





2023-2024 CATALOG & STUDENT HANDBOOK

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degrees, diplomas, and certificates. Questions about the accreditation of Central Carolina Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

This catalog is effective for new students who enter during the 2023-2024 academic year. It is for information only and does not constitute a contract between Central Carolina Technical College and its students, applicants for admission, or any other person. The college reserves the right to change, modify, or alter without notice any statement in this catalog, including those concerning fees, charges, tuition, expenses and costs of any kind. Further, the college can add or delete without notice any course, program or policy information contained in the catalog in order to keep curriculum content and college policies current. Information regarding changes is available in the Office of the Vice President for Academic Affairs.

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

Table of Contents

GENERAL INFORMATION	5
PRESIDENT'S MESSAGE	6
AREA COMMISSION	6
COLLEGE INFORMATION	7
Vision Statement.....	7
Statement of Values	7
College Mission Statement.....	7
Statement of Role and Scope.....	7
History of the College.....	7
College Accreditation	7
Program Accreditations and Approvals	7
Policy on Nondiscrimination	8
The Americans with Disabilities Act of 1990	8
English Fluency.....	9
ACADEMIC CALENDAR.....	10
ADMISSIONS INFORMATION	15
CONTACT INFORMATION	17
ADDITIONAL ADMISSIONS INFORMATION	17
Admission Policy.....	17
General Admission Requirements	17
Declaration of Citizenship or Legal Presence in the United States	17
Categories of Admission	18
• First-time Freshman	18
• Returning Students	18
• Transfer Students	18
• Dual Enrollment	18
• Career Development.....	18
• Transient Students	18
• Senior Citizens.....	18
Course Placement Requirements	18
Advanced Standing	19
Transfer to Central Carolina Technical College.....	21
Academic Residency Credit Requirements	21
FINANCIAL AID INFORMATION.....	22
Overview of Applying for Financial Aid	22
Applications for Financial Aid.....	22
Verification.....	22
Types of Financial Aid	22
Federal Funds	22
Federal Pell Grants	22
Federal Supplemental Educational Opportunity Grant (FSEOG).....	23
Federal Work-Study.....	23
Federal Direct Loans.....	23
State Funds	23
South Carolina Need Based Grant.....	23
SC Foster Care	23
Lottery Tuition Assistance	23

LIFE Scholarship.....	23
PALMETTO FELLOWS Scholarship.....	23
SC WINS Scholarship.....	23
Institutional Programs.....	24
Foundation Scholarships.....	24
Central Carolina Scholars.....	24
Payment Plan	24
Title IV School Code 003995 – finaid@cctech.edu.....	24
Veterans' and Active Duty Education Benefits.....	24
Free Tuition for Children of Certain Veterans	25
VA Certification for Online Courses	25
Standards of Academic Progress for VA and or National Guard Educational Benefits	25
Standards of Satisfactory Academic Progress for Financial Aid.....	25
Registration Information.....	26
Academic Load	26
Auditing Courses	26
Add/Drop/Section Changes.....	26
Withdrawing from Class.....	26
Return of Title IV Funds	26
Course Scheduling.....	26
Payment of Fees.....	26
Residency Status.....	27
Tuition and Fees - Effective Fall Semester 2023	27
Refund Policy-Credit Courses	27
Refund Policy-Non-credit Courses, Seminars and Workshops	27
Transfer Students.....	27
South Carolina Vocational Rehabilitation Special Populations Program (Perkins V)	28
GRADUATION AND TRANSCRIPTS.....	28
College-Wide General Education Outcomes	28
Graduation/Program Completion	28
Graduation Ceremony	28
Scholastic Honors.....	28
Graduation Honors	29
CCTC Academic Transcripts.....	29
TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES	29
Transfer to South Carolina Colleges and Universities.....	29
Transfer Policy	29
Background.....	29
Statewide Articulation of 86 Courses	30
Admissions Criteria, Course Grades, GPA's, Validations	30

Transfer Blocks, Statewide Agreements, Completion of the Associate in Arts and Associate in Science Degrees	31
Related Reports and Statewide Documents	31
Assurance of Quality	31
Statewide Publication and Distribution of Information on Transfer	31
Development of Common Course System	32
Statewide Articulation Agreement	33
WORKFORCE DEVELOPMENT	34
Program Areas	34
Apprenticeship Programs	34
Programs of Study	36
Basic Program Information	36
General Education Courses	37
Advanced Manufacturing and Engineering Technology Programs Drug Testing Policy	38
Major in General Technology (GNTC)	39
Automotive Technology Certificate (AUTC)	40
Automotive Diagnostic Technology Certificate (ADTC)	41
Basic Air Conditioning and Heating Certificate (BACH)	42
Advanced Air Conditioning and Heating Certificate (AACH)	43
Basic Machining and CNC Fundamentals Certificate (BCNC)	44
Advanced CNC Programming Certificate (ACNC)	45
Major in Engineering Design Technology (ENGD)	46
Mechatronics Fundamentals Certificate (MFTC)	48
Basic Mechatronics Technology Certificate (BMEC)	49
Advanced Mechatronics Technology Certificate (AMEC)	51
Welding Certificate (WELD)	52
Advanced Pipe Welding Certificate (AWLD)	54
Associate in Arts • Associate in Science	55
Associate in Arts Degree (A.A.)	56
Associate in Science Degree (A.S.)	59
Environmental Engineering and Natural Resources Programs	61
Major in Environmental Engineering Technology (ENVR)	62
Environmental, Health, and Safety Certificate (EHSC)	64
Wastewater Operator Certificate (WWRO)	65
Water Operator Certificate (WTRO)	66
Major in Natural Resources Management (NRTN)	67
Health Sciences Programs	69
Pre-Nursing Preparatory Certificate (PNPC)	71
Major in Nursing (ADN) (NURS)	73
LPN to ADN Option	77
Massage Therapy Certificate (MTHC)	80
Major in Medical Assisting (MASG)	82
Medical Record Coding Certificate (MRCO)	84
Inpatient Medical Coding Certificate (AMCO)	86
Pharmacy Technician Certificate (PHMT) ...	88
Major in Surgical Technology (SURT)	91
Professional Studies Programs	94
Major in Accounting (ACCT)	95
Accounting Specialist Certificate (ACSP)	97
Major in Management (MGNT)	99
Entrepreneurship/Small Business Management Certificate (ESBM)	102
Office Management Certificate (OMTC)	104
Supervision and Leadership Foundations Certificate (SLFC)	105
Major in Computer Technology (CMPT) ...	106
Computer Specialist Certificate (CMSP) ...	109
Cybersecurity Certificate (CYBR)	111
Major in Criminal Justice Technology (CRJS)	112
Early Care and Education Programs	115
Major in Early Care and Education (ECED)	116
Early Childhood Development Certificate (ECHC)	119
Infant and Toddler Care Certificate (INTC)	120
Child Care Assistant Certificate (CCAC)	121
Major in Human Services (HUSV)	122
Human Services Certificate (HUSR)	125
Gerontology Certificate (HUSG)	127
COURSE DESCRIPTIONS	128
COLLEGE PERSONNEL	159
STUDENT HANDBOOK	167
Academic Integrity Honor Code	167
Student Appearance Statement	167
TIPS FOR SUCCESS	167
Making the Most of your College Experience!	167
INFORMATION ON GRADING	168
Grading System	168
Grade-Point Average (GPA) Computation	168
Midterm Grades	169
Standards of Academic Progress	169
Standards of Academic Progress for Financial Aid	169
Cumulative Grade-Point Average (Qualitative Measure)	170

Cumulative Credit Hours (Quantitative Measure).....	170	Acceptable Use Agreement for Computing Resources.....	178
Maximum Program Hours (Quantitative Measure).....	170	Alcohol-Free/Drug-Free Environment....	179
First-time Applicants for Financial Aid	170	Bookstore.....	179
Exceptions / Appeals / Reinstatement.....	170	Career Services Center	179
Summary.....	170	Health and Medical Services	180
Financial Aid Categories of Enrollment are:		Home Contracts	180
.....	171	Inclement Weather.....	180
Return of Title IV Funds.....	171	Library.....	180
Standards of Academic Progress for VA and or National Guard Educational Benefits.	171	Loitering	180
Advisement and Registration.....	171	Parking.....	180
Academic Advising.....	171	Posting and Distribution of Information.	181
Advisement and Support Center.....	171	Student Identification Card (ID).....	181
Registration	172	Regulations for Use of Identification Card	181
Adding/Dropping Courses	172	Testing Services	181
Change of Program.....	172	Titan Tutoring Center.....	181
Email.....	172	Tobacco Free Campus	181
Withdrawing from College Courses.....	172	Use of Electronic Devices/Phones	181
Attendance Policy.....	172	Special Programs.....	182
Financial Aid and Tuition and Fees.....	173	PBI Competitive Grant – Academics,	
BankMobile	173	Curriculum and Engagement (ACE).....	182
Student Rights and Responsibilities	173	PBI Formula Grant.....	182
Student Rights.....	173	TRIO Student Support Services	182
Student Responsibilities	173	TRIO Veterans Upward Bound.....	182
Student Right-to-Know and Campus Security Act.....	174	Student Life	182
FERPA and the Release of Student Information.....	174	Procedures for Establishing a New Student Organization	182
Online Resources.....	175	Student Support Team	183
Accessibility for Online Courses	175	Students with Disabilities	183
Computer Technology Courses	175	Service and Support Animals	183
Copyright.....	175	Title IX Pregnancy Services.....	183
Distance Education	175	SAFETY PROCEDURES	183
D2L Brightspace.....	175	Plan for Safety	183
D2L and Instructional Design Standards.	175	Security Office	184
Intellectual Property	175	Bomb Threat Procedures	184
Library Online Resources	176	Crime Prevention	184
myCCTC Student Portal.....	176	Drugs, Alcoholic Beverages, and Weapons	184
Mobile Application CCTCgo	176	Emergency Notification System	184
Online and Hybrid Courses.....	176	Evacuation - Long Continuous Blast.....	184
Online and Hybrid Course Attendance Requirements.....	177	Sheltering Procedures.....	185
Online Course Prerequisite Competencies	177	Medical Emergency Procedures	185
Online Course Technical Assistance.....	177	Student Code of Conduct and Grievance Procedure.....	185
Privacy of Students taking Online Courses	177	Student Code for the South Carolina Technical College System.....	185
Technical Information	177	Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX.....	186
Student Complaints/Grievance	178	Student Grievance Procedure for the South Carolina Technical College System	187
Zoom Classes – Z Sections	178	Glossary.....	188
ADDITIONAL STUDENT INFORMATION.....	178	INDEX	190



GENERAL INFORMATION

President's Message

CENTRAL CAROLINA TECHNICAL COLLEGE AREA COMMISSION MEMBERS

PAUL NAPPER
*Chairman
Kershaw County*

CHRISTOPHER L. LEE
*Vice Chairman
Clarendon County*

BOBBY R. ANDERSON
*Secretary
Sumter County*

TERRY M. HANCOCK
Kershaw County

MEAGAN KUHLMAN
Sumter County

ABRAM LUDD
Sumter County

ANDRE G. MCBRIDE
Sumter County

WILLIE MAE MULDROW
Lee County

MATTHEW PRINCE
Clarendon County

RAY REICH
Sumter County

DAVID SANDERS
Sumter County

THOYD WARREN
Kershaw County



Our world needs college graduates now more than ever, and we are delighted that you have decided to pursue your educational goals with us at CCTC. By selecting Central Carolina, and putting the resources of our College behind you, you made an important step toward your goal of higher education.

