>	<u>3</u>
		10	6	12
SUMMER SEMESTER				
ECD 105	Guidance-Classroom Management**	3	0	3
ECD 135	Health, Safety and Nutrition	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

**Required for students to obtain the South Carolina Early Childhood Credential.*

***Students will be required to attend summer session for this course.*

This program is aligned with the following career clusters: Education & Training.

Infant and Toddler Care Certificate (INTC) 28 Semester Hours

The Infant and Toddler Certificate program specifically prepares graduates for meeting the specialized needs of children under age three. The individual will obtain a basic understanding of the developmental and care needs of young children and will learn how to create a nurturing environment in infant and toddler programs in order to meet the needs of young children and their families. Special needs and early intervention will also be addressed. All courses in the Infant and Toddler Care Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because large numbers of infants and toddlers are enrolled in child care and federally funded programs. Job opportunities are available in Early Head Start and public and private child care programs.

Courses in the program are available during the day and evening.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Students who complete the Infant and Toddler Care Certificate may be eligible for the South Carolina Infant-Toddler Credential.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
ECD 101	Introduction to Early Childhood*		3	0	3
EDU 204	The Young Child: Development, Care, & Education		<u>3</u>	<u>3</u>	<u>4</u>
			9	3	10
SPRING SEMESTER					
ECD 131	Language Arts		3	0	3
ECD 200	Curriculum Issues in Infant and Toddler Development		3	0	3
ECD 205	Socialization and Group Care of Infants and Toddlers		3	0	3
ECD 207	Inclusive Care for Infants and Toddlers		<u>2</u>	<u>3</u>	<u>3</u>
			11	3	12
SUMMER SEMESTER					
ECD 237	Methods and Materials		2	3	3
ECD 243	Supervised Field Experience I with Infant/Toddler Placement				
	or				
ECD 251	Supervised Field Experience in the Infant Toddler Environment		<u>1</u>	<u>6</u>	<u>3</u>
			3	9	6

**Required for student to obtain the South Carolina Early Childhood Credential.*

This program is aligned with the following career cluster: Education & Training.

**Major in Environmental Engineering Technology (ENVR)
Associate Degree in Applied Science
63 Semester Hours**

Students in the Environmental Engineering Technology Associate Degree in Applied Science program explore the relationships between the human race and the dynamic environment in which they live. They examine the effects of pollution using applied math and science skills. Students also determine strategies to minimize or prevent waste in order to reduce the impact on the environment. They discuss innovative solutions to environmental issues and determine ways to improve processes and protect people from hazardous and toxic chemicals. Most importantly, students acquire skills and knowledge they can adapt to a variety of environmental, health, and safety career opportunities. Career opportunities include health and safety manager in industry, treatment facility operator in municipalities, engineering technician, laboratory technician in environmental monitoring laboratories, and environmental quality technician for state and federal regulatory agencies.

This program is primarily an online program with a required experiential learning component. Some hybrid classes require on-site participation. Select courses may also be offered in a traditional format on campus.*

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ENG 101 English Composition I (3)
- or
- ENG 165 Professional Communications
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- _____ Humanities/Fine Arts Elective (3)
- _____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER – FIRST YEAR	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
CPT 101 Introduction to Computers	3	0	3
EVT 201 Environmental Science	3	0	3
EVT 220 Environmental Biology II	2	3	3
MAT 155 Contemporary Mathematics	3	0	3
	14	3	15

SPRING SEMESTER – FIRST YEAR	Class	Lab	Credit
ENG 101 English Composition I			
or			
ENG 165 Professional Communications	3	0	3
EVT 251 Health Effects of Hazardous Materials	3	0	3
SPC 205 Public Speaking	3	0	3
_____ Approved Departmental Elective**	3	0	3
_____ Social/Behavioral Science Elective	3	0	3
	15	0	15

SUMMER SEMESTER – FIRST YEAR	Class	Lab	Credit
EVT 110 Introduction to Treatment Facilities	3	0	3
EVT 253 Occupational Environmental, Safety, & Health Concepts	3	0	3
	6	0	6

FALL SEMESTER – SECOND YEAR

EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 223	Environmental Sampling and Analysis	2	3	3
EVT 254	Industrial Safety and Emergency Response	3	0	3
_____	Approved Departmental Elective **	<u>3</u>	<u>0</u>	<u>3</u>
		11	3	12

SPRING SEMESTER – SECOND YEAR

EVT 225	Best Management Practices*	3	0	3
EVT 255	Solid and Hazardous Waste	3	0	3
EVT 260	Air Pollution Control Systems	3	0	3
_____	Approved Departmental Elective **	3	0	3
_____	Humanities/ Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

**** Approved Electives include EVT 102, EVT 103, EVT 108, EVT 109, and EVT 257**

***Students must demonstrate a minimum of 40 hours of experiential learning in order to graduate. The student will develop an experiential learning plan with the advisor as they go through the program. Final evaluation of the plan will take place in the capstone course (EVT225).**

Environmental, Health, and Safety Certificate (EHSC) 18 Semester Hours

The Environmental, Health, and Safety Certificate program will prepare graduates to evaluate and remediate workplace and environmental hazards in order to promote public health. Graduates of the Certificate will be prepared to enter the workforce as a technician or continue their education and obtain an Associate Degree in Applied Science with a Major in Environmental Engineering Technology. The program prepares students for a career in industrial hygiene, industrial safety and health, toxicology, risk management, public health, regulatory compliance, and occupational health.

The Certificate is designed to prepare graduates to recognize regulatory issues and maintain a safe workplace. The program content is applicable to industrial and construction personnel as well as individuals responsible for safety at public works departments, city and county governments, emergency response teams, and civil defense workers. Employment in the field of study or advisor approval is necessary for admittance into the program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SPRING SEMESTER				
EVT 251	Health Effects/Hazardous Materials	3	0	3
EVT 255	Solid and Hazardous Waste	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SUMMER SEMESTER				
EVT 253	Occupational Environmental, Safety, and Health	3	0	3
EVT 257	Environmental, Health and Safety Management Systems	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Wastewater Operator Certificate (WWRO) 18 Semester Hours

The Wastewater Operator Certificate program is designed to assist students in studying for a license in physical/chemical or biological wastewater treatment, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SPRING SEMESTER				
EVT 108	Basic Physical Chemical Wastewater	3	0	3
EVT 255	Solid and Hazardous Waste	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SUMMER SEMESTER				
EVT 109	Basic Biological Wastewater	3	0	3
EVT 110	Introduction to Treatment Facilities	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Water Operator Certificate (WTRO) 18 Semester Hours

The Water Operator Certificate program is designed to assist students who are pursuing a license in water treatment or distribution, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SPRING SEMESTER				
EVT 102	Basic Water Treatment	3	0	3
EVT 255	Solid and Hazardous Waste	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
SUMMER SEMESTER				
EVT 103	Basic Water Distribution	3	0	3
EVT 110	Introduction to Treatment Facilities	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

**Major in Natural Resources Management (NRTN)
Associate Degree in Applied Science
66 Semester Hours**

The Natural Resources Management Associate Degree in Applied Science program is designed to prepare students for a career in the management and protection of natural resources. Success in this field requires the technician to have a broad background in the biological and agricultural sciences. This is achieved through a balance between classroom time, distance learning, and outdoor learning activities. Successful graduates will know the proper use, development, conservation, and management of wildlife, wetlands, and woodlands and the ecosystems that support them.

Most classes are conducted at the Natural Resources Management Center, located at 735 Brewington Road, Sumter. This 105-acre outdoor laboratory includes agricultural fields, wooded and natural areas, and ponds, all of which are used for instructional purposes. Some courses required to complete this program are offered only during the day and some personal travel for class, lab, and field trips is required.

Career opportunities exist with landowners; local, state, and federal agencies; and private industry engaged in the development and wise stewardship of natural resources.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ENG 101 English Composition I (3)
- or
- ENG 165 Professional Communications (3)
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- _____ Humanities/Fine Arts Elective (3)
- _____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

	Class	Lab	Credit
FALL SEMESTER – FIRST YEAR			
COL 105 Freshman Seminar	3	0	3
MAT 110 College Algebra			
or			
MAT 155 Contemporary Mathematics	3	0	3
NRM 101 Soil Management	3	0	3
NRM 102 Introduction to the NRM Profession	3	0	3
NRM 160 Fall Flora and Fauna	<u>2</u>	<u>3</u>	<u>3</u>
	14	3	15
SPRING SEMESTER - FIRST YEAR			
CPT 101 Introduction to Computers	3	0	3
FOR 154 Mensuration	2	3	3
NRM 110 Environmental Science	2	3	3
NRM 132 Maintenance for the NRM Profession	2	3	3
NRM 161 Spring Flora and Fauna	<u>2</u>	<u>3</u>	<u>3</u>
	11	12	15
SUMMER SEMESTER - FIRST YEAR			
CWE 113 Cooperative Work Experience I	0	15	3
or			
_____ Departmental Approved Elective	3	0	3
_____ Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
	3/6	0/15	6

FALL SEMESTER - SECOND YEAR

ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
FOR 210	Forest Utilization and Care	3	0	3
HRT 101	Introduction to Horticulture	2	3	3
NRM 207	Geographic Information Systems I	2	3	3
NRM 251	Introduction to Fishery Science	<u>2</u>	<u>3</u>	<u>3</u>
		12	9	15

SPRING SEMESTER – SECOND YEAR

NRM 130	Outdoor Recreation Management	3	0	3
NRM 235	Techniques of Wildlife Management	2	3	3
NRM 260	Special Topics in NRM**	2	3	3
SPC 205	Public Speaking	3	0	3
—	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	15

Departmental Approved Electives

BIO 101	Biological Science I (4)
BIO 102	Biological Science II (4)
BIO 205	Ecology (3)
BIO 206	Ecology Lab (1)
CPT 172	Microcomputer Database (3)
CPT 174	Microcomputer Spreadsheets (3)
EVT 220	Environmental Biology II (3)
EVT 251	Health Effects/Hazardous Materials (3)
EVT 253	Occupational Environmental, Safety, and Health Concepts (3)
MGT 101	Principles of Management (3)

Any courses with the prefix NRM, FOR, or HRT that are not required courses.

*PHI 110 Ethics or ENG 102 English Composition II recommended as the Humanities/Fine Arts elective.

**NRM 260 is the program capstone course and requires the successful completion of a major project and final assessment of program outcomes.

This program is aligned with the following career cluster: Agriculture and Food & Natural Resources.

Associate Degree in Arts • Associate Degree in Science University Transfer

The University Transfer Programs are specifically designed for students whose goal is a baccalaureate degree. The Associate in Arts and Associate in Science degree programs enable students to complete the first two years of college or university work in an affordable, flexible, close-to-home environment conducive to success. University transfer courses are designed to be accepted at South Carolina public four-year colleges and universities. Some private institutions and out-of-state colleges and universities also accept course work.

With the assistance of an academic advisor at Central Carolina Technical College, students should plan their academic programs to meet the requirements of the college or university to which they desire to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree.

Students must earn a minimum course grade of "C" in each transfer course in order for it to transfer, unless otherwise specified by the receiving institution.

Students who relocate may request the degree completion option by making application for a "Home Contract." Criteria for approval include the completion of 25 percent of required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate will be imposed. Students should see their advisor who will collaborate with the Registrar.

Associate Degree in Arts - Associate Degree in Science Teacher Education Transfer Track

Central Carolina Technical College is committed to the development of future teachers for South Carolina. If you have a passion for teaching and want to be part of an exciting career that changes lives through education, consider our teacher education transfer track as a way to achieve your goals.

By completing the Associate in Arts (AA) or Associate in Science (AS) degree you will have the foundational courses needed for acceptance into many teacher education program at a four-year college or university.

Central Carolina and the University of South Carolina have a formal agreement that provides a pathway for students to begin at Central Carolina and finish at the University of South Carolina (Columbia) in Early Childhood Education, Elementary Education, or Middle Level Education. A detailed description of this agreement is provided at the college's website and includes the course equivalences accepted by the University of South Carolina.

Other college transfer agreements that target teacher education are currently being formalized and will be publicized on the CCTC website when officially available. The website also lists Central Carolina advisors who may be contacted for information about making teaching a career. If you have a specific four-year institution you wish to transfer to, we highly recommend visiting their website and speaking to an advisor at that institution to determine admission requirements and course transferability.

Associate Degree in Arts (A.A.)
University Transfer
60 Semester Hours

The Associate in Arts (A.A.) Degree program is designed for students who wish to enter fields related to the arts, humanities, or social sciences. Related areas of emphasis include elementary education, secondary education, business education, physical education, recreation, English, foreign languages, business administration, public administration, geography, history, international studies, law, political science, psychology, counseling, social work, sociology, journalism, speech, and/or theater.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of students to plan a program of study to meet the requirements of the college to which the student expects to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferable to Public Senior Institutions in the General Information section of this catalog. For more information, go to www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

College Success – 3 Credit Hours

Required for all students. Recommended to be completed during the student's first semester.

COL 105* Freshman Seminar (3)

General Education Core Requirements - 32 Credit Hours

Communications (Written and Oral) - 9 Credit Hours

ENG 101 English Composition I (3)
ENG 102 English Composition II (3)
SPC 205 Public Speaking (3)

Literature - 3 Credit Hours

Choose one of the following:

ENG 203 American Literature Survey (3)
ENG 205 English Literature I (3)
ENG 206 English Literature II (3)
ENG 208 World Literature I (3)
ENG 209 World Literature II (3)
ENG 214 Fiction (3)
ENG 236 African American Literature (3)

History - 3 Credit Hours

Choose one of the following:

HIS 101 Western Civilization to 1689 (3)
HIS 102 Western Civilization Post 1689 (3)
HIS 201 American History: Discovery to 1877 (3)
HIS 202 American History: 1877 to Present (3)

Natural Science - 8 Credit Hours

Note: A sequence in the same science is recommended; however, students planning to obtain an early childhood or elementary education teaching certification should check the science requirements for these certifications from the SC Department of Education or the senior institution they plan to attend.

Choose two from the following:

AST 101 Solar System Astronomy (4)
AST 102 Stellar Astronomy (4)
BIO 101 Biological Science I (4)

- BIO 102 Biological Science II (4)
- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- CHM 110 College Chemistry I (4)
- CHM 111 College Chemistry II (4)

Social/Behavioral Science - 6 Credit Hours

Choose two from the following:

- ANT 101 General Anthropology (3)
- ECO 210 Macroeconomics (3)
- ECO 211 Microeconomics (3)
- GEO 102 World Geography (3)
- PSC 201 American Government (3)
- PSC 215 State and Local Government (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- PSY 208 Human Sexuality (3)
- PSY 212 Abnormal Psychology (3)
- SOC 101 Introduction to Sociology (3)
- SOC 102 Marriage and the Family (3)
- SOC 206 Social Psychology (3)
- SOC 210 Juvenile Delinquency (3)

Mathematics - 3 Credit Hours

Choose one of the following:

- MAT 110 College Algebra (3)
- MAT 120 Probability and Statistics (3)

Major Courses - 15 Credit Hours

Five major courses totaling 15 semester credit hours are to be chosen. Students cannot use the same course completed to satisfy general education core requirements.

Choose five from the following:

- ANT 101 General Anthropology (3)
- ART 101 Art History and Appreciation (3)
- ART 105 Film as Art (3)
- ECO 210 Macroeconomics (3)
- ECO 211 Microeconomics (3)
- ENG 203 American Literature Survey (3)
- ENG 205 English Literature I (3)
- ENG 206 English Literature II (3)
- ENG 208 World Literature I (3)
- ENG 209 World Literature II (3)
- ENG 214 Fiction (3)
- ENG 220* 20th and 21st Century Literature (3)
- ENG 228* Studies in Film Genre (3)
- ENG 236 African American Literature (3)
- GEO 102 World Geography (3)
- HIS 101 Western Civilization to 1689 (3)
- HIS 102 Western Civilization Post 1689 (3)
- HIS 122* History, Technology, and Society (3)
- HIS 131* African American History, 1877 - Present (3)
- HIS 201 American History: Discovery to 1877 (3)
- HIS 202 American History: 1877 to Present (3)
- HIS 222* Global Women's History (3)
- MUS 105 Music Appreciation (3)
- PHI 101 Introduction to Philosophy (3)
- PHI 110 Ethics (3)
- PSC 201 American Government (3)
- PSC 215 State and Local Government (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- PSY 208 Human Sexuality (3)

- PSY 212 Abnormal Psychology (3)
- REL 101* Introduction to Religion (3)
- SOC 101 Introduction to Sociology (3)
- SOC 102 Marriage and the Family (3)
- SOC 206 Social Psychology (3)
- SOC 210 Juvenile Delinquency (3)
- SPA 101 Elementary Spanish I (4)
- SPA 102 Elementary Spanish II (4)
- SPC 210 Oral Interpretation of Literature (3)
- THE 101 Introduction to Theatre (3)

Approved Electives - 10 Credit Hours

Approved electives: Ten (10) hours are to be chosen by students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. Eligible courses must be numbered 101 or above, and students should check the transferability of courses chosen with the senior institution they plan to attend. Approved electives should be transferable. **CPT 102, MAT 101, and MAT 102 may NOT be used as approved electives.**

- ___ ___ Approved Elective (3)
- ___ ___ Approved Elective (3)
- ___ ___ Approved Elective (3)
- ___ ___ Approved Elective (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

**Associate Degree in Science (A.S.)
University Transfer
60 Semester Hours**

The Associate in Science (A.S.) Degree program emphasizes mathematics and natural and physical sciences and is designed for students who wish to enter fields related to mathematics or sciences. Areas of emphasis include secondary education, and/or professional areas of health, medicine, engineering, business, and computer science.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of the students to plan a program of study to meet the requirements of the college to which they expect to transfer. It is strongly recommended students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferrable to Public Senior Institutions in the General Information section of this catalog and visit the following website: www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

College Success – 3 Credit Hours

Required for all students. Recommended to be completed during the student's first semester.

COL 105* Freshman Seminar (3)

General Education Core Requirements - 35 Credit Hours

Communications (Written and Oral) - 9 Credit Hours

ENG 101 English Composition I (3)

ENG 102 English Composition II (3)

SPC 205 Public Speaking (3)

Humanities/Fine Arts - 6 Credit Hours

Choose from the following:

ART 101 Art History and Appreciation (3)

ART 105 Film as Art (3)

ENG 203 American Literature Survey (3)

ENG 205 English Literature I (3)

ENG 206 English Literature II (3)

ENG 208 World Literature I (3)

ENG 209 World Literature II (3)

ENG 214 Fiction (3)

ENG 220* 20th and 21st Century Literature (3)

ENG 228* Studies in Film Genre (3)

ENG 236 African American Literature (3)

HIS 101 Western Civilization to 1689 (3)

HIS 102 Western Civilization Post 1689 (3)

HIS 122* History, Technology, and Society (3)

HIS 131* African American History, 1877 – Present (3)

HIS 201 American History: Discovery to 1877 (3)

HIS 202 American History: 1877 to Present (3)

HIS 222* Global Women's History (3)

MUS 105 Music Appreciation (3)

PHI 101 Introduction to Philosophy (3)

PHI 110 Ethics (3)

REL 101* Introduction to Religion (3)

SPA 102 Elementary Spanish II (4)

SPC 210 Oral Interpretation of Literature (3)

THE 101 Introduction to Theatre (3)

Social/Behavioral Science - 6 Credit Hours

Choose from the following:

- ANT 101 General Anthropology (3)
- ECO 210 Macroeconomics (3)
- ECO 211 Microeconomics (3)
- GEO 102 World Geography (3)
- PSC 201 American Government (3)
- PSC 215 State and Local Government (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- PSY 208 Human Sexuality (3)
- PSY 212 Abnormal Psychology (3)
- SOC 101 Introduction to Sociology (3)
- SOC 102 Marriage and the Family (3)
- SOC 206 Social Psychology (3)
- SOC 210 Juvenile Delinquency (3)

Mathematics - 6 Credit Hours

- MAT 110 College Algebra (3)
- MAT 120 Probability and Statistics (3)

Lab Science I and II Sequence - 8 Credit Hours

Choose two courses of the same sequence from the following:

- AST 101 Solar System Astronomy (4)
- AST 102 Stellar Astronomy (4)
- BIO 101 Biological Science I (4)
- BIO 102 Biological Science II (4)
- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- CHM 110 College Chemistry I (4)
- CHM 111 College Chemistry II (4)

Major Courses - 15 Credit Hours

Course hours must total 15 or more credit hours to satisfy the major course requirement. A course used to satisfy general education core requirements cannot be used as a major course.

- AST 101 Solar System Astronomy (4)
- AST 102 Stellar Astronomy (4)
- BIO 101 Biological Science I (4)
- BIO 102 Biological Science II (4)
- BIO 203* General Genetics (4)
- BIO 205* Ecology (3)
- BIO 206* Ecology Lab (1)
- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- BIO 225 Microbiology (4)
- CHM 110 College Chemistry I (4)
- CHM 111 College Chemistry II (4)
- MAT 111 College Trigonometry (3)
- MAT 140 Analytical Geometry and Calculus I (4)
- MAT 141 Analytical Geometry and Calculus II (4)

Approved Electives – 7 Credit Hours

*Approved electives: Seven (7) credit hours are to be chosen by the students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. The eligible course must be numbered 101 or above, and students should check the transferability of the course chosen with the senior institution he or she plans to attend. The approved elective should be transferable. **Note: CPT 102, MAT 101, MAT 102, and MAT 155 may not be used as approved electives.***

- ___ ___ Approved Elective (3)
- ___ ___ Approved Elective (3)
- ___ ___ Approved Elective (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

General Education Certificate (GNED) 18 Semester Hours

The General Education Certificate program is designed to provide high school students with a broad general education foundation to facilitate their transition into college through dual enrollment and providing general education courses for college and high school credit.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FIRST SEMESTER		Class	Lab	Credit
ENG 101	English Composition I	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
— —	General Education Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
SECOND SEMESTER				
ENG 102	English Composition II	3	0	3
SPC 205	Public Speaking	3	0	3
— —	General Education Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

This program is aligned with the following career cluster: General.

**Major in General Technology (GNTC)
Associate Degree in Applied Science
60-84 Semester Hours**

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

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Courses - Minimum of 15 Credit Hours

(See Graduation/Program Completion Requirements in the General Information Section)

Primary Technical Specialty Courses - Minimum of 21 Credit Hours

Secondary Technical Specialty Courses - Minimum of 12 Credit Hours

Additional Technical Courses - Minimum of 12 Credit Hours

**Major in General Technology (GNTC)
Associate Degree in Applied Science
Secondary Technical Specialty in Fire Science
60 Semester Hours**

Central Carolina Technical College will award exemption credit for Certification Training from the National Fire Academy or the South Carolina Fire Academy. Up to 24 hours of exemption credit will awarded based on the criteria set forth by the South Carolina Technical College System. Exemption credit will be applied toward the Associate in Applied Science Major in General Technology after the first semester of successful college course work and used to satisfy the Secondary Technical Specialty and Additional Technical Course requirements. The other coursework necessary to complete the associate degree will be determined by the advisor in consultation with the student and defined in an individual Student Program Plan.

**Major in General Technology (GNTC)
Associate Degree in Applied Science
Secondary Technical Specialty in Electrical Lineman
60 Semester Hours**

Central Carolina Technical College will award exemption credit for Certification Training from the Northwest Lineman College. Up to 24 hours of exemption credit will be awarded based on the criteria set forth by the South Carolina Technical College System. Exemption credit will be applied toward the Associate in Applied Science Major in General Technology after the first semester of successful college course work and used to satisfy the Secondary Technical Specialty and Additional Technical Course requirements. The other coursework necessary to complete the associate degree will be determined by the advisor in consultation with the student and defined in an individual Student Program Plan.

Health Sciences Programs

Health Sciences programs are designed to provide graduates with immediate employment in the health care industry or prepare graduates to transfer to articulating colleges.

Requirements for Health Sciences programs are subject to change without notice in order to comply with institutional, state, and/or national accreditation criteria.

Core Performance Standards to Ensure Attainment of Competencies in Health Sciences Programs:

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for clinical/laboratory judgment (e.g., identifies cause-effect relationships in clinical/laboratory situations, etc.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with clients/families and colleagues)
- Communication abilities sufficient for interaction with others in verbal and written form
- Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in client's rooms, work spaces, and treatment areas, administers cardiopulmonary resuscitation procedures; positions themselves in the clinical/laboratory environment so as to render vital care to clients without obstructing the positioning of necessary equipment or other health care workers, etc.)
- Gross and fine motor abilities sufficient to provide safe and effective client care (e.g., calibrates and uses equipment; positions clients, etc.)
- Auditory ability sufficient to monitor and assess health needs (e.g., hears monitor alarm, emergency signals, auscultatory sounds and a range of sounds necessary to assess client status, cries for help)
- Visual ability sufficient for observation and assessment necessary in client care (e.g., observes client physical condition, etc.)
- Tactile ability sufficient for physical assessment (e.g., performs palpation, functions of physical examination and/or those related to therapeutic interventions, i.e., insertion of a catheter)
- Possess sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly (e.g., lift clients, equipment, and supplies up to 50 pounds)
- Demonstrate emotional stability and psychological health in the interaction with clients, families, colleagues, and college personnel.

Note: Examples are not all inclusive.

Student Reimbursement for Clinical/Laboratory Experience

Students are not reimbursed for clinical/laboratory experience while completing the clinical/laboratory component of a program.

Admission Requirements for Health Sciences Programs

- Must meet the general requirements of the College for admission (see College admissions requirements) and specific criteria outlined for each program.
- May not apply to more than one Health Sciences program at one time.
- Must be a graduate of an accredited high school or possess a GED. All official transcripts must be submitted to document program admission requirements have been met.
- Must successfully complete all program curriculum courses with a "C" or higher. Students may retake courses, based on space availability, completed with less than a "C" one time only.
- Must have completed the two-course sequence of Anatomy and Physiology at the same institution.
- Must submit completed physical examination/immunization form provided by the Health Sciences Division prior to admission to clinical/laboratory courses or by the designated deadline. Physical examination should demonstrate that applicant is free of any physical or emotional health problems to include communicable diseases that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver. Decisions should be made in consultation with a physician, nurse practitioner, or physician's assistant.
- Must have current American Heart Association Basic Life Support (BLS) Provider certification prior to admission to clinical/laboratory courses by the designated deadline. Online certification/recertification is not accepted.
- Must purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Must purchase the school-approved uniform required by the program.
- Must furnish blood pressure equipment, scissors, etc., as required for specific programs/courses.
- Must provide or arrange own transportation to and from clinical sites.

Note: Enrollment in health sciences programs is limited.

Clinical facilities require students to have a Criminal Background Check and Toxicology Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Toxicology Screen through facilities specified by the College only. Criminal Background Checks and Toxicology Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with Criminal Background Checks and Toxicology Screens. Random Criminal Background Checks and/or Toxicology Screens may be done at the discretion of the Health Sciences Division.

Graduation Requirements for Health Sciences Programs

- Must earn a minimum program GPA of 2.0 to complete a degree, diploma, or certificate.

Note: For all Health Sciences programs, the program GPA includes all required course work attempted at Central Carolina or transferring from other accredited institutions.

Major in Nursing (ADN) (NURS)
Associate Degree in Applied Science
66 Semester Hours

The Associate Degree Nursing (ADN) program prepares graduates to function as competent registered nurses who are caring and sensitive to diversity and use critical thinking and technology to provide care in structured settings for individuals and their families/significant others. Throughout the program, the student has planned clinical experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The scheduling of clinical experiences varies throughout the nursing program.

The ADN program prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing. The Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000 accredits the program.

Successful completion of the ADN program does not guarantee licensure to practice as a registered nurse.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina LLR Board of Nursing, the South Carolina Technical College System, and ACEN.

The program has a limited competitive enrollment and students must apply with their academic advisor by the deadline. If the deadline falls on a weekend or holiday, the deadline is the next business day.

- Fall Admission – May 31
- Spring Admission – August 31

General Education Core Courses

- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- BIO 225 Microbiology (4)
- ENG 101 English Composition I (3)
- ENG 102 English Composition II (3)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)

Admission Criteria

- Graduate from an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (CCTC) and the requirements for Health Sciences students.
- Submit all official transcripts (including high school and all regionally accredited institutions) to the Registrar by the admission deadline.
- Meet one of the following three entry options.
 1. The Scholastic Aptitude Test (SAT): 500 (Evidenced Based Reading and Writing) and 530 Math
 2. The American College Test (ACT): 22 composite
 3. The Test of Essential Academic Skills (TEAS): “Proficient”, “Advanced” or “Exemplary” and completion of 21 credit hours (BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, and PSY 201) with a cumulative minimum GPA of 2.5 (on a 4.0 scale). No grade may be lower than a “C”.

Combining test scores (SAT, ACT, or TEAS) from different dates is not allowed. Test scores older than five years are not accepted. Version 5.0 of the Test of Essential Academic Skills (TEAS V) may be substituted for TEAS. The SAT/ACT/TEAS may be taken twice in a calendar year (January 1-December 31). There may be a waiting time between repeat testing. The TEAS may not be taken more than 4 total times.

The General Education Core Courses must be completed with a grade of “C” or higher. A course may only be repeated once if a grade of “D”, “F”, “W”, “WA”, or “WF” is earned. The student is ineligible to apply for 3 years. Grades from all institutions are subject to this policy

Credit awarded as “E” to a student through advanced standing will not be calculated in the admission program GPA.

The applicant will be ranked based upon scoring on the SAT, ACT or TEAS entry option.

Meeting the criteria does not guarantee admission to the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL ADMISSION

SEMESTER I (FALL)			Class	Lab	Credit
BIO 210	Anatomy and Physiology I		3	3	4
ENG 101	English Composition I		3	0	3
MAT 110	College Algebra				
	or				
MAT 120	Probability and Statistics		3	0	3
NUR 101	Fundamentals of Nursing		3.5	7.5	6
NUR 106	Pharmacologic Basics in Nursing Practice		<u>2</u>	<u>0</u>	<u>2</u>
			14.5	10.5	18
SEMESTER II (SPRING)					
BIO 211	Anatomy and Physiology II		3	3	4
NUR 120	Basic Nursing Concepts		5	6	7
PSY 201	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			11	9	14
SEMESTER III (SUMMER)					
BIO 225	Microbiology		3	3	4
NUR 170	Nursing Application		0	3	1
NUR 210	Complex Health Problems		3	6	5
PSY 203	Human Growth and Development		<u>3</u>	<u>0</u>	<u>3</u>
			9	12	13
SEMESTER IV (FALL)					
NUR 214	Mental Health Nursing		2.5	4.5	4
NUR 220	Family Centered Nursing		<u>5</u>	<u>6</u>	<u>7</u>
			7.5	10.5	11
SEMESTER V (SPRING)					
ENG 102	English Composition II		3	0	3
NUR 217	Trends and Issues in Nursing		2	0	2
NUR 221	Advanced Nursing Concepts		<u>2</u>	<u>9</u>	<u>5</u>
			7	9	10

SPRING ADMISSION

SEMESTER I (SPRING)		Class	Lab	Credit
BIO 210	Anatomy and Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra			
	or			
MAT 120	Probability and Statistics	3	0	3
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 106	Pharmacologic Basics in Nursing Practice	<u>2</u>	<u>0</u>	<u>2</u>
		14.5	10.5	18
SEMESTER II (SUMMER)				
BIO 211	Anatomy and Physiology II	3	3	4
NUR 120	Basic Nursing Concepts	5	6	7
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		11	9	14
SEMESTER III (FALL)				
BIO 225	Microbiology	3	3	4
NUR 170	Nursing Application	0	3	1
NUR 210	Complex Health Problems	3	6	5
PSY 203	Human Growth and Development	<u>3</u>	<u>0</u>	<u>3</u>
		9	12	13
SEMESTER IV (SPRING)				
NUR 214	Mental Health Nursing	2.5	4.5	4
NUR 220	Family Centered Nursing	<u>5</u>	<u>6</u>	<u>7</u>
		7.5	10.5	11
SEMESTER V (SUMMER)				
ENG 102	English Composition II	3	0	3
NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	<u>2</u>	<u>9</u>	<u>5</u>
		7	9	10

This program is aligned with the following career cluster: Health Science.

Progression Standards

Failure to meet progression standards will result in suspension from the program.

- The student will maintain a minimum GPA of 2.0 in General Education Core Courses and nursing courses combined.
 - The student will successfully complete all components of a nursing program course (theory and clinical) to pass the course. Failing the clinical component results in a course grade of “F” regardless of the time in the semester. The student is not eligible to receive a “W” or “WA”.
 - The student will sequentially complete (without interruption) the Nursing Program Courses over 5 semesters.
 - The Nursing Program Courses must be completed with a grade of “C” or higher. Only one course (based on space availability) may be repeated if a grade of “D”, “F”, “W”, “WA”, or “WF” is earned. The student is ineligible to apply for 3 years from the end of the last unsuccessful semester. The student is limited to two attempts at successful completion of a nursing program course. Grades from all institutions are subject to this policy.
- The General Education Core Courses must be completed with a grade of “C” or higher. A course may only be repeated once if a grade of “D”, “F”, “W”, “WA”, or “WF” is earned. The student is ineligible to apply for 3 years. Grades from all institutions are subject to this policy.
- A grade less than a “C”, a withdrawal (“W”, “WA”, or “WF”), failure to complete a pre or co-requisite course, or failure to progress in the program will be considered as one attempt to complete a nursing program course and the student will be unable to remain in the nursing program.
 - The student will maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association. Online certification/recertification is not accepted.
 - The student will maintain current documentation of health status according to program requirements.

Transfers or Readmissions

- The students who have been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or failed to progress in the program at CCTC or any other institution must request admission/readmission to the program from the Nursing Admission and Transfer Committee. The student may request special consideration from the Nursing Admission and Transfer Committee.
- The student will complete all course requirements within one and one-half times the length of the program (7 semesters) of the starting date of the first nursing course (NUR 101/NUR 106).
- For readmission, the students must have a minimum 2.0 program GPA in General Education Core Courses and Nursing Program Courses.
- The student seeking transfer who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) in one course (more than one time) is ineligible for admission/transfer for a minimum of three years from the last unsuccessful attempt.
- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”), did not complete a pre or co-requisite course, or did not progress in the nursing program (more than one time) at CCTC will be dismissed from the program. The student is ineligible for admission or readmission for a minimum of three years.
- The student seeking transfer must meet all admission requirements and upon request submit syllabi, course outlines, and catalogs from the former institution for review. The student must request transfer from the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by that committee.