We know you will find this to be a place where our commitment to connecting learning to life is demonstrated each and every day.

We offer more than 45 degree programs, multiple transfer programs, and a full array of student support services. You have the option of flexible scheduling and a variety of learning formats so you can tailor your time here to meet your learning style – and your busy lifestyle. You can take one class or a full load and choose which of our four campus locations suits you best.

We are here to engage you, to challenge you and support you. Whether you are here for an associate degree, to transfer that degree to a four-year institution or to train in preparation for many local workforce opportunities, we can set you on the right path. CCTC provides students with the skills and knowledge to succeed in high-demand jobs. These programs offer hands-on training and practical experience that employers highly value. As a result, graduates of these programs are well-equipped to meet the demands of the job market and are often highly sought after by employers.

Central Carolina Technical College is dedicated to your success. Our number one priority is that when you leave CCTC, you have the knowledge and skills necessary to successfully enter the workforce or transfer to another educational institution.

We are proud you have chosen Central Carolina to help you achieve your goals. You've taken a wise first step on your educational journey, and we are here to help you succeed.

Go Titans!

A stylized, handwritten signature in black ink, likely belonging to Dr. Kevin Pollock. The signature is fluid and cursive, with a prominent initial 'K'.

Dr. Kevin Pollock
President, Central Carolina Technical College

COLLEGE INFORMATION

Vision Statement

Central Carolina Technical College will be the first choice for accessible, affordable, and relevant higher education, provided in an innovative, student-centered learning environment.

Statement of Values

Central Carolina recognizes the worth and potential of each student, and values the diversity of its student body, faculty, and staff. 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 improves lives through excellence in teaching, learning, and economic enhancement through workforce development. *(Revision approved by the Central Carolina Technical College Area Commission on September 19, 2019, and the South Carolina Commission on Higher Education on July 30, 2020; reaffirmed by the Central Carolina Technical College Area Commission on March 16, 2023.)*

Statement of Role and Scope

Central Carolina Technical College is a multi-disciplinary, public institution of higher education primarily serving the region of Clarendon, Lee, Kershaw, and Sumter counties in South Carolina by providing innovative programs that are designed to enhance the economic vitality and quality of life for all residents. The College confers associate degrees, diplomas, and certificates in the areas of business, public service, industrial and engineering technology, the health sciences, and the arts and sciences through multiple learning environments including traditional and distance education instructional methods. In addition to excellence in teaching and learning, the College provides credit and continuing education programs and student support services to prepare students to enter the workforce, earn college credit before high school graduation, transfer to senior colleges and universities, and achieve their professional and personal goals.

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. 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.

College Accreditation

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree, diplomas, and certificates. Questions about the accreditation of Central Carolina Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

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 accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree NE, Suite 1400 Atlanta, GA 30326, Phone (404)975-5000, www.acenursing.org. The most recent accreditation issued was for continuation until 2029 by the ACEN Board of Commissioners for the Associate Degree Nursing program.

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

- The Automotive Technology programs are accredited by the National Automotive Technicians Education Foundation (NATEF).
- 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 Human Services Associate Degree program is accredited by the Council for Standards in Human Services Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314, (571)257-3959, www.cshse.org.
- 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 Massage Therapy Certificate program is approved nationally through the Federation of States Examination by Massage Therapy and Bodywork Licensing (MBLEx), 7300 College Boulevard, Suite 640, Overland Park, KS 66210, (866)962-3926, <https://www.fsmtb.org> and by the South Carolina Labor, Licensing, and Regulation Board of Massage Therapy, 1110 Centerview Drive, Columbia, SC 29210, (803)896-4300, <https://llr.sc.gov>. Additional approval also for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) for Specialty Certificate in Integrative Healthcare.
- The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350, www.caahep.org, upon the recommendation of the Medical Assisting Education Review Board (MAERB), 2020 N. California Avenue, #213 Suite 7, Chicago, IL 60647, www.maerb.org.
- The Medical Record Coding program is nationally approved through the American Academy of Professional Coders (AAPC), Corporate Office, 2233 South Presidents Drive, Suite F, Salt Lake City, Utah, 84120, <https://www.aapc.com>.
- The Paralegal program is approved by the American Bar Association (ABA), 321 North Clark Street, 19th Floor, Chicago, Illinois 60654-7598, Fax (312)988-6279.
- The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP), 500 East-West Highway, Suite 900 Bethesda, MD 20814, Phone (866) 279-0681, www.ashp.org and the Accreditation Council for Pharmacy Education (ACPE) 190 S. LaSalle Street, Suite 2850, Chicago, IL 60603-3499, Phone (312)664-3575, Fax (866)228-2631, www.acpe-accredit.org upon the recommendation of the Pharmacy Technician Accreditation Commission (PTAC).
- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350,

www.caahep.org, on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 East Main Street, Suite 339, Parker, CO 80138, Phone (303) 694-9262, www.arcst.org.

- 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 following individuals have been designated to handle inquiries regarding the College's Nondiscrimination Policies:

For employee inquires, contact:

Beth Young, Vice President for Business Affairs
492 N. Guignard Drive
Sumter, SC 29150
Building M300B
803-778-7802

For student inquires related to 504, Titles II, VI, VII; contact:

Lisa Bracken, Vice President for Student Affairs
506 N. Guignard Drive
Sumter, SC 29150
Building M100
803-778-6652

For student inquires related to Title IX; contact:

Renee Patchin, Director of Counseling and Student Life Services
506 N. Guignard Drive
Sumter, SC 29150
Building M500
803-778-7867

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 Leslie Abraham, Accessibility & Inclusion Coordinator at 803-778-7871 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313. The Accessibility & Inclusion Coordinator is located in Building M500, Room M543.

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 2023 (202310)

Date

August 3-18 (Th-F)
 August 12 (S)
 August 14 (M)
 August 15 (T)
 August 17 (Th)
 August 18 (F)
 August 19 (S)

Description

Faculty Workdays
 Adjunct Faculty Orientation
 New Student Orientation
 New Student Orientation
 New Student Orientation
 Late Registration
 New Student Orientation

Fall Semester - 16 Weeks

August 21 (M)
 August 21-25 (M-F)
 September 4 (M)
 September 25 (M)
 October 10 (T)
 October 12-13 (Th-F)
 October 14 (S)
 November 7 (T)
 November 10 (F)
 November 10 (F)
 November 22-24 (W-F)
 December 1 (F)
 December 2 (S)
 December 6 (W)
 December 7-13 (Th-W)
 December 14 (Th)
 December 15 (F)
 December 18-29 (F-F)

Classes Begin
 Drop/Add Period
 Labor Day (College Closed) No Classes
 Registration Open for Spring Semester
 Midterm Grades Due at Noon
 No Classes –Fall Break Faculty Workdays/Inservice
 No Saturday Class for Fall Break
 Election Day (No Classes) Faculty/Staff Workday
 Last Day to Withdraw with “W”
 Veterans’ Day (No Classes)
 Thanksgiving Holidays (College Closed)
 Graduation Application Deadline
 Saturday Classes End
 Classes End
 Fall Semester Exams
 Faculty Workday
 Faculty Workday/Grades Due at Noon
 Faculty Christmas Holidays

Fall Minimester I - 8 Weeks

August 21 (M)
 August 21-23 (M-W)
 September 4 (M)
 September 14 (Th)
 September 25 (M)
 September 28 (Th)
 October 10 (T)
 October 11 (W)

Classes Begin for Fall Minimester I
 Drop/Add Period
 Labor Day (College Closed) No classes
 Midterm Grades Due at Noon
 Registration Open for Spring Semester
 Last Day to Withdraw with “W”
 Classes End – Exams During Regular Class Times
 Grades Due for Fall Minimester I at Noon

Fall Minimester II - 8 Weeks

October 16 (M)
 October 16-18 (M-W)
 November 6 (M)
 November 10 (F)
 November 21 (T)
 November 22-24 (W-F)
 December 1 (F)
 December 6 (W)
 December 7-13 (Th-W)
 December 14 (Th)
 December 15 (F)

Classes Begin for Fall Minimester II
 Drop/Add Period
 Midterm Grades Due at Noon
 Veterans’ Day (No Classes)
 Last Day to Withdraw with “W”
 Thanksgiving Holidays (College Closed)
 Graduation Application Deadline
 Classes End for Fall Minimester II
 Exams for Fall Minimester II
 Faculty Workday
 Faculty Workday/Grade for Fall Due at Noon

Fall 5M1 - 5 Weeks

August 21 (M)
 August 21-23 (M-W)
 September 4 (M)
 September 12 (T)
 September 21 (Th)
 September 22 (F)

Classes Begin for Fall 5M1
 Drop/Add Period
 Labor Day (College Closed) No Classes
 Last Day to Withdraw with “W”
 Classes End for 5M1 – Exams During Regular Class Time
 Grades Due for 5M1 at Noon

Fall 5M2 - 5 Weeks

September 25 (M)
 September 25-27 (M-W)
 September 25 (M)
 October 12-13 (Th-F)
 October 18 (W)
 October 26 (Th)
 October 27 (F)

Classes Begin for Fall 5M2
 Drop/Add Period
 Registration Open for Spring Semester
 No Classes – Fall Break Faculty Workdays/Inservice
 Last Day to Withdraw with “W”
 Classes End for 5M2 – Exams During Regular Class Time
 Grades Due for 5M2 at Noon

Fall 5M3 - 5 Weeks

October 30 (M)
 October 30-November 1 (M-W)
 November 10 (F)
 November 22-24 (W-F)
 November 27 (M)
 December 1 (F)
 December 6 (W)
 December 7-13 (Th-W)
 December 14 (Th)
 December 15 (F)

Classes Begin for Fall 5M3
 Drop/Add Period
 Veterans’ Day (No Classes)
 Thanksgiving Holidays (College Closed)
 Last Day to Withdraw with “W”
 Graduation Application Deadline
 Classes End for 5M3
 Exams for 5M3—During Regular Class Time
 Faculty Workday
 Faculty Workday/Grades Due at Noon

10-Week Session

September 25 (M)
 September 26 (T)
 September 26-28 (T-Th)
 October 12-13 (Th-F)
 October 31 (T)
 November 10 (F)
 November 16 (Th)
 November 22-24(W-F)
 December 1 (F)
 December 6 (W)
 December 7-13 (Th-W)
 December 14 (Th)
 December 15 (F)

Registration Open for Spring Semester
 Classes Begin for 10-Week Session
 Drop/Add Period
 No Classes—Fall Break Faculty Workdays/Inservice
 Midterm Grades Due at Noon
 Veterans’ Day (No Classes)
 Last Day to Withdraw with “W”
 Thanksgiving Holidays (College Closed)
 Graduation Application Deadline
 Classes End for 10-Week Session
 Exams for 10-Week Session
 Faculty Workday
 Faculty Workday/Grades Due at Noon

Weekend College WE

August 25 (F)
 August 25-29 (F-T)
 September 1-2 (F-S)
 September 25 (M)
 October 13 (F)
 October 13-14 (F-S)
 November 9 (Th)
 November 10 (F)
 November 24-25 (F-S)
 December 1 (F)
 December 1-2 (F-S)
 December 8-9 (F-S)
 December 14 (Th)
 December 15 (F)

Classes Begin for Weekend College
 Drop/Add Period
 Labor Day (No Classes)
 Registration Open for Spring Semester
 Midterm Grades Due at Noon
 No Classes—Fall Break
 Last Day to Withdraw with “W”
 Veterans’ Day (No Classes)
 Thanksgiving Holidays (College Closed)
 Graduation Application Deadline
 Classes End for Weekend College
 Exams for Weekend College
 Faculty Workday
 Faculty Workday/Grades Due at Noon

SPRING SEMESTER 2024 (202320)

Date

January 1 (M)
January 2-9 (T-T)
January 9 (T)
January 6 (S)

Spring Semester—16 Weeks

January 10 (W)
January 10-16 (W-T)
January 15 (M)

February 26 (M)
February 28 (W)
March 4-8 (M-F)
March 27 (W)
April 1 (M)
April 1 (M)
April 24 (W)
April 25-May 1 (Th-W)
May 2 (Th)
May 3 (F)

Spring Minimester I—8 Weeks

January 10 (W)
January 10-12 (W-F)
January 15 (M)

February 5 (M)
February 15 (Th)
February 26 (M)
February 28 (W)
February 27-28 (T-W)
February 29 (Th)

Spring Minimester II—8 Weeks

March 11 (M)
March 11-13 (M-W)
April 1 (M)
April 1 (M)
April 1 (M)
April 11 (Th)
April 24 (W)
April 25-May 1 (Th-W)
May 2 (Th)
May 3 (F)

Spring 5M1—5 Weeks

January 10 (W)
January 10-12 (W-F)
January 15 (M)

February 1 (Th)
February 13 (T)

February 14 (W)

Spring 5M2—5 Weeks

February 15 (Th)
February 15-19 (Th-M)
February 26 (M)
March 4-8 (M-F)
March 14 (Th)

Description

College Closed Holiday
College Reopens –Faculty Workdays
Late Registration
New Student Orientation

Classes Begin
Drop/Add Period
Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
Registration Open for Summer Semester
Midterm Grades Due at Noon
Spring Break (No Classes) – Faculty Holidays
Last Day to Withdraw with “W”
Graduation Application Deadline
Registration Open for Fall Semester
Classes End for Spring Semester
Spring Semester Exams
Faculty Work Day/Grades Due by 12 Noon
Faculty Work Day/Graduation
Sumter County Civic Center

Classes Begin
Drop/Add Period
Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
Midterm Grades Due at Noon
Last Day to Withdraw with “W”
Registration Open for Summer Semester
Classes End for Spring Minimester I
Exams for Spring Minimester I--During regular class time
Grades Due Spring Minimester I

Classes Begin for Spring Minimester II
Drop/Add Period
Graduation Application Deadline
Midterm Grades Due at Noon
Registration Open for Fall Semester
Last Day to Withdraw with “W”
Classes End for Spring Minimester II
Exams for Spring Minimester II
Grades Due Spring Minimester II at 12 Noon
Graduation - Sumter County Civic Center

Classes Begin
Drop/Add Period
Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
Last Day to Withdraw with “W”
Classes End for Spring 5M1-Exams During Regular Class Time
Grades Due for Spring 5M1 at Noon

Classes Begin for Spring 5M2
Drop/Add Period
Registration Open for Summer Semester
Spring Break (No Classes) Faculty Holidays
Last Day to Withdraw with “W”

March 26 (T)	Classes End for Spring 5M2-Exams During Regular Class Time
March 27 (W)	Grades Due for Spring 5M2 at Noon
Spring 5M3—5 Weeks	
March 28 (Th)	Classes Begin for Spring 5M3
March 28- April 1 (Th-M)	Drop/Add Period
April 1 (M)	Graduation Application Deadline
April 1 (M)	Registration Open for Fall Semester
April 22 (M)	Last Day to Withdraw with “W”
April 30 (T)	Classes End for Spring 5M3
May 1 (W)	Exams for Spring 5M3
May 2 (Th)	Grades Due for Spring 5M3 at Noon
May 3 (F)	Graduation - Sumter County Civic Center
10-Week Session	
February 12 (M)	Classes Begin for 10-Week Session
February 12-14 (M-W)	Drop/Add Period
February 26 (M)	Registration Open for Summer Semester
March 4-8 (M-F)	Spring Break (No Classes) Faculty Holidays
March 21 (Th)	Midterm Grades Due at Noon
April 1 (M)	Graduation Application Deadline
April 1 (M)	Registration Open for Fall Semester
April 10 (W)	Last Day to Withdraw with “W”
April 24 (W)	Classes End for 10-Week Session
April 25-May 1 (Th-W)	Exams for 10-Week Session
May 2 (Th)	Grades Due for 10-Week Session at Noon
May 3 (F)	Graduation - Sumter County Civic Center
Weekend College WE	
January 26 (F)	Classes Begin for Weekend College
Jan 26-30 (F-T)	Drop/Add Period
February 26 (M)	Registration Open for Summer Semester
March 8-9 (F-S)	Spring Break (No Classes) – Faculty Holidays
March 12 (T)	Midterm Grades Due at Noon
March 25 (M)	Last Day to Withdraw with “W”
April 1 (M)	Graduation Application Deadline
April 1 (M)	Registration Open for Fall Semester
April 26-27 (F-S)	Exams for Weekend College
May 2 (Th)	Grades Due for Weekend College at Noon
May 3 (F)	Graduation - Sumter County Civic Center

SUMMER SEMESTER 2024 (202330)*

Date

May 6-14 (M-T)
May 14 (T)

Description

Faculty Workdays
Late Registration

Summer Session 10WK

April 1 (M)
May 15 (W)
May 15-17 (W-F)
May 27 (M)
May 31 (F)
June 17 (M)
July 1-5 (M-F)
July 16 (T)
July 30 (T)
July 31 (W)

Graduation Application Deadline
Classes Begin
Drop/Add Period
Memorial Day – College Closed
Faculty Workday
Midterm Grades Due at Noon
Summer Break – (No Classes) Faculty Holidays
Last Day to Withdraw with “W”
Classes End for Summer Session
Faculty Workday/Grades Due at Noon

Summer Session – 8WK

May 29 (W)
May 29-31 (W-F)
June 25 (T)
July 1-5 (M-F)
July 18 (Th)
July 30 (T)
July 31 (W)

Classes Begin for Summer Session – 8wk
Drop/Add Period
Midterm Grades Due at Noon
Summer Break – (No classes) Faculty Holidays
Last Day to Withdraw with “W”
Classes End for Summer Session
Faculty Workday/Grade Due at Noon

Summer Session I - 5 WK

May 15 (W)
May 15-17 (W-F)
May 27 (M)
May 31 (F)
June 12 (W)
June 19 (W)
June 20 (Th)

Classes Begin for Summer Session I
Drop/Add Period
Memorial Day/No Classes (College Closed)
Faculty Workday
Last Day to Withdraw with “W”
Classes End for Summer Session I
Grades Due for Summer Session I 12:00 Noon

Summer Session II - 5 WK

June 24 (M)
June 24-26 (M-W)
July 1-5 (M-F)
July 23 (T)
July 30 (T)
July 31 (W)

Classes Begin for Summer Session II
Drop/Add Period
Summer Break (No Classes) Faculty Holidays
Last Day to Withdraw with “W”
Classes End for Summer Session II
Faculty Work Day/Grades Due at Noon

**Summer Exams During Last Day of Class*

5M1

Regular Class Period

Exam Time

Regular Class Time

Exam Date

Wednesday, June 19

10wks, 8wks, and 5M2

Monday/Wednesday Classes
Tuesday/Thursday Classes

Exam Time

Regular Class Time
Regular Class Time

Exam Date

Monday, July 29
Tuesday, July 30

ADMISSIONS INFORMATION

Seven easy steps to CCTC!

STEP 1: Application Process

STEP 2: Advisement, Registration and Orientation

STEP 3: Financial Aid and Payment Information

STEP 4: Book Purchase

STEP 5: Student ID and Parking

STEP 6: Classes Begin

STEP 7: Graduation

Seven easy steps to CCTC!

STEP 1: Application Process

Complete an application on CCTC's website at <http://www.cctech.edu>. Applications apply only to the term for which they are completed.

Next, visit the [Titan Start Portal](https://cctech.my.site.com/Portal) or <https://cctech.my.site.com/Portal> to continue your application process, to include:

- Contact information for assigned admissions coordinator
- Admissions requirements and access for uploading forms or other information
- General information about your program of study
- Connect to your advisor and other college services

Admission decisions will be made available in the Titan Start Portal or <https://cctech.my.site.com/Portal>. Decision letters will be available for download.

If you require accommodations, please contact the Accessibility & Inclusion Coordinator at (803)778-7871.

Official Transcripts

Request an official final high school or GED transcript be sent to Student Records if you wish to be considered for federal financial aid or if you are in a Health Sciences or Early Childhood program. If you have been home schooled, you must request a final transcript from the home school association or meet the requirements for the state in which the homeschool is located.

If applicable, request official college transcripts to be sent to Student Records. 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: Advisement, Registration and Orientation

You will meet with your assigned academic advisor to discuss program of study details and progression, afterwards, the academic advisor will discuss courses and course registration.