Major in Nursing
Associate Degree in Applied Science
LPN to ADN Option
66 Semester Hours

The LPN to ADN Option provides qualified licensed practical nurses (LPN) the opportunity for advanced placement into the Associate Degree Nursing (ADN) program. The ADN curriculum prepares graduates to function as competent nurses who are caring and sensitive to diversity, use critical thinking and technology to provide care in structured settings for individuals and their families/significant others. Throughout the curriculum, the student has planned clinical experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The scheduling of clinical experiences varies throughout the nursing program.

The ADN program at CCTC prepares graduates to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing. The Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000 accredits the program.

Successful completion of the ADN program does not guarantee licensure to practice as a registered nurse.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina LLR Board of Nursing, the South Carolina Technical College System, and ACEN.

The program has a limited competitive enrollment and students must apply with their academic advisor by the deadline. If the deadline falls on a weekend or holiday, the deadline is the next business day.

- Fall Admission – May 31
- Summer Admission – March 15

General Education Core Courses

- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- BIO 225 Microbiology (4)
- ENG 101 English Composition I (3)
- ENG 102 English Composition II (3)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)

Admission Criteria

- Graduate from an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (CCTC) and the requirements for Health Sciences students.
- Submit all official transcripts (including high school and all regionally accredited institutions) to the Registrar by the admission deadline.
- Completion of the National League for Nursing (NLN) Nursing Acceleration Challenge Exam - Foundation of Nursing I (NACE I) with a minimum score of 75.

Combining NACE I scores from different dates is not allowed. Test scores older than two years will not be accepted. The test may be taken twice in a calendar year (January 1-December 31) with at least 6 months between testing. The test may not be taken more than 3 total times.

- Provide proof of graduation from a state approved Practical Nursing program by submitting official transcripts to the Registrar.
- Provide proof of current licensure as a LPN.
- A minimum Grade Point Average (GPA) of 2.5 (on a 4.0 scale) in the following General Education Core Courses:
BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201, PSY 203

The General Education Core Courses must be completed with a grade of “C” or higher. A course may only be repeated once if a grade of “D,” “F,” “W,” “WA,” or “WF” is earned. The student is ineligible to apply for 3 years from the end of the last unsuccessful semester. Grades from all institutions are subject to this policy.

Credit awarded as “E” to a student through Advanced Standing will not be calculated in the admission program GPA.

The applicant will be ranked based upon scoring of the GPA and NACE I.

Meeting the criteria does not guarantee admission to the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL ADMISSION

SEMESTER I (FALL)

	Class	Lab	Credit
NUR 106 Pharmacologic Basics in Nursing Practice	2	0	2
NUR 170 Nursing Application	0	3	1
NUR 201 Transition Nursing*	<u>3</u>	<u>0</u>	<u>3</u>
	5	3	6

SEMESTER II (SPRING)

NUR 214 Mental Health Nursing	2.5	4.5	4
NUR 220 Family Centered Nursing	<u>5</u>	<u>6</u>	<u>7</u>
	7.5	10.5	11

SEMESTER III (SUMMER)

ENG 102 English Composition II	3	0	3
NUR 217 Trends and Issues in Nursing	2	0	2
NUR 221 Advanced Nursing Concepts	<u>2</u>	<u>9</u>	<u>5</u>
	7	9	10

SUMMER ADMISSION

SEMESTER I (SUMMER)

NUR 106 Pharmacologic Basics in Nursing Practice	2	0	2
NUR 170 Nursing Application	0	3	1
NUR 201 Transition Nursing*	<u>3</u>	<u>0</u>	<u>3</u>
	5	3	6

SEMESTER II (FALL)

NUR 214 Mental Health Nursing	2.5	4.5	4
NUR 220 Family Centered Nursing	<u>5</u>	<u>6</u>	<u>7</u>
	7.5	10.5	11

SEMESTER III (SPRING)

ENG 102 English Composition II	3	0	3
NUR 217 Trends and Issues in Nursing	2	0	2
NUR 221 Advanced Nursing Concepts	<u>2</u>	<u>9</u>	<u>5</u>
	7	9	10

This program is aligned with the Health Science Career Cluster.

The student may challenge up to 7 credit hours from the following NUR courses. All prerequisites for challenge courses must be met prior to approval for challenge. A course may only be challenged one time.

Prior to NUR 201:

NUR 106 Pharmacologic Basics in Nursing Practice 2 credit hours

Following successful completion of NUR 201 and NUR 106:

NUR 214 Mental Health Nursing 4 credit hours

NUR 220 Family Centered Nursing 7 credit hours

*Credit for the following courses will be substituted after successful completion of NUR 201 with a “C” or higher. Students are eligible to take NUR 201 only once.

		Class	Lab	Credit
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 120	Basic Nursing Concepts	5	6	7
NUR 210	Complex Health Problems	3	6	5
		11.5	19	18

The student must complete 25% of required courses at CCTC to be eligible to receive an associate degree.

Progression Standards

Failure to meet progression standards will result in suspension from the program.

- The student will maintain a minimum GPA of 2.0 in General Education Core Courses and nursing courses combined.
- The student must successfully complete all components of a nursing program course (theory and clinical) to pass the course. Failing the clinical component results in a course grade of “F” regardless of the time in the semester. The student is not eligible to receive a “W” or “WA”.
- The student must sequentially complete (without interruption) the program courses over 3 semesters.
- The General Education Core Courses must be completed with a grade of “C” or higher. A course may only be repeated once if a grade of “D”, “F”, “W”, “WA”, or “WF” is earned. The student is ineligible to apply for 3 years. Grades from all institutions are subject to this policy.
- The student is limited to one attempt at successful completion of NUR 201. A grade less than a “C” or a withdrawal (“W”, “WA”, or “WF”) from NUR 201 will result in suspension from the ADN program. The student may then apply via competitive admission to the ADN program beginning with NUR 101.
- The Nursing Program Courses (NUR 106, 170, 201, 214, 217, 220, 221) must be completed with a grade of “C” or higher. Only one course (based on space availability) may be repeated if a grade of “D”, “F”, “W”, “WA”, or “WF” is earned. NUR 201 may only be taken one time. The student is ineligible to apply for 3 years. The student is limited to two attempts at successful completion of a nursing program course. Grades from all institutions are subject to this policy.
- A grade less than a “C”, a withdrawal (“W”, “WA”, or “WF”), failure to a pre or co-requisite course, or failure to progress will be considered as one attempt to complete a nursing program course and the student will be unable to remain in the nursing program.
- The student will maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association. Online certification/recertification is not accepted.
- The student will maintain current documentation of health status according to program requirements.

Transfers or Readmissions

- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or failed to progress in the program at CCTC or any other institution must request admission/readmission to the program from the Nursing Admission and Transfer Committee. The student may request special consideration from the Nursing Admission and Transfer.
- For readmission, the student must have a minimum 2.0 program GPA in General Education Core Courses and Nursing Program Courses.
- The student seeking transfer who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) in one course (more than one time) is ineligible for admission/transfer for a minimum of three years from the last unsuccessful attempt.
- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”), failed to complete a pre or co-requisite course, or failed to progress in the nursing program (more than one time) at CCTC will be dismissed from the program. The student is ineligible for admission or readmission for a minimum of three years from the last unsuccessful attempt.

- The student seeking transfer must meet all admission requirements and upon request submit syllabi, course outlines, and catalogs from the former institution for review. The student must request transfer from the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by that committee.
- The student must complete all course requirements within one and one-half times the length of the program (4 semesters) of the starting date of the first nursing course (NUR 201/NUR 106/NUR 170).

Massage Therapy Certificate (MTHC) **20 Semester Hours**

The Massage Therapy Program is an entry-level training program for students interested in becoming a massage therapist or for health care providers wishing to expand their range of clinical skills and knowledge. The Massage Therapy program prepares graduates to work in direct client care settings to provide manipulation (massage) of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness.

Employment opportunities may be found in health care facilities, rehabilitation centers, medical offices, nursing homes, spas, health and sports clubs, hotels/resorts, cruise ships, and private practice.

Upon successful completion of the Massage Therapy Certificate, students are eligible to apply to take the Federation of States Examination (MBLEx) before applying for a South Carolina license. Note: South Carolina licensure eligibility may be denied to applicants with criminal convictions. Graduates are eligible to apply to take the NCBTMB Specialty Certificate for Integrative Healthcare.

Admission Requirements

- Students must meet the general admission requirements to the College as well as requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- The Massage Therapy Program has limited enrollment and students are admitted annually in the fall semester.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental courses prior to acceptance into the massage therapy courses (MTH).
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Must maintain current documentation of tuberculin skin testing.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MTH 120).
- Students are limited to two attempts at successful completion of any massage therapy program (including Central Carolina Technical College). A withdrawal “W”, “WA” or “WF” constitutes an attempt in a massage therapy (MTH) course and will count as one attempt to complete the program.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Must maintain current documentation of tuberculin skin testing.
- Students must purchase and maintain professional liability insurance with the College.
- Students must obtain one sixty-minute professional massage therapy session from a licensed massage therapist.
- Students may be required to purchase a portable massage table during the first semester. Prices vary starting at approximately \$450; however students may be given permission to use the massage therapy lab outside of class time to complete assignments.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

SEMESTER I		Class	Lab	Credit
MTH 113	Essentials of Anatomy and Physiology for Massage Therapy	1	6	3
MTH 121	Principles of Massage I	1	9	4
MTH 132	Massage Therapy Seminar	0	3	1
MTH 136	Kinesiology for Massage	<u>1</u>	<u>3</u>	<u>2</u>
		3	21	10
SEMESTER II				
MTH 126	Pathology for Massage Therapy	1.5	1.5	2
MTH 128	Clinical Application of Massage	0	12	4
MTH 135	Massage Practicum	0	6	2
MTH 138	Anatomy and Physiology for Massage Therapy II	<u>1</u>	<u>3</u>	<u>2</u>
		2.5	22.5	10

This program is aligned with the following career cluster: Health Science.

Major in Medical Assisting (MASG) Diploma in Applied Science 50 Semester Hours

The Medical Assisting Diploma in Applied Science program prepares graduates to assist other health care professionals in offices and/or other medical settings and perform delegated administrative and clinical duties in accordance with respective federal and state laws governing such actions, activities, and ethical standards.

Upon successful completion of the Medical Assisting program, the graduate is eligible to take the Certification exam as a RMA (Registered Medical Assistant-American Medical Technologists) and/or as a CMA (AAMA), (Certified Medical Assistant- American Association of Medical Assistants). *Note: Certification examination eligibility may be denied to applicants with criminal convictions.*

The Central Carolina Technical College Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Qualified applicants must have completed all developmental courses prior to acceptance.
- Completion and grade of “C” or higher in AHS 102 (Medical Terminology).
- Completion and grade of “C” or higher in BIO 112 (Basic Anatomy and Physiology).
- Completion and grade of “C” or higher in CPT 101 (Introduction to Computers).
- Completion and grade of “C” or higher in ENG 101 (English Composition I) or ENG 165 (Professional Communications).
- Completion and grade of “C” or higher in MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics).
- Qualified Applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccination by the designated deadline.
- Qualified applicants must submit results of annual tuberculin skin test (TST) and current BLS (Basic Life Support - Provider) by the American Heart Association. Online BLS (Basic Life Support - Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College.
- Medical Assisting courses have a limited enrollment and students are admitted annually. For entrance into the Medical Assisting courses, students must complete the Medical Assisting Diploma program Admission Eligibility Verification and Application form with the Medical Assisting Program Manager.
- Applications will be accepted into the Medical Assisting courses until the Friday before classes begin.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MED 114).
- Students are limited to two attempts at successful completion of any medical assistant program (including Central Carolina Technical College). A withdrawal “W”, “WA” or “WF” constitutes an attempt at a MED course and will count as one attempt to complete the program.
- Students must maintain current BLS (Basic Life Support - Provider) and annual tuberculin skin test (TST) to remain in the program.

Transfers or Readmissions

- Students who have withdrawn or have been suspended once from the Medical Assisting Diploma program at Central Carolina Technical College or any other educational institution must request admission/readmission to the program with the Medical Assisting Program Manager.
- Students who have withdrawn or have been suspended more than once will be dismissed from the Medical Assisting program and will be ineligible for admission or readmission. However, students may petition the Dean of Health Sciences for special consideration if they have extenuating circumstances. The final decision for an exception rests with the Dean of Health Sciences.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalog from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

MED 156, Clinical Experience I, has a flexible schedule. Students may be required to attend classes between the hours of 8:00 a.m. and 7:00 p.m., Monday through Thursday and 8:00 a.m. and 4:30 p.m. on Friday.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSES		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
BIO 112	Basic Anatomy and Physiology*	3	3	4
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16
FALL SEMESTER				
MED 103	Medical Assisting Introduction	3	0	3
MED 105	Medical Assisting Office Skills I	3.5	4.5	5
MED 112	Medical Assisting Pharmacology	1.5	1.5	2
MED 114	Medical Assisting Clinical Procedures	<u>2</u>	<u>6</u>	<u>4</u>
		10	12	14
SPRING SEMESTER				
MED 107	Medical Office Management	3	3	4
MED 108	Common Diseases of the Medical Office	2	3	3
MED 115	Medical Office Laboratory Procedures	2	6	4
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		10	12	14
SUMMER SEMESTER				
MED 156	Clinical Experience I	<u>1</u>	<u>15</u>	<u>6</u>
		1	15	6

*BIO 210 and BIO 211 may take the place of BIO 112.

This program is aligned with the following career cluster: Health Science.

Medical Record Coding Certificate (MRCO) 38 Semester Hours

The Medical Record Coding Certificate program is designed to prepare health information professionals who focus on medical record management with an emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. The program includes medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations. Upon successful completion of the Medical Record Coding Certificate program, the student may be eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

ADMISSION REQUIREMENTS

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Must meet computer competency required for placement in online courses.
- The Medical Record Coding Program has limited enrollment and students are admitted annually in the fall semester.
- Acceptance into the health information management courses is contingent upon students completing the MRCO application form and submitting it to the Medical Record Coding Program Manager.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the health information management courses (HIM).
- No student may apply to more than one Health Sciences program at a time.

PROGRESSION STANDARDS-AFTER PROGRAM ENTRY

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, practicum) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A “D”, “W”, “WA”, or “WF” constitutes an attempt at the MRCO program and will count as one attempt to complete the program.
- Withdrawal “W” constitutes an attempt at a HIM course and will count as one attempt to complete the program.
- Students must complete all course requirements within two years of starting date of first HIM course (HIM 103).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
AHS 102	Medical Terminology		3	0	3
HIM 103	Introduction to Health Information and Coding		3	0	3
HIM 104	Anatomy and Physiology for Medical Record Coding*		3	0	3
HIM 135	Medical Pathology		3	0	3
HIM 216	Coding and Classification I		3	0	3
			15	0	15

SPRING SEMESTER

HIM 110	Health Information Science I	3	0	3
HIM 130	Billing and Reimbursement	3	0	3
HIM 137	Pharmacology for Coders	1	0	1
HIM 140	Current Procedural Terminology	3	0	3
HIM 266	Computers in Healthcare	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13

SUMMER SEMESTER

HIM 105	Medical Office Communication and Practices	3	0	3
HIM 115	Medical Records and the Law	2	0	2
HIM 150	Coding Practicum I	3	0	3
HIM 228	Coding Seminar	<u>2</u>	<u>0</u>	<u>2</u>
		10	0	10

***BIO 112 or BIO 210 & 211 will satisfy the requirement of HIM 104.**

This program is aligned with the following career cluster: Health Science.

Advanced Medical Coding Certificate (AMCO) 20 Semester Hours

The Advanced Medical Coding Certificate program is designed to prepare Health Information Professionals by focusing on procedural and diagnostic coding for reimbursement of professional services performed in inpatient facility settings. The program includes medical terminology, anatomy and physiology, inpatient procedural coding (ICD-10-PCS) and diagnostic coding (ICD-10-CM) as well as medical regulations. Upon successful completion of the Advanced Medical Coding Certificate program, the student is eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). In order to complete the AMCO program students who have successfully completed the MRCO program need only take HIM 225 and HIM 250. The AMCO program is presented 100% online and is supported with a wide variety of methods and opportunities for direct contact with the program manager and instructors.

ADMISSION REQUIREMENTS

- Meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Meet computer competency required for placement into online courses.
- Completed all developmental and prerequisite courses prior to acceptance into the Advanced Medical Coding program.
- The Advanced Medical Coding Program has limited enrollment and students are admitted annually in the fall semester.
- Qualify for acceptance by either successful completion of the MRCO program or previous employment as a medical coder within the last two years.
- Students' acceptance into the program is contingent upon completion and submission of the AMCO application form to the Program Manager. Applications will be processed in the order in which they are submitted.
- Applications will be accepted into the AMCO program until all seats are filled.
- No student may apply to more than one Health Sciences program at a time.

PROGRESSION STANDARDS-AFTER PROGRAM ENTRY

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, practicum) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A "D", "W", "WA", or "WF" constitutes an attempt at the AMCO program and will count as one attempt to complete the program
- Students must complete all course requirements within two years from the start date of the AMCO program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

AHS	102	Medical Terminology	3	0	3
HIM	104	Anatomy and Physiology for Medical Record Coding*	3	0	3
HIM	216	Coding and Classification I	3	0	3
HIM	225	Coding and Classification II	3	0	3
			12	0	12

SPRING SEMESTER

HIM 115	Medical Records and the Law	2	0	2
HIM 130	Billing and Reimbursement	3	0	3
HIM 250	Coding and Classification III	<u>3</u>	<u>0</u>	<u>3</u>
		8	0	8

*BIO 112 or BIO 210 & 211 will satisfy the requirement of HIM 104.

This program is aligned with the following career cluster: Health Science.

Patient Care Technician Certificate (PCTC)

33/34 Semester Hours

The Patient Care Technician Certificate program is designed to prepare graduates with skills and knowledge necessary to seek entry-level employment in a health care setting. This program provides a foundation in basic patient care, phlebotomy, cardiac monitoring, anatomy and physiology, medical terminology, communication skills, and healthcare technology.

About Program and Eligibilities

The PCTC program is offered over two semesters. The student must successfully complete all initial core courses with a grade of “C” or higher to be eligible for program admission. To progress to Semester II, the student must successfully complete all courses in Semester I with a grade of “C” or higher:

- Upon successful completion of Semester I, the student may be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination. Once the student completes this exam and is listed on the South Carolina Nurse Aide Registry, the student can seek employment as a Certified Nurse Aide in South Carolina.
- Upon successful completion of Semester II, the student may be eligible to take the following credentialing exams:
 - Certification of Phlebotomy Technician – PBT (American Society for Clinical Pathology) examination and/or Registered Phlebotomy Technician – RPT (American Medical Technologists).
 - EKG Technician Certification (CET) exam from the National Healthcareer Association (NHA). The student can seek employment performing ECGs and basic cardiac monitoring in a health care setting.
- Upon successful completion of the program, the student may be eligible to take the National Certification exam for Patient Care Technician from the National Healthcareer Association (NHA).

Program Learning Outcomes

- Upon completion of the program, the graduate will be able to:
 - Perform essential Patient Care Technician skills necessary to provide safe patient care.
 - Utilize basic communication skills and professional behaviors necessary to function as a member of a healthcare team.
 - Perform basic technology skills needed to support the provision of quality patient care.

Instructional Delivery

Instructional delivery may include traditional classroom, online learning, hybrid/blended learning, hybrid simulation, virtual reality learning, and clinical experiences. The scheduling of clinical experiences may vary throughout the program.

Admission Requirements

- Meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Graduate from an accredited high school or possess a General Education Development (GED) certificate. The Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions) by assigned deadline.
- Completion of all developmental, prerequisite courses, and initial core courses prior to acceptance into the program.
- Submit a completed physical examination/immunization form provided by the Health Sciences Division.
- Submit documentation of current Basic Life Support (BLS) for Healthcare Provider certification through the American Heart Association. Online certification/recertification is not accepted.
- Submit information and fees for background checks and toxicology screenings by the designated deadline conducted through an agency specified by the College.

Students will be accepted as they submit completed applications to the program manager until all seats are filled. Students who have obtained a certificate of completion in any healthcare related continuing education training and/or currently listed as active on the South Carolina Nurse Aide Registry may be eligible to enroll in the PCTC program. Approval must be obtained from the Dean of Health Sciences.

Progression Standards – After Program Entry

After admission, failure to meet the following progression standards will result in suspension from the program.

- Maintain a minimum 2.0 program GPA in program courses.
- Successfully complete all components of a course (theory and clinical) to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA”.
- Complete all program courses with a grade of “C” or higher. Student may repeat a program course one time only, space available. Students may repeat initial core courses as many times as needed. Students may petition the Dean of Health Sciences for special consideration to repeat a program course more than one time.

- Maintain current Basic Life Support (BLS) for Healthcare Provider certification through the American Heart Association. Online certification/recertification is not accepted.
- Maintain current documentation of health status according to program requirement.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

Initial Core Courses

		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
AHS 136	Essentials of Anatomy and Physiology	3	0	3
	or			
BIO 112	Basic Anatomy and Physiology	3	3	4
COL 105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
		9	3	9/10

SEMESTER I

AHS 105	Medical Ethics and Law	2	0	2
AHS 131	Computers in Healthcare	3	0	3
AHS 170	Fundamentals of Disease	3	0	3
NUR 102	Basic Nursing Care Skills	<u>2.5</u>	<u>4.5</u>	<u>4</u>
		10.5	4.5	12

SEMESTER II

AHS 142	Phlebotomy	2	0	2
AHS 144	Phlebotomy Practicum	2.5	7.5	5
AHS 156	Electrocardiography Practicum	1	0	1
AHS 177	Cardiac Monitoring Applications	<u>2.5</u>	<u>4.5</u>	<u>4</u>
		8	12	12

This program is aligned with the following career cluster: Health Science.

Pharmacy Technician Certificate (PHMT) 31 Semester Hours

The Pharmacy Technician Certificate Curriculum is a formal academic training program that prepares individuals to become pharmacy technicians. These allied health professionals assist and support licensed pharmacists in preparing and dispensing medications and other health care products to patients. Under the direction of a pharmacist, the pharmacy technician performs pharmacy-related functions, in compliance with specific policies and procedures that provide optimal pharmaceutical care for their patients.

Pharmacy technicians are in high demand in health care and in the pharmaceutical industry. Job opportunities for pharmacy technicians are good, especially for those with previous experience, formal training, or certification, according to the U.S. Department of Labor. Possible career opportunities for pharmacy technicians include a variety of practice environments including hospital, infusion, and long term care, and mail-order, chain and community pharmacy services. Pharmacy technicians work in computerized, clean, organized, well-lighted, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves.

Pharmacy technicians often have varying work schedules that include nights, weekends, and holidays. In facilities that are open twenty-four hours a day, such as hospital and mail order pharmacies, technicians may be required to work nights. Many technicians work part time.

The South Carolina Pharmacy Practice Act (administered by the S.C. Board of Pharmacy) requires all pharmacy technicians desiring state certification to (1) pass the Pharmacy Technician Certification Exam (PTCE)- a national exam, (2) complete 1000 hours of practice (up to 400 clinical training hours in an educational program are recognized) under the supervision of a licensed pharmacist, and (3) provide proof of completion of a formal academic pharmacy technician training program that is nationally accredited.

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP/Accreditation Council for Pharmacy Education (ACPE)).

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Qualified applicants must have completed all developmental courses prior to acceptance.
- Completion and grade of “C” or higher in AHS 102 (Medical Terminology).
- Qualified Applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline.
- Student must maintain current documentation of tuberculin skin testing.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College and SLED.

The Pharmacy Technician Certificate Program has limited enrollment. Students are admitted in the fall and in spring semester. Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.

Note: Students who have one year of current work experience as a pharmacy technician in a dispensing pharmacy may be eligible to take the PHM courses in a hybrid format.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation (S.C. Board of Pharmacy) prior to beginning clinical rotations. This involves completing a registration application and paying a fee. The application includes the following two questions:

- 1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
- 2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam includes 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 cannot complete the program. *Note: SC Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to a controlled substance.*

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first program course (PHM).
- Students are limited to two attempts at successful completion of any pharmacy technician course (including Central Carolina Technical College). A withdrawal “W”, “WA” or “WF” constitutes an attempt at a PHM course and will count as one attempt to complete the program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

PHM 152 and 173 have flexible schedules. Students may be required to attend classes between the hours of 8:00 a.m. – 6:00 p.m., Monday through Friday.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSE		Class	Lab	Credit
AHS 102	Medical Terminology	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3
FALL ADMISSION				
FALL SEMESTER				
PHM 101	Introduction to Pharmacy	3	0	3
PHM 111	Applied Pharmacy Practice Laboratory	0	6	2
PHM 113	Pharmacy Technician Math	3	0	3
PHM 115	Drug Classification I	2	0	2
PHM 202	Pharmacological Anatomy and Physiology	<u>4</u>	<u>0</u>	<u>4</u>
		12	6	14
SPRING SEMESTER				
PHM 110	Pharmacy Practice	3	3	4
PHM 116	Drug Classification II	2	0	2
PHM 124	Therapeutic Agents II	3	0	3
PHM 152	Pharmacy Technician Practicum I	0.5	4.5	2
PHM 173	Pharmacy Technician Practicum III	<u>0</u>	<u>9</u>	<u>3</u>
		8.5	16.5	14

SPRING ADMISSION

SPRING SEMESTER

PHM 101	Introduction to Pharmacy	3	0	3
PHM 111	Applied Pharmacy Practice Laboratory	0	6	2
PHM 113	Pharmacy Technician Math	3	0	3
PHM 115	Drug Classification I	2	0	2
PHM 202	Pharmacological Anatomy and Physiology	4	0	4
		12	6	14

SUMMER SEMESTER

PHM 110	Pharmacy Practice	3	3	4
PHM 116	Drug Classification II	2	0	2
PHM 124	Therapeutic Agents II	3	0	3
PHM 152	Pharmacy Technician Practicum I	0.5	4.5	2
PHM 173	Pharmacy Technician Practicum III	0	9	3
		8.5	16.5	14

This program is aligned with the following career cluster: Health Science.

Physical Therapist Assistant Partnership with OCtech Associate Degree in Arts or Associate Degree in Science

Students who are enrolled in the Associate in Arts or Associate in Science degree who have a desire to enter a Physical Therapist Assistant program will be eligible to apply at Orangeburg-Calhoun Technical College (OCtech) after completing the related Core Curriculum of general education courses at Central Carolina Technical College.

The Physical Therapist Assistant (PTA) partnership with Orangeburg-Calhoun Technical College (OCtech) allows students to complete the first two semesters of general education courses at Central Carolina Technical College prior to applying to the PTA program at OCtech. Upon acceptance into the PTA program at OCtech the student will transfer to OCtech.

Completion of all required general education requirements does not guarantee entrance into the Physical Therapist Assistant program. Students are encouraged to contact OCtech for additional program admission requirements.

Physical Therapist Assistants are skilled healthcare professionals qualified to perform selected physical therapy interventions under the direction and supervision of a Physical Therapist. They can treat individuals of any age with health conditions or physical limitations that impair their ability to perform activities of daily living. Physical Therapist Assistants can treat patients in a variety of settings, including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing centers, extended care facilities, sub-acute facilities, home health care agencies, education or research centers, school systems, Hospices, corporate or industrial health centers, occupational and workplace environments, athletic facilities, and fitness or sports training centers. The goal of physical therapy intervention is to prevent or improve the loss of mobility so people can live more active lifestyles.

After completion of the Core Curriculum of general education courses listed below, students may apply for admission to the Physical Therapist Assistant program at OCtech. Admission to the Physical Therapist Assistant Program is competitive and based on specific requirements that can be obtained from attending a Health Information Programs (HIP) Session at OCtech. A listing of these scheduled sessions can be found online at <http://www.octech.edu> on the Health Sciences page. Students can also take the HIP Session online. Twenty-two students are selected for enrollment in the Physical Therapist Assistant Program each summer. **Two of the twenty-two students selected will be transfer students from Central Carolina Technical College. Selection of these two students will be based on the competitive admission requirements established by OCtech.**

Upon graduation from OCtech, the student will receive an Associate Degree in Applied Science with a Major in Physical Therapist Assistant and will be eligible to sit for the National Physical Therapy Examination.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Orangeburg-Calhoun Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email accreditation@apta.org; website: <http://www.capteonline.org>.

REQUIREMENTS:

CORE CURRICULUM (To be taken at CCTC) - 32 Hours

Communications:

ENG 101 English Composition I (3)*
SPC 205 Public Speaking (3)*

Humanities/Fine Arts (Choose one):

____ ____ Humanities/Fine Arts Elective (3)**

Social/Behavioral Sciences:

PSY 201 General Psychology (3)*
PSY 203 Human Growth and Development (3)*

Natural Sciences:

AHS 102 Medical Terminology (3)
BIO 210 Anatomy and Physiology I (4)
BIO 211 Anatomy and Physiology II (4)

Math:

MAT 102 Intermediate Algebra (3)

Computer Course:

CPT 101 Introduction to Computers (3)*

College Success:

Recommended (but not required) for new students.

COL 105 Freshman Seminar (3)

**University transfer level courses.*

***A complete list of approved electives is available through your PTA advisor or the Program Coordinator.*

COURSE REQUIREMENTS (*To be taken at OCtech*) 46 HOURS

PTH 101, PTH 102, PTH 115, PTH 202, PTH 205, PTH 206, PTH 226, PTH 235, PTH 242, PTH 244, PTH 266, PTH 270, PTH 275, PTH 276

Major in Surgical Technology (SURT) Diploma in Applied Science 51 Semester Hours

The Surgical Technology Diploma in Applied Science program is designed to prepare individuals for employment as surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The primary responsibility of the surgical technologist is to maintain the sterile field while ensuring that all other members of the surgical team adhere to aseptic technique.

The qualified candidate will have excellent eye-hand coordination, effective communication skills, an affinity for detail, and the ability to function well in stressful situations. Knowledge of human anatomy, surgical instrumentation, supplies and procedures allows the surgical technologist to function as an integral member of the surgical team. Program graduates will be eligible to take the National Certified Surgical Technologist examination (CST) and will be qualified for employment in many diverse areas of the health care system, such as the following: operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization labs, ambulatory surgery centers, sterile supply, cell saver technologist, private physician's scrub surgical technologists, instrument sales representatives and veterinary assistants.

The Surgical Technology Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727-210-2350), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Application for admission to the Surgical Technology program is based on a COMPETITIVE ADMISSION PROCESS; therefore, meeting the minimum admission criteria does not guarantee an applicant admission to the Surgical Technology program.

Competitive Admission Process

The Surgical Technology program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from the Surgical Technology Program manager and/or Health Sciences Administrative Assistant in the Health Sciences Center. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to the Surgical Technology Program Manager by the deadline.

Application Deadline

Students are admitted to the Surgical Technology program annually in the fall semester. Deadline to apply for fall admission to the Surgical Technology program is June 1st.

NOTE: *If the deadline date falls on a weekend or holiday, the deadline date becomes the next business day.*

All applicants must meet the general enrollment requirements of Central Carolina Technical College (see general College admissions requirements) as well as all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.

Must be satisfied PRIOR to the Surgical Technology program application admission process

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions).
- Completion and grade of "C" or higher in AHS 102 (Medical Terminology), BIO 112 (Basic Anatomy and Physiology), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics).
- BIO 210 and BIO 211 may be used to replace BIO 112 if both of these courses have been completed with a grade of "C" or better.
- Completion of Test of Essential Academic Skills (TEAS) with a score at the Academic Preparedness Level of "Basic" (with a score of 55 or higher), "Proficient", "Advanced" or "Exemplary".
- Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale in Surgical Technology program curriculum courses.

Admission into the Surgical Technology program is competitive and based on a selective point system process. The point system process is an objective means for evaluating applicants. Applicants will be numerically ranked according to the following criteria.

- **Test of Essential Academic Skills (TEAS)**

Thirty-six percent (36%) of an applicant’s total points will come from the TEAS. An applicant must take the TEAS as part of the application process and score at the “Basic” (with a score of 55 or higher), “Proficient”, “Advanced” or “Exemplary” level in the Academic Preparedness Level Category.

- Combining TEAS scores from separate tests will not be allowed. An applicant may take the TEAS twice in a calendar year (January 1st thru December 31st). An applicant must wait thirty days prior to taking the TEAS a second time. An applicant may take the TEAS no more than four times. TEAS scores that are older than five years will not be accepted.
- An applicant may substitute version 5.0 of the Test of Essential Academic Skills (TEAS V) for the TEAS. No other versions of the TEAS may be substituted.

- **Admission Program GPA**

Thirty-four percent (34%) of an applicant’s total points will come from the GPA of all program curriculum courses (general education courses) taken in the Surgical Technology program. However, an applicant must have completed AHS 102 (Medical Terminology), *BIO 112 (Basic Anatomy and Physiology), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics) with a grade of “C” or higher to be eligible to submit an admission application. The admission program GPA will be calculated on a 4.0 scale for all completed program curriculum courses (general education courses) in the Surgical Technology program taken at Central Carolina Technical College or transferred into Central Carolina Technical College. Points will be awarded based on the admission program GPA at the time the admission application is submitted.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will NOT be calculated in the admission program GPA.

The general education courses required in the Surgical Technology program curriculum are:

AHS	102	Medical Terminology (3)
BIO	112	Basic Anatomy & Physiology (4)*
BIO	115	Basic Microbiology (3)**
ENG	101	English Composition I (3)
MAT	101	Beginning Algebra (3)
		or
MAT	155	Contemporary Mathematics (3)
PSY	201	General Psychology (3)

*BIO 210/BIO 211 may be used to replace BIO 112

**BIO 225 may be used to replace BIO 115

General education courses in the Surgical Technology curriculum may be retaken one time only.

- **Initial Core Courses**

Twenty percent (20%) of an applicant’s total points will come from the required initial core courses; AHS 102 (Medical Terminology) *BIO 112 (Basic Anatomy and Physiology), ENG 101 (English Composition I), and MAT 101 (Beginning Algebra) or MAT 155 (Contemporary Mathematics). Points will be awarded based on grades achieved in AHS 102, BIO 112, ENG 101, and MAT 101 or MAT 155.