To register, check the [Titan Start Portal](https://cctech.my.site.com/Portal) or <https://cctech.my.site.com/Portal> for the username to access myCCTC and CCTCgo, the College's mobile application, to:

- Register for first semester classes based on advising from your assigned academic advisor
- Review financial aid requirements

Continue to visit the [Titan Start Portal](https://cctech.my.site.com/Portal) to access important information:

- Welcome and Decision Letters
- New Student Orientation event registration
- Status of official transcripts

STEP 3: Financial Aid and Payment Information

Apply for financial aid online at www.fafsa.gov. Visit the [Titan Start Portal](https://cctech.my.site.com/Portal) or <https://cctech.my.site.com/Portal> to learn more about types of available financial aid, scholarships, and payment plans. If you have questions regarding your FAFSA, you may contact Financial Aid at (803)778-7850 or finaid@cctech.edu. Students who may be eligible for Veterans' Affairs benefits may contact CCTC's Veterans' Resource Center at (803)778-7883.

To receive financial aid, high school transcripts must be provided from a public, private, home school or GED program in accordance with the South Carolina Law on Education, Title 59, Chapter 65.

Should you need to make a tuition payment, you may pay in person at the cashier located at Main Campus or Outreach Campuses, online through myCCTC, by mailing a check to the cashier, or by phone using a credit card.

STEP 4: Book Purchase

Purchase your books on Main Campus in the Central Carolina Bookstore located in Building M100, Room M101 or Building K1100 at the Kershaw County Campus. Textbook requirements are posted online at: <http://bookstore.cctech.edu> and books may be purchased online as well. Book prices can also be found on myCCTC on the Financial Services Page, under Bookstore Price Search.

STEP 5: Student ID and Parking

If you need to visit the College's campus to access services such as the CCTC Library, Testing Services, computer labs, etc., you will need a College ID. You can obtain your ID from the Cashier desk in Building M300R. Security Office hours change from semester to semester and are posted outside the Security Office. A College ID can also be obtained at the Kershaw County and F.E. Dubose Campuses. ID validations for the semester may be obtained at the Lee County Site.

STEP 6: Classes Begin

Once you have completed the application, admission, advisement, 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 7: 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://bookstore.cctech.edu/home>. (Graduation Items “Quick Links”)

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

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

Admissions

803-778-7812
803-778-6696 Fax

Advisement and Support Center

803-778-7892
advisement@cctech.edu

Bookstore

803-774-3342 (Main Campus)
803-778-6647 (Kershaw Campus)

Career Services Center

803-778-6600

Cashier

803-774-6708

Distance Education

803-774-3343
803-774-3389

Dual Enrollment

803-774-6703

Financial Aid Office

803-778-7850
803-778-6696 Fax

Library

803-778-6647

Security Office

803-778-6623

Student Records

803-778-6654
803-778-6693 Fax

Testing Services

803-774-3306

User Support Services

803-778-6607
support@cctech.edu

Veterans' Affairs Office

803-778-7883

Veterans Upward Bound

803-774-6702

Workforce Development & SC Environmental Training Center

803-778-6656

ADDITIONAL ADMISSIONS INFORMATION

Admission 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 federal financial aid. See, special/specific requirements listed in the individual program pages in this catalog.

The definition of “open door admission” implies the College’s commitment to assess student potential and to provide appropriate courses to ensure student success in 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 Admission Requirements

All prospective students applying for admission must:

- Be at least 18 years old or possess a valid diploma or hold a GED. In order to receive financial assistance, a high school or GED transcript must be provided. For more information, contact Financial Aid at (803)778-7850 or finaid@cctech.edu. Students attending high school and wishing to participate in the dual enrollment program must obtain written permission from the high school principal or designee.
- Complete the admissions requirements described in the “Seven easy steps to CCTC,” including submitting an application and official transcripts.

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.

Categories of Admission

• **First-time Freshman** – Students who have never attended college before and are attending for the first time after high school graduation or GED completion.

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- Request high school/GED transcripts be sent to Student Records.
- Request official college transcripts for dual enrolled classes taken at other colleges be sent to Student Records.

• **Returning Students** – Students who withdraw from the College or who do not attend for one year may be eligible to return. Complete an application on CCTC’s website at <http://www.cctech.edu>. Students who have been suspended for academic reasons must adhere to the procedures described under Standards of Academic Progress to reapply. Any student returning to the college should contact the Financial Aid Office to review financial aid status.

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- Request official college transcripts be sent to Student Records.

• **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:

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- Meet with an admission coordinator.
- Request official college transcripts be sent to Student Records.
- Request high school/GED transcripts be sent to Student Records.
- Refer to the “Transfer to Central Carolina Technical College” information section of this catalog for additional information.

• **Dual Enrollment** – High school students may apply at Central Carolina Technical College provided they meet the following requirements:

- Be enrolled in a public or private accredited high school or an accredited homeschool/virtual school association
- Have a recommendation from the high school or the homeschool/virtual school association
- Have permission from a parent or legal guardian
- Meet the same requirements for an individual course as other college students
- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- Pay all fees at the time of registration, if applicable

• **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:

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- 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.)

• **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:

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- 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.
- Meet with an admission coordinator.
- 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.

• **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 and the Senior Citizen student must:

- Complete an application on CCTC’s website at <http://www.cctech.edu>.
- 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 or scholarships, which will be applied first to tuition, and then to fees and other charges, if available. 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 or scholarships must be coded as a career development student and must wait and register during late registration, on a space available basis.
- 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.

Course Placement Requirements

After getting accepted to the college, your assigned admissions coordinator or advisor will determine whether the Central Carolina Technical College placement exam is required. If the exam is required, it may be taken at CCTC or another post-secondary

institution. Some programs require other exams. Exam scores and/or transcripts can be mailed, faxed, or emailed to records@cctech.edu. Faxed transcripts from the student will be considered unofficial. Your placement in English and mathematics will be based on exam scores and/or transcripts as appropriate for your program and course selection.

Acceptable Placement Test Scores

- Scholastic Aptitude Test (SAT): Evidence-Based Reading and Writing 350+, Math 440+
- American College Test (ACT): 10+ Reading subscore, 17+ Math subscore.
- General Education Development (GED) Scores: 165+ Language Arts, 165+ Mathematical Reasoning.
- 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 3 high school English courses with “C” or better
 - Math 110 Placement Requirement:
 - Completion of 3 of the following 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, Algebra III, Pre-Calculus, Calculus
 - Math 120 Placement Requirement:
 - Completion of the following 3 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), Geometry, Probability and Statistics
- Placement testing is available at all campus locations providing student services.

Biology Placement Exam

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 Biology Placement exam may be taken at any campus location. An appointment is recommended. Appointments can be made online using Testing Center Registration at <https://www.cctech.edu/service-and-support/campus-life/testing-center/testing-center-registration/>.

Exemptions to Placement Examination

Exemptions to taking the CCTC placement exam 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 for courses taken 2017-2018 academic year and later in appropriate high school-level English, mathematics, and technology

courses receiving a Standard South Carolina High School Diploma within the last 5 years, and a 3.0 or higher SC UGP GPA (weighted GPA).

- You have earned a grade of “C” or higher in appropriate college-level English and/or mathematics 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, IB, 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 requirements 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.

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 student’s program 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. An official score report must be received by Student Records from the College Board before exemption credit is awarded. A grade of “E” (Exempt) will be posted on the student’s transcript. When prior learning credit is awarded, an email is sent to the student’s myCCTC email account. Students may obtain a current listing of AP courses that have been approved for course credit from <https://www.cctech.edu/service-and-support/student-records/advanced-standing/advanced-placement-ap-testing/>.

• 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 score report must be received by Student Records from the College Board (or Parchment for DANTES funded exams) before exemption credit is awarded. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of “E” (Exempt) will be posted on the student’s transcript. When CLEP credit is awarded, an email is sent to the student’s myCCTC email account. Students may obtain a current listing of courses that have been approved for course credit from <https://www.cctech.edu/service-and-support/campus-life/testing-center/clep-dsst-exams/>.

• 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. The official score report must be received by Student Records from Parchment before exemption credit is awarded. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of “E” (Exempt) will be posted on the student’s transcript. When DSST credits are awarded, an email is sent to the student’s myCCTC email account. A listing of examinations approved for course credit may be obtained from <https://www.cctech.edu/service-and-support/campus-life/testing-center/clep-dsst-exams/>.

• Military Service Schools

Central Carolina awards credit for courses taken at military services schools. The official Joint Services Transcript (JST) displaying military course completions must be received by Student Records from JST before exemption credit is awarded. Credit will be awarded according to the American Council on Education and College recommendations and College requirements. A grade of “E” (Exempt) will be posted 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 taking a proficiency test and 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” (Exempt) will be posted 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 master the major competencies in the high school course, pass a College proficiency test, and are admitted to the College within two years of high school graduation will be awarded exemption credit and a grade of “E” (Exempt) will be posted on the student’s transcript. Articulation procedures may be found at <https://www.cctech.edu/service-and-support/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 old 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” (Exempt) will be posted 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.

• 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. An official IB transcript showing the test score must be requested by the student to be sent directly to Student Records before exemption credit is awarded. A grade of “E” (Exempt) will be posted on the student’s transcript. When IB credit is awarded, an email is sent to the student’s myCCTC email account. For a listing of approved IB courses, and scores, visit <https://www.cctech.edu/service-and-support/student-records/advanced-standing/international-baccalaureate-credit-award-policy/>.

Transfer to Central Carolina Technical College

It is the policy of Central Carolina Technical College to review 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. Acceptance of transfer credits will be at the discretion of the Registrar or designee in consultation with the appropriate department chair when necessary. The following criteria will be observed when awarding transfer credit:

- 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.
- 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 transferring 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.

- Transfer credit will be awarded after acceptance to the college 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 their myCCTC account to see the transferred credit awarded.
- When a student decides to change their 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.
- Some majors have time limits on curriculum courses due to the nature of the program and program accreditation requirements. Students with questions should contact their advisor or the Registrar.
- 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.

Academic Residency Credit Requirements

Students must complete at least 25% of required courses in their program at Central Carolina Technical College to be eligible to receive a certificate, diploma, or degree. Some programs have more stringent residency requirements.

CCTC students who have established residency and who desire to take courses at other regionally accredited institutions for transfer credit must receive prior permission from their advisor or department chair/program manager. Prior approval is not granted for students who are on academic suspension. A Transient Student Request Form must be submitted to Student Records prior to taking the course. Students must have an official transcript sent to CCTC upon successful completion of the course before transfer credit is awarded.

FINANCIAL AID INFORMATION

Overview of Applying for Financial Aid

Step 1: Apply for a Federal Student Aid User ID & password at www.fafsa.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.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 College Financing Plan.

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 Student Records if you wish to be considered for all forms of financial aid. To receive financial aid, high school transcripts must be provided from a public, private, home school or GED program under the South Carolina Law on Education, Title 59, Chapter 65. If the student completed a home school program in another state, the student must provide documentation indicating if it was a state-approved home school program. Students who live in South Carolina and complete unauthorized out of state home schooling programs will be considered non-high school graduates. If applicable, request official college transcripts to be sent to Student Records.

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 Funds

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 2023-2024 range from \$740 to \$7395 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.

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.

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.

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 \$1750. 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.

PALMETTO FELLOWS Scholarship

Initial eligibility for the Palmetto Fellows Scholarship is determined by the South Carolina Commission on Higher Education. In addition, STEM-related fields of study may qualify you for a Palmetto Scholarship Enhancement. Freshman receive \$6,700. Sophomores receive \$7,500. In order to retain eligibility for the Palmetto Fellows Scholarship after the initial year, the student must meet the following continued eligibility requirements: 1. Enroll and be continuously enrolled at an eligible two-year or four-year public or independent institution as a full-time, degree-seeking student at the time of Scholarship disbursement; 2. Earn at least a 3.0 cumulative GPA at the home institution for graduation purposes by the end of each academic year; 3. Earn a minimum of thirty credit hours for graduation purposes by the end of each academic year. Exempted credit hours (such as AP, CLEP, etc.), credit hours earned before high school graduation, and credit hours earned the summer term immediately following high school graduation cannot be used to meet the annual credit hour requirement.

SC WINS Scholarship

The SC Workforce and Industrial Needs Scholarship (SC WINS) supplements Lottery Tuition Assistance to help cover tuition and mandatory fees left after applying all other scholarships or grants. Recipients can receive up to \$2,500 total per academic year, after applying all other scholarships or grants. When combined with Lottery Tuition Assistance and other financial aid, many eligible students can attend with little tuition cost.

Institutional Programs

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 2022 and 2023 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.
- 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).

For a complete list of criteria to receive a scholarship and to maintain scholarship eligibility, visit the College's website, or contact the Financial Aid Office at (803) 778-7831.

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.

CCTC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "statement of Benefits: obtained from the Department of Veterans Affairs" (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes,

libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

CCTC requires the covered individual to take the following actions:

- Submit a certificate of eligibility for entitlement to educational assistance.
- Submit a written request each semester to use such entitlement. (Veterans Certification Request Form)
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- CCTC will require additional payment or fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Specific information regarding each Veterans' program may be obtained from the Veterans' Affairs Office in Building M300, Room M315 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 education, 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.

Standards of Academic Progress for VA and or National Guard Educational Benefits

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 and/or have a less than 67% pass rate for any evaluation period will result in that student being placed on academic probation (warning) for the next enrolled term per Federal and CCTC Standards of Academic Progress.

Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term and/or obtaining a less than 67% pass rate will result in academic suspension (termination of student/Veteran's benefits) for one term; the next enrolled term. The interruption will be reported to the Veterans Administration (VA) using VA Form 22-1999b or the applicable National Guard educational benefit administrator. Student must obtain a 2.0 cumulative GPA or higher during the suspension term (next enrolled term) and obtain a pass rate of 67% or higher to be considered for reinstatement of VA educational benefits. VA/CAP educational benefits will not be paid during a suspension term.

Veterans/students who obtain a 2.0 or higher cumulative GPA and a 67% pass rate during their suspension term are eligible to be considered for reinstatement of VA educational benefits.

Veterans/students who fail to attain a cumulative GPA of at least 2.0 during the return term (after suspension) and/or less than 67% pass rate will be placed on academic dismissal for 2 terms; next 2 enrolled terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist and are presented/documented with appeal. VA/CAP educational benefits will not be paid during dismissal terms.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control.

Pass rate is computed based on attempted hours and hours receiving a passing grade. Receiving a "W", "I", "WA", or an "F" for a class is considered a grade and used in computing a student's pass rate.

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/>.

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 Student Records before you register for additional hours.

Auditing Courses

A student who desires to attend courses on an audit basis without earning a grade or credit may register as an audit student. Students must complete a Course Audit Form (available on the College's website) and submit to Student Records prior to the last day of the drop/add period. Auditing a course is contingent upon departmental approval. Students may not change course status (credit to audit or audit to credit) after the drop/add period has ended.

The tuition and fees for auditing a course are the same as when the course is taken for a grade/credit. Audit students must meet the course prerequisites. An audited course may not be used to fulfill prerequisite requirements. Students may not take a proficiency test for previously audited courses.

Add/Drop/Section Changes

Students 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 Academic Calendar which can be found on the College's website. All section changes after the add/drop period must be approved by the department chair under which the course resides. A Withdrawal/Section Change Form can be obtained from the instructor or on the College website at www.cctech.edu/resources/forms-library. The completed Withdrawal/Section Change Form must be submitted to Student Records or the cashier, with all appropriate signatures for final processing.

Withdrawing from Class

If a student realizes they can no longer meet the requirements of a course, they may withdraw from the course after the add/drop period. To do so, the student must initiate the withdrawal with the instructor prior to the published withdrawal deadline to receive a grade of "W". A grade of "W" does not negatively impact the Grade Point Average (GPA), but it may negatively

impact a student's financial aid, causing the student to owe money to the College. Withdrawal deadlines are published in the Academic Calendar which can be found on the College's website. Please discuss your withdrawal with your instructor and a financial aid counselor before completing the process.

If a student stops attending a class and exceeds the number of absences allowed prior to the withdrawal deadline, they will be withdrawn by their instructor and will receive a grade of "WA". A grade of "WA" does not negatively impact the GPA, but it may negatively impact a student's financial aid, causing the student to owe money to the College. Students who do not attend at all after the withdrawal deadline will receive a grade of "WF". Students who attend any days after the withdrawal deadline will receive the grade earned (A, B, C, D, F, or I). 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 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 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 Admissions regarding residency may be appealed to the Vice President for Student Affairs.

Tuition and Fees - Effective Fall Semester 2023

- Tuition fees are as follows:
 - Students from Clarendon, Lee, Kershaw, and Sumter Counties — \$204 per credit hour.
 - Students from other counties in the state — \$237 per credit hour. Exception —tuition for students from South Carolina enrolled in Natural Resources Management or Environmental Engineering Technology is \$212 per credit hour.
 - Students from out-of-state — \$341 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 dual enrollment students).
- 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, inclusive access, tools, distance education 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 or credit of tuition upon withdrawal or reduction of course load.

Institutional charges for a semester will be refunded or credited 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 (3rd day of term for minimesters)

- Students who never attend class will be considered to have constructively withdrawn before the start of semester.
- Students must initiate the add/drop process online during the add/drop period to be eligible for a refund or credit.
- 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.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 V)

This federally funded program provides assistance for students in career and technical education (CTE) 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, student who are homeless, students who are in the foster care system or have aged out of the foster care system, and student having a parent who is a member of the armed forces and on active duty. Books, child care, and transportation fees may be provided to qualified students. This program is funded by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) and managed by the Counseling & Student Life Services Department in Building M500, Room M540, (803)778-6672, Sumter Main Campus.

GRADUATION AND TRANSCRIPTS

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 their particular program of study and to maintain at least the minimum required grade point average. Academic 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.
- 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.
- Meet the program residency requirement by completing at least 25% of the required courses at Central Carolina Technical College. Some programs have more stringent residency requirements.
- 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 or at the time of their most recent curriculum change. 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. Graduation regalia and invitations may be ordered through the College's Bookstore or online at <http://bookstore.cctech.edu>. (Graduation Items "Quick Link") The College encourages students to participate in the graduation ceremony and to invite family and guests. The date for the 2023-2024 graduation ceremony is Friday, May 3, 2024, 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.

Graduation Honors

Students who graduate with a cumulative grade point average (GPA) within the scale listed below will be recognized during the annual graduation ceremony.

Honor graduates will wear a gold cord, will have an honor seal affixed to their diploma and will have their honor designation published in the graduation program providing all graduation requirements have been met.

- 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

- Official academic transcripts must be ordered online at www.parchment.com. Transcripts are \$10.00 plus applicable mailing fees.
- Unofficial transcripts can be printed at no cost from myCCTC.
- 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 Career Services or from Natalie Mahaffey for Associate in Arts, or from Orlando Robinson 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."

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.

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.

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 academic 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	Contact Information:		
GEO 102	World Geography	3	–Transfer Program Manager, Associate in Arts		
GER 101	Elementary German I	4	Program: Natalie Mahaffey (803)778-7810		
GER 102	Elementary German II	4	–Transfer Program Manager, Associate in Science		
HIS 101	Western Civilization to 1689	3	Program: Orlando Robinson (803)778-7870		
HIS 102	Western Civilization Post 1689	3	–Central Carolina Technical College Home Page:		
HIS 201	American History Discovery to 1877	3	http://www.cctech.edu		
HIS 202	American History 1877 to Present	3	–Commission on Higher Education Home Page:		
MAT 110	College Algebra	3	http://www.che.sc.gov		
MAT 111	College Trigonometry	3	_South Carolina Transfer and Articulation Center		
			(SCTRAC): www.sctrac.org		

WORKFORCE DEVELOPMENT

The School of Workforce Development 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 School of Workforce Development 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 School of Workforce Development offers non-credit courses, 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 1000 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.



PROGRAMS OF STUDY

Programs of Study

Advanced Manufacturing and Engineering

Technology

Advanced Manufacturing and Engineering Technology	
Drug Testing Policy	38
General Technology (Associate Degree)	39
Automotive Technology (Certificate)	40
Automotive Diagnostic Technology (Certificate)	41
Basic Air Conditioning and Heating (Certificate)	42
Advanced Air Conditioning and Heating (Certificate)	43
Basic Machining and CNC Fundamentals (Certificate)	44
Advanced CNC Programming (Certificate)	45
Engineering Design Technology (Associate Degree)	46
Mechatronics Fundamentals (Certificate)	48
Basic Mechatronics Technology (Certificate)	49
Advanced Mechatronics Technology (Certificate)	51
Welding (Certificate)	52
Advanced Pipe Welding (Certificate)	54

Arts and Sciences

Associate in Arts (Associate Degree)	56
Associate in Science (Associate Degree)	59

Environmental Engineering Technology & Natural

Resources

Environmental Engineering Technology (Associate Degree)	62
Environmental, Health & Safety (Certificate)	64
Wastewater Operator (Certificate)	65
Water Operator (Certificate)	66
Natural Resources Management (Associate Degree)	67

Nursing and Health Sciences

Health Science Program Requirements	69
Pre-Nursing Preparatory (Certificate)	71
Nursing (ADN) (NURS) (Associate Degree)	73

Nursing (LPN to ADN Option) (Associate Degree)	77
Massage Therapy (Certificate)	80
Medical Assisting (Diploma)	82
Medical Record Coding (Certificate)	84
Inpatient Medical Coding (Certificate)	86
Pharmacy Technician (Certificate)	88
Surgical Technology (Associate Degree)	91

Professional Studies

Accounting and Management

Accounting (Associate Degree)	95
Accounting Specialist (Certificate)	97
Management (Associate Degree)	99
Entrepreneurship/Small Business Management (Certificate)	102
Office Management (Certificate)	104
Supervision and Leadership Foundations (Certificate) ..	105

Computer Science

Computer Technology (Associate Degree)	106
Computer Specialist (Certificate)	109
Cybersecurity (Certificate)	111

Criminal Justice

Criminal Justice Technology (Associate Degree)	112
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Early Care and Education

Early Care and Education (Associate Degree)	116
Early Childhood Development (Certificate)	119
Infant and Toddler Care (Certificate)	120
Child Care Assistant (Certificate)	121

Human Services

Human Services (Associate Degree)	122
Human Services (Certificate)	125
Gerontology (Certificate)	127

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 Admissions or the Advisement and Support Center. 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 their academic advisor.