*Completion of BIO 210 and BIO 211 with a grade of “C” or better on each may be substituted for BIO 112. However, the grade received in BIO 210 will be used to award the points for the initial core course.

Credit awarded as “E” to a student through advanced standing (Advanced Placement Examinations, College Level Examination Program, Defense Activity for Non-Traditional Education Support, International Baccalaureate Examination, and Proficiency Tests) will be treated as a grade of “C”.

- **Service Area and Collegiate Credential**

Ten percent (10%) of the applicant's total points will come from the following:

- 1) Service Area and 2) Collegiate Credential

Service Area – a resident of Clarendon, Kershaw, Lee, and Sumter counties in South Carolina will be awarded points in the competitive admission process. The Central Carolina Technical College Admissions and Counseling Services Office will be responsible for making all residency determinations. It is the applicant's responsibility to submit proper documentation of residency.

Collegiate Credential (credit only) – an applicant with a regionally accredited post-secondary degree, diploma, or certificate will be awarded points in the competitive admission process. Only post-secondary degrees, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

ADDITIONAL POINTS

Additional points may be added to an applicant's total points if the applicant completes BIO 115 (Basic Microbiology), PSY 201 (General Psychology) or has taken the second of the Anatomy and Physiology course series (BIO 211) and achieved a grade of "C" or higher prior to submitting their admission application. Points will be awarded based on the grades achieved in BIO 115 or BIO 225, BIO 211 and/or PSY 201. Up to ten additional points may be awarded.

Applicants to the Surgical Technology program will be ranked based upon points awarded, and the applicants with the highest number of points will be selected to fill the available seats in the Surgical Technology program. If two or more applicants have the identical point count total, the highest TEAS Adjusted Individual Total Score will be the deciding factor.

PROGRESSION STANDARDS-AFTER PROGRAM ENTRY

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA in program curriculum in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course. Based on availability of space students may retake program curriculum courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, clinical, lab skills proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" or "WA" through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first SUR course (SUR 101).
- Students are limited to two attempts at successful completion of any surgical technology program (including Central Carolina Technical College). A withdrawal "W", "WA" or "WF" constitutes an attempt at a program course and will count as one attempt to complete the program.
- Students must maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association and submit an annual tuberculin skin test (TST) to remain in the program. Online certification/recertification is not be accepted.

TRANSFERS OR READMISSIONS

- Students who have withdrawn or have been suspended once from the Surgical Technology Diploma program at CCTC or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission or transfer.
- Students who have been suspended more than once will be dismissed from the Surgical Technology program and will be ineligible for admission or readmission. However, students may petition the Dean of Health Sciences for special consideration if they have experienced extenuating circumstances. The final decision for an exception rests with the Dean.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the program manager for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner.

INITIAL CORE COURSES			Class	Lab	Credit
AHS 102	Medical Terminology		3	0	3
BIO 112	Basic Anatomy and Physiology*		3	3	4
ENG 101	English Composition I		3	0	3
MAT 101	Beginning Algebra				
or					
MAT 155	Contemporary Mathematics		<u>3</u>	<u>0</u>	<u>3</u>
			12	3	13

To complete this program, courses should be taken in the following sequence:

FALL SEMESTER

SUR 101	Introduction to Surgical Tech		4	3	5
SUR 102	Applied Surgical Technology		2	9	5
SUR 104	Surgical Procedures II		<u>4</u>	<u>0</u>	<u>4</u>
			10	12	14

SPRING SEMESTER

BIO 115	Basic Microbiology**		3	0	3
SUR 105	Surgical Procedures III		4	0	4
SUR 110	Introduction to Surgical Practicum		<u>0</u>	<u>15</u>	<u>5</u>
			7	15	12

SUMMER SEMESTER

PSY 201	General Psychology		3	0	3
SUR 111	Basic Surgical Practicum		2	15	7
SUR 120	Surgical Seminar		<u>2</u>	<u>0</u>	<u>2</u>
			7	15	12

*BIO 210 and BIO 211 may take the place of BIO 112.

**BIO 225 may take the place of BIO 115.

SUR 110 and SUR 111, Introduction to Surgical Practicum and Basic Surgical Practicum has a flexible schedule. Students may be required to attend classes between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday.

This program is aligned with the following career cluster: Health Science.

**Major in Human Services (HUSV)
Associate Degree in Applied Science
66 Semester Hours**

The Associate Degree in Applied Science with a Major in Human Services targets those individuals who have a strong desire to help others within their community. The Human Services professional is an important link to helping others fulfill their potential. The Associate Degree provides students with the necessary core knowledge to maximize their success in providing a positive impact for clients. The program requires all graduates to complete two semesters of field placement where students will experience on-the-job training in a community facility. Course work includes topics that will prepare graduates for employment opportunities in federal, state, and local service organizations.

The Associate Degree in Applied Science with a Major in Human Services prepares graduates to work in environments that provide assistance to various populations, such as the elderly, people with disabilities or mental illness, victims of domestic violence, the homeless, people with chemical dependencies, and many others.

Prior to HUS 250 and HUS 251 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program. All Human Services (HUS) courses must be completed with a grade of "C" or better in order to count toward graduation.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ENG 101 English Composition I (3)
- MAT 101 Beginning Algebra
- or
- MAT 155 Contemporary Mathematics (3)
- PSY 201 General Psychology (3)
- SPC 205 Public Speaking (3)
- ___ ___ Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
ENG 101 English Composition I	3	0	3
HUS 101 Introduction to Human Services	3	0	3
HUS 102 Personal and Professional Development in Helping Professions	3	0	3
	12	0	12
 SPRING SEMESTER - FIRST YEAR			
CPT 101 Introduction to Computers	3	0	3
HUS 110 Orientation to Human Services	1	0	1
HUS 209 Case Management	3	0	3
HUS 230 Interviewing Techniques	3	0	3
PSY 201 General Psychology	3	0	3
	13	0	13
 SUMMER SEMESTER - FIRST YEAR			
HUS 235 Group Dynamics	3	0	3
HUS 237 Crisis Intervention	3	0	3
SPC 205 Public Speaking	3	0	3
	9	0	9

FALL SEMESTER - SECOND YEAR

HUS 250	Supervised Field Placement I	1	9	4
HUS 221	Professional Ethics in Human Services	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
PSY 203	Human Growth & Development	3	0	3
— —	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	16

SPRING SEMESTER - SECOND YEAR

HUS 216	Behavior Change Techniques	3	0	3
HUS 251	Supervised Field Placement II	1	9	4
HUS 260	Human Services Special Topics	3	0	3
— —	Departmental Approved Elective	3	0	3
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	16

The program is aligned with the following career cluster: Human Services.

Departmental Approved Electives

- AOT 104 Keyboarding and Input Technologies (3)
- CRJ 101 Introduction to Criminal Justice (3)
- CRJ 145 Juvenile Delinquency (3)
- ECD 105 Guidance-Classroom Management (3)
- ECD 108 Family and Community Relations (3)
- HUS 115 Geriatric Services and Activities (3)
- HUS 205 Gerontology (3)
- HUS 206 Death and Dying (3)
- HUS 208 Alcohol and Drug Abuse (3)
- HUS 211 Developing the Gerontology Professional (3)
- HUS 212 Survey of Disabilities and Disorders (3)
- PSY 208 Human Sexuality (3)
- PSY 212 Abnormal Psychology (3)
- SOC 101 Introduction to Sociology (3)
- SOC 102 Marriage and the Family (3)
- SOC 206 Social Psychology (3)
- SPA 101 Elementary Spanish (4)
- SPA 105 Conversational Spanish (3)

Human Services Certificate (HUSR) 35 Semester Hours

The Human Services Certificate is designed to prepare graduates to become service providers in a variety of human services areas, particularly in the health, wellness, and recovery fields. The program will teach the skills necessary to make a positive impact on the lives of clients in a variety of settings and expose students to intervention techniques for working with individuals and groups. Students will complete a semester of field placement at a human service agency in the area.

Prior to HUS 250 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program. All Human Services (HUS) courses must be completed with a grade of "C" or better in order to count toward graduation.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
HUS 101	Introduction to Human Services		3	0	3
HUS 102	Personal and Professional Development in the Helping Professions		3	0	3
PSY 201	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SPRING SEMESTER					
CPT 101	Introduction to Computers		3	0	3
HUS 110	Orientation to Human Services		1	0	1
HUS 209	Case Management		3	0	3
HUS 216	Behavior Change Techniques		3	0	3
HUS 230	Interviewing Techniques		<u>3</u>	<u>0</u>	<u>3</u>
			13	0	13
SUMMER SEMESTER					
HUS 235	Group Dynamics		3	0	3
HUS 237	Crisis Intervention		3	0	3
HUS 250	Supervised Field Placement I		<u>1</u>	<u>9</u>	<u>4</u>
			7	9	10

The program is aligned with the following career cluster: Human Services.

**Human Services
Certificate in Gerontology (HUSG)
24 Semester Hours**

The Human Services Certificate in Gerontology is designed to prepare graduates with the knowledge necessary to support the needs of older adults. As the population of older adults continues to grow, there will be the need for qualified individuals in the field of gerontology. The program will teach the skills necessary to make a positive impact on the lives of older adults by understanding their special needs and requirements.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

All Human Services (HUS) courses must be completed with a grade of “C” or better in order to count toward graduation.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
HUS 101	Introduction to Human Services		3	0	3
HUS 115	Geriatric Services and Activities		3	0	3
HUS 205	Gerontology		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
SPRING SEMESTER					
HUS 206	Death and Dying		3	0	3
HUS 209	Case Management		3	0	3
HUS 211	Developing the Gerontology Professional		3	0	3
HUS 230	Interviewing Techniques		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

The program is aligned with the following career cluster: Human Services.

Industrial and Engineering Technology Programs Drug Testing Policy

Central Carolina Technical College and the Industrial and Engineering Division students are strictly prohibited from being under the influence of alcohol or any drug/medication, which alters behavior, or appearance of capability while engaged in any portion of their formal educational experience. Students are subject to drug testing at times, in which student actions constitute reasonable suspicion. Factors, which may indicate reasonable suspicion for drug testing, include but are not limited to:

- Contributing to a lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Observance of drug or alcohol use
- Other behavior that gives reasonable suspicion

Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening. Students will be given a timeframe by which they must arrive at the testing center. If a student is late arriving, the test will not be performed and the student will be considered positive.

Student that test positive will be removed from the program of study for 12 months.

Automotive Technology Certificate (AUTC) 39 Semester Hours

The Automotive Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive engine repair; drive train repair; and brake, suspension, and steering diagnosis. Job opportunities include apprentice technician, auto technician, parts specialist, specialty technician, and service manager. Job placement opportunities are excellent.

The Automotive Technology Certificate is accredited by the National Automotive Technicians Education Foundation (NATEF).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to starting certificate classes. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

		Class	Lab	Credit
FALL SEMESTER (Engine Repair)				
AUT 102	Engine Repair	1	9	4
AUT 104	Engine Rebuilding	2	9	5
COL 105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
		6	18	12
SPRING SEMESTER (Brakes, Suspension, Steering Repair)				
AUT 111	Brakes	2	3	3
AUT 112	Brake Systems	2	6	4
AUT 122	Suspension and Alignment	2	6	4
AUT 221	Suspension and Steering Diagnosis	<u>2</u>	<u>3</u>	<u>3</u>
		8	18	14
SUMMER SEMESTER (Drive Train Repair)				
AUT 115	Manual Drive Train and Axle	2	3	3
AUT 116	Manual Transmission & Axle	3	3	4
AUT 151	Automotive Transmission/Transaxle	2	3	3
AUT 153	Automotive Transmission Diagnosis	<u>2</u>	<u>3</u>	<u>3</u>
		9	12	13

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Automotive Diagnostic Technology Certificate (ADTC) 37 Semester Hours

The Automotive Diagnostic Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive electrical systems repair, heating and air conditioning repair, and engine performance, apprentice technician, auto technician, and specialty technician. Job placement opportunities are excellent.

The Automotive Diagnostic Technology Certificate is accredited by the National Automotive Technicians Education Foundation (NATEF).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to starting certificate classes. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

FALL SEMESTER (Electrical Systems Repair)		Class	Lab	Credit
AUT 131	Electrical Systems	2	3	3
AUT 132	Automotive Electricity	2	6	4
AUT 133	Electrical Fundamentals	2	3	3
COL 105	Freshman Seminar	3	0	3
		9	12	13
SPRING SEMESTER (Engine Performance)				
AUT 145	Engine Performance	2	3	3
AUT 245	Advanced Engine Performance	3	6	5
AUT 262	Advanced Automotive Diagnosis and Repair	3	3	4
		8	12	12
SUMMER SEMESTER (Heating and Air Conditioning)				
AUT 141	Intro to Heating & Air Conditioning	3	3	4
AUT 241	Automotive Air Conditioning	3	3	4
AUT 242	Electronic Climate Control	3	3	4
		9	9	12

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Basic Air Conditioning and Heating Certificate (BACH) 39 Semester Hours

The Basic Air Conditioning and Heating Certificate program prepares graduates for numerous careers in the HVAC/R field. Job opportunities in heating, air conditioning, and refrigeration include these fields: sales, installation, service technician, maintenance and repair, and operations. Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery, and various related service courses, including domestic refrigeration and refrigeration piping installation.

The heating and air conditioning industry is rapidly becoming one of the largest in the country. Air conditioning is a must for homes, offices, hotels, theaters, and industrial plants. New applications of air conditioning and refrigeration theory are announced daily.

This program is available during the day and evening; however, a different course sequence and additional time may be required to complete this program in the evening.

The Basic Air Conditioning and Heating Certificate is accredited by HVAC/Excellence.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

DAY PROGRAM

FALL SEMESTER

		Class	Lab	Credit
ACR 106	Basic Electricity for HVAC/R	3	3	4
ACR 109	Tools and Service Techniques II	1	3	2
ACR 110	Heating Fundamentals	3	3	4
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	16

SPRING SEMESTER

ACR 120	Basic Air Conditioning	3	3	4
ACR 140	Automatic Controls	2	3	3
ACR 175	EPA 608 Certification Preparation	1	0	1
ACR 224	Codes and Ordinances	2	0	2
ACR 250	Duct Fabrication	<u>1</u>	<u>6</u>	<u>3</u>
		9	12	13

SUMMER SEMESTER

ACR 130	Domestic Refrigeration	3	3	4
ACR 210	Heat Pumps	3	3	4
ACR 252	Special Topics in Air Conditioning and Heating	<u>1</u>	<u>3</u>	<u>2</u>
		7	9	10

EVENING PROGRAM

FALL SEMESTER

		Class	Lab	Credit
ACR 106	Basic Electricity for HVAC/R	3	3	4
COL 105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
		6	3	7

SPRING SEMESTER

ACR 109	Tools and Service Techniques II	1	3	2
ACR 120	Basic Air Conditioning	3	3	4
ACR 140	Automatic Controls	<u>2</u>	<u>3</u>	<u>3</u>
		6	9	9

SUMMER SEMESTER

ACR 210	Heat Pumps	3	3	4
ACR 250	Duct Fabrication	<u>1</u>	<u>6</u>	<u>3</u>
		4	9	7

FALL SEMESTER

ACR 110	Heating Fundamentals	3	3	4
ACR 175	EPA 608 Certification Preparation	1	0	1
ACR 224	Codes and Ordinances	<u>2</u>	<u>0</u>	<u>2</u>
		6	3	7

SPRING SEMESTER

ACR 130	Domestic Refrigeration	3	3	4
ACR 252	Special Topics in Air Conditioning and Heating	1	3	2
CPT 101	Introductions to Computers	<u>3</u>	<u>0</u>	<u>3</u>
		7	6	9

This program is aligned with the following career cluster: Architecture and Construction.

Advanced Air Conditioning and Heating Certificate (AACH) 22 Semester Hours

Graduates of the Basic Air Conditioning and Heating Certificate program may enroll in the Advanced Air Conditioning and Heating Certificate to further develop their skills. The advanced program includes both theory and practical work in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

Students must successfully complete the Basic Air Conditioning and Heating Certificate or have departmental approval prior to being admitted into the Advanced Air Conditioning and Heating Certificate.

This program is available during the day.

The Advanced Air Conditioning and Heating Certificate is accredited by HVAC/Excellence.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER	Class	Lab	Credit
ACR 111 Gas Heating Principles	1	6	3
ACR 160 Service Customer Relations	3	0	3
ACR 206 Advanced Electricity for HVAC/R	<u>1</u>	<u>3</u>	<u>2</u>
	5	9	8
SPRING SEMESTER			
ACR 131 Commercial Refrigeration	3	3	4
ACR 225 Industrial Air Conditioning	<u>2</u>	<u>3</u>	<u>3</u>
	5	6	7
SUMMER SEMESTER			
ACR 201 Troubleshooting and Maintenance	2	3	3
ACR 220 Advanced Air Conditioning	<u>3</u>	<u>3</u>	<u>4</u>
	5	6	7

This program is aligned with the following career cluster: Architecture and Construction.

Basic Machining and CNC Fundamentals Certificate (BCNC) 32 Semester Hours

The Basic Machining and CNC Fundamentals Certificate develop skills in basic machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

This program is available during the day and evening.

The Basic Machining and CNC Fundamentals Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 102	Basic Computer Concepts		3	0	3
EGT 106	Print Reading and Sketching		3	0	3
MTT 111	Machine Tool Theory and Practice I		<u>3</u>	<u>6</u>	<u>5</u>
			12	6	14
SPRING SEMESTER					
MAT 155	Contemporary Mathematics		3	0	3
MTT 112	Machine Tool Theory and Practice II		3	6	5
MTT 252	CNC Setup and Operations		<u>3</u>	<u>3</u>	<u>4</u>
			9	9	12
SUMMER SEMESTER					
MTT 253	CNC Programming and Operations		1	6	3
MTT 258	Machine Tool CAM		<u>2</u>	<u>3</u>	<u>3</u>
			3	9	6

This program is aligned with the following career cluster: Manufacturing.

Advanced CNC Programming Certificate (ACNC) 19 Semester Hours

The Advanced CNC Programming Certificate develops skills in advanced machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

This program is available during the day and evening.

The Advanced CNC Programming Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER	Class	Lab	Credit
EGT 151 Introduction to CAD	2	3	3
MIT 254 CNC Programming I	2	3	3
MIT 255 CNC Programming II	<u>2</u>	<u>3</u>	<u>3</u>
	6	9	9
SPRING SEMESTER			
EGT 152 Fundamentals of CAD	2	3	3
MIT 256 CNC Programming III	2	3	3
MIT 260 Advanced Multi-Axis Programming and Operations I	<u>3</u>	<u>3</u>	<u>4</u>
	7	9	10

This program is aligned with the following career cluster: Manufacturing.

**Major in Engineering Design Technology (ENGD)
Associate Degree in Applied Science
67 Semester Hours**

The Engineering Design Technology Associate Degree in Applied Science program is designed to give students the skills essential for success in the rapidly changing field of engineering design technology. Hands-on experience familiarizes students with computer-aided design (CAD) technology. Students learn to develop technical drawings with an emphasis on working drawings and three dimensional solid modeling as they are applied in industrial, manufacturing, engineering and architectural environments.

Excellent employment opportunities are available for graduates, including positions as engineering technicians, detailers, and CAD technicians.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

- ENG 165 Professional Communications (3)
- MAT 155 Contemporary Mathematics (3)
- SPC 205 Public Speaking (3)
- ___ ___ Humanities/Fine Arts Elective (3)
- ___ ___ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

			Class	Lab	Credit
COL 105		Freshman Seminar	3	0	3
CPT 101		Introduction to Computers	3	0	3
EGT 106		Print Reading and Sketching	3	0	3
EGT 151		Introduction to CAD	2	3	3
ENG 165		Professional Communications	<u>3</u>	<u>0</u>	<u>3</u>
			14	3	15

SPRING SEMESTER - FIRST YEAR

EGT 152		Fundamentals of CAD	2	3	3
MAT 155		Contemporary Mathematics	3	0	3
SPC 205		Public Speaking	3	0	3
___ ___		Humanities/Fine Arts Elective	3	0	3
___ ___		Social Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	3	15

SUMMER SEMESTER – FIRST YEAR

EGR 170		Engineering Materials	2	3	3
EGR 175		Manufacturing Processes	3	0	3
EGT 130		Geometric Dimensioning & Tolerancing Applications	2	3	3
EGT 156		Intermediate CAD Applications	<u>2</u>	<u>3</u>	<u>3</u>
			9	9	12

FALL SEMESTER – SECOND YEAR

EGR 106		Science and Technology I	4	0	4
EGT 172		Electronic Drafting	1	3	2
EGT 225		Architectural Drawing Applications	3	3	4
EGT 252		Advanced CAD	<u>2</u>	<u>3</u>	<u>3</u>
			10	9	13

SPRING SEMESTER – SECOND YEAR

EGR 194	Statics and Strength of Materials	4	0	4
EGT 105	Basic Civil Drafting	1	3	2
EGT 220	Structural and Piping Applications	3	3	4
EGT 255	Applications of Advanced CAD	<u>1</u>	<u>3</u>	<u>2</u>
		9	9	12

This program is aligned with the following career clusters: Science, Technology, and Engineering & Mathematics.

Mechatronics Fundamentals Certificate (MFTC) 25 Semester Hours

The Mechatronics Fundamentals Technician Certificate program is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the mechatronics fields of electricity, mechanical power, hydraulics, pneumatics, and hand and power tool applications.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
EEM 111	DC Analysis	2	3	3
IMT 211	Industrial Skills II	2	3	3
IMT 104	Schematics	2	0	2
MAT 155	Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	14

SPRING SEMESTER

CPT 101	Introduction to Computers	3	0	3
EEM 116	AC Circuits	3	3	4
IMT 131	Hydraulics and Pneumatics	<u>3</u>	<u>3</u>	<u>4</u>
		9	6	11

This program is aligned with the following career cluster: Manufacturing.

Basic Mechatronics Technology Certificate (BMEC) 39 Semester Hours

The Basic Mechatronics Technology Certificate program is designed to provide graduates with the necessary skills and knowledge to perform basic maintenance and repair of industrial equipment with both mechanical and electrical components.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
EEM 111	DC Analysis	2	3	3
IMT 104	Schematics	2	0	2
IMT 211	Industrial Skills II	2	3	3
MAT 155	Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	14

SPRING SEMESTER

EEM 116	AC Circuits	3	3	4
IMT 121	Drive Systems	1	3	2
IMT 131	Hydraulics and Pneumatics	3	3	4
IMT 214	Industrial Wiring	<u>1</u>	<u>6</u>	<u>3</u>
		8	15	13

SUMMER SEMESTER

CPT 101	Introduction to Computers	3	0	3
EEM 251	Programmable Controllers	2	3	3
ELT 108	Electrical Machines	2	3	3
IMT 151	Piping Systems	<u>2</u>	<u>3</u>	<u>3</u>
		9	9	12

This program is aligned with the following career cluster: Manufacturing.

Advanced Mechatronics Technology Certificate (AMEC) 32 Semester Hours

The Advanced Mechatronics Technology Certificate is designed to provide graduates with the necessary skills and knowledge to perform technical troubleshooting of industrial equipment with mechanical, electrical, and electronic components.

Students must successfully complete the Basic Mechatronics Certificate prior to being admitted into the Advanced Mechatronics Certificate.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
EEM 250 Programmable Logic Controllers	3	3	4
EEM 271 Sensors and System Interfacing	1	3	2
IMT 110 Industrial Instrumentation	2	3	3
IMT 161 Mechanical Power Applications	3	3	4
	9	12	13

SPRING SEMESTER

EEM 252 Programmable Controller Applications	2	3	3
ELT 208 Introduction to Robotics	2	3	3
IMT 126 Introduction to Mechanical Installation	1	3	2
IMT 163 Problem-Solving for Mechanical Applications	2	3	3
	7	12	11

SUMMER SEMESTER

IMT 202 Electrical Troubleshooting	3	3	4
IMT 203 Mechanical Troubleshooting	3	3	4
	6	6	8

This program is aligned with the following career cluster: Manufacturing.

Welding Certificate (WELD) 36 Semester Hours

The Welding Certificate program is designed to provide knowledge and skills in the techniques of inert gas, oxyacetylene, electric arc welding, and plasma cutting. Job opportunities include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders, and structural steel welders.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
IMT 211	Industrial Skills II	2	3	3
WLD 106	Gas and Arc Welding	3	3	4
WLD 111	Arc Welding I	<u>2</u>	<u>6</u>	<u>4</u>
		10	12	14

SPRING SEMESTER

WLD 103	Print Reading I	1	0	1
WLD 113	Arc Welding II	3	3	4
WLD 132	Inert Gas Welding-Ferrous	3	3	4
WLD 160	Fabrication Welding	<u>2</u>	<u>3</u>	<u>3</u>
		9	9	12

SUMMER SEMESTER

WLD 109	Gas Metal Arc Welding I	2	3	3
WLD 142	Maintenance Welding	2	3	3
WLD 222	Advanced Fabrication Welding	<u>3</u>	<u>3</u>	<u>4</u>
		7	9	10

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Advanced Certificate in Pipe Welding (AWLD) 35 Semester Hours

The Advanced Certificate in Pipe Welding program is designed to take the student who is qualified in structural welding to the next step in the welding industry. Pipe welders are in high demand and require a higher level of expertise to meet industry demands. The Advanced Certificate in Pipe Welding is designed for the student to become proficient in pipe welding using multiple processes. This program will allow the successful student the ability to qualify for more welding jobs and higher paying welding jobs. The successful student will be able to pass welding tests using the shielded metal arc, gas tungsten arc, gas metal arc, flux cored, and combination pipe welds processes.

Students must successfully complete the Welding Certificate prior to being admitted into the Advanced Certificate in Pipe Welding program.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 031, MAT 032, RDG 032, and ENG 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
WLD 172	Print Reading and Sketching for Pipe Welding	4	0	4
WLD 225	Arc Welding – Pipe I	2	6	4
WLD 228	Inert Gas Welding – Pipe I	<u>3</u>	<u>3</u>	<u>4</u>
		9	9	12
SPRING SEMESTER				
WLD 152	Tungsten Arc Welding	3	3	4
WLD 170	Qualification Welding	3	3	4
WLD 231	Gas Metal Arc/Flux Cored Arc Welding Pipe I	<u>3</u>	<u>3</u>	<u>4</u>
		9	9	12
SUMMER SEMESTER				
WLD 117	Specialized Arc Welding	3	3	4
WLD 154	Pipe Fitting and Welding	3	3	4
WLD 208	Advanced Pipe Welding	<u>2</u>	<u>3</u>	<u>3</u>
		8	9	11

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

COURSE DESCRIPTIONS



ACCOUNTING

ACC 101 Accounting Principles I (3-0-3)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements. Prerequisites with a grade of "XC" or higher: MAT 032 or placement into MAT 101, MAT 110 or MAT 155; RDG 032 or satisfactory placement score.

ACC 102 Accounting Principles II (3-0-3)

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ACC 101. This course is typically taught only in the spring and summer semesters.

ACC 124 Individual Tax Procedures (3-0-3)

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 with a grade of "XC" or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall and summer semesters.

ACC 150 Payroll Accounting (3-0-3)

This course introduces the major tasks of payroll accounting; employment practices; federal, state, and local governmental laws and regulations; internal controls; and various forms and records. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

ACC 201 Intermediate Accounting I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

ACC 230 Cost Accounting I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

ACC 240 Computerized Accounting (3-0-3)

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the summer semester.

ACC 245 Accounting Applications (3-0-3)

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites with a grade of "C" or higher: CPT 174 and ACC 102. This course is typically taught only in the spring semester.

ACC 265 Not-For-Profit Accounting (3-0-3)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

AIR CONDITIONING AND HEATING

ACR 106 Basic Electricity for HVAC/R (3-3-4)

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 109 Tools and Service Techniques II (1-3-2)

This course is an advanced study of uses of tools and service equipment used in the installation and repair of HVAC equipment. This course includes soldering and welding techniques.

ACR 110 Heating Fundamentals (3-3-4)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

ACR 111 Gas Heating Principles (1-6-3)

This course is a study of residential and commercial gas burners and their components. Course of study includes steam and hot water boiler piping and controls. Prerequisite with a grade of "C" or higher: ACR 252 or departmental approval.

ACR 120 Basic Air Conditioning (3-3-4)

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 130 Domestic Refrigeration (3-3-4)

This course is a study of domestic refrigeration equipment. Prerequisites with a grade of "C" or higher: ACR 120, ACR 106, and ACR 140.

ACR 131 Commercial Refrigeration (3-3-4)

This course is a study of maintenance and repair of commercial refrigeration systems. Prerequisite with a grade of “C” or higher: ACR 106.

ACR 140 Automatic Controls (2-3-3)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. Prerequisite with a grade of “C” or higher: ACR 106.

ACR 160 Service Customer Relations (3-0-3)

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

ACR 175 EPA 608 Certification Preparation (1-0-1)

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 201 Troubleshooting and Maintenance (2-3-3)

This course is a study of troubleshooting and maintenance of air conditioning equipment. Prerequisite with a grade of “C” or higher: ACR 252.

ACR 206 Advanced Electricity for HVAC/R (1-3-2)

This course includes a practical application of electrical circuits and electronic components in commercial and industrial refrigeration. Prerequisite with a grade of “C” or higher: ACR 106.

ACR 210 Heat Pumps (3-3-4)

This course is a study of theory and operational principles of the heat pump. Prerequisites with a grade of “C” or higher: ACR 106, ACR 140 and ACR 120.

ACR 220 Advanced Air Conditioning (3-3-4)

This course is a study of air conditioning systems with an emphasis of energy efficiency. This also covers the principles of blower door testing and duct pressure testing. Prerequisite with a grade of “C” or higher: ACR 120. This course is typically taught only in the summer semester.

ACR 224 Codes and Ordinances (2-0-2)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 225 Industrial Air Conditioning (2-3-3)

This course is a study of compressors, motors, drives, controls, heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment.

ACR 250 Duct Fabrication (1-6-3)

This course covers the design, fabrication, and installation of air duct systems.

ACR 252 Special Topics in Air Conditioning and Heating (1-3-2)

This course includes program capstone competency testing, customer service problems, selling techniques and correct record keeping. Prerequisite: to be taken the last semester of the BACH Program.

ALLIED HEALTH SCIENCE

AHS 102 Medical Terminology (3-0-3)

This course covers medial terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. Prerequisites with a grade of “XC” or higher: ENG 032 and RDG 032 and a grade of “C” or higher: CPT 102 or satisfactory placement score.

AHS 105 Medical Ethics and Law (2-0-2)

This course provides a study of ethical conduct and legal responsibility related to health care. Prerequisites with a grade of “C” or higher: AHS 102, AHS 136 or BIO 112, and COL 105. This course is typically taught only in the fall semester.

AHS 131 Computers in Healthcare (3-0-3)

This course is the study of hardware and software used in various healthcare settings including information systems, computerized medical interfaces, telemedicine, networking, as well as other basic computer applications. Prerequisites with a grade of “C” or higher: AHS 102, AHS 136 or BIO 112, and COL 105. This course is typically taught only in the fall and spring semesters.

AHS 136 Essentials of Anatomy and Physiology (3-0-3)

This course provides basic anatomical concepts related to each body system for entry-level health care practitioners. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032, and a grade of “C” or higher: CPT 102 or satisfactory placement score.

AHS 142 Phlebotomy (2-0-2)

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices. Prerequisites with a grade of “C” or higher: AHS 105, AHS 131, AHS 170, and NUR 102. This course is typically taught only in the spring semester.

AHS 144 Phlebotomy Practicum (2.5-7.5-5)

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Prerequisites with a grade of “C” or higher: AHS 105, AHS 131, AHS 170, and NUR 102. This course is typically taught only in the spring semester.

AHS 156 Electrocardiography Practicum (1-0-1)

This course provides a detailed study and practice necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs. Prerequisites with a grade of "C" or higher: AHS 105, AHS 131, AHS 170, and NUR 102. This course is typically taught only in the spring semester.

AHS 170 Fundamentals of Disease (3-0-3)

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. Prerequisites with a grade of "C" or higher: AHS 102, AHS 136 or BIO 112, and COL 105. This course is typically taught only in the fall semester.

AHS 177 Cardiac Monitoring Applications (2.5-4.5-4)

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition, and equipment maintenance. Prerequisites with a grade of "C" or higher: AHS 105, AHS 131, AHS 170, and NUR 102. This course is typically taught only in the spring semester.

ANTHROPOLOGY**ANT 101 General Anthropology (3-0-3)**

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. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

ADMINISTRATIVE OFFICE TECHNOLOGY**AOT 104 Keyboarding and Input Technologies (3-0-3)**

This course focuses on the mastery of touch keyboarding and introduces new input technologies such as voice, pen and scanner.

AOT 110 Document Formatting (3-0-3)

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. Prerequisites with a grade of "C" or higher: AOT 104 and CPT 101. This course is usually taught only in the spring semester.

AOT 137 Office Accounting (3-0-3)

This course introduces the fundamentals of basic accounting principles and focuses on basic financial

records in a typical office. Prerequisites with a grade of "XC" or higher: MAT 032 and a grade of "C" or higher: CPT 101. This course is typically taught only in the summer semester.

AOT 180 Customer Service (3-0-3)

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and non-verbal communication skills, effective telephone techniques, and cultural diversity in the workplace. Prerequisite with a grade of "C" or higher: ENG 100 or placement in ENG 101.

AOT 210 Document Production (3-0-3)

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Emphasis will also be placed on speed and accuracy development. Prerequisite with a grade of "C" or higher: AOT 110. This course is typically taught only in the fall semester.

AOT 212 Medical Document Production (3-0-3)

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisites with a grade of "C" or higher: AOT 104, AOT 110, and CPT 101.

AOT 213 Legal Document Production (3-0-3)

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. Prerequisites with a grade of "C" or higher: AOT 104, AOT 110, and CPT 101.

AOT 251 Administrative Systems and Procedures (3-0-3)

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisites with a grade of "C" or higher: AOT 110, AOT 180, BUS 130, and CPT 101. This course is typically taught only in the summer semester.

AOT 254 Office Simulation (3-0-3)

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisites with a grade of "C" or

higher: AOT 251, CPT 172, CPT 174, and CPT 179. This course is typically taught only in the spring semester.

AOT 256 Office Management Skills (3-0-3)

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills. Prerequisite with a grade of "C" or higher: CPT 101 and ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

AOT 265 Office Desktop Publishing (3-0-3)

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisites with a grade of "C" or higher: AOT 104 and CPT 179 or departmental approval. This course is typically taught only in the spring semester.

ART

ART 101 Art History and Appreciation (3-0-3)

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

ART 105 Film as Art (3-0-3)

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

ASTRONOMY

AST 101 Solar System Astronomy (3-3-4)

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 with a grade of "C" or higher: MAT 101 or placement score into MAT 102.

AST 102 Stellar Astronomy (3-3-4)

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 with a grade of "C" or higher: MAT 101 or placement score into MAT 102.

AUTOMOTIVE TECHNOLOGY

AUT 102 Engine Repair (1-9-4)

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 104 Engine Rebuilding (2-9-5)

This course is a study of in-shop procedures of engine disassembly and reassembly, including pertinent measurements and cylinder head preparation. Prerequisite with a grade of "C" or higher: AUT 102.

AUT 111 Brakes (2-3-3)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 112 Brake Systems (2-6-4)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Prerequisite with a grade of "C" or higher: AUT 111.

AUT 115 Manual Drive Train and Axle (2-3-3)

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. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 116 Manual Transmission & Axle (3-3-4)

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles. Prerequisite with a grade of "C" or higher: AUT 115.

AUT 122 Suspension and Alignment (2-6-4)

This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 131 Electrical Systems (2-3-3)

This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 132 Automotive Electricity (2-6-4)

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. Prerequisite with a grade of "C" or higher: AUT 131.

AUT 133 Electrical Fundamentals (2-3-3)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment. Prerequisite with a grade of "C" or higher: AUT 132.

AUT 141 Intro to Heating & Air Conditioning(3-3-4)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 145 Engine Performance (2-3-3)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 151 Automotive Transmission/Transaxle(2-3-3)

This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement procedures. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 and a grade of "C" or higher: CPT 102.

AUT 153 Automotive Transmission Diagnosis(2-3-3)

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns. Prerequisite with a grade of "C" or higher: AUT 151.

AUT 221 Suspension and Steering Diagnosis(2-3-3)

This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment. Prerequisite with a grade of "C" or higher: AUT 122.

AUT 241 Automotive Air Conditioning (3-3-4)

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures. Corequisite: AUT 141.

AUT 242 Electronic Climate Controls (3-3-4)

This course covers vacuum and electrical electronic controls for air delivery and compressor operation. Comfort data line and scan tool diagnosis are introduced. Circuit components are identified and service manual diagnosis is practiced. Prerequisites with a grade of "C" or higher: AUT 141 and AUT 241.

AUT 245 Advanced Engine Performance (3-6-5)

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite with a grade of "C" or higher: AUT 145.

AUT 262 Advanced Automotive Diagnosis and Repair(3-3-4)

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 with a grade of "C" or higher: AUT 245.

BANKING AND FINANCE

BAF 201 Principles of Finance (3-0-3)

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring semester.

BIOLOGY

BIO 101 Biological Science I (3-3-4)

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Prerequisites with an "XC" or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score.

BIO 102 Biological Science II (3-3-4)

This is a continuation of introductory biology which includes classification of organisms and structural and functional consideration of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisite with a grade of "C" or higher: BIO 101.

BIO 112 Basic Anatomy and Physiology (3-3-4)

This course is a basic integrated study of the structure and function of the human body. Topics include an overview of basic human anatomy and physiology principles, basic biochemistry concepts, cells and tissues, and the essential concepts for each of the human body systems. Prerequisites with a grade of "XC" or higher:

ENG 032, MAT 032, and RDG 032 or satisfactory placement score.

BIO 115 Basic Microbiology (3-0-3)

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score.

BIO 203 General Genetics (3-3-4)

This course introduces major concepts in genetics at the cellular, molecular and population levels. It also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation, and gene frequencies in populations. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 210 or BIO 225.

BIO 205 Ecology (3-0-3)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere. Prerequisite with a grade of "C" or higher: BIO 101 or NRM 101 or EVT 201. Corequisite: BIO 206.

BIO 206 Ecology Lab (0-3-1)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact. Corequisite: BIO 205.

BIO 210 Anatomy and Physiology I (3-3-4)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied with emphasis on organ system interactions to maintain homeostasis. The course includes general chemistry principles, biochemistry, cells and tissues as well as extensive coverage of the following organ systems: integumentary, skeletal, muscular, nervous and special senses. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032 or satisfactory placement score, and a grade of "C" or higher: BIO 101 or BIO 112 or a passing score on the Biology Placement Test.

BIO 211 Anatomy and Physiology II (3-3-4)

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied with emphasis on physiological interactions to maintain homeostasis. The course includes extensive coverage of the following systems: endocrine, lymphatic, immune, circulatory, respiratory, digestive, urinary and reproductive. Prerequisite with a grade of "C" or higher: BIO 210.

BIO 225 Microbiology (3-3-4)

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Also included is prokaryotic form and function. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 210.

BIO 240 Nutrition (3-0-3)

This course is an introduction to the essential aspects concerning the science 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 with a grade of "C" or higher: BIO 101 or BIO 112 or BIO 210.

BUSINESS

BUS 101 Introduction to Business (3-0-3)

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Prerequisite with a grade of "XC" or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall and spring semesters.

BUS 110 Entrepreneurship (3-0-3)

This course is an introduction to the process of starting a small business, including forms of ownership and management. Prerequisite with a grade of "XC" or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the summer semester.

BUS 121 Business Law I (3-0-3)

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 with a grade of "XC" or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall and spring semesters.

BUS 128 Employment Law (3-0-3)

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment. This course is typically taught online in the spring semester.

BUS 130 Business Communications (3-0-3)

This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisites with a grade of "C" or higher: CPT 101 or CPT 102, ENG 100 or placement in ENG 101. This course is typically taught only in the spring semester.

BUS 136 Compensation and Benefits Analysis (3-0-3)

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization. This course is typically taught online in the spring semester.

BUS 210 Introduction to E-Commerce in Business (3-0-3)

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. This course is typically taught only in the spring semester. Prerequisite with a grade of "XC" or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the spring semester.

BUS 240 Business Statistics (3-0-3)

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing. Prerequisite with a grade of "C" or higher: MAT 101, MAT 155 or MAT 110. This course is typically taught only in the spring semester.

BUS 250 Introduction to International Business (3-0-3)

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic, and political factors faced in operating an international business. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101. This course is typically taught only in the fall semester.

CHEMISTRY

CHM 110 College Chemistry I (3-3-4)

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisites with a grade of "C" or higher: MAT 102 or placement into MAT 110.

CHM 111 College Chemistry II (3-3-4)

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included

are kinetics, thermodynamics, electrochemistry, and nuclear chemistry. Prerequisite with a grade of "C" or higher: CHM 110.

COLLEGE ORIENTATION

COL 105 Freshman Seminar (3-0-3)

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. New transfer students are also encouraged to complete this course to assist in familiarity with CCTC Student Support and Resources.

COMPUTER TECHNOLOGY

CPT 101 Introduction to Computers (3-0-3)

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, data bases, and the operating system. Presentation graphics and the Internet will also be covered. Prerequisites with a grade of "XC" or higher: RDG 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score.

CPT 102 Basic Computer Concepts (3-0-3)

This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software.

CPT 160 Digital Vector Graphics I (3-0-3)

This course is a study of the principles, terminology, techniques and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. It will cover the basic elements of graphic design using Adobe Photoshop.

CPT 168 Programming Logic and Design (3-0-3)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation. Prerequisites with a grade of "XC" or higher: RDG 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall and spring semesters.

CPT 172 Microcomputer Database (3-0-3)

This course introduces microcomputer database concepts, including generating reports from data base, creating, maintaining, and modifying data bases. Prerequisite with a grade of "C" or higher: CPT 101. This course is typically taught only in the summer semester.

CPT 174 Microcomputer Spreadsheets (3-0-3)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisites with a grade of “XC” or higher: MAT 032 and a grade of “C” or higher: CPT 101.

CPT 176 Microcomputer Operating Systems (3-0-3)

This course covers operating system concepts of microcomputers including file maintenance, disk organization, batch files, and subdirectory concepts. Prerequisite with a grade of “C” or higher: CPT 209. This course is typically taught only in the spring semester.

CPT 179 Microcomputer Word Processing (3-0-3)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. In addition, the theory and implementation of current operating system will be covered. Prerequisites with a grade of “C” or higher: CPT 101; AOT 104 or equivalent knowledge of the keyboard. This course is typically taught only in the spring semester.

CPT 188 Mobile App Development (3-0-3)

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 with a grade of “C” or higher: CPT 237 or departmental approval. This course is typically taught only in the fall semester.

CPT 208 Special Topics in Computer Technology (3-0-3)

This course focuses on changes in computer technology.

CPT 209 Computer Systems Management(3-0-3)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. Authorized A+ certification courseware will be used. Prerequisites with a grade of “XC” or higher: RDG 032 and a grade of “C” or higher: CPT 102 or satisfactory placement score.

CPT 236 Introduction to Java Programming(3-0-3)

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in development of JAVA applications and applets. Prerequisites with a grade of “C” or higher: CPT 168; MAT 101, MAT 102, or MAT 110; or departmental approval. This course is typically taught only in the spring semester.

CPT 237 Advanced Java Programming (3-0-3)

This course is a study in advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-

threading, swing classes, swing event models, advanced layout managers, the Javabeen component model, network programming and server-side programming. Prerequisites with a grade of “C” or higher: CPT 236; and MAT 102 or departmental approval. This course is typically taught only in the summer semester.

CPT 239 Active Server Pages (3-0-3)

This course is a study of active server pages (asp) programming to build, implement and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases. Prerequisite with a grade of “C” or higher: IST 237.

CPT 240 Internet Programming with Databases(3-0-3)

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. Prerequisites with a grade of “C” or higher: CPT 172 or CPT 242 and IST 237. This course is typically taught only in the summer semester.

CPT 242 Database (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base. Prerequisite with a grade of “XC” or higher: MAT 032 and a grade of “C” or higher: CPT 101. This course is typically taught only in the spring semester.

CPT 264 Systems and Procedures (3-0-3)

This course covers the techniques of system analysis, design, development, and implementation. The course uses a case study to show the design, development and implementation of a business system. This course is a capstone course for the Computer Technology program and must be taken through Central Carolina Technical College. Prerequisites with a grade of “C” or higher: IST 202, CPT 242, and SPC 205 or departmental approval. This course is typically taught only in the spring semester.

CPT 280 SCWE in Computer Technology (0-9-3)

This course integrates computer technology skills within an approved worksite related to the computer industry (with advisor’s permission).

CPT 282 Information Systems Security (3-0-3)

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal, and ethical issues. Prerequisites with a grade of “C” or higher: IST 111 and CPT 176.

CPT 283 PHP Programming I (3-0-3)

This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages. Prerequisites with a grade of “C” or higher: CPT 172 or CPT 242 and IST 237. This course is typically taught only in the summer semester.

CRIMINAL JUSTICE TECHNOLOGY

CRJ 101 Introduction to Criminal Justice (3-0-3)

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. This course is typically taught only in the fall semester.

CRJ 115 Criminal Law I (3-0-3)

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

CRJ 120 Constitutional Law (3-0-3)

This course covers the analysis of the historical development of the U. S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined, as are recent constitutional law decisions of the United States Supreme Court using the case method of study. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

CRJ 125 Criminology (3-0-3)

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101 and CRJ 101. This course is typically taught only in the spring semester.

CRJ 145 Juvenile Delinquency (3-0-3)

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher:

ENG 100 or placement in ENG 101. This course is typically taught only in the summer semester.

CRJ 202 Criminalistics (3-0-3)

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms’ identifications, pathology, toxicology, ballistics, and clandestine operations. Prerequisite with a grade of “C” or higher: CRJ 101. This course is typically taught only in the summer semester.

CRJ 220 Judicial Process (3-0-3)

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 with a grade of “C” or higher: CRJ 101 or LEG 135. This course is typically taught only in the fall semester.

CRJ 222 Ethics in Criminal Justice (3-0-3)

This course is a study of the application of ethical theories to the criminal justice profession. Prerequisite with a grade of “C” or higher: CRJ 101. This course is typically taught only in the fall semester.

CRJ 224 Police Community Relations (3-0-3)

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. Prerequisite with a grade of “C” or higher: CRJ 101. This course is typically taught only in the fall semester.

CRJ 236 Criminal Evidence (3-0-3)

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite with a grade of “C” or higher: CRJ 101 or LEG 135. This course is typically taught only in the spring semester.

CRJ 242 Correctional Systems (3-0-3)

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. Prerequisite with a grade of “C” or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 244 Probation, Pardon, and Parole (3-0-3)

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational

problems and activities of the probation/parole officer are studied in the course. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 250 Criminal Justice Internship I (0-9-3)

This course includes practical experience in a criminal justice or private security setting. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the CRJ Internship Coordinator.

CRJ 260 Seminar in Criminal Justice (3-0-3)

This course includes a study of new trends in criminal justice. CRJ 260 is a capstone course and must be taken in the last semester of the program. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

COOPERATIVE WORK EXPERIENCE

CWE 112 Cooperative Work Experience I (0-10-2)

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

CWE 113 Cooperative Work Experience I (0-15-3)

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

EARLY CARE AND EDUCATION

ECD 101 Introduction to Early Childhood (3-0-3)

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values, and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 105 Guidance-Classroom Management (3-0-3)

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 with a grade of "C" or higher: ECD 203 or concurrent enrollment. This course is typically taught only in the spring and summer semesters.

ECD 107 Exceptional Children (2-3-3)

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, and community resources serving exceptional children; the teacher's role in mainstreaming and early identification; and federal legislation affecting exceptional children. Prerequisite with a grade of "C" or higher: ECD 203.

ECD 108 Family and Community Relations (3-0-3)

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. Prerequisites with a grade of "C" or higher: ECD 203, ENG 101; and successful completion or concurrent enrollment in ECD 105.

ECD 109 Administration and Supervision (3-0-3)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents. Prerequisite with a grade of "C" or higher: ENG 100 or placement into ENG 101; Completion of or concurrent enrollment in ECD 101.

ECD 131 Language Arts (3-0-3)

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. Prerequisites with a grade of "C" or higher: ECD 101 and EDU 204 or concurrent enrollment. This course is typically taught only in the spring semester.

ECD 132 Creative Experiences (3-0-3)

In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques, and equipment is utilized. Students plan, implement, and evaluate instructional activities. Prerequisites with a grade of "C" or higher: EDU 204; and successful completion of or concurrent enrollment in ECD 133. This course is typically taught only in the fall semester.

ECD 133 Science and Math Concepts (3-0-3)

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. Prerequisites with a grade of "XC" or higher: MAT 032 or placement into MAT 101 and a grade of "C" or higher: EDU 204.

ECD 135 Health, Safety, and Nutrition (3-0-3)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in

the course. Prerequisites with a grade of "C" or higher: ECD 131 and EDU 204. This course is typically taught in the only in the summer semester.

ECD 200 Curriculum Issues in Infant and Toddler Development (3-0-3)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Prerequisite with a grade of "C" or higher: EDU 204.

ECD 201 Principles of Ethics and Leadership (3-0-3)

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 with a grade of "C" or higher: ENG 100 or placement into ENG 101.

ECD 203 Growth and Development II (2-3-3)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisites with a grade of "C" or higher: EDU 204; and successful completion of or concurrent enrollment in ECD 101. This course is typically taught only in the spring semester.

ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)

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 with a grade of "C" or higher: EDU 204.

ECD 207 Inclusive Care for Infants and Toddlers (2-3-3)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion etiology, federal legislation, family partnerships, multicultural considerations, and optimal development. Prerequisite with a grade of "C" or higher: EDU 204.

ECD 237 Methods and Materials (2-3-3)

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. Prerequisites with a grade of "C" or higher: ECD 133, ECD 203 and

successful completion of or concurrent enrollment in ECD 135, and EDU 230; completion of 18 semester hours of Early Childhood Development courses.

ECD 243 Supervised Field Experience I (1-6-3)

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 with a grade of "C" or higher: ECD 237.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. Prerequisites with a grade of "C" or higher: ECD 237 and successful completion of or concurrent enrollment in ECD 200 and ECD 205; completion of 19 semester hours of Early Childhood Development courses.

ECONOMICS

ECO 210 Macroeconomics (3-0-3)

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score; MAT 032 or placement into MAT 101, MAT 110 or MAT 155.

ECO 211 Microeconomics (3-0-3)

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score; MAT 032 or placement into MAT 101, MAT 110 or MAT 155. This course is typically taught only in the summer semester.

EDUCATION

EDU 102 Professional Preparation for Education Careers (3-0-3)

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. Prerequisites with a grade of "C" or higher: ENG 101 and MAT 102.

EDU 201 Classroom Inquiry with Technology (3-0-3)
This course explores teaching as a data driven, 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 with a grade of "C" or higher: CPT 102 or placement into CPT 101.

EDU 204 The Young Child: Development, Care, & Education (Birth to 3 years) (3-3-4)
Provides students with a basic understanding of infant & toddler development and care from an ecological perspective. Assessment of children in various settings is emphasized. Students are required to participate in a practicum in infant & toddler development and care which includes service learning. 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. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and ENG 032 or placement into ENG 100. Student must contact Early Care and Education Program advisor prior to registration to complete required paperwork. This course is typically taught only in the fall and spring semesters.

EDU 230 Schools in Communities (3-3-4)
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. 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 with a grade of "C" or higher: ENG 101 or concurrent enrollment. Student must contact Early Care and Education Department Chair prior to registration to complete required paperwork.

EDU 241 Learners & Diversity (3-3-4)
This course is a study of lifespan development and learning with an emphasis on individual & 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 with a grade of "C" or higher: ENG 101 or concurrent enrollment. Student must contact Early Care and Education Department Chair prior to registration to complete required paperwork.

ELECTRICITY (MECHATRONICS)

EEM 111 DC Analysis (2-3-3)
This course is a study of the basic mathematical operations that apply to DC circuits. Emphasis is placed

on the interpretation and solution of basic laws, multiple load circuits, and power problems associated with DC circuits. This course is typically taught only in the fall semester.

EEM 116 AC Circuits (3-3-4)
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite with a grade of "XC" or higher: MAT 032 or placement into MAT 101 or MAT 155 and a grade of "C" or higher: EEM 111. This course is typically taught only in the spring semester.

EEM 250 Programmable Logic Controller (3-3-4)
This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the fall semester.

EEM 251 Programmable Controllers (2-3-3)
This course is an introduction to programmable controls systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Prerequisites with a grade of "C" or higher: EEM 111 and EEM 116. This course is typically taught only in the summer semester.

EEM 252 Programmable Controllers Applications (2-3-3)
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 with a grade of "C" or higher: EEM 251. This course is typically taught only in the spring semester.

EEM 271 Sensors and System Interfacing (1-3-2)
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the fall semester.

ENGINEERING TECHNOLOGY

EGR 106 Science and Technology I (4-0-4)
This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite with a grade of "C" or higher: EGR 170. This course is typically taught only in the fall semester.

EGR 170 Engineering Materials (2-3-3)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. Basic principles of material behavior and selection, metallurgy and heat treating will be covered as well as major types of plastics and their properties. Prerequisite with a grade of "C" or higher: MAT 155. This course is typically taught only in the summer semester.

EGR 175 Manufacturing Processes (3-0-3)

This course includes the processes, alternatives, and operations in the manufacturing environment. The student is taught the advantages, disadvantages, and conditions under which process would be used. This course is typically taught only in the summer semester.

EGR 194 Statics and Strength of Materials (4-0-4)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite with a grade of "C" or higher: EGR 106. This course is typically taught only in the spring semester.

ENGINEERING DESIGN TECHNOLOGY

EGT 105 Basic Civil Drafting (1-3-2)

This course covers the application of drawing techniques of structures, map topography, and other civil applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the spring semester.

EGT 106 Print Reading and Sketching (3-0-3)

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations. This course is typically taught only in the fall semester.

EGT 130 Geometric Dimensioning & Tolerancing Applications (2-3-3)

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the summer semester.

EGT 151 Introduction to CAD (2-3-3)

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This course is typically taught only in the fall semester.

EGT 152 Fundamentals of CAD (2-3-3)

This course includes a related series of problems and exercises utilizing the computer graphics station as a

drafting tool. Prerequisite with a grade of "C" or higher: EGT 151. This course is typically taught only in the spring semester.

EGT 156 Intermediate CAD Applications (2-3-3)

This course builds on the fundamentals of computer-aided drafting and includes such concepts as 3D modeling and user interface customization. This course also provides the foundation for advanced computer-aided drafting concepts and applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the summer semester.

EGT 172 Electronic Drafting (1-3-2)

This course provides familiarization with a system to create electronic schematics and wiring diagrams. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 220 Structural and Piping Applications (3-3-4)

This advanced drawing course covers structural steel and process piping applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the spring semester.

EGT 225 Architectural Drawing Applications (3-3-4)

This is an advanced drawing course for architectural applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 252 Advanced CAD (2-3-3)

This course covers advanced concepts of CAD software and applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 255 Applications of Advanced CAD (1-3-2)

This course includes the skills of solid modeling instruction in an appropriate programming language. Prerequisite with a grade of "C" or higher: EGT 252. This course is typically taught only in the spring semester.

ELECTRONICS (MECHATRONICS)

ELT 108 Electrical Machines (2-3-3)

This course covers electrical machines and motors (AC and DC), along with generators and transformers. Prerequisites with a grade of "C" or higher: EEM 111 and EEM 116. This course is typically taught only in the Summer Semester.

ELT 208 Introduction to Robotics (2-3-3)

This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the spring semester.

ENGLISH

ENG 032 Developmental English (3-0-3)

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

ENG 100 Introduction to Composition (3-0-3)

This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite with a grade of "XC" or higher: ENG 032 or placement into ENG 100. (This course does not count for credit in any program of study.)

ENG 101 English Composition I (3-0-3)

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisite with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

ENG 102 English Composition II (3-0-3)

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite with a grade of "C" or higher: ENG 101.

ENG 165 Professional Communications (3-0-3)

This course develops practical written and oral professional communication skills. Prerequisite with a grade of "XC" or higher: ENG 032 or placement into ENG 165.

ENG 203 American Literature Survey (3-0-3)

This (college transfer) course is a survey of American Literature: major authors, genres, and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 205 English Literature I (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 206 English Literature II (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on

major writers and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 207 Literature for Children (3-0-3)

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. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 208 World Literature I (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the ancient world through the sixteenth century. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 209 World Literature II (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 214 Fiction (3-0-3)

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 220 20th and 21st Century Literature (3-0-3)

This course is a study of literature, primarily American and British, since World War II. Emphasis will be on contemporary literature. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 228 Studies in Film Genre (3-0-3)

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 with a grade of "C" or higher: ENG 101.

ENG 236 African American Literature (3-0-3)

This (college transfer) course is a critical study of African American literature examined from historical, social, and psychological perspectives. Prerequisite with a grade of "C" or higher: ENG 102.

ENVIRONMENTAL ENGINEERING TECHNOLOGY

EVT 102 Basic Water Treatment (3-0-3)

This course will enable the student to have a general concept of groundwater and surface water treatment techniques as well as the physical and chemical unit processes applied to drinking water treatment and the daily routine tasks associated with the operation of

potable water supply systems. This course is typically taught only in the spring semester.

EVT 103 Basic Water Distribution (3-0-3)

This course is the study of the water distribution system, which stores and delivers potable water to the customer. Storage, pipes, safety, and the general overview of typical distribution systems will be included. This course is typically taught only in the summer semester.

EVT 108 Basic Physical Chemical Wastewater(3-0-3)

This course is the study of the major types of physical and chemical treatment processes and routine operational control tasks associated with industrial wastewater treatment systems. This course is typically taught only in the spring semester.

EVT 109 Basic Biological Wastewater (3-0-3)

This course encompasses the biological treatment processes with respect to preliminary, primary, and secondary treatment and surrounding operational tasks associated with fixed media and suspended media in biological wastewater treatment systems. This course is typically taught only in the summer semester.

EVT 110 Introduction to Treatment Facilities (3-0-3)

This course covers the physical, chemical, and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities, and distribution systems are introduced. This course is typically taught only in the summer semester.

EVT 201 Environmental Science (3-0-3)

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. This course is typically taught only in the fall semester.

EVT 206 Introduction to Environmental Compliance (3-0-3)

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities. This course is typically taught only in the fall semester.

EVT 220 Environmental Biology II (2-3-3)

This course is a study of environmental biology, including ecological systems and toxicology. This course is typically taught only in the fall semester in hybrid format.

EVT 223 Environmental Sampling Analysis (2-3-3)

This is an introductory course in the fundamental principles of sampling and laboratory analysis as it relates to environmental quality and pollution control. Analytical and sampling techniques are studied and demonstrated in

the laboratory. This course is typically taught only in the fall semester in hybrid format.

EVT 225 Best Management Practices Applications (3-0-3)

This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention. This course is typically taught only in the spring semester.

EVT 251 Health Effects/Hazardous Materials (3-0-3)

This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause detrimental effects. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included. This course is typically taught only in the spring semester.

EVT 253 Occupational Environmental, Safety, and Health Concepts (3-0-3)

This course is designed to explain how various occupational environmental, safety, and health regulations and practices apply to the workplace setting. This course is typically taught only in the summer semester.

EVT 254 Industrial Safety and Emergency Response (3-0-3)

This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials and hazard prevention. This course is typically taught only in the fall semester.

EVT 255 Solid and Hazardous Waste (3-0-3)

This course will enable students to identify the hierarchy of solid and hazardous waste, the waste stream, pollution prevention and disposal strategies. Students will explain the requirements of federal, state, and local regulations related to solid and hazardous waste. This course is typically taught only in the spring semester.

EVT 257 Environmental, Health, and Safety Management Systems (3-0-3)

This course investigates environmental, safety, and health management systems. Topics will include six sigma, root cause analysis, and accident investigation. Coursework will also introduce students to environmental and safety sampling and analysis using basic biostatistics. This course is typically taught only in the summer semester.

EVT 260 Air Pollution Control Systems (3-0-3)

This course covers air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed. This course is typically taught only in the spring semester.

FORESTRY

FOR 154 Mensuration (2-3-3)

This course is a study of the techniques and instruments used in the measurement of standing or harvested trees. The use of log rules, volume tables, yield tables, and

elementary statistics are included. This course is typically taught only in the spring semester.

FOR 210 Forest Utilization and Care (3-0-3)

This course is a study of the utilization and care of forests as related to forestry, recreation, wildlife, and watershed management. This course is typically taught only in the fall semester.

GEOGRAPHY

GEO 102 World Geography (3-0-3)

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HEALTH INFORMATION MANAGEMENT

HIM 103 Introduction to Health Information and Coding (3-0-3)

This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems. Prerequisites with a grade of "XC" or higher or placement score: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. This course is typically taught only in the fall semester.

HIM 104 Anatomy and Physiology for Medical Record Coding (3-0-3)

This course is a study of the structure and functions of the human body in order to prepare coders to extract clinical information from medical records. Emphasis is placed on the proper use of anatomical terms in the medical coding environment. Prerequisites with a grade of "XC" or higher or placement score: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. BIO 112 or BIO 211 can be substituted for this course. This course is typically taught only in the fall semester.

HIM 105 Medical Office Communication and Practices (3-0-3)

This course is the study of the principles of effective medical office communication with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 110 Health Information Science I (3-0-3)

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM

103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HIM 115 Medical Records and the Law (2-0-2)

This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices. Prerequisites with a grade "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266 or departmental approval. This course is typically taught only in the summer semester.

HIM 130 Billing and Reimbursement (3-0-3)

This course provides an introduction to medical insurance billing and practices with emphasis on the primary payers such as Medicare and Medicaid. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216 or departmental approval. This course is typically taught only in the spring semester.

HIM 135 Medical Pathology (3-0-3)

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. . This course is typically taught only in the fall semester.

HIM 137 Pharmacology for Coders (1-0-1)

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HIM 140 Current Procedural Terminology (3-0-3)

This course provides a basic study of the CPT and HCPCS coding and classification system particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HIM 150 Coding Practicum I (3-0-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 216 Coding and Classification I (3-0-3)

This course includes a study of disease and procedural coding and classification systems. Prerequisites with a

grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. This course is typically taught only in the fall semester.

HIM 225 Coding and Classification II (3-0-3)

This course provides a study of advanced coding and classification systems. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, RDG 032 or satisfactory placement score, and departmental approval. This course is typically taught only in the fall semester.

HIM 228 Coding Seminar (2-0-2)

This course is a study of specific assigned coding projects. The focus is on resume preparation, interviewing skills, HIM job searching, and certification examination preparation. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 250 Coding and Classification III (3-0-3)

This course is the study of ICD-10-CM, ICD-10-PCS, and the coding guidelines and procedures associated with this classification system. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 216, HIM 225, and departmental approval. This course is typically taught only in the spring semester.

HIM 266 Computers in Health Care (3-0-3)

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. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HISTORY

HIS 101 Western Civilization to 1689 (3-0-3)

This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 102 Western Civilization Post 1689 (3-0-3)

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 122 History, Technology, and Society (3-0-3)

Topics in the history of technology with emphasis on how technology affects society and how society shapes technology. Emphasis is on 19th and 20th century America, but some material from other periods of Western Civilization and other world regions may be discussed. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 131 African American History, 1877-Present (3-0-3)

This course describes the efforts of African Americans to define themselves through their social, economic, and political contributions to American history from the time of reconstruction to the present. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 201 American History: Discovery to 1877 (3-0-3)

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 202 American History: 1877 to Present (3-0-3)

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HIS 222 Global Women's History (3-0-3)

This course examines the history of women and their roles in society from ancient to modern times, focusing on attitudes toward women and how gender has affected life opportunities. It follows the development of women's roles in contemporary society. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

HORTICULTURE

HRT 101 Introduction to Horticulture (2-3-3)

This course covers the basic principles of horticulture as it relates to commercial production. This course is typically taught only in the fall semester.

HUMAN SERVICES

HUS 101 Introduction to Human Services (3-0-3)

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 102 Personal and Professional Development in the Helping Professions (3-0-3)

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 with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 110 Orientation to Human Services(1-0-1)

This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the spring semester.

HUS 115 Geriatric Services and Activities (3-0-3)

This course provides an overview of services, community resources and recreational/therapeutic activities designed for diverse groups in the senior population. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 205 Gerontology (3-0-3)

This course is a survey of the physical, social, and mental changes that occurs as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 206 Death and Dying (3-0-3)

This course is the study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 208 Alcohol and Drug Abuse (3-0-3)

This course is the study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education. Prerequisite

with a grade of “C” or higher: ENG 100 or placement into ENG 101.

HUS 209 Case Management (3-0-3)

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. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101, and MAT 032 or placement into MAT 101. This course is typically taught only in the spring semester.

HUS 211 Developing the Gerontology Professional (3-0-3)

This course explores effective communication styles and interview techniques used in developing relationships with aging populations. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 212 Survey of Disabilities and Disorders (3-0-3)

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101.

HUS 216 Behavior Change Techniques (3-0-3)

This course is a study of major theories associated with individual and group psychotherapy, family therapy and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change. Prerequisite with a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 221 Professional Ethics in Human Services Practice (3-0-3)

This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships. Prerequisites with a grade of “C” or higher: ENG 101 and HUS 101. This course is typically taught only in the fall semester.

HUS 230 Interviewing Techniques (3-0-3)

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the spring semester.

HUS 235 Group Dynamics (3-0-3)

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 237 Crisis Intervention (3-0-3)

This course is a study of the effects of crisis on people, the methods of intervention and other uses of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities. Prerequisites with a grade of “C” or higher: ENG 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 250 Supervised Field Placement I (1-9-4)

This course includes work experience assignments by students in selected human services agencies. Prerequisites with a grade of “C” or higher: HUS 101, HUS 110, HUS 209, and HUS 230, and MAT 032 or placement into MAT 101 and Program Manager approval.

HUS 251 Supervised Field Placement II(1-9-4)

This course includes work assignments in selected human services agencies. Prerequisite with a grade of “C” or higher: HUS 250 and Program Manager approval.

HUS 260 Human Services Special Topics (3-0-3)

This course is a study of special topics of interest to particular populations and locations. Prerequisites with grades of “C” or higher: ENG 101 and HUS 101. This course is typically taught only in the spring semester.

LEADERSHIP**IDS 201 Leadership Development (3-0-3)**

This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall and summer semesters.

INDUSTRIAL MAINTENANCE TECHNOLOGY (MECHATRONICS)**IMT 104 Schematics (2-0-2)**

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. This course is typically taught only in the fall semester.

IMT 110 Industrial Instrumentation (2-3-3)

This course covers fundamentals of pressure, flow, level, and temperature instrumentation. Prerequisites with a grade of “C” or higher: IMT 151 and IMT 214. This course is typically taught only in the fall semester.

IMT 121 Drive Systems (1-3-2)

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power. Prerequisite with a grade of “C” or higher: IMT 211. This course is typically taught only in the spring semester.

IMT 126 Introduction to Mechanical Installation(1-3-2)

This course is an introduction to rigging, installing, and repairing machinery. Prerequisites with a grade of “C” or higher: MAT 155, IMT 211, and IMT 121. This course is typically taught only in the Spring Semester.

IMT 131 Hydraulics and Pneumatics (3-3-4)

This course covers the basic technology and principles of hydraulics and pneumatics. Prerequisites with a grade of “C” or higher: IMT 211 and IMT 104. This course is typically taught only in the spring semester.

IMT 151 Piping Systems (2-3-3)

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. Prerequisites with a grade of “C” or higher: IMT 104 and IMT 211. This course is typically taught only in the summer semester.

IMT 161 Mechanical Power Applications (3-3-4)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. Prerequisites with a grade of “C” or higher: MAT 155, IMT 121, and IMT 211. This course is typically taught only in the fall semester.

IMT 163 Problem-Solving for Mechanical Applications (2-3-3)

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. Prerequisite with a grade of “C” or higher: IMT 161. This course is typically taught only in the spring semester.

IMT 202 Electrical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques. Prerequisites with a grade of “C” or higher: EEM 116, IMT 104, IMT 214, and ELT 108. This course is typically taught only in the summer semester.

IMT 203 Mechanical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and mechanical troubleshooting techniques. Prerequisites with a grade of “C” or higher: IMT 121 and IMT 161. This course is typically taught only in the summer semester.