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.

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)
ART	211*	Introduction to Painting (3)
ENG	203	American Literature Survey (3)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	207*	Literature for Children (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	230	Women in Literature (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)
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	207*	Forensic Psychology (3)
PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)
PSY	220*	Psychology of Personality (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)
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Written Communication

ENG	101	English Composition I (3)
ENG	102	English Composition II (3)
ENG	155*	Communications I (3)

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

Advanced Manufacturing and Engineering Technology Programs Drug Testing Policy

Students in the Advanced Manufacturing and Engineering Technology programs 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.

Students who test positive will be processed through the Student Code of Conduct.

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 academic advisor to determine a curriculum plan. Acceptance into the program must be approved by the appropriate department chair.

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

Other Hours Required for Graduation - 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 academic advisor in consultation with the student and defined in an individual Student Program Plan.

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).

Following is a list of courses required to complete this program.

FALL SEMESTER – FIRST YEAR-

	Class	Lab	Credit
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 – FIRST YEAR

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 – FIRST YEAR

AUT 115 Manual Drive Train and Axle	2	3	3
AUT 116 Manual Transmission and 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).

Following is a list of courses required to complete this program.

FALL SEMESTER – FIRST YEAR

	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 – FIRST YEAR

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 – FIRST YEAR

AUT 141 Introduction to Heating and 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.

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
ACR 102 Tools and Service Techniques	2	3	3
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	<u>3</u>	<u>0</u>	<u>3</u>
	12	12	16

SPRING SEMESTER – FIRST YEAR

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 – FIRST YEAR

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

This program is aligned with the following career cluster: Architecture and Construction.

Advanced Air Conditioning and Heating Certificate (AACH)

25 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.

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
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 – FIRST YEAR

ACR 131 Commercial Refrigeration	3	3	4
ACR 223 Testing and Balancing	2	3	3
ACR 225 Industrial Air Conditioning	<u>2</u>	<u>3</u>	<u>3</u>
	7	9	10

SUMMER SEMESTER – FIRST YEAR

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 machinists 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 machinist. Students may also earn credentials through NIMS.

The Basic Machining and CNC Fundamentals Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

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
EGT 106 Print Reading and Sketching	3	0	3
MTT 111 Machine Tool Theory and Practice I	3	6	5
MTT 249 Introduction to Cam	3	0	3
	12	6	14

SPRING SEMESTER – FIRST YEAR

MAT 155 Contemporary Mathematics	3	0	3
MTT 112 Machine Tool Theory and Practice II	3	6	5
MTT 252 CNC Setup and Operations	3	3	4
	9	9	12

SUMMER SEMESTER – FIRST YEAR

MTT 253 CNC Programming and Operations	1	6	3
MTT 258 Machine Tool Cam	2	3	3
	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 machinists 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 machinist. Students may also earn credentials through NIMS.

The Advanced CNC Programming Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

Students must successfully complete the Basic Machining and CNC Fundamentals Certificate prior to being admitted into the Advanced CNC Programming Certificate.

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
EGT 151 Introduction to CAD	2	3	3
MTT 254 CNC Programming I	2	3	3
MTT 255 CNC Programming II	2	3	3
	6	9	9

SPRING SEMESTER – FIRST YEAR

EGT 152 Fundamentals of CAD	2	3	3
MTT 256 CNC Programming III	2	3	3
MTT 260 Advanced Multi-Axis Programming and Operations I	3	3	4
	7	9	10

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

Major in Engineering Design Technology (ENGD)

Associate Degree in Applied Science

64 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.

General Education Core Requirements - 15 Credit Hours

ENG 155	Communications I (3)
or	
ENG 101	English Composition I (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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
EGT 106	Print Reading and Sketching		3	0	3
EGT 151	Introduction to CAD		2	3	3
ENG 155	Communications I				
	or				
ENG 101	English Composition I		3	0	3
			11	3	12

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	3	0	3
	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	2	3	3
	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	2	3	3
	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

PART-TIME SCHEDULE**FALL SEMESTER - FIRST YEAR**

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
EGT 106	Print Reading and Sketching	3	0	3
EGT 151	Introduction to CAD	<u>2</u>	<u>3</u>	<u>3</u>
		8	3	9

SPRING SEMESTER - FIRST YEAR

EGT 152	Fundamentals of CAD	2	3	3
MAT 155	Contemporary Mathematics	3	0	3
ENG 155	Communications I			
	or			
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9

SUMMER SEMESTER – FIRST YEAR

EGT 130	Geometric Dimensioning & Tolerancing Applications	2	3	3
EGT 156	Intermediate CAD Applications	<u>2</u>	<u>3</u>	<u>3</u>
		4	6	6

FALL SEMESTER – SECOND YEAR

EGT 225	Architectural Drawing Applications	3	3	4
EGT 252	Advanced CAD	<u>2</u>	<u>3</u>	<u>3</u>
		5	6	7

SPRING SEMESTER – SECOND YEAR

EGT 220	Structural and Piping Applications	3	3	4
EGT 255	Applications of Advanced CAD	<u>1</u>	<u>3</u>	<u>2</u>
		4	6	6

SUMMER SEMESTER – SECOND YEAR

EGR 170	Engineering Materials	2	3	3
EGR 175	Manufacturing Processes	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	6

FALL SEMESTER – THIRD YEAR

EGR 106	Science and Technology I	4	0	4
EGT 172	Electronic Drafting	<u>1</u>	<u>3</u>	<u>2</u>
		5	3	6

SPRING SEMESTER – THIRD YEAR

EGR 194	Statics and Strength of Materials	4	0	4
EGT 105	Basic Civil Drafting	1	3	2
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9

SUMMER SEMESTER – THIRD YEAR

—	—	Humanities/Fine Arts Elective	3	0	3
—	—	Social Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

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

Mechatronics Fundamentals Certificate (MFTC)

22 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.

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
EEM 111 DC Analysis	2	3	3
IMT 211 Basic 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 – FIRST YEAR

EEM 116 AC Circuits	3	3	4
IMT 131 Hydraulics and Pneumatics	<u>3</u>	<u>3</u>	<u>4</u>
	6	6	8

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

Basic Mechatronics Technology Certificate (BMEC)

36 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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

	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 Basic Industrial Skills II	2	3	3
MAT 155 Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	12	6	14

SPRING SEMESTER –FIRST YEAR

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 – FIRST YEAR

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>
	6	9	9

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
IMT 104 Schematics	2	0	2
IMT 211 Basic Industrial Skills II	<u>2</u>	<u>3</u>	<u>3</u>
	7	3	8

SPRING SEMESTER –FIRST YEAR

IMT 121 Drive Systems	1	3	2
IMT 131 Hydraulics and Pneumatics	<u>3</u>	<u>3</u>	<u>4</u>
	4	6	6

SUMMER SEMESTER – FIRST YEAR

IMT 151 Piping Systems	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3

FALL SEMESTER – SECOND YEAR

EEM 111 DC Analysis	2	3	3
MAT 155 Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	5	3	6

SPRING SEMESTER –SECOND YEAR

EEM 116	AC Circuits	3	3	4
IMT 214	Industrial Wiring	<u>1</u>	<u>6</u>	<u>3</u>
		4	9	7

SUMMER SEMESTER – SECOND YEAR

EEM 251	Programmable Controllers	2	3	3
ELT 108	Electrical Machines	<u>2</u>	<u>3</u>	<u>3</u>
		4	6	6

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.

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
EEM 250 Programmable Logic Controllers	3	3	4
EEM 221 DC/AC Drives	2	3	3
IMT 124 Pumps	1	3	2
IMT 161 Mechanical Power Applications	<u>3</u>	<u>3</u>	<u>4</u>
	9	12	13

SPRING SEMESTER – FIRST YEAR

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	<u>2</u>	<u>3</u>	<u>3</u>
	7	12	11

SUMMER SEMESTER – FIRST YEAR

IMT 202 Electrical Troubleshooting	3	3	4
IMT 203 Mechanical Troubleshooting	<u>3</u>	<u>3</u>	<u>4</u>
	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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
IMT 211	Basic 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 – FIRST YEAR

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 – FIRST YEAR

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

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
WLD 111	Arc Welding I	<u>2</u>	<u>6</u>	<u>4</u>
		5	6	7

SPRING SEMESTER – FIRST YEAR

WLD 103	Print Reading I	1	0	1
WLD 113	Arc Welding II	<u>3</u>	<u>3</u>	<u>4</u>
		4	3	5

SUMMER SEMESTER – FIRST YEAR

WLD 142	Maintenance Welding	<u>2</u>	<u>3</u>	<u>3</u>
		2	3	3

FALL SEMESTER – SECOND YEAR

WLD 106	Gas and Arc Welding	3	3	4
IMT 211	Basic Industrial Skills II	<u>2</u>	<u>3</u>	<u>3</u>
		5	6	7

SPRING SEMESTER – SECOND YEAR

WLD 132	Inert Gas Welding Ferrous	3	3	4
WLD 160	Fabrication Welding	<u>2</u>	<u>3</u>	<u>3</u>
		5	6	7

SUMMER SEMESTER – SECOND YEAR

WLD 109	Gas Metal Arc Welding I	2	3	3
WLD 222	Advanced Fabrication Welding	3	3	4
		5	6	7

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Advanced Pipe Welding Certificate (AWLD)

36 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 or pass a welding skills examination.

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
WLD 154 Pipe Fitting and Welding	3	3	4
WLD 225 Arc Pipe Welding I	3	3	4
WLD 228 Inert Gas Welding Pipe I	3	3	4
	9	9	12

SPRING SEMESTER – FIRST YEAR

WLD 140 Weld Testing	0	3	1
WLD 152 Tungsten Arc Welding	3	3	4
WLD 208 Advanced Pipe Welding	2	3	3
WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I	3	3	4
	8	12	12

SUMMER SEMESTER – FIRST YEAR

WLD 112 Stainless Steel Pipe Welding	3	3	4
WLD 117 Specialized Arc Welding	3	3	4
WLD 170 Qualification Welding	3	3	4
	9	9	12

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Associate in Arts • Associate in Science

University Transfer Degrees

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 the 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.

Associate in Arts - Associate 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.

If you have a specific four-year institution you wish to transfer to, we highly recommend visiting their website and speaking to an academic advisor at that institution to determine admission requirements and course transferability.