IMT 210 Industrial Skills I (3-0-3)

This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101 04, 00102 04, and 00103 04). This course is typically taught only in the fall semester.

IMT 211 Industrial Skills II (2-3-3)

This course is designed to give students an introduction to power tools, blueprints, & rigging. Students will learn basic communication & employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04, & 00108-04). This course is typically taught only in the fall semester.

IMT 214 Industrial Wiring (1-6-3)

This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. (Note: Course is aligned with NCCER modules 32201, 32202, and 32203). Prerequisites with a grade of “C” or higher: EEM 111 and IMT 104. This course is typically taught only in the spring semester.

INTERNETWORKING**IST 110 Introduction to Cyberspace and Cybersecurity (3-0-3)**

This course studies the fundamentals of cyberspace and cybersecurity. Topics of study include: roles and functions within cyberspace, data security, digital forensics, incident management, training and awareness, and physical and environmental security.

IST 111 Introduction to Cybersecurity Processes and Technologies (3-3-4)

This course presents the processes and technologies required to implement and maintain information security. This course includes best practices, methodologies, and technologies necessary to: address software and hardware issues, recover data, and protect the integrity of digital evidence for criminal and civil litigation. Prerequisites with a grade of “C” or higher: IST 110 and CPT 209.

IST 201 Cisco Internetworking Concepts (2.5-1.5-3)

This course is the 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 with a grade of “C” or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 202 Cisco Router Configuration (2.5-1.5-3)

This course is a study of LANS, WANS, OSI Models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, and the network administrator’s role and function. Prerequisite with a grade of “C” or higher: IST 201. This course is typically taught only in the fall semester.

IST 203 Advanced Cisco Router Configuration (2.5-1.5-3)

This course is a study of configuring Cisco routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IPX, and the use of numerous case studies. Prerequisite with a grade of “C” or higher: IST 202. This course is typically taught only in the spring semester.

IST 204 Cisco Troubleshooting (2.5-1.5-3)

This course is a study of troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay, and the use of numerous case studies. Prerequisite with a grade of “C” or higher: IST 203. This course is typically taught only in the spring semester.

IST 215 Health Information Networking(2.5-1.5-3)

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks. Prerequisite with a grade of “C” or higher: IST 204 or departmental approval. This course is typically taught only in the summer semester.

IST 220 Data Communications (3-0-3)

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisites with a grade of “C” or higher: CPT 209 and CPT 176 or departmental approval. This course is typically taught only in the summer semester.

IST 222 Introduction to Webpage Production(3-0-3)

This course is designed to develop skills in using common office and web development software to produce webpage content. Prerequisite with a grade of “C” or

higher: CPT 101. This course is typically taught only in the summer and fall semesters.

IST 226 Internet Programming (3-0-3)

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications. Prerequisite with a grade of “C” or higher: CPT 101 or departmental approval. This course is typically taught only in the summer semester.

IST 237 Intermediate Website Design (3-0-3)

This course is a study of server-side (CGI; dynamic html) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages. Prerequisite with a grade of “C” or higher: IST 226 or departmental approval.

IST 245 Local Area Networks (3-0-3)

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimiles, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. This course provides experience installing, maintaining and troubleshooting Local Area Networks in a lab environment. Authorized certification courseware will be used. Prerequisite with a grade of “C” or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 253 LAN Service and Support (3-0-3)

This course focuses on installing, maintaining, and troubleshooting Local Area Networks in a lab environment. It covers Windows NT and 2000 operating systems, network diagnostics, optimizing, service administration, and troubleshooting. Authorized certification courseware will be used. Prerequisite with a grade of “C” or higher: IST 245 or departmental approval. This course is typically taught only in the spring semester.

IST 267 Network Vulnerability Assessment (3-0-3)

This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Student will also learn how to improve network security based on the assessment results. Prerequisites with a grade of “C” or higher: CPT 209 and IST 110.

IST 269 Digital Forensics (3-0-3)

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. Prerequisites with a grade of “C” or higher: IST 111 and CPT 176.

IST 281 Presentation Graphics (3-0-3)

This course covers the state-of-the-art presentation graphics software packages with a focus on communication situations typically encountered in business environments. Prerequisite with a grade of “C” or higher: CPT 101. This course is typically taught only in the fall semester.

IST 285 Cybersecurity Capstone (3-3-4)

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. Prerequisites with a grade of “C” or higher: CPT 282 and IST 269.

IST 290 Special Topics in Information Science (3-0-3)

This course covers special topics in information sciences technologies.

LEGAL ASSISTANT/PARALEGAL

LEG 120 Torts (3-0-3)

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. The study of strict liability, product liability and current tort developments are exposed. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 132 Legal Bibliography (3-0-3)

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. Both traditional and online legal research techniques are included. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 135 Introduction to Law and Ethics (3-0-3)

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 201 Civil Litigation I (3-0-3)

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures. Prerequisites with grades of “C” or higher: LEG 132 and CPT 101. This course is typically taught only in the spring semester.

LEG 212 Workers’ Compensation (3-0-3)

This course is a study of the history of workers’ compensation case laws, statutes and regulation, and procedures in handling claims. Emphasis is on the South Carolina Workers’ Compensation system. This course is typically taught only in the fall semester.

LEG 213 Family Law (3-0-3)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, juveniles, and procreative rights. Prerequisites with grades of “C” or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 214 Property Law (3-0-3)

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Rights of land, water, minerals, crops, space, planning, zoning, and preservation are reviewed. Prerequisites with grades of “C” or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 230 Legal Writing (3-0-3)

This course includes methods, techniques, and procedures for the proper research and preparation of legal memorandum, trial and appellate briefs, and trial notebooks. Prerequisite with grades of “C” or higher: ENG 101, LEG 132, and CPT 101. This course is typically taught only in the summer semester.

LEG 232 Law Office Management (3-0-3)

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures. Emphasis is on increasing proficiency in performing a variety of law office related tasks. This course is a capstone course for the Paralegal Program and should be completed at Central Carolina Technical College. Prerequisite: Successful completion of 45 hours of curriculum and ENG 101 with a grade of “C” or higher. This course is typically taught only in the summer semester.

LEG 233 Wills, Trusts, and Probate (3-0-3)

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, the fundamentals of trusts and probate administration.

Prerequisites with grades of “C” or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 250 Internship for Legal Assistant/Paralegal (0-9-3)

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of “C” or higher, and approval of the Internship Coordinator.

LOGISTICS

LOG 110 Introduction to Logistics (3-0-3)

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. Prerequisites with a grade of “XC” or higher: RDG 032 and a grade of “C” or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall semester.

LOG 111 Warehouse and Distribution Center Operations (3-0-3)

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 with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the spring semester.

LOG 125 Transportation Logistics (3-0-3)

This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the spring semester.

LOG 215 Supply Chain Management (3-0-3)

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 with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the summer semester.

MATHEMATICS

MAT 031 Developmental Mathematics Basics(3-0-3)

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

MAT 032 Developmental Mathematics (3-0-3)

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized. Prerequisite with a grade of “XC” or higher: MAT 031 or placement score for MAT 032.

MAT 101 Beginning Algebra (3-0-3)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite with a grade of “XC” or higher: MAT 032 or placement into MAT 101.

MAT 102 Intermediate Algebra (3-0-3)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. Prerequisite with a grade of “C” or higher: MAT 101 or placement into MAT 102.

MAT 110 College Algebra (3-0-3)

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. Prerequisite with a grade of “C” or higher: MAT 102 or placement into MAT 110.

MAT 111 College Trigonometry (3-0-3)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solutions of trigonometric equations; polar coordinates; complex numbers, including DeMoivre’s Theorem; vectors; conic sections; and parametric equations. Prerequisite with a grade of “C” or higher: MAT 110 or placement into MAT 111.

MAT 120 Probability and Statistics (3-0-3)

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. Prerequisite with a grade of “C” or higher: MAT 101 or placement into MAT 102.

MAT 140 Analytical Geometry and Calculus I(4-0-4)

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisite with a grade of “C” or higher: MAT 111.

MAT 141 Analytical Geometry and Calculus II (4-0-4)

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. Prerequisite with a grade of “C” or higher: MAT 140.

MAT 155 Contemporary Mathematics (3-0-3)

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. Prerequisite with a grade of “XC” or higher: MAT 032 or placement into MAT 155.

MAT 250 Elementary Mathematics (3-0-3)

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. 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 with a grade of “C” or higher: MAT 102. This course is typically taught only in the fall semester.

MAT 251 Elementary Mathematics II (3-0-3)

This course provides students with an understanding of informal geometry and basic concepts of algebra. 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 with a grade “C” or higher: MAT 250. This course is typically taught only in the spring semester.

MEDICAL ASSISTING

MED 103 Medical Assisting Introduction (3-0-3)

This course provides an introduction to the profession of medical assisting including qualifications, duties, and the role of the medical assistant. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 105 Medical Assisting Office Skills I (3.5-4.5-5)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 107 Medical Office Management (3-3-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112, and MED 114. This course is typically taught only in the spring semester.

MED 108 Common Diseases of the Medical Office(2-3-3)

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112, and MED 114. This course is typically taught only in the spring semester.

MED 112 Medical Assisting Pharmacology(1.5-1.5-2)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 114 Medical Assisting Clinical Procedures (2-6-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 101 or MAT 155. This course is typically taught only in the fall semester.

MED 115 Medical Office Lab Procedures I (2-6-4)

This course provides a study of laboratory techniques commonly used in physician’s offices and other facilities. Prerequisites with a grade of “C” or higher: MED 103, MED 105, MED 112, and MED 114. This course is typically taught only in the spring semester.

MED 156 Clinical Experience I (1-15-6)

This course provides direct experience in a physician’s office or other selected medical facilities. Prerequisites with a grade of “C” or higher: MED 107, MED 108, MED 115, and PSY 201. This course is typically taught only in the summer semester.

MANAGEMENT**MGT 101 Principles of Management (3-0-3)**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score.

MGT 121 Small Business Operations (3-0-3)

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. Prerequisites with a grade of “XC” or higher: MAT 032 or placement into MAT 101 or MAT 110 or MAT 155; RDG 032 or satisfactory placement score. This course is typically taught only in the fall semester.

MGT 150 Fundamentals of Supervision (3-0-3)

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall and spring semesters.

MGT 201 Human Resource Management (3-0-3)

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 with a grade of “C” or higher: BUS 101 or MGT 101. This course is typically taught only in the fall and spring semesters.

MGT 210 Employee Selection and Retention (3-0-3)

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention. This course is typically taught only in the summer semester.

MGT 240 Management Decision Making (3-0-3)

This course is a study of various structured approaches to managerial decision making. Prerequisites with a grade of “C” or higher: ACC 101, BUS 101 or MGT 101. This course is typically taught only in the spring semester.

MARKETING**MKT 101 Marketing (3-0-3)**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Prerequisite with grade of “C” or higher: ENG 100 or placement into ENG 101.

MKT 110 Retailing (3-0-3)

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall semester.

MKT 135 Customer Service Techniques (3-0-3)

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall and summer semesters.

MKT 140 E-Marketing (3-0-3)

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the spring semester.

MKT 221 Sales Strategies (3-0-3)

This course is a study of the organization and function of sales management, with emphasis on sales forecasting and the hiring and training of sales personnel. Prerequisite with a grade of “C” or higher: ACC 101. This course is typically taught only in the summer semester.

MKT 245 Promotional Strategies (3-0-3)

This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries, and sales forces. Prerequisite with a grade of “XC” or higher: ENG 032 or satisfactory placement score. This course is typically taught only in the summer semester.

MATERIALS MANAGEMENT**MMT 101 Introduction to Materials Management (3-0-3)**

This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the fall semester.

MMT 110 Inventory Management (3-0-3)

This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments. Prerequisite with a grade of “XC” or higher: RDG 032 or satisfactory placement score. This course is typically taught only in the summer semester.

MASSAGE THERAPY**MTH 113 Essentials of Anatomy and Physiology for Massage Therapy (1-6-3)**

This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. Corequisites: MTH 121, MTH 132, and MTH 136. This course is typically taught only in the fall semester.

MTH 120 Introduction to Massage (4-0-4)

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. This course is typically taught only in the summer semester.

MTH 121 Principles of Massage I (1-9-4)

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage. Prerequisites with a grade of “XC” or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. Corequisites: MTH 113, MTH 132, and MTH 136. This course is typically taught only in the fall semester.

MTH 126 Pathology for Massage Therapy (1.5-1.5-2)

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. Prerequisites with a grade of “C” or higher: MTH 113, MTH 121, MTH 132, and MTH 136. Corequisites: MTH 128, MTH 135, and MTH 138. This course is typically taught only in the spring semester.

MTH 128 Clinical Application of Massage (0-12-4)

Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage. Prerequisites with a grade of “C” or higher: MTH 113, MTH 121, MTH 132, and MTH 136. Corequisites: MTH 126, MTH 135, and MTH 138. This course is typically taught only in the spring semester.

MTH 132 Massage Therapy Seminar (0-3-1)

This course includes the integration of didactic and clinical techniques in Massage Therapy. Corequisites:

MTH 113, MTH 121, and MTH 136. This course is typically taught only in the fall semester.

MTH 135 Massage Practicum (0-6-2)

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques & specialized modalities in the professional setting. Students will observe facility & business operations under supervision of licensed massage therapists or licensed medical staff. Prerequisites with a grade of "C" or higher: MTH 113, MTH 120, MTH 121, and MTH 136. Corequisites: MTH 126, MTH 128, and MTH 138. This course is typically taught only in the spring semester.

MTH 136 Kinesiology for Massage Therapy (1-3-2)

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. Prerequisites with a grade of "XC" or higher: ENG 032, MAT 032, and RDG 032 or satisfactory placement score. Corequisites: MTH 113, MTH 121, and MTH 132. This course is typically taught only in the fall semester.

MTH 138 Anatomy and Physiology for Massage Therapy II(2-0-2)

This course is a continuation of Anatomy for Massage Therapy I with focus on the Immune/lymphatic, respiratory, digestive, urinary and reproductive systems with emphasis on the effects of clinical massage modalities on these body systems. Prerequisites with a grade of "C" or higher: MTH 113, MTH 121, MTH 132, and MTH 136. Corequisites: MTH 126, MTH 128, and MTH 135. This course is typically taught only in the spring semester.

MACHINE TOOL TECHNOLOGY

MTT 111 Machine Tool Theory and Practice I (3-6-5)

This course is an introduction to the basic operation of machine shop equipment. This course is typically taught only in the fall semester.

MTT 112 Machine Tool Theory and Practice II(3-6-5)

This course is a combination of the basic theory and operation of machine shop equipment. Prerequisite with a grade of "C" or higher: MTT 111. This course is typically taught only in the spring semester.

MTT 252 CNC Setup and Operations (3-3-4)

This is a comprehensive course which covers basic setup, operations, and classification of CNC turning and machining centers. This course is typically taught only in the spring semester.

MTT 253 CNC Programming and Operations (1-6-3)

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 with a grade of "C" or higher: MTT 252. This course is typically taught only in the summer semester.

MTT 254 CNC Programming I (2-3-3)

This course is a study of CNC programming, including machine language and computer assisted programming. Prerequisites with a grade of "C" or higher: MTT 253 and MTT 258. This course is typically taught only in the fall semester.

MTT 255 CNC Programming II (2-3-3)

This course includes CNC programming with simulated production conditions. Prerequisites with a grade of "C" or higher: MTT 253 and MTT 258. This course is typically taught only in the fall semester.

MTT 256 CNC Programming III (2-3-3)

This course is a study of advanced CNC programming methods using multi-axis machining centers. Prerequisites with a grade of "C" or higher: MTT 254 and MTT 255. This course is typically taught only in the spring semester.

MTT 258 Machine Tool CAM (2-3-3)

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs. Prerequisite with a grade of "C" or higher: MTT 252 or departmental approval. This course is typically taught only in the summer semester.

MTT 260 Advanced Multi-Axis Programming and Operations I (3-3-4)

This course is a study of programming advanced CNC multi-axis machines, setting of tools, machine limits, capabilities, and safety. Prerequisites with a grade of "C" or higher: MTT 254 and MTT 255. This course is typically taught only in the spring semester.

MUSIC

MUS 105 Music Appreciation (3-0-3)

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences. Prerequisites with grades of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

NATURAL RESOURCES MANAGEMENT

NRM 101 Soil Management (3-0-3)

This course is a study of soil science emphasizing its physical and chemical properties relating to the

management of natural resources. This course is typically taught only in the fall semester.

NRM 102 Introduction to the Natural Resources Management Profession (3-0-3)

This course is an introduction to the natural resources management profession. This course is typically taught only in the fall semester.

NRM 110 Environmental Science (2-3-3)

This course is a basic study of the environment as it relates to living organisms and those factors which control it. This course is typically taught only in the spring semester.

NRM 130 Outdoor Recreation Management (3-0-3)

This course examines the management of natural resources for outdoor recreational purposes. This course is typically taught only in the spring semester.

NRM 132 Maintenance for the NRM Professional (2-3-3)

This course is the study of skills necessary to safely maintain equipment and facilities commonly used for farms, parks, and other outdoor environments. Included are: troubleshooting skills, basic construction skills such as carpentry, framing, plumbing, and electricity, and basic welding. This course is typically taught only in the spring semester.

NRM 160 Fall Flora and Fauna (2-3-3)

This course is a study of the identification, taxonomy, and natural history of living organisms. Emphasis will be placed on fauna which are abundant in the fall and identification of plants in their dormant stage. Particular attention is paid to native and invasive flora and fauna of importance to the state of South Carolina. This course is typically taught only in the fall semester.

NRM 161 Spring Flora and Fauna (2-3-3)

This course is a study of the identification, taxonomy, and natural history of living organisms. Emphasis will be placed on fauna which are abundant in the spring and identification of plants in their spring foliage. Particular attention is paid to native and invasive flora and fauna of importance to the state of South Carolina. This course is typically taught only in the spring semester.

NRM 207 Geographic Information Systems I (GIS) (3-0-3)

This course is the study of Geographic Information Systems (GIS) concepts, including coordinate systems, projections, datums, data models and sources, spatial statistics, queries and analyses, and basic cartographic principles. Emphasis is on applications within the NRM field. Prerequisite with a grade of "C" or higher: NRM 205. This course is typically taught only in the fall semester.

NRM 235 Techniques Wildlife Management(2-3-3)

This course includes a survey of applied techniques of wildlife management. The course includes "hands on"

instruction in the outdoors. This course is typically taught only in the spring semester.

NRM 251 Introduction to Fishery Science(3-0-3)

This course is a study of the identification, taxonomy, and life histories of freshwater fish. Management implications for various species of fish with commercial, sport, and ecological value are included. This course is typically taught only in the fall semester.

NRM 260 Special Topics (2-3-3)

This course includes special topics in the area of natural resources management. This is the program capstone course and will be used for assessment of final program outcomes, a final program project, student preparation for employment, research and presentations on current topics, and network with invited outside speakers and agencies.

NURSING

NUR 101 Fundamentals of Nursing (3.5-7.5-6)

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Corequisites: BIO 210, ENG 101, MAT 110 or MAT 120, and NUR 106. This course is typically taught only in the fall and spring semesters.

NUR 102 Basic Nursing Care Skills (2.5-4.5-4)

This course introduces basic nursing care skills which are applied in long term care. Prerequisites with a grade of "C" or higher: AHS 102, AHS 136 or BIO 112, and COL 105. This course is typically taught only in the fall semester.

NUR 106 Pharmacologic Basics in Nursing Practice(2-0-2)

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. Corequisites: BIO 210, ENG 101, MAT 110 or MAT 120, NUR 101 or NUR 201.

NUR 120 Basic Nursing Concepts (5-6-7)

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. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, MAT 110 or MAT 120, NUR 101, and NUR 106. Corequisites: BIO 211 and PSY 201. This course is typically taught only in the spring and summer semesters.

NUR 170 Nursing Applications (0-3-1)

This course facilitates students understanding and application of nursing concepts through the use of patient situation discussions. Prerequisites with a grade of "C" or higher: BIO 211, NUR 120, and PSY 201.

Corequisites: BIO 225, NUR 201 or NUR 210, and PSY 203. This course is typically taught only in the fall and summer semesters

NUR 201 Transition Nursing (3-0-3)

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Prerequisites with a grade of "C" or higher: BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201, and PSY 203. Corequisites: NUR 106 and NUR 170. This course is typically taught only in the fall and summer semesters.

NUR 210 Complex Health Problems (3-6-5)

This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites with a grade of "C" or higher: BIO 211, NUR 120, and PSY 201. Corequisites: BIO 225, NUR 170, and PSY 203. This course is typically taught only in the fall and summer semesters.

NUR 214 Mental Health Nursing (2.5-4.5-4)

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. Prerequisites with a grade of "C" or higher: BIO 225, NUR 170, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 220. This course is typically taught only in the fall and spring semesters.

NUR 217 Trends and Issues in Nursing (2-0-2)

This course is an exploration of health care trends and issues. Emphasis will be on the transition from student to graduate nurse. Prerequisites with a grade of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 221. This course is typically taught only in the spring and summer semesters.

NUR 220 Family Centered Nursing (5-6-7)

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. Prerequisites with grades of "C" or higher: BIO 225, NUR 170, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 214. This course is typically taught only in the fall and spring semesters.

NUR 221 Advanced Nursing Concepts (2-9-5)

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. Prerequisites with grades of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 217. This course is typically taught only in the spring and summer semesters.

PHILOSOPHY

PHI 101 Introduction to Philosophy (3-0-3)

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

PHI 110 Ethics (3-0-3)

This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisites with a grade of "XC" or higher: RDG 032 or satisfactory placement score and a grade of "C" or higher: ENG 100 or placement into ENG 101.

PHARMACY TECHNICIAN

PHM 101 Introduction to Pharmacy (3-0-3)

This course provides a study of and introduction to pharmacy and its role in providing patient care services. Prerequisites with a grade of "XC" or higher: MAT 032 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 110 Pharmacy Practice (3-3-4)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 111 Applied Pharmacy Practice Laboratory (0-6-2)

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. Prerequisites with a grade of "XC" or higher: MAT 032 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 113 Pharmacy Technician Math (3-0-3)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Prerequisites with a grade of "XC" or higher: MAT 032 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 115 Drug Classification I (2-0-2)

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups. Prerequisites with a grade of "XC" or higher: MAT 032 or satisfactory placement

score and a grade of “C” or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 116 Drug Classification II (2-0-2)

This course includes a study of the classification, actions, and applications of the major pharmacological groups. Prerequisites with a grade of “C” or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 124 Therapeutic Agents II (3-0-3)

This course includes a study of therapeutic drug categories. Prerequisites with a grade of “C” or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 152 Pharmacy Technician Practicum I (0.5-4.5-2)

This course provides a practical introduction to the pharmacy environment. Prerequisites with a grade of “C” or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 173 Pharmacy Technician Practicum III (0-9-3)

This course includes practical experience in a working pharmacy environment. Prerequisites with a grade of “C” or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 202 Pharmacological Anatomy and Physiology (4-0-4)

This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized. Prerequisites with a grade of “XC” or higher: MAT 032 or satisfactory placement score and a grade of “C” or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

POLITICAL SCIENCE

PSC 201 American Government (3-0-3)

This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

PSC 215 State and Local Government (3-0-3)

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101. This course is typically taught only online.

PSYCHOLOGY

PSY 201 General Psychology (3-0-3)

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

PSY 203 Human Growth and Development (3-0-3)

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. Prerequisite with grades of “C” or higher: PSY 201.

PSY 208 Human Sexuality (3-0-3)

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course. Prerequisite with grades of “C” or higher: PSY 201.

PSY 212 Abnormal Psychology (3-0-3)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite with grades of “C” or higher: PSY 201.

QUALITY

QAT 103 Quality Management (3-0-3)

The total quality concept, including organization, planning, organizational budgeting, product liability, and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included. Prerequisite with a grade of “C” or higher: BUS 101 or MGT 101. This course typically taught only in the summer semester.

READING

RDG 032 Developmental Reading (3-0-3)

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RELIGION

REL 101 Introduction to Religion (3-0-3)

This course provides a study of religion and the nature of religious belief, practices, and their influences on culture, history and philosophy. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SCHOOL-AGE CARE

SAC 101 Best Practices in School-Age and Youth Care Skills(3-0-3)

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOCIOLOGY

SOC 101 Introduction to Sociology (3-0-3)

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SOC 102 Marriage and the Family (3-0-3)

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SOC 206 Social Psychology (3-0-3)

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world). Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SOC 210 Juvenile Delinquency (3-0-3)

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SPANISH

SPA 101 Elementary Spanish I (4-0-4)

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture. Note: SPA 101 does not count as a humanities elective. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SPA 102 Elementary Spanish II (4-0-4)

This course continues development of the basic language skills and the study of the Hispanic culture. Prerequisite with a grade of “C” or higher: SPA 101. This course is typically taught only in the spring semester.

SPA 105 Conversational Spanish (3-0-3)

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.

SPEECH

SPC 205 Public Speaking (3-0-3)

This course is an introduction to principles of public speaking with application of speaking skills. This course is designed to give the student confidence and poise in various speaking situations through awareness of the processes involved in public speaking and interpersonal communication by providing him or her with opportunities to express himself in informal speeches, group discussion and conversations. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SPC 210 Oral Interpretation of Literature(3-0-3)

This course presents the principles and practices in oral interpretation of literary works. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

SURGICAL TECHNOLOGY

SUR 101 Introduction to Surgical Technology (4-3-5)

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. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), MAT 101 or MAT 155, and ENG 101. Corequisites: SUR 102 and SUR 104. This course is typically taught only in the fall semester.

SUR 102 Applied Surgical Technology (2-9-5)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), MAT 101 or MAT 155, and ENG 101. Corequisites: SUR 101 and SUR 104. This course is typically taught only in the fall semester.

SUR 104 Surgical Procedures II (4-0-4)

This course is a study of the various specialties of surgical procedures. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), BIO 115 (or BIO 225). Corequisites: SUR 101 and SUR 102. This course is typically taught only in the fall semester.

SUR 105 Surgical Procedures III (4-0-4)

This course is a study of the advanced specialties of surgical procedures. Prerequisites with a grade of “C” or higher: SUR 101, SUR 102 and SUR 104. Corequisites: BIO 115 and SUR 110. This course is typically taught only in the spring semester.

SUR 110 Introduction to Surgical Practicum(0-15-5)

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. Prerequisites with a grade of “C” or higher: SUR 101, SUR 102 and SUR 104. Corequisites: BIO 115 and SUR 105. This course is typically taught only in the spring semester.

SUR 111 Basic Surgical Practicum (2-15-7)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Prerequisites with a grade of “C” or higher: SUR 105, SUR 110, and BIO 115. Corequisites: SUR 120 and PSY 201. This course is typically taught only in the summer semester.

SUR 120 Surgical Seminar (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites with a grade of “C” or higher: SUR 110, SUR 105, and BIO 115. Corequisites: SUR 111 and PSY 201. This course is typically taught only in the summer semester.

THEATRE**THE 101 Introduction to Theatre (3-0-3)**

This course includes the appreciation and analysis of theatrical literature, history, and production. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

THE 105 Fundamentals of Acting (3-0-3)

This course includes the study of dramatic performance techniques, including improvisations and interpretation

of characters. Prerequisites with a grade of “XC” or higher: RDG 032 or satisfactory placement score and a grade of “C” or higher: ENG 100 or placement into ENG 101.

WELDING**WLD 103 Print Reading I (1-0-1)**

This is a basic course that 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. Prerequisite with a grade of “C” or higher: IMT 211. This course is typically taught only in the spring semester.

WLD 106 Gas and Arc Welding (3-3-4)

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. Students will demonstrate proper set up, use, handling, and storage of compressed gas cylinders. Students will demonstrate skills in the use of hand torch and automatic cutting equipment and the ability to cut straight lines, circles, and shapes and the proper use of a scarfing tip. Students will demonstrate the skills to cut and bevel plate with hand torch and automatic equipment, use plasma cutting equipment, and set up and use the SMAW equipment. This course is typically taught only in the fall semester.

WLD 109 Gas Metal Arc Welding II (2-3-3)

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals. Prerequisite with a “C” or higher: WLD 113. This course is typically taught only in the summer semester.

WLD 111 Arc Welding I (2-6-4)

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions. Students will demonstrate knowledge of proper setup of equipment, polarity, AWS electrode classification numbering system, different joint configurations and designs and the proper welding symbol, joint type and position numbering system. Student will demonstrate the ability to run continuous beads using E6010 and E 7018 in all positions and multi-pass beads in the 2F, 3G, 4F and 4G positions. This course is typically offered in the fall semester.

WLD 113 Arc Welding II (3-3-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals. It is a continuation of Arc Welding I. Students will continue to demonstrate safe working practices while advancing their skills in the Shield Metal Arc Welding (SMAW) process open rod and the ability to prepare test coupons using oxy-fuel cutting equipment and complete a 3/8 plate test using backing in the 2G,

3G, and 4G positions using E7018 electrodes using the AWS D1.1 as code. Prerequisite with a “C” or higher: WLD 106. This course is typically taught only in the spring semester.

WLD 117 Specialized Arc Welding (3-3-4)

This course covers arc welding processes for industrial purposes. Prerequisites with a grade of “C” or higher: WLD 231, WLD 152, and WLD 170. This course is typically taught only in the summer semester.

WLD 132 Inert Gas Welding Ferrous (3-3-4)

This course covers set up and adjustments of equipment and fundamental techniques for welding ferrous metals. Students will demonstrate the ability to properly identify all parts of the GTAW (TIG) equipment, walk the cup while adding filler metal making T-joints in the 2F, 3F, and 4 F positions, run root passes on plate in the 2G, and 3G positions, and fill and cap test welds on plate in the 2G, and 3G positions. Prerequisite with a grade of “C” or higher: WLD 111. This course is typically taught only in the spring semester.

WLD 142 Maintenance Welding (2-3-3)

This course covers gas and arc welding processes used in maintenance shops. Prerequisites with a grade of “C” or higher: WLD 113 and WLD 106. This course is typically taught only in the summer semester.

WLD 152 Tungsten Arc Welding - Pipe (3-3-4)

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Weld test in accordance to ASME Section 9. Prerequisites with a grade of “C” or higher: WLD 172, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

WLD 154 Pipe Fitting and Welding (3-3-4)

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. Prerequisites with a grade of “C” or higher: WLD 231, WLD 152, and WLD 170. This course is typically taught only in the summer semester.

WLD 160 Fabrication Welding (2-3-3)

This course covers 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 with a grade of “C” or higher: WLD 106. This course is typically taught only in the spring semester.

WLD 170 Qualification Welding (3-3-4)

This course covers the procedures and practices used in taking welder qualification tests. Prerequisites with a grade of “C” or higher: WLD 172, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

WLD 172 Print Reading and Sketching for Pipe Welding (4-0-4)

This course introduces the implementation of welding drawings and sketching techniques for pipe welding, to include dimensioning, tolerancing, sectioning, and mating metal parts for pipe welding projects in accordance with technical drawings. This course is typically taught only in the fall semester.

WLD 208 Advanced Pipe Welding (2-3-3)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. Weld test in accordance to AMSE Section 9. Prerequisites with a grade of “C” or higher: WLD 231, WLD 152, and WLD 170. This course is typically taught only in the summer semester.

WLD 222 Advanced Fabrication Welding (3-3-4)

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. Prerequisite with a “C” or higher: WLD 160 and WLD 111. This course is typically taught only in the summer semester.

WLD 225 Arc Pipe Welding (2-6-4)

This course covers the techniques used in shielded metal arc welding of groove welds on pipe. Students will demonstrate the ability to cut and prepare coupons for making test welds in accordance to ASME Section 9 welding code standards, successfully complete test bends taken from their welds. This course is typically taught only in the fall semester.

WLD 228 Inert Gas Welding – Pipe I (3-3-4)

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. Weld test in accordance to ASME Section 9. This course is typically taught only in the fall semester.

WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I(3-3-4)

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe. Weld test in accordance to ASME Section 9. Prerequisites with a grade of “C” or higher: WLD 172, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

PERSONNEL



COLLEGE PERSONNEL

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Diana Reardon, Administrative Assistant

Central Carolina Technical College Foundation

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Specialist II

Public Relations

Catherine Wood, Director of Public Relations
Katherine Cooper, Administrative Specialist II
Mark Duffie, Information Resource Consultant
Nicole Ouellette, Media Specialist

ACADEMIC AFFAIRS

Myles Williams, Vice President for Academic Affairs
Willodine James, Administrative Specialist

Business and Public Services Division

Pam Dinkins, Dean, Business and Public Service
Lamonda Sweat, Administrative Assistant

Accounting and Management

Diane Fulcher, Department Chair, Accounting
and Management
Gary Hinkle, Instructor, Accounting
Christina James, Instructor, Management

Criminal Justice Technology

Gary Johnson, Department Chair, Criminal Justice
Technology
Patina Calhoun, Instructor, Criminal Justice

Early Care and Education

Leslie Williams, Department Chair, Early Care and
Education
Vacant, Instructor, Early Care and Education

Human Services

Lisa Nelligan, Department Chair, Human Services
Wendy Cunningham, Instructor, Human Services

Information Technology

Richard Pritchard, Department Chair, Information
Technology
Chuck Baldwin, Instructor, Information
Technology
Gwen Croskey, Instructor, Information
Technology
Kevan Croteau, Instructor, Information
Technology
Larry Foote, Instructor, Administrative Office
Technology

Larry Harrison, Instructor, Information
Technology
Tiffani McGainey, Instructor, Information
Technology
Gwen Stewart, Instructor, Administrative Office
Technology
Vacant, Instructor, Information Technology

Paralegal

Gary Johnson, Department Chair, Paralegal

General Education Division

Jason Tisdell, Dean, General Education
Betsy Elmore, Administrative Specialist
Jennifer Black, Dual Enrollment Coordinator
Fatima David, Dual Enrollment Coordinator
Stacy Freeman, Administrative Specialist
Debbie Seymour, COL 105 Freshman Seminar
Coordinator/Instructor

English/Reading

Timothy Midgette, Department Chair, English, and
Academic Program Manager, Associate in Arts
University Transfer
Todd Fulmer, Instructor, English
Cortney Green, Instructor, English
Anthony Gregg, Instructor, English
Mitchell Herring, Instructor, English
Anita Jones, Instructor, English
Natalie Mahaffey, Instructor, English
Patricia Moseley, Instructor, English
William Oliver, Instructor, English
Joey Poole, Instructor, English
Wynn Teseniar, Instructor, English
Giana Thompson, Instructor, Reading
Vacant, Instructor, English

Math

Ann Davis, Department Chair, Mathematics, and
Academic Program Manager, Associate in Science
University Transfer
Amy Bell, Instructor, Mathematics
Sharhonda Elmore-Rivers, Instructor,
Mathematics
Liana Ghibu, Instructor, Mathematics
Abigail Guitreau, Instructor, Mathematics
Khoi Le, Instructor, Mathematics
Anna Maggard, Instructor, Mathematics
Lynn McElveen, Instructor, Mathematics
Wendell Robinson, Instructor, Mathematics
Penny Weber, Instructor, Mathematics

Science

Sena Gibson, Department Chair, Science
Matthew Cox, Instructor, Biology
Jessica Lea, Instructor, Biology
Tanya Quiroz, Instructor, Biology

Orlando Robinson, Instructor, Biology
Cherie Tisdale, Instructor, Biology
Timothy Triana, Instructor, Biology
Jennifer Tyree, Instructor, Biology
Max Weber, Instructor, Biology

Speech, Humanities, and Social Sciences

Lisa Gage, Department Chair, Speech,
Humanities, and Social Sciences
Lisa Callihan, Instructor, Speech
Marie Davis, Instructor, Psychology
Jennifer Perry, Instructor, Sociology
Dessiree Riley, Instructor, Psychology
Judith Smith, Instructor, Speech
Katheryn Sullivan-Ham, Instructor, Psychology
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Raymond Watkins, Instructor, Speech/Spanish/
English/Religion/Psychology/Philosophy
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Patient Care Technician
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Massage Therapy
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Coding
Dionne Simmons, Academic Program Manager,
Pharmacy Technician
Brie Weber, Academic Program Manager,
Surgical Technology
Mickey Wheeler, Academic Program Manager,
Medical Assisting

Nursing

Cheryl DeGraw, Department Chair, Associate Degree
Nursing
Alecia Bodiford, Instructor, Associate Degree
Nursing
Ashley Branham, Instructor, Associate Degree
Nursing
Susan Caulkins, Instructor, Associate Degree
Nursing
Sylvia Christian-James, Instructor, Associate
Degree Nursing
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Degree Nursing
Eugene Geddings, Instructor, Associate Degree
Nursing

Laura Lauzon, Instructor, Associate Degree
Nursing
Robert Lee, Instructor, Associate Degree Nursing
Cathy Mulloy, Instructor, Associate Degree
Nursing
DeAnn Niles, Instructor, Associate Degree
Nursing
Pamela Weinberg, Instructor, Associate Degree
Nursing

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Technology
Ginger Parker, Administrative Specialist

Automotive Technology

David Moore, Academic Program Manager,
Automotive Technology

Engineering Design Technology

David Tuders, Department Chair, Engineering
Design Technology
Richard Lavergne, Instructor, Engineering
Design Technology

HVAC/R

Chris Watkins, Department Chair, HVAC/R
Bobby Tyner, Instructor, HVAC/R

Manufacturing Technology

Ladell Humphries, Academic Program Manager,
Manufacturing Technology

Mechatronics

Hybert Hancock, Department Chair, Mechatronics
Charles Scott, Instructor, Mechatronics
Randal Watson, Instructor, Mechatronics
Vacant, Instructor, Mechatronics

Welding Technology

Axel Reis, Department Chair, Welding Technology
Timothy Bishop, Instructor, Welding Technology
Kevin Poindexter, Instructor, Welding
Technology

Learning Resources and Planning Division

Nancy Bishop, Dean of Learning Resources and
Planning
Lena Berard, Administrative Specialist

Distance Education

Rica Bird, Distance Education Coordinator
Christi McElveen, Program Assistant

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Johnette Brewer, Library Specialist

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Daniel Walston, Statistical and Research Analyst

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Kayla Bird, Freshman Advisor

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Susan Young, Administrative Specialist
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Walter Presson, Program Manager, Environmental
Deborah Richardson, Program Manager, Allied Health
Clifford Thomas, Program Manager, Industrial
Dayton Ward, Regional Career Specialist

Environmental and Natural Resources

Joshua Castleberry, Department Chair, Environmental Engineering Technology and Natural Resources Management
Jessica Daniel, Instructor, Natural Resources Management

STUDENT AFFAIRS

Lisa Bracken, Vice President for Student Affairs
Becky Small, Administrative Coordinator

Career and Learning Services

Renee Patchin, Director of Career and Learning Services
Natasha Covington, Administrative Assistant
Joice Johnson, Academic Support Coordinator
Harriet McCray, College and Career Coach, Manning High School
Alexis Stukes, College and Career Coach, Lee Central High School
Vacant, Career Services Coordinator

Financial Aid and Veterans' Affairs

Ken Bernard, Director of Financial Aid and Veterans' Affairs
J'Neice Payne, Financial Aid Administrative Specialist
Jernitha Smith, Financial Aid Technical Services Manager
Jason Hampton, Financial Aid Counselor
Lauren Grammier, Financial Aid Counselor

Maria Raneri, Financial Aid Counselor
Elizabeth White, Financial Aid Counselor
John Lomax, Financial Aid Counselor, Outreach Campuses
Heather Hearn, Veterans' Affairs Counselor

Recruitment and Admissions

Sierra Neal, Director of Recruitment and Admissions
Madelyn Wilber, Admissions Administrative Specialist
Vacant, Recruiter
Letaun Montgomery, Recruiter
Leann Tuders, Communication Specialist
Matthew Cady, Admissions Counselor
Allie Charlton, Admissions Counselor
Cynthia Johnson, Admissions Counselor
Angela Conyers, Scholars Coordinator (Clarendon, Lee)
Beverly Osborne, Scholars Coordinator (Kershaw, Sumter)

Student Engagement

Barbara Wright, Director of Student Engagement
Kyiana Johnson, Administrative Specialist
Kenya Dennis, Disability Services and Title IX Coordinator
Riquelle Robinson, Student Life Coordinator
Lara Stephenson, Counselor and Special Populations Coordinator
Diana Green, Program Manager, F.E. DuBose Campus and Shaw A.F.B.
Lateya Green, Administrative Specialist, Vacant, Admissions Counselor, Base Education Office
Nancy Reading, Program Manager, Kershaw and Lee Counties
Paige Haithcock, Administrative Specialist, Kershaw County Campus
Lucretia Jackson, Admissions Counselor, Kershaw County Campus
Becky Ratz, Test Proctor, Kershaw County Campus
Vacant, Administrative Specialist, Lee County Site
Leslie Shim-Glynn, Testing Coordinator
Shatana Covington, Test Proctor
Jyssica LeClair, Test Proctor
Leigh Sheehan, Test Proctor

Student Records

Jenny Szupka, Registrar
Kimberly Wilber, Administrative Specialist
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Carmen Davis, Graduation Coordinator
Susan Pendleton, Administrative Specialist

TRIO

Gwendolyn Parker, Director of TRIO Programs
Christi Singleton, Administrative Specialist,
Student Support Services
Briana Kelly, Transfer and Advisement
Counselor, Student Support Services
Richard McDonald, Assistant Director, Student
Support Services
Paulesha Strachan, Administrative Specialist,
Veterans Upward Bound
Sha-mee Adams, Academic Counselor,
Veterans Upward Bound
Wes Pelletier, Assistant Director, Veterans
Upward Bound

BUSINESS AFFAIRS

Terry Booth, CPA, CGFO, Vice President for
Business Affairs
Linda McLane, Administrative Specialist

Accounting and Purchasing

Cheryl Allen-Lint, CGFO, Director of Accounting
Leslie Moser, CGFO, Assistant Director of
Accounting
Pat Buddin, Accounting Technician - Accounts
Payable
Martha McMahan, Accounting Technician –
Accounts Receivable
Yolanda Richburg, Accounting Technician –
Accounts Receivable

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Mark Neil, Director of Auxiliary Services
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Janet Mayfield, Bookstore Supply Specialist
Jeffrey McClendon, Print Shop Specialist
Breon Stephens, Library/Bookstore Assistant

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Bernard Bradshaw, Trades Specialist
Clint Davis, Trades Specialist
Jim Phillips, Trades Specialist
Billy Thompson, Building & Grounds Specialist
Franklin Simmons, Trades Specialist
Austin Westmoreland, Trades Specialist
Roger Wooddell, Trades Specialist
Jamison Wells, Grounds Supervisor
Justin Geddings, Groundskeeper
Harriett Norwood, Custodial Supervisor
Shanekia White-Dowe, Custodial Assistant
Supervisor
Emma Anderson, Custodian
Clem Buckman, Custodian
Robert Carroway, Custodian
Walter Chatmon, Custodian

Patricia Colclough, Custodian
Jessie Hickmon, Custodian
Katherine James, Custodian
Tiffany Jones, Custodian
Mary Ragin, Custodian
Anthony Williams, Custodian Crew Leader

Information and Learning Technologies

Brian Davis, Director of Information & Learning
Technologies
Larry Barefoot, Technician
Norman Guerra, Technician
Andrea Harry, User Support Services Associate
Farrell Jones, Systems Manager
Anthony Johnson, User Support Services
Associate
Raymond Lawson, Technician
Matthew Morton, Senior Applications Analyst
Tiffany Moses, User Support Services Associate
Brent Padgett, User Support Services Associate
Crystal Rivers, Technician
Thomas Rowe, Database Administrator
Lisa Shaw, User Support Services Manager
David Smith, Systems and Programming Manager
Ron Stadalsky, Assistant Systems Manager

Human Resources

Ronalda Stover, SPHR, SHRM-SCP, FPC, CTACC,
Director of Human Resources
Rebecca Vipperman, Human Resources Manager
Jennifer Smith, Human Resources Specialist
Hillary Parker, Human Resources Payroll
Administrator

Property and Inventory Control

Pat Lauterbach, Inventory/Property Control Manager

Security

Emily Broadway, Director of Safety and Security
Marvin Williams, Security Shift Leader
Kyle Coleman, Security
Tony Coleman, Security
Gino Culbreath, Security
Blair Moore, Security
Renea Moses, Security
Abraham Ricks, Security
Joseph Zito, Security

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Barbara King, Administrative Specialist
Megan Hovermale, Fiscal Technician II
Mary Brock, Instructor, Early Childhood
Education
Mark Burke, Instructor, Welding
Lisa Coker, Instructor, Health Science

Blake Driggers, Instructor, Automotive
Technology
Jane Geddings, Instructor, Information
Technology
Tammie Graham, Instructor, Cosmetology
Mike Griffin, Instructor, Carpentry
Ladell Grice, Law Enforcement Services
Willa Jean Kinlaw-Shaw, Instructor, Culinary Arts

Adult Education

Lara Kolb, Adult Education Director
Rhounette Simon, Administrative Specialist
Fran McFaddin, Instructor, Adult Education

COLLEGE ADMINISTRATION

Mikota, Michael, President, Ph.D., Clemson
University, SC; M.B.A., Gardner-Webb
University, NC; B.A., Wofford College, SC.
Booth, Terry L., Vice President for Business Affairs,
CPA, CGFO, M.P.A, Troy State University; B.S.,
University of South Carolina, SC.
Bracken, Lisa, Vice President for Student Affairs,
G.C.D.F.; M.Ed., Troy State University, AL;
Higher Education Leadership Certificate,
University of South Carolina, SC; B.S., Eastern
New Mexico University, NM.
Williams, Myles, Vice President for Academic Affairs,
M.S., Kansas State University, KS; B.S.,
University of Florida, FL.

FACULTY

- Ardis, Mary Jo, Dean of Health Sciences, M.S.N., Valdosta State University, GA; B.S.N., Bellarmine College, KY.
- Baldwin, Chuck, Instructor, Information Technology, M.S., University of Illinois, IL; M.S. Winthrop University, SC; B.S., Winthrop University, SC.
- Bastedo, Elizabeth, QEP Coordinator, M.A.T., B.S., and additional graduate study, University of South Carolina, SC.
- Bell, Amy, Instructor, Mathematics, M.S., Florida Atlantic University, FL; B.S., Sonoma State University, CA.
- Bishop, Nancy, Dean of Learning Resources and Planning, M.L.I.S., University of South Carolina, SC; B.A., University of South Carolina, SC.
- Bishop, Timothy, Instructor, Welding, A.D., Central Carolina Technical College, SC; Certified Welding Inspector, American Welding Society.
- Bodiford, Alecia, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., University of Phoenix, AZ.
- Branham, Ashley, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Western Governors University, UT.
- Callihan, Lisa, Instructor, Speech, M.A. Marshall University, WV; M.A. Jacksonville State University, AL; B.A., University of Kentucky, KY.
- Calhoun, Patina, Instructor, Criminal Justice, M.S., Troy University, AL; B.A., Morris College, SC.
- Castleberry, Joshua, Department Chair, Environmental and Natural Resources, M.E.E.R.M and B.S., University of South Carolina, SC.
- Caulkins, Susan, Instructor, Associate Degree Nursing, M.S.N., Clemson University, SC; Post graduate, F.N.P., University of South Carolina, SC; B.S.N., Medical University of South Carolina, SC.
- Christian-James, Sylvia, Instructor, Associate Degree Nursing, M.S.N., Walden University, MN; A.S.N., University of South Carolina, SC.
- Cox, Matthew, Instructor, Biology, M.A.T. and B.S., University of South Carolina, SC.
- Croskey, Gwen, Instructor, Information Technology, M.A., Webster University, MO; B.S., Morris College, SC.
- Croteau, Kevan, Instructor, Information Technology, M.S., Stony Brook University, NY; B.S. Keene State College, NH.
- Cunningham, Wendy, Instructor, Human Services, M.A., Webster University, SC; B.S., Columbia International University, SC.
- Daniel, Jessica, Instructor, Natural Resources Management, Ph.D., University of Idaho, ID; M.S., Central Washington University, WA; B.S., Virginia Polytechnic Institute and State University, VA.
- Davis, Ann, Department Chair, Mathematics, and Academic Program Manager, Associate in Science University Transfer Program Manager, M.A.S., Embry Riddle Aeronautical University, FL; B.A., East Carolina University, NC.
- Davis, Marie, Instructor, Psychology, M.S., Walden University, MN; B.A., Limestone College, SC.
- DeGraw, Cheryl, Department Chair, Associate Degree Nursing and Academic Program Manager, Patient Care Technician, M.S.N., Binghamton University, NY; Post graduate, N.N.P., The Pennsylvania State University, PA; B.S.N., Alfred University, NY.
- Dinkins, Pam, Dean, Business and Public Service, M.Ed., B.A., and additional graduate study, University of South Carolina, SC.
- Elmore-Rivers, Sharhonda, Instructor, Mathematics, Ed.S., Liberty University, VA; M.Ed. and M.A. Ed., The Citadel, SC; B.S., Clemson University, SC.
- Erbach-Manankil, Nancy A., Instructor, Associate Degree Nursing, M.S., University of Maryland, MD; B.S.N., Adelphi University, NY.
- Foote, Larry, Instructor, Administrative Office Technology, M.B.A., Atlanta University, GA; M.A., Webster University, MO; B.A., Clark College, GA; additional graduate studies, University of South Carolina, SC.
- Fulcher, Diane, Department Chair, Accounting and Management, M.B.A. and B.S., Indiana University, IN; additional studies, NTL Institute, VA.
- Fulmer, Todd, Instructor, English, M.F.A., University of North Carolina Greensboro, NC; M.A., Coastal Carolina University, SC; B.A., Francis Marion University, SC.
- Gage, Lisa, Department Chair, Speech, Humanities, and Social Sciences, Ph.D., Walden University, MN; M.A., College of Charleston, SC; M.P.H., Kaplan University, IL; M.S.H.E., Kaplan University, IL, B.A., Francis Marion University, SC.
- Geddings, Eugene, Instructor, Associate Degree Nursing, M.S.N and B.S.N., Jacksonville University, FL.
- Ghibu, Liana, Instructor, Mathematics, M.S. and B.S., Universitatea "Babes-Bolyai" Cluj-Napoca, Romania.
- Gibson, Sena, Department Chair, Science, M.C.L.F.S., University of Maryland, MD; B.S., Clemson University, SC.
- Green, Cortney, Instructor, English, M.S. Radford University, VA; B.A., George Mason University, VA.
- Gregg, Anthony, Instructor, English, M.Ed., Concordia University, OR; B.A., Francis Marion University, SC.
- Guitreau, Abigail, Instructor, Mathematics, M.Ed., Columbus State University, GA; B.S., Baylor University, TX; additional graduate study, Texas Tech University, TX.
- Hancock, Hybert, Department Chair, Mechatronics, B.S., Southern Illinois University; IL; A.D., Central Carolina Technical College, SC.
- Harrison, Larry, Instructor, Information Technology, M.S. and B.S., Strayer University, NC.
- Herring, Mitchell, Instructor, English, M.A. University of Maine, ME; B.A., Anderson University, SC.
- Hinkle, Gary, Instructor, Accounting, M.B.A., St. Leo University, FL; M.S. Management, Troy University, AL; B.A., St. Leo University, FL.
- Humphries, Ladell, Academic Program Manager, Machine Tool, A.D., Central Carolina Technical College, SC.
- Jackson, Brent, Academic Program Manager, M. Ed., Western Governors University, UT; B.S., Southern Illinois University, IL.; Certificate, South Carolina Massage and Esthetics Institute, SC.

- James, Christina, Instructor, Management, Ed.D. Walden University, MN; M.S., Central Michigan University, MI; B.A. University of Mount Olive, NC.
- Johnson, Gary, Department Chair, Criminal Justice and Paralegal, J.D., University of South Carolina, SC; B.A. University of South Carolina, SC.
- Johnson, Mary A., Academic Program Manager, Medical Record Coding and Advanced Medical Coding, M.B.A.-HM-HI, CPC, New England College, NH; B.A., Columbia College, SC.; CPC, Midlands Technical College, SC.
- Jones, Anita, Instructor, English, M.A. and B.S., Longwood College, VA.
- Lauzon, Laura, Instructor, Associate Degree Nursing, M.S.N., Liberty University, VA; B.S.N., St. John Fisher College, NY.
- Lavergne, Richard, Instructor, Engineering Design Technology, M.S., Embry-Riddle Aeronautical University, LA; B.S., University of Southwest Louisiana, LA.
- Le, Khoi, Instructor, Mathematics, M.S., Boise State University, ID; B.S., University of South Carolina Upstate, SC.
- Lea, Jessica, Instructor, Biology, Ed.D. and M.S., University of South Carolina, SC; B.S., Biology, Winthrop University, SC.
- Lee, Robert, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Sacred Heart University, CT.
- Maggard, Anna, Instructor, Mathematics, M.A., Western Governor's University, UT; B.A.Ed., McMurry University, TX.
- Mahaffey, Natalie, Instructor, English, M.A., Clemson University, SC; B.A., Francis Marion University, SC.
- McElveen, Lynn, Instructor, Mathematics, Ed.S., Mississippi State University, MS; M.M., University of South Carolina, SC; B.A., Columbia College, SC.
- McGahey, Tiffani, Instructor, Information Technology, M.A., Webster University, MO; B.M., University of South Carolina, SC. A+
- Midgette, Timothy, Department Chair, English, Academic Program Manager, Associate in Arts University Transfer Program Manager, M.F.A., Minnesota State University; B.A., East Carolina University, NC.
- Moore, David, Academic Program Manager, Automotive Technology, ASE Certified; A.D., Central Carolina Technical College, SC.
- Moseley, Patricia, Instructor, English, M.A., Sul Ross State University, TX; B.A., Baylor University, TX.
- Mulloy, Cathy, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Medical University of South Carolina, SC.
- Nelligan, Lisa, Department Chair, Human Services; M.S.W., University of South Carolina, SC; B.A., Saint Leo University, SC.
- Niles, DeAnn, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Troy University, AL.
- Oliver, William, Instructor, English, M.A., University of North Carolina Wilmington, NC; B.A., Francis Marion University, SC.
- Perry, Jennifer, Instructor, Sociology, M.A., New Mexico State University, NM; B.A., Sonoma State University, CA.
- Poindexter, Kevin, Instructor, Welding, A.D., Tri-County Technical College, SC.
- Poole, Joey, Instructor, English, M.F.A., University of South Carolina, SC; B.A., Clemson University, SC.
- Pritchard, Richard, Department Chair, Information Technology, M.A., Webster University, MO; B.S., University of South Carolina, SC. Network+, A+, and Security+.
- Quiroz, Tanya, Instructor, Biology, M.S., University of Florida, FL; M.S., Excelsior College, NY; B.S., University of South Carolina, SC; additional graduate study, University of Florida, FL.
- Reis, Axel, Department Chair, Welding Technology, B.S., Tier College for Trade and Technology, Germany.
- Riley, Dessiree, Instructor, Psychology, M.S., Psychology, Capella University, MN; B.S., Clemson University, SC.
- Robinson, Denise, Head Librarian, M.L.I.S, University of South Carolina, SC; B.A., University of South Carolina, SC.
- Robinson, Orlando, Instructor, Biology, M.S., Life University, GA; B.S., Fayetteville State University, NC.
- Robinson, Wendell, Instructor, Mathematics, M.Ed., Columbia College, SC; B.A., Francis Marion University, SC.
- Russell, Brent, Dean, Industrial and Engineering Technology, B.S., Southern Illinois University, IL; A.D., Midlands Technical College, SC. NIMS Certified.
- Scott, Charles, Instructor, Mechatronics, A.S., University of South Carolina, SC.
- Seymour, Deborah, Freshman Seminar Coordinator and Instructor, M.S., Nova University, FL; B.S., Bryan College, Tennessee; additional graduate study, University of South Florida, FL.
- Simmons, Dionne, Academic Program Manager, Pharmacy Technician, CPhT, M.Ed., Western Governors University, UT; B.A., University of South Carolina, SC.
- Smith, Judith, Instructor, Speech, M.A., Southern Illinois University Edwardsville, IL; B.S., Central Missouri State College,
- Stewart, Gwen, Instructor, Administrative Office Technology, M.S., Webster University, MO; B.S. University of South Carolina, SC.
- Sullivan-Ham, Katheryn, Instructor, Psychology, Ph.D., Walden University, MN; M.S., Francis Marion University, SC; B.A., University of South Carolina, SC.
- Teseniar, Wynn, Instructor, English, M.Ed., University of South Carolina, SC; B.A., Clemson University, SC.
- Thompson, Giana, Instructor, Reading, M.Ed., Grand Canyon University, AZ; B.S., Benedict College, SC; additional graduate study, Full Sail University, FL.
- Thornton, Sally, Instructor, History, M.A.T., The Citadel, SC; B.A., College of Charleston, SC;
- Tisdale, Cheri, Instructor, Biology, M.S., Clemson University, SC; B.S., Francis Marion University, SC.
- Tisdell, Jason, Dean, General Education, M.S., Air Force Institute of Technology, OH; B.S., Wright State University, OH.

Triana, Timothy, Instructor, Biology, Graduate Certificate, University of South Carolina, SC; M.A., The Citadel, SC; B.S., The Pennsylvania State University, PA.

Tuders, David, Department Chair, Engineering Design Technology, B.S., Southern Illinois University, IL; A.D., ITT Technical College, IN.

Tyner, Bobby, Instructor, HVAC, A.D., Central Carolina Technical College, SC.

Tyree, Jennifer, Instructor, Biology, M.Ed. and B.A., Columbia College, SC.

Valcourt, Joseph, Instructor, Speech/Theater, M.A. and B.A., University of Maryland, MD.

Watkins, Chris, Department Chair, HVAC, A.D., Central Carolina Technical College, SC.

Watkins, Raymond, Instructor, Spanish, Philosophy, Religion, Speech, Psychology, and English, Ph.D. and M.A.T., University of South Carolina, SC.; M.A., Theology, Saint Leo University, FL; M.S., Communication Studies, Minnesota State University, MN; B.A., University of South Carolina, SC; Graduate Certificate in Theology, Saint Leo University, FL; additional graduate study, Holy Apostles College and Seminary, CT; Colorado State University, CO; Johns Hopkins University, MD; Regis University, Denver, CO; Saint Leo University, FL.

Watson, Randal, Instructor, Mechatronics, A.D., Northeastern Technical College, SC

Weber, Brie, Academic Program Manager, Surgical Technology, C.S.T., B.S., Southern Illinois University, IL; A.D. and Diploma, Central Carolina Technical College, SC.

Weber, Max, Instructor, Biology, M.A.T., Winthrop University, SC; B.S., Clemson University, SC.

Weber, Penny, Instructor, Mathematics, M.ED., Cambridge College, MA; B.S., Morris College, SC.

Weinberg, Pamela, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Medical University of South Carolina, SC.

Wheeler, Mickey, Academic Program Manager, Medical Assisting, R.N., R.M.A., A.D.N., Central Carolina Technical College, SC.

Williams, Leslie, Department Chair, Early Care and Education, M.Ed., Grand Canyon University, AZ; B.A., Agnes Scott College, GA.

Wilson, Hope, Instructor, Psychology, M.S. Lee University, TN; B.A., Columbia College, SC.

STUDENT HANDBOOK



STUDENT HANDBOOK

Academic Integrity Honor Code

Central Carolina Technical College affirms the values of excellence, integrity, and innovation. Academic integrity is an important element of our values. The Academic Integrity Honor Code holds students to high academic and personal behavior standards. The Academic Integrity Honor Code emphasizes the importance of academic integrity, personal pride, honor and accountability; and these are the standards by which students are expected to adhere to in the academic environment whether or not they are explicitly asked in advance to do so.

I pledge the work in this course will be my own.

I pledge not to allow others to copy or present my work as their work.

I pledge not to commit any acts of plagiarism.

I pledge to cite and reference any work obtained from resources.

I pledge not to lie, cheat, or steal to gain academic advantage.

I pledge to oppose every instance of academic dishonesty.

I understand that any act of academic dishonesty is a direct violation of the Student Code and will have consequences, up to and including failing the course, as outlined in the College Catalog and Student Handbook.

Student Appearance Statement

As part of its mission, Central Carolina Technical College recognizes the importance of preparing students for the workplace and the importance of maintaining an appropriate learning environment that connects the classroom to the workplace. In support of this recognition, Central Carolina technical College encourages its students to dress in such a manner that is respectful of others, representative of the workplace, and promotes a positive learning environment as supported in the SC Technical College Student Code of Conduct. Students are expected to dress in a manner which is not offensive to others, does not endanger their personal safety, and does not cause unnecessary disruption of the educational process. Proper attire may vary between departments depending on safety regulations, professional standards, and hygienic requirements.

TIPS FOR SUCCESS

Making the Most of your College Experience!

The faculty and staff at Central Carolina Technical College want your experience at the College to be successful. Here are a few tips to help you:

- Meet all the requirements for admission; request official transcripts be sent to CCTC.
- Learn about the services the College has to offer. Ask about services for which you may qualify.
- Find out how your financial aid works. Complete the FAFSA application process as early as possible. Check your email frequently; the financial aid office communicates with students via email. If you take certain courses or drop out of classes, your financial aid may be affected. When you make any changes in your schedule, consult with financial aid personnel to ask if the change will cause you to have to repay financial aid.
- Do not wait until you are in serious trouble with your assignments. Ask for help early. If you need help, tutoring services are available in some subjects in the Student Learning Center.
- In all courses, you will have access to a syllabus. Mark down on your calendar the dates when you have tests and assignments. Often it is necessary to work ahead on long assignments or study for tests each week to make sure you can fulfill all the course requirements.
- Pay attention to important College dates. Make an appointment with your faculty advisor to plan your course schedule for the next semester.
- Maintain at least a “C” average each and every semester to remain in good academic standing. Monitor your Satisfactory Academic Progress Standing for Financial Aid Eligibility.
- Attend all classes. The College faculty members feel that attendance is very important to your success and have set an attendance policy. You will be dropped from courses if you miss too many classes. Get to know other students in your classes so that you can contact someone if you are absent.
- Participate in clubs and special events so that you will feel a part of the College community.
- Review the College’s Student Code of Conduct to ensure your awareness of your rights and responsibilities as a student.
- Log on to myCCTC every day. The address is mycctc.cctech.edu. The site will tell you the latest College news, provide you with e-mail, give you access to library resources, allow you to register for classes and check your grades, review financial aid awards, and provide you access to your online classes. Textbook requirements for courses are posted online at:
<http://www.cctech.edu/resources/bookstore/> or in myCCTC on the Financial Services page.
- Visit the library for research help and to access books, videos, magazines, journals, and newspapers to support your assignments. Visit the library online at www.cctech.edu/resources/library

or through the library page of myCCTC, come to Building M500, or call (803)778-6647.

- Take advantage of the College's open computer labs. Save your work to a flash drive, not the hard drive. If you save your work on the hard drive, a program that is built into school computers causes your files to disappear when the computers are turned off each day.
- It is your responsibility to notify the College if you change your name and/or address. Documentation of a name change is a photo ID and an official Social Security card or legal document. If you are also employed by the College (e.g., a work study student), you must inform both Student Records and the Human Resources Department.
- Be sure to get a College ID and a parking decal from the Security Office. You will need a current ID to check out materials in the library, to use the computer lab, and to purchase books using your student financial aid account in the bookstore.
- Remember the faculty and staff at the College wants you to succeed. Ask for help when you need it.
- For every classroom hour, plan to study for two hours outside of class.

INFORMATION ON GRADING

Grading System for GPA Computation

Central Carolina assigns a final grade for every course at the end of each semester. You will receive a letter grade for every course you take or attempt. Each grade has a number associated with it. The basic grading scale is that an "A" is worth 4 points; a "B" is worth 3 points, and so on. You need to know this information because it is used to calculate your grade-point average (often referred to as GPA). The GPA is important, because you must keep your GPA at or above a certain level. This level will be discussed under the heading "Standards of Academic Progress" later in this student handbook.

Sometimes, grades other than "A," "B," "C," "D," or "F" are assigned at the end of the courses. In some courses, the grade of "D" is not assigned; you should consult your syllabus (course outline) at the beginning of each course so you know how grades are determined or ask your instructor if you are not sure. Following is a list of all possible grades the College uses. Notice that some grades are worth "0" points:

- A (Excellent) = 4 points per credit hour
- B (Above Average) = 3 points per credit hour
- C (Average) = 2 points per credit hour
- D (Below Average) = 1 point per credit hour
- F (Failure) = 0 points
- W (Withdrew) - Not computed in GPA
- WA (Withdraw due to Attendance) = Not computed in GPA
- WF (Withdraw Failing) = 0 points
- S (Satisfactory) = Used in non-credit courses; not calculated in GPA

- U (Unsatisfactory) = Used in non-credit courses; not calculated in GPA
- XA (This grade is not calculated in GPA)
- XB (This grade is not calculated in GPA)
- XC (This grade is not calculated in GPA)
- XF (This grade is not calculated in GPA)
- XWA (Withdraw due to Attendance) = Not computed in GPA
- XWF (This grade is not calculated in GPA)
- E (Exemption) = Student exempted course by proficiency, articulation or other means; not calculated in GPA
- AU (Audit) = Not calculated in GPA
- NC (No Credit) = Not calculated in GPA
- TA (Transfer Credit) = "A" grade; not calculated in GPA
- TB (Transfer Credit) = "B" grade transferred; not calculated in GPA
- TC (Transfer Credit) = "C" grade transferred; not calculated in GPA
- NR (Not Reported)
- I (Incomplete) Student fails to complete course work. Work must be completed by mid-semester the following semester, or the "I" grade will automatically convert to an "F," in which case the entire course must be repeated.
- IP (In Progress)
- CF Carried Forward (Military Only)

A student may repeat any credit course. All grades will appear on the transcript and the higher of the grades will be included in the grade-point average.

Note: The Veteran's Administration will not pay benefits for repeating a course for which the student previously received a passing grade.

A student has one year from the date the grade is entered to contest the grade.

Students may access grades and other academic information through myCCTC.cctech.edu.

Grade-Point Average

As a student, you should track your grade-point average. As discussed below in this student handbook under "Standards of Academic Progress," you must maintain a grade-point average at a certain level in order to remain enrolled at CCTC the next semester. At the end of the semester, grade-point averages (GPAs) are computed for the academic work completed for that semester and for the cumulative academic work completed while at the College. Unless a course is repeated, the grade-point average is determined by dividing the total number of grade points by the number of attempted semester hours as shown in the following example. Every course carries a certain number of credit hours, usually 3 or 4 semester credit hours. The number of credit hours appears in the "Course Descriptions" section and the "Programs of Study" section in this catalog. If you repeat a course,

the highest grade earned will be used in computing the cumulative grade-point average. Your record will continue to show the original grade awarded, but only the highest grade will be calculated in your GPA.

Course	Hours	Grade	Grade Point Value*	Total Points
ENG 101	3.0	C	2	6.0 (3.0 x 2)
MGT 101	3.0	F	0	0.0 (3.0 x 0)
CPT 101	3.0	B	3	9.0 (3.0 x 3)
MAT 110	3.0	A	4	12.0 (3.0 x 4)
SPC 205	3.0	D	1	3.0 (3.0 x 1)
	15.0			30.0

Grade-Point Average = 30.0 total points / 15 total hours = 2.0 GPA

STANDARDS OF ACADEMIC PROGRESS

The College uses your current semester grade-point average and your cumulative grade-point average to determine your academic progress. The cumulative average refers to all the courses you have taken at CCTC. Notice that both averages are important. Try to always remain in good standing. Following is a chart to help you determine if you meet the standards of academic progress necessary to stay in good standing. The best approach is to maintain a “C” (2.0) or better average each and every semester. If you are not in good standing, the college faculty and staff believe that if you take fewer hours the next semester, you may be more successful.

STANDARDS OF ACADEMIC PROGRESS
CHART

Academic Status	Current Term GPA		Cumulative GPA	Enrollment
Good Standing	2.0 or above	and	2.0 or above	No more than 18
Warning	2.0 or above	and	Below 2.0	No more than 13
Warning	Below 2.0	and	2.0 or above	No more than 13
Probation	Below 2.0	and	Below 2.0	No more than 13
Suspension	Current Semester: Below 2.0	and	Previous Semester: Below 2.0	0 (Student is suspended)
Returned from Suspension				No more than 7 hours

If you have a Warning/Probation Status, you are limited to a maximum of thirteen (13) hours enrollment, which will give you full-time status. If you are on academic suspension, you will not be permitted to register for classes for the semester following suspension. If you pre-registered, you will be dropped from all classes. If you are required to withdraw from the College, you may re-enroll after one full semester (not just a minimester, for example) of suspension; however, you must see an admissions counselor before re-enrollment. If you are readmitted following suspension, you will be on return from suspension status and can register for no more than seven (7) hours without written approval from the Academic Appeals Committee.

After readmission to the College, you remain on return from suspension status throughout your returning semester. Your GPA will be calculated at the end of your returning semester based on your grades for that term to determine your academic status. The Registrar will notify you if you have been placed on academic warning, probation or suspension. If you wish to appeal your suspension status due to extenuating circumstances, you must submit an Academic Appeal Form (available on the College’s website) and appeal documentation to the Student Records Office no later than the appeal deadline included in your suspension notification email.

Developmental Studies Standards of Academic Progress

You are required to maintain satisfactory progress as measured by grades of XA, XB, or XC in required developmental studies courses. If the student’s progress is unsatisfactory as measured by grades of XF in 50 percent or more of his her DVS classes, the student will be placed on a warning status. Any student on warning who fails to earn satisfactory grades in 50 percent or more of his or her DVS classes by end of the warning semester of work will be placed on probation. Any student who fails to earn satisfactory grades in 50 percent or more of his or her DVS classes at the end of the probationary semester of work will be suspended.

Enrollment in developmental studies (DVS) classes numbering 031 and 032 is limited to a maximum of 30 hours. All attempted hours of enrollment in DVS courses to include grades of XF, XWA, XWF, or XW will be calculated in the 30-hour limit. A student who exceeds 30 semester hours in developmental studies courses without successful completion will not be permitted to continue as a student at the College unless the student tests and places into prep or curriculum courses. All grades for DVS classes are excluded from calculation of your GPA.

Academic warning, academic probation, and academic suspension are separate and independent of financial aid warning, probation, and suspension. Appeals for academic suspension must be submitted to the Registrar. Please contact the Financial Aid Office at finaid@cctech.edu if you have questions concerning Financial Aid warning, probation, or suspension.

Standards of Academic Progress for Financial Aid

To remain eligible for financial aid at Central Carolina Technical College, a student must make reasonable academic progress toward a degree, diploma, or certificate. Satisfactory Academic Progress is a federal government requirement and is measured by a number of factors including the following:

Cumulative Grade-Point Average (Qualitative Measure)

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C) or better to remain eligible for financial aid.
- At the end of the first semester in which a student's cumulative GPA is less than 2.00, the student will be placed on Warning. Financial aid will be continued during Warning.
- If the cumulative GPA falls below a 2.00 (C) during the probationary period, the student will be placed on Financial Aid Suspension.

Cumulative Credit Hours (Quantitative Measure)

- A student must successfully pass 67% of the cumulative hours attempted including DVS and transfer hours.
- Students who do not pass at least 67% of their cumulative hours will be placed on Warning; any time a student fails to pass 67% of attempted hours thereafter, he/she is subject to suspension from financial aid.
- If a student receives a W, I, WA, or an F, the student does not pass the hours. These grades factor into the 67% completion requirement.

Maximum Program Hours (Quantitative Measure)

- A student may only receive financial aid for a limited number of credit hours. Eligibility for financial aid is terminated after a student has attempted 150% of the hours required for his or her program required hours.
- The attempted hours include all course work taken at CCTC (including DVS) and transfer credits accepted by the college.
- The Maximum Program Hours measure is program specific.
- A student **transferring from another institution** will have all credits accepted by CCTC considered toward the 150% maximum hours.
- Students who are within 15 credit hours of the maximum allowed by their program of study will

be placed on Danger status, and should contact the aid office if they will need more hours to complete the program of study.

First-time Applicants for Financial Aid

There is a possibility that a student may be ineligible for aid, based on academic progress, even before the student applies. (CCTC looks at a student's complete enrollment history to establish eligibility regardless of the student's past application.)

Exceptions / Appeals / Reinstatement

Exceptions to this policy will be reviewed based on an appeals process under the umbrella of professional judgment. Students with documented appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by completing a Financial Aid Appeal Form, (available on the college's web site) indicating reasons why he or she did not meet the requirements.
- Acceptable reasons for appeal include circumstances which the student could not have foreseen at the beginning of the term, and which are completely beyond the control of the student such as: personal illness, family difficulties, and death or serious illness of a family member. **The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.**
- Appeals deadline will be posted prior to the beginning of each term, and notification of suspension sent to students. Appeals must be submitted to the Financial Aid Office in writing and accompanied by appropriate documentation no later than the published deadline for the semester in which the student is requesting aid. **Late appeals will be processed for the following academic term.**
- Students are limited to two financial aid appeals at Central Carolina Technical College.
- Initially, the appeal will be reviewed by the Director of Financial Aid and/or the Satisfactory Progress Coordinator to determine the merit of the appeal. If appropriate, the appeal will be forwarded to the Financial Aid Appeal Committee.
- Appeal decisions will be made within one week of the appeal deadline. Students will be notified via myCCTC e-mail.
- Students may have their financial aid reinstated with the approval of an appeal. Students reinstated by appeal will have to adhere to prescribed guidelines established by the Director of Financial Aid or the Appeal Committee.
- **All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance.**

Summary

- It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress. This can be done using the student's myCCTC account. The status is updated at the end of each semester, once grades are finalized in Student Records.
- At the end of each semester the Financial Aid Office will review the GPA, earned credit hours, and maximum hours, and notify students on Warning, Danger and Suspension as quickly as possible via myCCTC email; students who are suspended will also be notified via the US Postal Service.
- Students on Warning Status will be required to meet with his/her Academic Advisor to complete a Student Progress Plan (SPP) before being eligible to submit an SAP Appeal Form, should they change to Suspension Status.
- **Students on suspension will be ineligible for all Title IV financial aid, including loans.**

Financial Aid Categories of Enrollment are:

- **Full-time student** – enrolled for 12 or more credit hours per semester.
- **Three-quarter time student** – enrolled for 9 to 11 credit hours per semester.
- **Half-time student** – enrolled for 6 to 8 credit hours per semester.
- **Less-than half-time student** – enrolled for 5 or less credit hours per semester.

Return of Title IV Funds

If you receive financial aid and completely withdraw from the College, you are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid assistance to the appropriate program(s). Information on returned funds is available in the Financial Aid Office. Students who do not repay the required amount will be ineligible for aid until repayment has been made.

Veterans' Affairs Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 for any evaluation period will result in that student being placed on probation. Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation period will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans

Administration within 30 calendar days of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for two terms. Reinstatement after dismissal may be granted only if mitigating circumstances exist.

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

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

ADVISEMENT AND REGISTRATION

Academic Advising

Academic advising is a critical part of your college career. Taking the wrong classes can significantly put you off track, which can cost you time and money. To improve your success, we have implemented the Comprehensive Advising Process that provides extra support during that critical first semester. Here is how it works: As a first time freshman, you are assigned a freshman advisor along with your faculty advisor. The freshman advisor will help you navigate the first semester, assist you with COL 105 Freshman Seminar assignments, and help you form beneficial connections to other college resources and support. After the first semester, your freshman advisor will also help you connect with your faculty advisor, who will assist you throughout the rest of your program all the way to graduation!

Prior to the beginning of every semester, you should meet with your advisor to plan your course schedule. Faculty advisors are very helpful in advising you about your schedule, particularly in helping you choose courses that are offered only one time each year. Advisors post office hours outside their offices each semester; it is helpful to make an appointment, especially if you cannot meet during the posted hours. You can also use email and the telephone to stay in contact with your advisor. If you decide to register without meeting with your advisor, you have decided to take full responsibility for choosing courses, which could result in academic and financial liabilities. You should monitor your progress through Degree Works in myCCTC.

Registration

After you contact your advisor, you may register in the Registration Lab on the main campus, at off-site College locations, or on-line through the web at www.cctech.edu. New students are encouraged to register in the Registration Lab where assistance is available. You may not register until all debts (fines, fees, and tuition obligations from previous semesters) are paid and holds are cleared.

Adding/Dropping Courses

You may add courses online through the Add/Drop period provided the courses are not closed. You may drop courses online through the designated drop period. Add/Drop dates are published in the current course schedule and in the academic calendar.

Course(s) may be dropped during the drop period without academic penalty. In order to receive a tuition refund, you must drop before or during the add/drop period for that course. After add/drop, discuss withdrawal from courses with your advisor and a financial aid counselor. Withdrawal may affect the time it will take to complete your program of study and/or your financial aid awards.

Email

At Central Carolina Technical College, you have an email account. Your myCCTC Email (gmail) should be checked frequently for important college and course information. This is the official method of communications from the College for communications such as financial aid, advisement, college events, bills, etc. This email is located within your myCCTC account. You can email into and out of this email account. It is your responsibility to check, read, and respond to your email account in a timely manner.

Withdrawing from College Courses

It is not wise just to quit going to classes. If you realize you can no longer meet the attendance requirements of a class, you may withdraw from the class before the published withdrawal deadline and receive a grade of "W." Initiate the withdrawal with your instructor(s). If you initiate the withdrawal, your withdrawal must precede the attendance drop submitted by the faculty member, or you must provide documentation to the department chair/program manager of the department in which the course resides.

You may withdraw from a class for academic, personal, or military/work-related reasons. You must initiate the withdrawal before the published withdrawal deadline to receive a grade of "W." The last date of attendance will be the official withdrawal date. Note that withdrawing from classes may result in serious financial and academic consequences including debt owed to the College.

If you initiate withdrawal from a class after the published deadline, you will receive a grade of "WF".

The last date of attendance provided by the instructor will be the official withdrawal date.

If you receive a grade of "WF", you may present official documentation of medical/personal reasons to the Vice President for Student Affairs for consideration of changing the grade from "WF" to "W". The Vice President for Student Affairs will review the documentation and consult with the faculty member to determine if the documentation merits support to change the grade from "WF" to "W". Examples of medical/personal documentation are: (a) hospitalization of student or immediate family member; (b) relocation from college's service area; (c) change in employment hours; (d) military orders – TDY or PCS; (e) other extenuating circumstances.

Attendance Policy

The faculty, administrators, and staff of Central Carolina Technical College believe that it is in your best interest to have an attendance policy that will promote academic success and effective workplace skills as required by employers.

The attendance policy of Central Carolina Technical College states that a student may not be absent more than 20 percent of the attendance period which begins with the first day of class and ends with the date designated as the withdrawal deadline. An absence is defined as missing the entire class session. In addition, tardiness and early exit from class are disruptive to the learning environment. Students coming in late (tardy) after the instructor has taken roll, or leaving before class is dismissed will incur a one half (1/2) absence. Absences in excess of 20 percent of the attendance period will result in a grade of WA. Each instructor will clearly define to each class how many absences equate to "20 percent" of the attendance period. When the student's absences exceed 20 percent of the attendance period, the instructor will withdraw the student from the class by recording a grade of WA. The student's last date of actual class attendance will be entered. Absences after the withdrawal deadline will be recorded by the instructor but will not result in a grade of WA. Students who attend class after the withdrawal deadline will receive a grade of A, B, C, D, F, or I. Students who do not attend class after the withdrawal deadline will receive a grade of WF and the last date of attendance will be recorded.

If students have extenuating circumstances that cause them to exceed the 20% limit on absences, they may present documentation for each absence to the department chair/program manager of the appropriate department. Such documentation may support a grade change from WA to W. Attendance is important to student success at all times but especially during the initial class sessions at the beginning of the semester. Therefore, if a student has not attended class prior to roster verification by the faculty member and is designated as "Never Attended," the student will not

be allowed to attend classes unless documentation is presented for each absence to the Vice President for Student Affairs for consideration for readmission into the class.

Individual departments may have more stringent requirements than those stated in this attendance policy. If departmental requirements are more stringent, the departmental requirements should be communicated to you in the course syllabi and/or departmental orientation. (See Health Sciences Attendance Policy, for example.)

Change of Program

The first step in the process to change to a different program is to contact the Admissions Office at Main Campus or Outreach Campuses. An admissions counselor will discuss available programs of study based on your interest and career goals. If you have already changed your program twice, you will be referred to the Career Services Center for career counseling. If you are using Financial Aid, Veterans' Benefits, or WIA/TAA funds, you should verify eligibility to change your program prior to meeting with a counselor.

Once approved for a program change, you must fill out a Change of Program Request. A counselor will finalize the change of program and assign you to a new faculty advisor. You should complete the change of program process as early as possible to reduce delays in registering for the next semester. If you request a change of program, you will be required to complete the program requirements as outlined in the catalog in effect at the time of the change in program.

Financial Aid and Tuition and Fees

Please consult the section on "Financial Aid" in this catalog/handbook to learn how financial aid and/or scholarships may help you pay for college. Go to the Student Services Center or Outreach Campuses where counselors are ready to assist you in applying for and explaining the requirements of the various programs that are available.

Then, if you qualify for financial aid, persevere every semester to finish your classes satisfactorily. If you withdraw from all of your classes, you may owe money. Financial aid is just that – an aid to help you complete your education. Central Carolina must follow federal and state guidelines to ensure that students are making progress toward graduation from their program of study.

Also, become familiar with College tuition and fees, listed in the section labeled "Tuition and Fees" in order to plan for the costs of your College education. All debts (parking fines, overdue books, etc.) owed to Central Carolina must be paid before transcripts or diplomas are released. If you have any outstanding debts, you will not be allowed to register for classes for the next semester.

Bankmobile

Central Carolina Technical College has partnered with Bankmobile, a financial services company to bring a more efficient, convenient and easy-to-use solution to handle financial disbursements.

Simply put, your Bankmobile account is designed to provide you with increased choices for Financial Aid or school refunds. These options include:

- A same day deposit to Bankmobile Vibe, an FDIC Insured, no monthly fee, no minimum balance checking account. With the Bankmobile Vibe, you receive your funds the same day they're released by Bankmobile-the easiest and fastest choice available.
- Transfer to another account.

You can visit <http://bankmobilevibe.com> to learn about all the great benefits that accompany your Bankmobile account.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

You have the right to know the following:

- what financial assistance is available, including information on all federal, state, and institutional financial aid programs;
- the deadline for submitting applications for each program;
- how financial aid will be distributed, and the criteria used by the College to select financial aid recipients;
- how financial need is determined - this includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the budget;
- the amount of financial need that has been met;
- the school's refund policy;
- what portion of the financial aid package received must be repaid and what portion is grant;
- what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of his/her need;
- how the school determines if students are maintaining satisfactory progress, including the 150% rule, and how to re-establish progress.

Student Responsibilities

You are responsible for the following:

- reading, understanding, signing, and accepting responsibility for all forms and official documents you are asked to provide;
- completing all application forms accurately and submitting them on time to the appropriate office;
- returning additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office;
- informing the Financial Aid Office of any additional assistance received for educational expense;
- accepting responsibility for all agreements and/or certifications signed;
- notifying the lender, if a loan is included in the aid package, of changes in name, address, or school enrollment status;
- knowing and complying with the College's refund policy and the Return of Title IV Funds;
- notifying the Financial Aid Office of changes in enrollment status, including a complete withdrawal from the College;
- complying with all application deadlines;
- paying any costs not covered by financial aid.

Student Right-to-Know and Campus Security Act

Public Law 101-542 as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the Student Right-To-Know and Campus Security Act. Section 103 of Title I of the Act requires

institutions to produce the completion or graduation rate of certificate, diploma, or degree seeking, full time undergraduate students entering the institution and make this rate readily available to current students and to prospective students enrolling or entering into any financial obligation. Central Carolina reports the College's most recent graduation rate annually. This report is available on the College's website at www.cctech.edu at "About – Institutional Effectiveness and Planning – Institutional Effectiveness & Reporting – Student Achievement Goals and Reporting."

The Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990) requires colleges and universities to publish and distribute an Annual Security Report.

The College's Annual Security Report describes security practices and procedures at all campuses of CCTC, sexual assault, dating violence, domestic violence, stalking policies, programs and procedures, and lists crime statistics for the most recent calendar year and the two preceding calendar years by campus. This report is available online at <http://www.cctech.edu/resources/campus-security/>, or the College will provide a paper copy upon request. The College also maintains a Daily Crime Log where individuals can access crime reports for any of the CCTC campuses. This crime log is available online at <http://www.cctech.edu/resources/campus-security/crime-log/>.

Crime statistics reported in this publication can also be requested by:

Mail: Campus Security Department

506 N. Guignard Dr. Sumter, SC 29150

Phone: 803-778-6655

Email: Direct inquiries to Securityoffice@cctech.edu

Online: You can view the Annual Security Report by visiting the Security web page at <http://www.cctech.edu/resources/campus-security/> or through the U.S. Department of Education, Office of Post-Secondary Education Campuses Security website at <http://ope.ed.gov/security>.

Release of Student Information

The privacy and confidentiality of all present and former student records are preserved at Central Carolina Technical College. Student records are maintained and safeguarded by the Student Records Office. You have the right to inspect and challenge the accuracy of your records.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid, and (5) testing placement. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

According to the "Education Amendments of 1974," when a student has attained 18 years of age or is

enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only you may view your record or request in writing an issuance of the record. If parents or other designated individuals wish to review or receive copies of your record, they must have your written permission to view or receive a copy, or the parents must provide evidence that you are a dependent. A copy of this information will be maintained in the student's record.

Central Carolina Technical College will not release information to any other party without your written consent except in the following cases:

- Faculty members or administrators at Central Carolina Technical College may have access to your academic record if they can demonstrate justification.
- Release of your student information to local, state, or investigative/law enforcement agencies will be permitted only to those designated by law, including Department of Defense.
- A duly authorized representative of the College may release your student information which is specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities.
- Names and academic records of those students who graduated the previous spring may be forwarded to their respective high schools for statistical purposes.
- Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid or instruction.
- Accrediting agencies

In compliance with the Family Educational Rights and Privacy Act (FERPA), certain directory information may be released for currently enrolled students. This directory information, which Central Carolina can release without permission, includes the student's name, address, e-mail address, telephone number, program of study, date of enrollment, awards received, degree/diploma awarded, and unique student identifier numbers (not Social Security Number). This information will only be released while exercising extreme caution, so as not to cause you harm. If you wish not to have this information released, you must make the request in writing each academic year. This request must be filed with the Registrar.

ONLINE RESOURCES

Accessibility for Online Courses

Central Carolina Technical College is committed to providing information in an accessible format. If you have any problems accessing the information in D2L (Desire2Learn) Brightspace please send an email to birdrr@cctech.edu.

Computer Technology Courses

There are course-specific software requirements for computer application courses. Information Technology and administrative Office Technology (AOT, CPT, and IST) courses use specific Microsoft Office products and course assessment software in projects and assignments. For keyboarding classes, you will need to use course specific software. Students should refer to the course syllabus for specific information.

CONNECT Classes

Central Carolina Technical College uses synchronous video technology and distance learning resources to "connect" up to five classrooms on different campuses. This means the instructor for the course and some of the students in the course may be in different locations. CONNECT classes are represented by a "V" section in the schedule and students register by location – choosing the most convenient location for them. Because this technology allows combining of course sections, CONNECT classes can be offered for smaller numbers of student at one or more locations giving more opportunities for students at outreach sites. Connect classes are taught in classrooms with computers so students can access the internet and D2L for document sharing, assignments, communication, and more. CONNECT classes are made possible in part through the Department of Agriculture's 2017 distance Learning and Telemedicine Grant Program administered by the Rural Utilities Service. CONNECT classroom locations include: Main M411, Lee L203, Kershaw K105, F.E. DuBose C197, and Health Sciences Center H157.

Copyright

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 1-3-100 regarding copyright.

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code.) for creators of "original works of authorship" including literary, dramatic, musical, artistic, and published and unpublished works. It is illegal and against Central Carolina Technical College's policy to violate U.S. copyright laws. The College may refuse to make copies if, in its judgment, the copying would violate copyright laws.

Section 107-118 of the Copyright Act contains provisions for "fair use." A condition of "fair use" is that photocopies are not to be used for any purpose other than private study, scholarship, or research. Central Carolina has adopted the guidelines from the "Reproduction of Copyrighted Works by Educators and Librarians," printed by the Copyright Office, Library of Congress, Washington, D.C. Guidelines are available from the College library. These guidelines apply to faculty, staff, students and other members of the College community.

Copies of video recordings, sound recording, photographs, illustrations, and any other intellectual property are also subject to copyright laws. The College does not sanction, encourage, condone or consent to the use of unauthorized software.

The College's Copyright Officer is the Head Librarian.

Distance Education

Distance education offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance. These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina's distance education courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

D2L (Desire2Learn) Brightspace

CCTC's online courses are taught using course management software called D2L Brightspace. D2L Brightspace allows course materials (syllabi, instructions, links, etc.) to be put together in a secure course website. Students access the course information in D2L Brightspace via direct login or through myCCTC. Students communicate with the instructor and the other students in the course via email, discussion boards, and chat rooms. More information about online courses can be found on the College website at www.cctech.edu/online-learning.

Intellectual Property

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 3-0-100 regarding intellectual property.

As such, the College maintains ownership, broadcast rights, property rights, and copyrights for all materials developed within the scope of employment and/or with College resources. The College President has the authority to enter into written property ownership agreements with employees, students, or independent contractors who create original works involving copyrights, patents, or other forms of intellectual property for use or ownership by the College. The College shall not waive the institution's copyright to works which are created within the scope of employment, enrollment in classes, or with the College's resources. The College shall not violate the provisions of the Federal Copyright Act or any other federal law or regulation.

Library Online Resources

Are you off campus and need help finding sources for a research paper or assignment? Do you need to create a Works Cited page for a paper? Just log into myCCTC and click on the Library Tab*. You will have online

access to current academic research resources. *NOTE: If myCCTC is unavailable, online library resources are also available through the library web page at <http://www.cctech.edu/resources/library> or <http://cctech.Libguides.com>. For assistance or more information, contact the Library at (803)778-6647 or by email at librarystaff@cctech.edu.

myCCTC Student Portal

The secure myCCTC portal is your personal link to the College. All of the electronic resources at the College are available to you at one location and with one sign-in. MyCCTC provides you access to financial aid awards, grades, transcripts, online Library resources, course information, and other College news and events. You will also use this portal to register for courses, view New Student Orientation, and access your online and hybrid classes.

You can access the login to myCCTC from the College's website at www.cctech.edu or directly at <https://mycctc.cctech.edu>.

Your computer-generated user name is created automatically by our system and cannot be changed. If you have a name change while being a student at CCTC, your displayed name can be changed for you by contacting Student Records.

The first time you log into myCCTC, you are required to create your own password, which will be used for all future log-ins. Should you need to reset your password, you may use the self-service password reset feature by clicking on the 'Forgot Password?' link located above the Login button. You will be prompted for your username and you will need to answer a security question before resetting your myCCTC password. The College's User Support Services provides assistance to students in accessing and/or using myCCTC as well as other computer resources. User Support Services is located on the Main Campus in Building M500, Room 541 or can be reached by phone at (803)778-6607 or email at support@cctech.edu.

Mobile Application CCTCgo

CCTCgo is the official mobile app for Central Carolina Technical College, offering secure access to your essential Central Carolina information, including:

- Campus Maps – An interactive map helps you get where you need to go
- Events and News – Don't miss out on campus activities and official information
- Social Media – Keeps you connected to all things Central Carolina
- Directory – Provides easy connection to any campus office, faculty, or staff member
- Course Lookup – See what courses are available and plan your registration
- Registration – Add or drop classes from your schedule

- Student Schedule – View your personalized course schedule
- Financial Aid – Check your financial aid status and available awards
- Midterm and Final Grades – Check your posted grades right from your phone or tablet
- Academic Transcript – Review your academic transcript anytime, anywhere

Having trouble signing in or want to provide feedback and ideas for future app releases? Contact User Support Services at support@cctech.edu or 803-778-6607.

Online Courses

The College offers a wide variety of online courses for students who meet entrance requirements. (See online course prerequisites). You may choose from online and hybrid courses. Hybrid courses have a required classroom component. You will access your online or hybrid course through myCCTC. Log into myCCTC and go to the Student Tab. Click on the D2L-My Home page link. This will take you to D2L Brightspace. Select your course by clicking on the 9-block stack on the top right of the page. Follow the instructions from your instructor for course success. Online courses have many of the same requirements as traditional courses including writing assignments, research papers, presentations, and projects. Most have online tests and quizzes, and some classes also require course testing to be proctored at a secure testing location. The course syllabus as well as other documents from your instructor will provide specific information regarding your assignments and testing requirements. Students are provided an opportunity to complete an online survey for each course. Student complaints or issues involving online courses may be reported to the Dean of Learning Resources and Planning at 803-778-6638 or to bishopnw@cctech.edu.

Online and Hybrid Course Attendance Requirements

Central Carolina Technical College expects you to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner.

Student “attendance” in online courses is defined as active participation in the course and is documented by submission of assignments, completion of quizzes, participation in assigned discussions, or other activities defined by the instructor. Simply logging into the course will not be used as a measure of attendance. The online course syllabus will specifically define the active methods used to document attendance and student attendance will be recorded in the course’s attendance register. A student enrolled in an online course who does not complete the specified attendance activities defined in the course syllabus within the drop/add period will be dropped from the course as “Never Attended.” A student who fails to maintain active

participation in an online course as defined in the course syllabus will be processed in accordance with the current College attendance policy and a grade of “WA” will be recorded along with the last date of attendance. Drop/add and withdrawal dates are listed on the website and published in the current College Catalog.

Hybrid courses have both face-to-face and online attendance requirements. The hybrid course syllabus will define the specific methods used to document attendance for both the online and face-to-face components and attendance for both components will be recorded in the course’s attendance register. A student enrolled in a hybrid course who does not complete the specified attendance activities defined in the course syllabus within the drop/add period will be dropped from the course as “Never Attended.” A student who fails to maintain active participation in a hybrid course as defined in the course syllabus will be processed in accordance with the current College attendance policy and a grade of “WA” will be recorded along with the last date of attendance. Drop/add and withdrawal dates are listed on the website and published in the current College Catalog.

If you fail to maintain active participation in an online course as defined in the course syllabus, you will be processed in accordance with the current College attendance policy.

Online Course Prerequisite Competencies

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills. In order to be eligible to take online courses you must:

- Have completed CPT 102 or been placed into CPT 101 by the Technology Placement Test.
- Be able to use various computer programs such as Microsoft Word, Internet Explorer, etc.
- Be able to save files in various file formats and attach files to e-mail messages, etc.
- Be able to perform Internet searches; use email, chat, and discussion boards.
- Be able to study independently, be self-disciplined, and have good study and time-management skills.

Online Course Technical Assistance

User Support Services—803-778-6607 or 803-778-1961, ext. 207 or support@cctech.edu
 Distance Education—803-774-3343 or
Distanceeducation@cctech.edu
 Rica Bird—803-774-3343 or birdrr@cctech.edu
 Christi McElveen—803-774-3389 or
mcelveencp@cctech.edu

Privacy of Students taking Online Courses

The College protects the privacy of students through adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). Because an online environment creates a record of student activity, it is

subject to FERPA privacy rights. All faculty and staff receive annual FERPA training. Following the information security guidelines for the College, the vendor of the learning management system, a third-party service provider, agrees to implement and maintain appropriate safeguards to (1) insure the security and confidentiality of non-public student information, (2) protect against any anticipated threats to the security and integrity of such information, and (3) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any student. In order to maintain confidentiality, students and faculty are responsible for keeping their password confidential.

Technical Information

In order for you to successfully participate in an online course, you will need reliable Internet service and a properly configured computer. Here are some of the technical requirements and considerations you will need:

Computer Capacity: You will need to ensure that your computer (hardware and software) has the capacity to access and run the online resources at Central Carolina. We will do our best to assist you with your computer problems; however, it is your responsibility to resolve any issues with your computer.

Computer Software: At a minimum, you will need software compatible with the current version of Microsoft Word to complete written assignments. In addition, some online courses have specific application software requirements. You will need to check the syllabus for your course and ensure that you have the correct software required in your course.

Internet: You will need reliable Internet service and a properly tuned web browser. A list of D2L supported browsers can be found at www.cctech.edu/online-learning/technical-requirements/.

Downloads: You will need to download several applications if these are not on your computer including: Adobe reader and Adobe Flash Player. Both are free at www.adobe.com.

You will need to enable JavaScript, SSL, cookies, and Style Sheets on your browser. These options are usually enabled by default. If you do need to change your settings go to the menu at the top of your Web browser screen and select TOOLS then INTERNET OPTIONS then ADVANCED (tab). You will find a checklist that allows you to select the necessary options.

In order to use the chat application in D2L, your Internet browser must be able to access and run a Java Virtual Machine (JVM). The first time you try to use Chat without a JVM, you will be prompted to install a plug-in. If you accept the plug-in, a JVM will be

installed and configured for your browser and you will no longer see the warning message.

Student Complaints/Grievance

Student grievance issues in online courses are handled in accordance with the College's Student Code of Conduct. A Grievance Form may be found online at <http://www.cctech.edu/resources/forms-library>. In addition, students may contact Nancy Bishop at bishopnw@cctech.edu through myCCTC email or call the Distance Education Office at 803-774-3343. Questions regarding Grievance Procedures may also be directed to 803-778-7855.

Web Conferencing

Some online courses utilize a web conferencing software. This software allows you to hear the instructor and see his/her computer screen or presentation documents. If web conferencing software is used, you will be given a link to the connection site and the times and dates of the session. You may also review previously recorded sessions.

ADDITIONAL STUDENT INFORMATION

Acceptable Use Agreement for Computing Resources

- A. **Acceptable Use** – The use of computing resources must be in support of official College business or education and research and must comply with federal, state, local, and college laws, regulations and policies.
- B. **Privileges** – The use of computing resources is a privilege. By participating in the use of these resources, you agree to be subject to and abide by this Acceptable Use Agreement. Willful violation of this agreement will be treated as misconduct and subject to appropriate disciplinary action. Illegal or immoral activities will be reported to proper authorities.
- C. **General Use Rules for Computing Resources**
 1. Wear your Central Carolina ID when using computers on campus.
 2. Follow established procedures when you use computers on campus.
 3. Protect your myCCTC username and password by not allowing others to access it.
 4. Conserve expensive resources by avoiding excessive printing or wasting computer time.
 5. Do not make unauthorized changes to the settings on computer hardware or software.
 6. Do not use computing resources for playing games or for sending frivolous, obscene, or harassing messages.
 7. Be aware that confidentiality and privacy are not guaranteed. Computer use is subject to monitoring.

8. Do not bring children, food, or beverages into rooms with Central Carolina computers. The use of tobacco products and electronic devices (e.g. iPods, MP3, etc.) are prohibited in any of the computer labs.
9. Do not use computing resources for private, recreational, commercial, or political activities or to threaten, harass, or intimidate others.
10. Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites, installing software, or connecting electronic devices is prohibited.
11. Users are personally liable for any copyright violations or unauthorized bills incurred.
12. Users are responsible for any damages incurred by inappropriate use of computing resources.
13. Cell phones should be set on vibrate or turned off so they will not disrupt class.

Alcohol-Free/Drug-Free Environment

It is the policy of the South Carolina Technical College System and Central Carolina Technical College to provide a drug free, healthful, safe and secure work and educational environment. Students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System and the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Educational setting includes both institutional premises and approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse in the educational setting, the South Carolina Technical College System and the College has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System and the College recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends student rehabilitation and assistance programs and encourages students to use such programs.

The College offers drug-free awareness programs for students. Such programs will annually ensure that students are aware that:

- Alcohol and other drug abuse in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. A list

of health risks and effects of controlled substances and alcohol will be provided to students.

- Alcohol and other drug abuse can also significantly lower performance in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
- It is a condition of admission that all students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including or expulsion respectively and may have further legal consequences consistent with federal and state laws and regulation. Additionally, the Chief Student Services Officer may require a student to enter a student assistance or drug rehabilitation program as a condition of enrollment.
- Use of student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

Bookstore

The bookstore is located in the Student Center in Building M100, Sumter Main Campus and in Building K1100, Kershaw County Campus, and carries textbooks, software, and supplies to support the programs at the College. Cash, personal checks, debit/credit cards, and financial aid are accepted for payment. Books may also be purchased at other campus sites for students at those locations. Textbook requirements for courses are posted online at: <http://www.cctech.edu/bookstoresearch/> or in myCCTC on the Financial Services page.

Career Services Center

Career planning services are available to assist current and prospective students in making realistic and appropriate career plans. These services are available in the Career Services Center, Bldg. M100, Room M101. The following services are offered at no charge:

- **Career Assessments:** Assessments are available to help you identify your interests, values, and personality preferences to become more aware of career options, and investigate non-traditional careers.
- **Career Counseling:** Career Counselors can assist you formulate career plans.
- **Career Readiness Workshops:** Various seminars, including employability skills, interviewing tips, and career planning, are offered throughout the year. Students can view a complete listing of available workshops on the College's website.
- **Employment Services:** Employment services are offered to enrolled students and alumni to assist in exploring and securing jobs. Full-time, part-time, and temporary positions for students are posted and managed through the Career Services job posting database. Career Services personnel are available to assist students with information, referrals, résumé and application preparation, and

interviewing techniques. Whether or not a student secures a particular job depends primarily on their qualifications and how well they handle the job interview. These services are located in the Career Services Center, Bldg. M100, Room M101.

- **Job Seeking Skills:** Resources are available to assist you with résumé preparation and interviewing techniques and help you research employment opportunities.
- **Online Career Resources:** Websites offer career assessments to assist you in learning more about yourself and the world of work. These sites can help you research information about occupations, values, interests, skills, educational programs, and more.
- **Transfer Services:** University/College information and transfer assistance is available in the Career Services Center.

Central Carolina Technical College's employment services are available free of charge to both students and employers.

Central Carolina Technical College offers employment services for:

- All students completing requirements for an associate degree, diploma, or certificate. Upcoming graduates are encouraged to reconnect with the Career Services Center during the semester prior to graduation. Graduates may utilize the services of the Career Services Center for up to eighteen (18) months following graduation.
- Students enrolled in at least six credit hours at Central Carolina Technical College.
- Graduates and students are encouraged to register at www.collegecentral.com/cctech to view local and national job openings and to have their résumés reviewed.