Associate in Arts Degree (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 they expect 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.

College Success – 4 Credit Hours

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

COL 105* Freshman Seminar (3)

COL 110* Information Literacy (1)

General Education Core Requirements - 29 Credit Hours

Communications (Written and Oral) and/or Literature- 9 Credit Hours

Complete ENG 101, ENG 102, and one additional course:

ENG 101 English Composition I (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 230 Women in Literature (3)

ENG 236 African American Literature (3)

SPC 205 Public Speaking (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)
- ART 211* Introduction to Painting (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 207* Literature for Children (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 230 Women in Literature (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 207* Forensic Psychology (3)
- PSY 208 Human Sexuality (3)
- PSY 212 Abnormal Psychology (3)
- PSY 220* Psychology of Personality (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	205	Public Speaking (3)
THE	101	Introduction to Theatre (3)

Approved Electives - 12 Credit Hours

Approved electives: Twelve (12) hours are to be chosen by students under the guidance of their academic 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. **ENG 155, MAT 101, MAT 102, and MAT 155 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 in Science Degree (A.S.)

University Transfer 60 Semester Hours

The Associate in Science (A.S.) Degree program is designed for students who wish to enter fields related to mathematics or sciences. Related 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 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. For more information, go to: www.sctrac.org.

College Success – 4 Credit Hours

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

COL 105* Freshman Seminar (3)

COL 110* Information Literacy (1)

General Education Core Requirements - 35 Credit Hours

Communications (Written and Oral) and/or Literature - 9 Credit Hours

Complete ENG 101, ENG 102, and one additional course:

ENG 101 English Composition I (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 230 Women in Literature (3)

ENG 236 African American Literature (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)

ART 211* Introduction to Painting (3)

ENG 203 American Literature Survey (3)

ENG 205 English Literature I (3)

ENG 206 English Literature II (3)

ENG 207* Literature for Children (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 230 Women in Literature (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)
 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 one of the following Lab Science sequences:

- | | | | | |
|---------|------------------------------|---|---------|----------------------------|
| 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 (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 – 6 Credit Hours

Approved electives: Six (6) credit hours are to be chosen by the students under the guidance of their academic 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. **ENG 155, MAT 101, MAT 102, and MAT 155 may not be used as approved electives.**

- ___ ___ 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.

Environmental Engineering and Natural Resources Programs

Major in Environmental Engineering Technology (ENVR)

Associate Degree in Applied Science

60 Semester Hours

Environmental Engineering Technology is a completely ONLINE degree program.

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 is an online program. Select General Education courses may also be offered in a traditional format on campus.

General Education Core Requirements - 15 Credit Hours

ENG 101	English Composition I (3)
	or
ENG 155	Communications I (3)
MAT 110	College Algebra (3)
	or
MAT 155	Contemporary Mathematics (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	0	3
EVT 201	Environmental Science	0	3
EVT 206	Introduction to Environmental Compliance	0	3
EVT 220	Environmental Biology II	0	3
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

ENG 101	English Composition I		
	or		
ENG 155	Communications I	0	3
EVT 251	Health Effects of Hazardous Materials	0	3
_____	Approved Departmental Elective**	0	3
_____	Social/Behavioral Science Elective		
	<u>3</u>	<u>0</u>	<u>3</u>
	12	0	12

SUMMER SEMESTER – FIRST YEAR

EVT 110	Introduction to Treatment Facilities	0	3
EVT 253	Occupational Environmental, Safety and Health Concepts	0	3
	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6

FALL SEMESTER – SECOND YEAR

EVT 223	Environmental Sampling and Analysis	3	0	3
EVT 254	Industrial Safety and Emergency Response	3	0	3
NRM 207	Geographic Information Systems I	3	0	3
_____	Approved Departmental Elective**	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER – SECOND YEAR

EVT 225	Best Management Practices (BMP) Applications	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 should graduate with a workforce development certificate in addition to their A.A.S. Make sure you talk to your academic advisor.*

Environmental, Health, and Safety Certificate (EHSC)

18 Semester Hours

Environmental, Health, and Safety is a completely ONLINE certificate program.

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 academic 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 – FIRST YEAR

		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 – FIRST YEAR

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 – FIRST YEAR

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

Wastewater Operator is a completely ONLINE certificate program.

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 academic advisor approval is necessary for admittance into this 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 – FIRST YEAR

EVT 206 Introduction to Environmental Compliance
EVT 254 Industrial Safety and Emergency Response

Class	Lab	Credit
3	0	3
<u>3</u>	<u>0</u>	<u>3</u>
6	0	6

SPRING SEMESTER – FIRST YEAR

EVT 108 Basic Physical Chemical Wastewater
EVT 255 Solid and Hazardous Waste

3	0	3
<u>3</u>	<u>0</u>	<u>3</u>
6	0	6

SUMMER SEMESTER – FIRST YEAR

EVT 109 Basic Biological Wastewater
EVT 110 Introduction to Treatment Facilities

3	0	3
<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

Water Operator is a completely ONLINE certificate program.

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 academic advisor approval is necessary for admittance into this 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 – FIRST YEAR

EVT 206 Introduction to Environmental Compliance
EVT 254 Industrial Safety and Emergency Response

Class	Lab	Credit
3	0	3
<u>3</u>	<u>0</u>	<u>3</u>
6	0	6

SPRING SEMESTER – FIRST YEAR

EVT 102 Basic Water Treatment
EVT 255 Solid and Hazardous Waste

3	0	3
<u>3</u>	<u>0</u>	<u>3</u>
6	0	6

SUMMER SEMESTER – FIRST YEAR

EVT 103 Basic Water Distribution
EVT 110 Introduction to Treatment Facilities

3	0	3
<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

60/62 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. Successful graduates will know the proper use, development, conservation, and management of wildlife, wetlands, and woodlands and the ecosystems that support them.

Students can take the entire program online, but those looking for hands-on experiential learning can take the Technicians Skills courses. This series of classes require hands-on labs held at select locations throughout the semester. The student should discuss these options with their academic advisor at the beginning of the program of study.

Career opportunities exist with landowners; local, state, and federal agencies; and private industry engaged in the development and wise stewardship of natural resources. Students in this program have flexible education options for transfer to four-year degree programs and entry directly into the field as technicians.

General Education Core Requirements - 15 Credit Hours

ENG 101 English Composition I (3)
or
ENG 155 Communications I (3)
MAT 110 College Algebra (3)
or
MAT 155 Contemporary Mathematics (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
EVT 201 Environmental Science	3	0	3
MAT 110 College Algebra			
or			
MAT 155 Contemporary Mathematics	3	0	3
NRM 101 Soil Management	3	0	3
NRM 160 Fall Flora and Fauna	3	0	3
	15	0	15

SPRING SEMESTER - FIRST YEAR

ENG 101 English Composition I			
or			
ENG 155 Communications I	3	0	3
FOR 154 Mensuration	3	0	3
NRM 132 Maintenance for the NRM Profession	3	0	3
NRM 161 Spring Flora and Fauna	3	0	3
NRM 211 NRM Technician Skills I*	0	3	1
or			
EVT 225 Best Management Practices (BMP) Applications	3	0	3
	12/15	3/0	13/15

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

EVT 206	Introduction to Environmental Compliance	3	0	3
HRT 101	Introduction to Horticulture	3	0	3
NRM 207	Geographic Information Systems I	3	0	3
NRM 212	NRM Technician Skills II*	0	3	1
NRM 251	Introduction to Fishery Science	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

SPRING SEMESTER – SECOND YEAR

FOR 210	Forest Utilization and Care	3	0	3
NRM 130	Outdoor Recreation Management	3	0	3
NRM 213	NRM Technician Skills III*	0	3	1
NRM 235	Techniques of Wildlife Management	3	0	3
_____	Social/Behavioral Science Elective***	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

Departmental Approved Electives

BIO 101	Biological Science I (4)
BIO 102	Biological Science II (4)
BIO 205	Ecology (3)
BIO 206	Ecology Lab (1)
MGT 101	Principles of Management (3)

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

*Students interested in the online program format may substitute the NRM Technician Skills I, II, III courses with an online Departmental Elective.

**PHI 110 Ethics recommended as the Humanities/Fine Arts elective.

***Students who are interested in law enforcement careers in the NRM field are encouraged to take CRJ 101 as their Social/Behavioral Science Elective.

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

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/practicum/externship and 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".
- 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 the 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. Influenza and Hepatitis B vaccination are 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) Health Care Provider certification prior to admission to clinical/laboratory courses or by the designated deadline. Online certification/recertification is not accepted.
- May be required to show proof of health insurance as required for specific programs/courses.
- 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.

Criminal Background Check and Toxicology Screen

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 College of Nursing and Health Sciences.

Proof of Health Insurance

Clinical facilities may require students to maintain health insurance as a condition of clinical placement.

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.

Pre-Nursing Preparatory Certificate (PNPC)

30 Semester Hours

The Pre-Nursing Preparatory Certificate program is required to provide a structured curriculum for students wishing to apply for admission to the Associate Degree in Applied Science Nursing program. Transfer students will have transfer credits evaluated for PNPC criteria. Completion of the certificate prepares the student for the application process but does not guarantee acceptance into the ADN program.

Following is a list of courses required to complete this program.

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
COL	105	Freshman Seminar	3	0	3
COL	110	Information Literacy	1	0	1
ENG	101	English Composition I	3	0	3
			13	3	14

SPRING SEMESTER – FIRST YEAR

BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra			
		or			
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
—	—	Departmental Approved Elective**	3	0	3
—	—	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			15	3	16

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
COL	105	Freshman Seminar	3	0	3
COL	110	Information Literacy	<u>1</u>	<u>0</u>	<u>1</u>
			7	0	7

SPRING SEMESTER – FIRST YEAR

BIO	210	Anatomy and Physiology I	3	3	4
ENG	101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			6	3	7

SUMMER SEMESTER – FIRST YEAR

BIO	211	Anatomy and Physiology II	3	3	4
PSY	201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			6	3	7

FALL SEMESTER – SECOND YEAR

MAT	110	College Algebra			
		or			
MAT	120	Probability and Statistics	3	0	3
—	—	Departmental Approved Elective**	3	0	3
—	—	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

*Recommend Humanities/Fine Arts Electives: ART 101, ART 105, HIS 101, HIS 102, HIS 122, HIS 131, HIS 201, HIS 202, HIS 222, MUS 105, PHI 101, PHI 110, and THE 101.

**Departmental Approved Elective: BIO 225, BIO 240, CHM 110, PSY 203, PSY 208, PSY 212, and SOC 101.

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

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 patients 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 Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404)975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The ADN program 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, 110 Centerview Drive, Columbia, SC 29210, (803)896-4300, <https://llr.sc.gov/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.