Student Learning Center

The Student Learning Center is located on the Main Campus, Building M500, second floor, Room M585. Tutors are available to assist students on a drop-in basis in Math, English, Reading, Computer Technology, and Writing. The Center opens each semester the week after the Drop/Add period, Monday – Thursday 9:00 AM to 4:00 PM. Tutoring is available at the outreach campuses depending on student demand. Additional tutoring services are available through the online virtual tutoring service, NetTutor.

To get the most out of your tutoring time, be prepared. Know what you want to work on. Bring paper, pencils/pens, assignment instructions (if applicable) and textbooks to every tutoring session.

Copy Machine Services

Coin-operated copy machines for student use are located in the Library on the main campus in Building M500 and in the Library Resource Room in the Health Sciences Building

Health and Medical Services

As a nonresidential college, Central Carolina does not maintain medical or infirmary facilities.

Home Contracts

Students who are relocating may request this degree completion option by making application for a "Home Contract." Criteria for approval will include the completion of at least 25 percent of the required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate is mandatory. Students should see their advisor who will collaborate with the Registrar to make the necessary arrangements.

Inclement Weather

If weather conditions cause the College to close, public announcements will be made on area radio and television stations. A message will also be placed on the College's telephone voicemail system (803-778-1961 or 1-800-221-8711), the website (www.cctech.edu), and social media.

Library

The mission of the Central Carolina Technical College Library is to support academic success, promote information literacy, and contribute to lifelong learning of the students, faculty, and staff through exceptional customer service, reference assistance, resources, and instruction. In carrying out its mission, the library acquires and provides access to appropriate print and online resources, provides an environment conducive to study and research, provides access to services and resources to college users through multiple technologies, and provides individualized and group instruction in the access and use of electronic and print information.

The Central Carolina Library is centrally located in the Learning Resource Center in Building M500. Students, faculty, and staff have access to books, periodicals, newspapers, and audiovisual resources as well as the Library's online electronic resources. Internet access is available on 9 computer workstations. In addition, 15 laptops are available to checkout for use in the Library only. Online Library resources are available from off-campus by logging in to myCCTC. The Library Tab in myCCTC links to the Library's catalog, electronic book collection, and online subscription services. Links to helpful handouts are also available through the Library webpage at www.cctech.edu/resources/library and through Library LibGuides at <http://cctech.libguides.com>. The Library's physical collection consists of over 10,000 items including books, DVD's, and audio books. The Library subscribes to over 29 periodicals, including the local newspapers from the four-county area. The Library's online resources include over 200,000 book titles and 65 databases offering thousands of journal, magazine, book, and newspaper articles.

Additionally, the Health Sciences Building downtown houses books covering nursing and allied health topics. The Law Collection and study space is located on the second floor of the Downtown Legal Studies Center. The Lee County Campus and the Kershaw County Campus also have resources, computers, and study areas for students at these campuses. All students have online access to the Library's electronic collection. For Library hours of operation, circulation policies, and links to the Library's online resources go to the Library tab in myCCTC at <https://mycctc.cctech.edu> or <http://www.cctech.edu/resources/library>. Contact the library staff for assistance; email us at librarystaff@cctech.edu or call (803)778-6647.

Currently enrolled students with a current semester sticker on their CCTC ID card may also borrow materials from the Sumter County Library, the Kershaw County Library, the Lee County Library, and the Harvin Clarendon County Library. Through the PASCAL Delivers service, students may request to borrow library books from many of South Carolina's colleges and universities.

Loitering

You are not permitted to loiter in the halls while classes are in session. If you are found loitering, you will be requested by faculty or staff members to go to the Student Center for relaxation or the Library to study. Out of consideration for your fellow classmates, please comply with this regulation. For the protection of faculty, staff, and students, loitering is not permitted on the College grounds and annex facilities. All persons who are not faculty, staff, students, or conducting college-related business will be directed to leave the campus.

Parking

Vehicles used on College property must be registered at the College Security Office in Building M100, Room M117, Sumter Main Campus, Kershaw County Campus, F.E. DuBose Campus, or Lee County Site. Vehicle registration must be repeated each academic year. The registrant must present a valid driver's license and state vehicle registration certificate, as well as a tuition payment receipt to register a vehicle. Student parking decals are valid for one academic year beginning in the fall. The Central Carolina parking decal must be clearly displayed on the *outside* of the vehicle's left (drivers') side rear bumper or rear window of an automobile for vehicle registration to be complete. As an alternative, a hanging tag may be purchased, and is non-refundable.

The Central Carolina registrant of a vehicle is responsible for any parking violations incurred by the vehicle. Vehicles parked on College property without a current, appropriately displayed Central Carolina parking decal/tag or parked in unauthorized areas are subject to be ticketed and/or towed at the owner's expense. Parking permits are non-transferable from

one vehicle to another. Each vehicle parked on campus must be registered with the security office.

Student parking is available on a first-come first-served basis for students with a current Central Carolina parking decal/tag. Students may not park in spaces which are reserved for the handicapped or visitors. Students parking in areas marked for visitors or handicapped will be ticketed and/or towed at the owner's expense. Anyone — faculty, students, or visitors — without a handicapped decal will be ticketed if the vehicle is parked in the reserved handicapped spaces.

Central Carolina is not responsible for damage or theft of a vehicle or the contents of the vehicle on college property.

Posting and Distribution of Information

All written announcements, advertisements, and notices intended for placement on bulletin boards or distribution around campus must be approved by the Office of Student Life prior to being posted or distributed anywhere on the Central Carolina Technical College campus. Materials posted or distributed must be primarily for educational purposes or the general welfare of the students, faculty, and staff. Solicitation for the purpose of financial profit or personal gain is prohibited. All notices will remain no longer than thirty calendar days or no longer than three days following the event. Notices or informational flyers may only be posted on bulletin boards. They may not be posted on walls or doors at the College. Notices posted without proper approval will be removed and discarded.

Student Identification Card (ID)

Upon enrollment, you are required to obtain a College Identification Card from the Security ID office in Building M100, Room M117, or at the Kershaw County or F.E. DuBose Campus. A tuition payment receipt and picture ID are required for the College ID card to be issued. ID's must be validated each semester of attendance.

Regulations for Use of Identification Card

- This card must be carried at all times and is to be worn in the computer labs and shown for identification upon the request of any security officer, faculty member or administrator.
- Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- This card should be returned to the counselor who completes the withdrawal form if you withdraw from the College.
- Loss should be reported immediately to the Security Office. Cost of a replacement card is \$2.

Testing Center

The following services are offered in the Testing Center, Building M100, Room M109, Sumter Main Campus: makeup tests; retests; online tests, if approved by the instructor; CLEP exams; DSST exams; TEAS; College placement tests; Proficiency exams; WorkKeys; proctored exams for other institutions; and various other tests.

The Main Campus Testing Center is open Monday-Saturday. Please check for posted hours. The Base Education Office, F.E. DuBose Campus, Kershaw County Downtown Campus, and Lee County Site also provide some of these testing services at scheduled times. In most cases, you will need to make an appointment.

An appointment for testing at any of the above locations can be scheduled 24/7 online through Testing Center Registration. To register online quickly and conveniently, simply visit www.cctech.edu and click on Testing Center Registration, click on the testing location, click on the exam(s) needed, choose a testing date, fill in the requested information, and register for your test(s). The process is complete when you receive an email confirming the details of your registration.

Tobacco Free Campus

It is the policy of Central Carolina to prohibit the use of any tobacco product or e-cigarette on all College owned, operated, occupied, controlled or leased property. This includes all buildings, facilities, and grounds whether or not signs are posted. This includes, but is not limited to: buildings, parking lots, sidewalks, and other outdoor passageways, green spaces and common areas, as well as College vehicles and personal vehicles while on College property. Individuals who violate this policy are subject to fines and disciplinary action.

Use of Electronic Devices/Phones

Central Carolina Technical College's faculty, staff, and administration support an effective learning environment by placing a limitation on the use of electronic devices such as cell phones. Students are not allowed to have their cell phones in "active" mode that will create a noise or disruption to the class, lab, or clinical environment during the instructional time under any circumstances unless a college emergency exists, and the student needs security or assistance. In addition, if a student chooses to leave the classroom, lab, or clinical environment to receive a call, the student may be counted absent unless prior arrangements have been made with the instructor, and/or it is later determined that a bonafide emergency existed. Emergencies generally involve serious medical situations, accidents, and incidents where a person's presence or communication is crucial. The use of recording devices or laptop or notebook computers is at the discretion of the faculty member. Individuals who violate this policy may be subject to disciplinary

action. You are cautioned against having family and friends call during class time since you will be called out of class only to receive emergency messages.

Visitors

Visitors to Main Campus should check in at the Student Services Center (M300) and the Front Office at Outreach Campuses. You are asked not to bring members of your family on the campus during class hours. Loitering is not permitted. Identification may be checked by campus security personnel.

SPECIAL PROGRAMS

TRIO Student Support Services

This is a federally funded program designed to provide educational opportunities to increase the retention and graduation rates of first generation, low income, and disabled students. Tutoring, personal and educational counseling, career planning, cultural awareness, campus visits and college transfer planning are provided to qualified students. This program is administered through the TRIO Student Support Services Office in Building M100, Room M31, Sumter Main Campus.

TRIO Veterans Upward Bound

This is a federally funded program designed to prepare, motivate, and assist first generation, low income and at risk veterans, in the development of academic and other skills necessary for acceptance into and success in a program of postsecondary education. The focus is on improving the academic performance of veteran students through increasing: (1) standardized test performance, (2) retention or completion of the VUB program, (3) postsecondary enrollment, and (4) postsecondary completion. This program is administered through the TRIO Veterans Upward Bound Office in Building M100, Room M115C, Sumter Main Campus.

Student Life

Student Life at Central Carolina is an important dimension of the overall educational experience at the College. A variety of ways to participate allows each student the opportunity to broaden his or her experiences. A number of social and cultural activities for students are planned throughout the year. The College has several student clubs and organizations. Watch for student activities, which will be announced on myCCTC in the Student Life page and the College's Calendar.

Procedures for Establishing a New Student Organization

Following are procedures for establishing a new student organization:

- Have at least ten members who are interested in forming the organization. These members must be current students at Central Carolina Technical College.

- Enlist an individual interested in serving as a faculty/staff advisor.
- Submit the Request to Organize Form to the Student Life Coordinator signed by at least ten prospective members and the potential faculty/staff advisor.
- A representative of the organization will present the Request to Organize Form to the Student Life Coordinator. The Student Life Coordinator will forward the request to the College administration for approval. Clubs/organizations whose objectives are strictly social in nature or whose objectives do not support the mission of the College will not be approved. The organization cannot be recognized until approved by the College administration.
- Within three weeks after approval, a constitution must be submitted to the Student Life Coordinator in addition to a list of officers and members.
- The advisor's signature must be obtained after completing the Request to Organize Form. Return this form to the Student Life Coordinator.

Students with Disabilities

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require accommodations, contact the Disability Services Coordinator for an appointment. Students must request assistance each semester by contacting the Admissions Office. Contact Kenya Dennis, Disability Coordinator at (803)778-7871 or (800)221-8711. The Telecommunications Device for the Deaf (TDD) is (803)774-3313. The Counselor for Disability Services is located in Building M100, Room M6.

Service and Support Animals

Central Carolina Technical College is committed to allowing service animals to assist individuals with disabilities.

A service animal defined by Title II and Title III of the American with Disabilities Act (ADA) is any animal that is individually trained to do work or perform tasks for the benefits of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. There is a provision regarding miniature horses as services animals, meeting specific assessment factors.

Service animals are generally permitted in all facilities and on all campuses with the exceptions made in regards to safety of the animal and the individual. These exceptions will be considered on a case-by-case basis to determine whether the service animal poses a possible danger, is in possible danger, and if other reasonable accommodations can be provided.

Types of Service Animals:

- Guide dog – Guide dog is a carefully trained dog that serves as a travel tool by persons who are blind or have severe visual impairment.
- Hearing dog – Hearing dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g. knock on the door occurs.
- Service dog – Service dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc.
- Sig dog – Sig dog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g. hand flopping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.
- Seizure response dog – Seizure response dog is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the person in advance.
- Therapy and Companion Animals are not generally covered under the ADA. However, if the animal is specifically trained to perform a task for the owner, the requests will be evaluated on a case-by-case basis.

Students and visitors requesting to have service and support animals on campus, should contact the Disability Services Coordinator at (803)778-7871 or (800)221-8711, Building M100, Room M6.

SAFETY PROCEDURES

Plan for Safety

Safety is no accident! Proper planning and a coordinated response will reduce confusion and limit injuries. Please take time to read, understand, and follow the College's established safety procedures for responding to emergencies. The success of any plan depends on the participation of everyone.

Security Office

Central Carolina provides security services at the following locations. All emergencies should be reported to campus security, or the nearest college official.

- Main Campus – Building M100, Room 117; 803-778-6623 or ext. 223

- Health Science Center/Legal Studies Center – Building H2000, Security Station; 803-778-6627, or ext. 227
- Advanced Manufacturing Technology Training Center – Building A1000, Security Station; 803-774-3373 or ext. 373
- Kershaw County Campus – Building K1100, Security Station; 803-425-8388, ext. 659
- F.E. DuBose Campus – Building C1000, Security Station; 803-473-2531, ext. 623

Bomb Threat Procedures

Bomb threats are serious crimes under South Carolina Code and will be reported immediately to the police department by calling 911. College personnel will react to bomb threats according to established procedures.

The local police and fire departments have control over the scene when responding to any emergency, including a bomb threat. The College President or his/her designee in concert with the local police and fire departments will decide when college personnel and students will re-enter the building and resume work/classes.

You should be observant of anything unusual. If anything is discovered that is suspicious, contact Campus Security immediately. Do not attempt to move or open a suspicious box, book bag, or anything else for which the contents are unknown and suspicious. Individuals who receive a bomb threat should call 911 immediately from another telephone, and call Campus Security from another telephone, who in turn will notify the President and Vice Presidents.

Crime Prevention

Help prevent crimes by securing your property, valuables, and vehicle. Report any crimes, suspicious people, and unsafe activities to Campus Security.

Drugs, Alcoholic Beverages, and Weapons

Drugs, alcohol, and weapons of any kind, including firearms, are not permitted on any campus (including inside vehicles) of Central Carolina Technical College. Persons who hold a Concealed Weapons Permit are not authorized to possess a weapon on campus. Violators are subject to prosecution under state law and the Student Code of Conduct.

Emergency Notification System

The College deploys the following types of emergency notification alerts to inform faculty/staff, students, and visitors of emergencies on campus requiring immediate action:

- Text messaging – individuals with cell phone numbers specified in the Banner database are included in the notification delivery. Individuals must opt out in order to be excluded from this service.

- Phone calls – emergency messages can be sent to up to two phone numbers specified in the Banner database.
- Emails – emergency messages can be sent to email addresses in the Banner database.
- Broadcast messaging – emergency messages can be broadcast to classrooms and offices to be displayed on computer monitors and/or projected onto screens or monitors through computer projection technology.
- Digital signage – digital signs have been installed throughout the college and can be used to display emergency messages.
- myCCTC and public website – announcements may be made in the College’s web portal, myCCTC and/or the public website.
- Social media – announcements may be made on the College’s Facebook and Twitter accounts.

This list does not imply that all media will be used for every notification. Every incident is unique; therefore, different communication media will be activated based on their reach, effectiveness and location. CCTC Campus Security tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises.

Evacuation - Long Continuous Blast

A long continuous blast signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the designated rally point.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors and students are to help anyone with a disability or in need of assistance to exit the building.

Instructors and supervisors should account for their constituents. Instructors are to move their classes to the predetermined rally area as quickly as possible and keep students together by classes until further information is given.

Central Carolina Safety Team members and security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

Three short blasts of the emergency communication system indicate the “all clear” to return to the building. In case of an actual fire, you should pull the nearest fire alarm and follow the evacuation procedures as stated above. Go to the nearest telephone outside of the

building and dial 911 to report the fire, and also notify Campus Security.

The local police and/or fire departments have control over the scene when responding to any emergency. The College President or designee, in concert with the local police and fire departments, will decide when college personnel and students will re-enter the buildings and resume work/classes.

Sheltering Procedures

A broken siren (several short blasts in succession) signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building's emergency action schematics – in halls and classrooms, away from glass doors and windows, and on interior walls on the lowest floor of the building. Close doors and windows if time permits. Sit on the floor and cover your face with your arm or a cloth to protect against flying debris. Place a book on your head if available or get under a desk.

Instructors and supervisors should account for their constituents. Remain in the shelter location until the “all clear” is sounded, which is three short blasts. Instructors are to maintain students together until the “all clear” is sounded.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail. The Public Information Officer will put a message on the college telephone system, website, and social media regarding delays and closures. In addition, the Public Information Officer will contact local and regional radio and television stations to communicate the decision externally.

Medical Emergency Procedures

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to also determine if the person requires medical attention.

If a person requires medical attention, the faculty/staff member will:

1. Have someone stay in attendance with the sick or injured person at all times.
2. Dial 911 and describe the problem, location, and primary entrance. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial the “9” for an outside line.)
3. Assign someone to guide emergency medical personnel to the location of the sick or injured person.

4. Call the Security Department and direct them to the emergency.
5. Contact the Custodial or Maintenance Department for the cleanup and disposal of any blood or body fluids. (Custodial and Maintenance personnel have been trained in the protection from bloodborne pathogens.)
6. Obtain and complete an Incident Report and submit it to the Security Department as soon as possible after the emergency, but within three (3) days.

If the emergency involves the injury of a student, the student should obtain a CCTC First Report of Injury/Illness form from the Human Resources or Campus Safety/Security Office as soon as possible after the emergency, and submit the completed form to the Human Resources Office. The Security Department will notify the Vice President for Business Affairs of all medical emergencies and will maintain appropriate official files regarding medical emergencies for three years.

STUDENT CODE

I. Policy

It is the policy of Central Carolina Technical College to govern student conduct and guarantee due process procedures for students in accordance with the State Board for Technical and Comprehensive Education (SBTCE) Policy 3-2-106. The Student Code of Conduct sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE Procedure 3-2-106.2 or SBTCE Procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior

simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The College will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical college System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning:

1. "College" means any college in the South Carolina Technical College System.
2. "President" means the chief executive officer of the College.
3. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
4. "Chief Student Services Officer" means the Administrative Officer at the College who has

overall management responsibility for student services, or his/her designee.

5. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
6. "Student" means a person taking any course(s) credit or non-credit, offered by the college.
7. "Instructor" means any person employed by the college to conduct classes.
8. "Staff" means any person employed by the college for reasons other than conducting classes.
9. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
10. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
11. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
12. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

I. Student Rights

- A. Freedom from Discrimination—There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly—Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the College. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. Freedom of the Press—In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA,

faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

- D. Freedom from Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance — Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college’s area commission.
- F. Right to Know Academic and Grading Standards — Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. Right to Privacy—Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records—All official student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.
Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.
- I. Right to Due Process—At a minimum, any student charged with misconduct under this code is 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 will be identified in other sections of this Code.

II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college’s educational mission.
- B. Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student’s behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

- 1. Cheating on tests is defined to include the following:
 - a. Copying from another student’s test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in

- whole or in part the contents of a test prior to its administration.
- e. Bribing or coercing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.
- 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
- 3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
- 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

- 1. Forging, altering, or misusing college documents, records, or identification cards.
- 2. Falsifying information on college records.
- 3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

Actions which endanger students and the College community include, but are not limited to the following:

- 1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the College.

- 2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the College.
- 3. Setting fires or misusing or damaging fire safety equipment.
- 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
- 5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
- 6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
- 7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but not limited to, the following:

- 1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
- 2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. or SBTCE procedure 8-5-101.1.
- 3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.

4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this Code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the College poses a substantial and

immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the College.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by email, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by email, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee. This letter must include the following information:
 - a. the reason(s) for the interim suspension;
 - b. notice that the interim suspension does not replace the regular hearing process;
 - c. information about requesting a hearing before the Hearing Committee; and
 - d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officers.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the

student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:

- a. Completion of an educational activity relating to the nature of the offense.
 - b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - d. Assign a failing grade for the course.
 - e. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's address of record. This letter must contain the following information:
- a. a restatement of the charge(s);
 - b. the time, place, and location of the appeal;
 - c. a list of witnesses that may be called; and
 - d. A list of the student's basic procedural rights. These rights follow:
 1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 2. The right to present witnesses on one's behalf.
 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.

4. The right to know the identity of the person(s) bringing the charge(s).
 5. The right to hear witnesses on behalf of the person bringing the charges.
 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 7. The right to appeal the decision of the Chief Academic Officer to the President.
- e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
- a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed.
- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

C. Student Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon

as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution—Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges—Suspension or termination of particular student privileges.

- f. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer or designee, has been granted.
- g. Expulsion from the College—Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulations(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed at the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 2. Three student members appointed by the appropriate student governing body and approved by the President.
 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.

- b. The Hearing Committee shall perform the following functions:
1. Hear cases of alleged violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct (cases sent to the Hearing Committee by the President)
 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 2. Require the student to repeat or submit the paper, project assignment, or examination involved in the act of misconduct.
 3. Assign a failing grade for the course.
 4. Require the student to withdraw from the course.
 - b. Student Misconduct
 1. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 2. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following; a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 3. Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 4. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 5. Loss of Privileges—Suspension or termination of particular student privileges.
 6. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
 7. Expulsion from the College—Permanent separation from the College. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 8. Any combination of the above.
- c. Hearing Committee Procedures
1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
 2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.

- f. A statement of the student's procedural rights. These rights follow:
 - 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - 2. The right to present witnesses on one's behalf.
 - 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 - 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 - 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 - 6. The right to know the identity of the person(s) bringing the charge (s).
 - 7. The right to hear witnesses on behalf of the person bringing the charges.
 - 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - 9. The right to a fair and impartial decision.
 - 10. The right to appeal the Hearing Committee's decision.
- 3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change
- 4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.
- d. Hearing Committee Meetings
 - 1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
 - 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the

College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.

- 3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "preponderance of evidence," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6. The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed

necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable. The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

I. Policy

It is the policy of Central Carolina Technical College to address alleged acts of sexual violence and sexual harassment in accordance with the Student Code of Conduct and the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) policy 3-2-106.

II. Procedures

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the college's catalog and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee. The college will evaluate violations to their anti-bullying policy to determine if there is also a possible violation of Title IX.

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs. If the alleged violator named in the report is an employee or third party, the case will be adjudicated through SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3) and/or SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.3).

III. Definitions

When used in this document, unless the content requires other meaning,

- A. A Complainant is an individual alleging conduct prohibited under this regulation.

- B. Conduct is considered “Unwelcome Conduct” if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. Consent is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. A Hostile Environment exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the college’s programs or activities. A hostile environment can be created by anyone involved in a college’s program or activity (e.g., administrators, faculty members, students, and campus visitors).
- E. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- F. Preponderance of Evidence is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- G. A Respondent is an individual accused of a violation under this regulation.
- H. A Responsible Employee is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- I. Retaliation is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- J. Sex-Based Harassment includes sexual harassment and gender-based harassment.
- K. Sexual Assault is actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to: intentional touching of another person’s intimate parts without that person’s consent; or other intentional sexual contact with another person without that person’s consent; or coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.
- L. Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent; distributing images (e.g., video, photograph, or audio) of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the

images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

- M. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may be may also be forms of sexual harassment.
- N. Sexual Violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

IV. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- A. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or

paper on a designated topic, or participation in a special project or activity.

- C. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college—Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

V. Formal Resolution Process

A. Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

B. Sanctioning

If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.

C. Notification of Resolution

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.

D. Hearing

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability

services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge (s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. Identification of the members and chair of the Hearing Committee.
 - f. A list of all witnesses who might be called to testify.
 - g. A statement of each party's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.

4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
 10. The right to a fair and impartial decision.
 11. The right to appeal the Hearing Committee's decision.
2. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.
 3. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing the due to circumstances beyond the control of the parties.

E. Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement

indicating why the student disagrees with the Hearing Committee's findings.

The President or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

VI. Informal Resolution/Mediation Process

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee determines that informal resolution is an appropriate mechanism for resolving the Complaint and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's or designee's, evaluation of the Investigation Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where, appropriate, terminate or decline to initiate

informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation – Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact – Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance – Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct the resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
- E. The Mediation
 1. The Complainant’s Rights. During the mediation the Complainant may:
 - a. Confront the Respondent in the presence of, and facilitated by, the Mediator
 - b. Communicate his or her feelings and preceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
 - c. Relay his or her wishes and expectations regarding protection in the future.
 2. Counsel and Advisors
 - a. Legal Counsel – Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.

- b. Other Advisors – Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.

3. Resolution

During the mediation, the Presiding Officer will attempt to facilitate the parties’ resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolutions reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.

4. Revocation

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

- F. Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law.
- G. Documentation. The college will retain any documentation of the mediation for at least seven (7) years.

VII. Hearing Committee

The Hearing Committee shall be composed of the following:

- A. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.

- B. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
- C. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.

The Hearing Committee shall perform the following functions:

- A. Hear cases of alleged violations of the Code of Student Conduct.
- B. Insure that the student's procedural rights are met.
- C. Make decisions based only on evidence and information presented at the hearing.
- D. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
- E. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.

Hearing Committee Meetings

- A. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
- B. Committee hearings shall be closed to all person except the student, the person(s) initiating the charge (s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
- C. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.
- D. Witnesses shall be called in one at a time to make a statement and to respond to questions.
- E. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation, occurred, the members will determine, by

majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.

- F. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
 - 1. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
 - 2. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).

VIII. Confidentiality and Privacy

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

- IX. Amnesty for Drug and Alcohol Possession and Consumption Violations**
 Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

Student Grievances and Complaints

I. Policy

It is the policy of Central Carolina Technical College to provide a system to channel and resolve formal and informal student complaints concerning decisions made or actions taken. Complaints regarding discrimination, sexual violence, sexual harassment, and academic matters, excluding individual grades will be addressed in accordance with the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) Policy 3-2-106.

II. Definitions

When used in this document, unless the content requires other meaning”

- A. “College” means any college in the South Carolina Technical College System:
- B. “President” means the chief executive officer of the college.
- C. “Administrative Officer” means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. “Student” means a person taking any course(s) offered by the college.
- G. “Instructor” means any person employed by the college to conduct classes.
- H. “Staff” means any person employed by the college for reasons other than conducting classes.
- I. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

III. Procedure

A decision or action can be grieved only if it involves a misapplication of the college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

A. Filing a Complaint

This procedure must be initiated by the student within thirty (30) instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

- 1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two (2) instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

C. Student Grievance Hearing

1. Requesting a Hearing
 - a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five (5) instructional weekdays after receiving the supervisor's written response and no later than fifteen

instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.

- b. If the student does not submit the written request for a hearing within fifteen (15) instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
 1. Three students recommended by the governing body of the student body.
 2. Two faculty members recommended by the Chief Academic Officer.
 3. One Student Services staff member recommended by the Chief Student Services Officer.
 4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee

against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

- d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one (21) instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
 1. A brief description of the complaint, including the name of the person filing the complaint.
 2. The date, time, and location of the meeting.
 3. The name of any person who might be called as a witness.
 4. A list of the student's procedural rights. These rights follow:
 - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses.
 - d. The right to present witnesses who have information relating to

the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
- e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the

employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President. If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a

statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

E. Record Keeping

All electronic and hard copy records related to formal written complaints processed through the Grievance Procedure are maintained in the office of the Chief Student Services Officer. Documents included in these records are:

1. Grievance Form
2. Investigation notes
3. Communication records between employees
4. Letters written to students

The Chief Student Services Officer, Chief Academic Officer, Academic Deans, and faculty maintain records related to informal complaints. These types of complaints are usually documented on a File Notation Form; however, due to the simplistic nature of some complaints, this form may not be needed.

Glossary

Academic Advisor – Your advisor is the faculty member in your program of study who advises you on courses needed to complete your certificate, diploma, or associate degree. Your academic advisor is the key to your success in taking the right courses, completing your program, and learning about your career opportunities.

Accreditation – An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

Add/Drop Period – This period includes the first five days of 14 and 16-week courses and first three days of 5, 8, and 10- week courses. You may drop or add courses to your schedule only during the Add/Drop period.

Associate Degree – A program where a student earns a degree from a community or technical college. It takes two years to complete degree as a full-time student.

Catalog – A catalog is your guidebook that contains information regarding what you need to know about Central Carolina and what you need to take so that you can graduate.

Certificate – A program that usually takes less than one-year to complete as a full-time student. It sometimes can be transferred into the diploma or associate degree in that field of study.

Comprehensive Advising Process (CAP) – A systematic approach to advisement that includes program orientation, activities in COL 105 Freshman Seminar, midterm grades, and Freshman Advisors.

CONNECT Classes – classes taught using synchronous interactive video and represented with a “V” section in the semester schedule.

Corequisite – A course that must be taken at the same time as another course.

Counselor – A staff member in Admissions and Counseling Services whose role is to admit you into the college, provide career counseling, and refer you to others as needed. Counselors are not academic advisors.

Course Numbers - Numbers assigned to specific classes.

Course Reference Number (CRN) – Each course section has a unique CRN. If you know the CRN, registration is faster. However, you can look up classes without knowing the CRN.

Credit Hour – Credit awarded for courses

Curriculum – The group of courses within a program of study.

D2L or Desire2Learn or Brightspace – Course delivery software which allows courses to be taken over the Internet using various communication, content, and management tools.

DAE or Department Approved Elective – Specific courses allowed to count toward graduation from a program.

Degree Works – This is a guide accessible within myCCTC that displays the courses required in your program of study, the courses you have taken, the

grades you received, and the number of courses still required for you to graduate.

Developmental Courses – Courses designed to assist you in basic reading, writing, or mathematics. These courses are prerequisites to college-level, transferable courses. You are required to successfully complete these courses or test out of them prior to taking higher-level college credit courses

Diploma – A program that takes approximately one year to complete as a full-time student. It sometimes can be transferred into an associate degree in that field of study.

Distance Education - Distance education offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance. These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina’s distance education courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

Elective – A course that is your choice, rather than one identified as a program requirement. Usually a program of study will have one or two electives required, but the choice of which elective course you “elect” to take is flexible with the advisor’s approval.

FAFSA – The acronym for Free Application for Federal Student Aid, the form the federal government uses to determine financial aid for you.

Financial Aid – General term used to refer to any form of assistance you receive to help pay for college expenses.

Freshman Advisor – New students are assigned a Freshman Advisor to help them navigate the first semester of college. Your Freshman Advisor will assist and support you with COL 105, career assessments, and college resources. He/she will also help to transition to Academic Advisors.

GPA – Grade point average; the average of your class grades, based on a 4.0 scale. You are expected to attain at least a 2.0 GPA in order to graduate from a program. (A=4; B=3; C=2; D=1; F=0)

Hybrid – A course that has required on-campus meetings and online components.

Minimester – A shorter term than the 16-week semester, usually 8 or 5 weeks.

myCCTC - Your student information system that allows you to register online, view grades and transcripts, conduct degree audits, check on your financial aid status, send e-mails, receive campus news, and much more.

Prerequisite – A course that must be completed successfully in order to enter the next course in a subject sequence.

Program – The field of study in which a student enrolls that outlines the courses and the number of credit hours required by the State in order to award a certificate, diploma, or degree.

QEP or Quality Enhancement Plan – A formal activity implemented at the College to enhance student learning.

Registration – The process of officially choosing times to attend classes. Once the classes are chosen and entered into the computer, a seat is held in those classes until tuition is paid (requiring a visit to the cashier each semester) or until the payment deadline. If tuition is not paid by the payment deadline, the classes will be dropped and the registration is cancelled.

Section Number – Each semester a section number is assigned to each course offering to indicate when, where, and at what time the class is meeting. These numbers are extremely important to you during registration.

Syllabus – An outline of course content, which includes expectations and attendance policy, sometimes with assignments and their due dates.

Transcript – Your official record of your cumulative academic work at a college. It lists the courses attempted and the grades and credit hours earned for those courses.

Transfer Courses – Courses designed for transfer to another college as credit towards a program of study. If you plan to transfer, it is important for you to contact the senior college for information on the most appropriate course selections for you to take at CCTC.

Tuition – Costs for courses, not including certain fees.

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CONTACT INFORMATION

TOPIC	CONTACT	PHONE #	SUMTER CAMPUS
Admissions & Registration	Admission Office	(803) 778-6605	Bldg M300
Advisement	Advisor or Admissions	(803) 778-6605	Bldg M300
Career Services	Career Services Center	(803) 778-6600	Bldg M100/Rm M101
Central Carolina Scholars	Central Carolina Scholars	(803) 774-3372	Bldg M100/Rm M135
Computer Assistance	User Support Services	(803) 778-6607	Bldg M500/Rm M541
Disability Services	Disability Services Coordinator	(803) 778-7871	Bldg M100/Rm M6
Dual Enrollment	Dual Enrollment	(803) 778-7828	Bldg M100/Rm M135
Withdrawal from Courses	Financial Aid Office	(803) 778-7831	Bldg M300
Fees	Cashier	(803) 778-7864	Bldg M300
Financial Aid, Work Study/Scholarship	Financial Aid Office	(803) 778-7831	Bldg M300
Freshman Focus Center	Freshman Advisors	(803) 778-7892	Bldg M400/Rm M410
ID Cards/Parking Decals	Security	(803) 778-6623	Bldg M100/Rm M117
Library Resources	Library	(803) 778-6647	Bldg M500
Online Courses	Distance Education	(803) 774-3343	Bldg M400/Rm M491A&B
Special Populations Program	Student Engagement Office	(803) 778-6698	Bldg M100/Rm M5
Student Learning Services	Student Learning Center	(803) 778-7812	Bldg M500/Rm M585
Testing Services	Testing Center	(803) 774-3306	Bldg M100/Rm M109
Transcript of Grades	Student Records	(803) 778-7830	Bldg M100/Rm M24A
Transfer Credits	Registrar or Student Records Coordinator	(803) 774-3339	Bldg M100/Rm M24A
TRIO Program	TRIO SSS Office	(803) 778-7844	Bldg M100/Rm M31
	TRIO VUB Office	(803) 774-6702	Bldg M100/Rm 115C
Veterans' Benefits	Veterans' Affairs Office	(803) 778-7831 or (803) 778-7845	Bldg M100/Rm M113A
Veteran Resources	Veterans' Resource Center	(803) 778-7816	Bldg M100/Rm M110

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