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

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 2023 Admission – May 31, 2023
- Spring 2024 Admission – September 15, 2023
- Fall 2024 Admission – May 31, 2024

General Education 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)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- ____ ____ Humanities/Fine Arts Elective (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.
- Students must register with Admissions as a Central Carolina Technical College student prior to applying for the Pre-Nursing Preparatory Certificate.
- Submit all official transcripts (including high school and all regionally accredited institutions) to the Student Records Office no later than two (2) weeks prior to the admission deadline. Transcripts must be received by May 15 or August 15.
- Meet one of the following three entry options.
 1. The Scholastic Aptitude Test (SAT): 500 (Evidence Based Reading and Writing) and 530 Math and placement into BIO 210, ENG 101, and MAT 110 or MAT 120.
 2. The American College Test (ACT): 22 composite and placement into BIO 210, ENG 101, and MAT 110 or MAT 120.
 3. The Test of Essential Academic Skills (TEAS): “Proficient”, “Advanced” or “Exemplary” and completion of 17 credit hours (BIO 210, BIO 211, 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 (5) years are not accepted. Version 5.0 of the Test of Essential Academic Skills (TEAS V) may be substituted for TEAS. There will be a 30 day wait period between testing. The TEAS test may be taken twice in a calendar year, (January 1-December 31). Applicant may take the TEAS test no more than four (4) times.

- Admission GPA is calculated on the following prerequisite courses: BIO 210, BIO 211, ENG 101, MAT 110 or MAT 120, and PSY 201.

The general education courses must be completed with a grade of “C” or higher. 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. Credit will be given for CNA and CMA Certification.

Meeting the criteria does not guarantee admission to 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: Courses from one semester need to be completed prior to advancing to the next semester.

FALL ADMISSION

FALL SEMESTER – FIRST YEAR

		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

SPRING SEMESTER – FIRST YEAR

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

SUMMER SEMESTER – FIRST YEAR

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

FALL SEMESTER – SECOND YEAR

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

SPRING SEMESTER – SECOND YEAR

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

SPRING ADMISSION

SPRING SEMESTER – FIRST YEAR

		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

SUMMER SEMESTER – FIRST YEAR

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

FALL SEMESTER – FIRST YEAR

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

SPRING SEMESTER – SECOND YEAR

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

SUMMER SEMESTER – SECOND YEAR

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

All NUR courses that include a laboratory/clinical practicum component may have flexible schedules. Students enrolled in NUR 221 may be required to attend a clinical preceptor practicum between the hours of 7:00 a.m. and 7:00 p.m. and/or 7:00 p.m. and 7:00 a.m., Monday through Sunday.

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 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, and the student is ineligible to receive a “W” or “WA”.
- The student will sequentially complete (without interruption) the nursing program courses over 5 semesters.
- The general education courses and nursing program courses must be completed with a grade of “C” or higher. 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 semester attempt to complete nursing program courses.
- The student may attempt each NUR course no more than 2 times. If the student is unsuccessful after the second attempt for a course, the student will not be able to progress in the program and may reapply for admission beginning with the first nursing course (NUR 101/106) after a 2-year wait period.
- The student may apply for readmission to repeat a NUR course based on space availability, as long as the nursing program is completed in 7 semesters and the student has not been unsuccessful in the same course twice. Any student unable to complete the program in 7 semesters may reapply for admission beginning with the first nursing course (NUR 101/NUR 106) after a 2-year wait period.
- 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 Readmission

- 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, based on space available. 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) without attempting a NUR course more than two times.
- For readmission, the student must have a minimum 2.0 program GPA in general education courses and nursing program courses combined.
- The student in good standing at another institution 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 the committee.
- The student must complete 25% of required courses at CCTC to be eligible to receive an associate degree.

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 program 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 patients 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 Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404)975-5000 www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The ADN program 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, 110 Centerview Drive, Columbia, SC 29210, (803)896-4300, <https://llr.sc.gov/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.

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

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, 2023

General Education 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)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- ____ ____ Humanities/Fine Arts Elective

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 Student Records Office no later than two (2) weeks prior to the admission deadline. Transcripts must be received by March 15 and May 15.
- 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 (2) years will not be accepted. The test may be taken twice in a calendar year (January 1-December 31) with at least six (6) months between testing. The test may not be taken more than four (4) times.

- Provide proof of graduation from a state approved practical nursing program by submitting official transcripts to the Student Records Office.
- 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 courses:
BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201, PSY 203

The general education courses must be completed with a grade of “C” or higher. 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, NACE I, and county of residence.

Meeting the criteria does not guarantee admission to 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. Courses from one semester need to be completed prior to advancing to the next semester.

FALL ADMISSION

FALL SEMESTER – FIRST YEAR

		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

SPRING SEMESTER – FIRST YEAR

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

SUMMER SEMESTER – FIRST YEAR

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

SUMMER ADMISSION

SUMMER SEMESTER – FIRST YEAR

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

FALL SEMESTER – FIRST YEAR

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

SPRING SEMESTER – FIRST YEAR

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

All NUR courses that include a laboratory/clinical practicum component may have flexible schedules. Students enrolled in NUR 221 may be required to attend a clinical preceptor practicum between the hours of 7:00 a.m. and 7:00 p.m. and/or 7:00 p.m. and 7:00 a.m., Monday through Sunday.

This program is aligned with the following Career Cluster: Health Science.

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 repeat NUR 201 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	<u>3</u>	<u>6</u>	<u>5</u>
		11.5	19	18

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 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, and the student is ineligible to receive a “W” or “WA”.
- The student will sequentially complete (without interruption) the nursing program courses over 3 semesters.
- The general education courses and nursing program courses must be completed with a grade of “C” or higher. 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 semester attempt to complete nursing program courses.
- The student may attempt each NUR course no more than 2 times. If the student is unsuccessful after the second attempt for a course, the student will not be able to progress in the program and may reapply for admission beginning with the first nursing course (NUR 201).
- The student may apply for readmission to repeat NUR 201 and NUR courses, based on space availability, as long as the nursing program is completed in 4 semesters and the student has not been unsuccessful in the same course twice. Any student unable to complete the program in 4 semesters, may apply for admission beginning with the first nursing course (NUR 101/NUR 106).
- 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 Readmission

- 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, based on space available. 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 (4 semesters) of the starting date of (NUR 201/NUR 106/NUR 170) without attempting a NUR course more than two times.
- For readmission, the student must have a minimum 2.0 program GPA in general education courses and nursing courses combined.
- The student in good standing at another institution 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 and Transfer Committee and must follow specific guidelines outlined by the committee.
- The student must complete 25% of required courses at CCTC to be eligible to receive an associate degree.

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 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 121).
- 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.

MTH courses offered Monday through Thursday (afternoon/evening) and/or Saturday (daytime).

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
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

SPRING SEMESTER – FIRST YEAR

MTH 126	Pathology for Massage Therapy	1.5	1.5	2
MTH 128	Clinical Applications 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

52 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, 9355 113th St., N., #7709, Seminole, FL 33775, (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).
- 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 155 (Communications I).
- Completion and grade of “C” or higher in 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 the medical assistant program. 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

- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or has withdrawn once from the Medical Assisting Diploma program at Central Carolina Technical College must request admission/readmission to the program with the Medical Assisting Program Manager. Students may apply for readmission to the program, based on space availability, and AHS 107 and all Medical Assisting (MED) courses over two years old must be repeated with a “C” or higher.

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

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 155	Communications I	3	0	3
MAT 155	Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

FALL SEMESTER – FIRST YEAR

AHS 107	Clinical Computations	2	0	2
MED 103	Medical Assisting Introduction	3	0	3
MED 105	Medical Assisting Office Skills I	3.5	4.5	5
MED 114	Medical Assisting Clinical Procedures	<u>2</u>	<u>6</u>	<u>4</u>
		10.5	10.5	14

SPRING SEMESTER – FIRST YEAR

MED 107	Medical Office Management	3	3	4
MED 108	Common Diseases of the Medical Office	2	3	3
MED 112	Medical Assisting Pharmacology	2	0	2
MED 115	Medical Office Laboratory Procedures	2	6	4
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		12	12	16

SUMMER SEMESTER – FIRST YEAR

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.

*MAT 101 may take the place of MAT 155.

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

Medical Record Coding Certificate (MRCO)

38 Semester Hours

Medical Record Coding is a completely ONLINE certificate program.

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). The MRCO 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

- 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).
- 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 Medical Recording Coding 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.
- 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).

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 – FIRST YEAR

		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 – FIRST YEAR

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	3	0	3
		13	0	13

SUMMER SEMESTER – FIRST YEAR

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.

Inpatient Medical Coding Certificate (AMCO)

20 Semester Hours

Inpatient Medical Coding is a completely **ONLINE** certificate program.

The Inpatient 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 Inpatient 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.
- The Inpatient 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.

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 – FIRST YEAR

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	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER – FIRST YEAR

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.

Pharmacy Technician Certificate (PHMT)

28 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 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 the starting date of the first pharmacy technician (PHM) course.
- Students are limited to two attempts at successful completion of any PHM course. a grade less than a “C” or a withdrawal “W”, “WA” or “WF” constitutes an attempt at a PHM course, and will count as one attempt to complete the program.
- Students may apply for readmission to repeat a PHM course based on space availability, as long as the program is completed in 2 years. Any student unable to complete the program in 2 years, may apply for readmission beginning with the first semester PHM courses.

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:

FALL ADMISSION

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
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

SPRING SEMESTER – FIRST YEAR

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

SPRING ADMISSION

SPRING SEMESTER – FIRST YEAR

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 – FIRST YEAR

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.

Major in Surgical Technology (SURT)

Associate Degree in Applied Science

66 Semester Hours

The Surgical Technology Associate Degree 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 Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination for designation as a Certified Surgical Technologist (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 Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 East Main Street, Suite 339 Parker, CO 80138, Phone (303)694-9262, www.arcsta.org

Application for admission to the Surgical Technology program is based on a competitive admission process; therefore, meeting the minimum admission criteria does not guarantee acceptance into the program.

The 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.

The program admits one (1) cohort each academic year in the Fall semester. The application deadline is **June 1st** or until all seats in the admission cohort have been filled.

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

General Education Core Requirements:

- | | | | |
|---|-----|-----|-----------------------------------|
| ○ | BIO | 112 | Basic Anatomy & Physiology (4) |
| ○ | ENG | 101 | English Composition I (3) |
| ○ | MAT | 155 | Contemporary Mathematics (3) |
| ○ | PSY | 201 | General Psychology (3) |
| ○ | — | — | Humanities/Fine Arts Elective (3) |

Other Required Courses:

- | | | | |
|---|-----|-----|-------------------------|
| ○ | AHS | 102 | Medical Terminology (3) |
| ○ | BIO | 115 | Basic Microbiology (3) |

COL 105 Freshman Seminar (3) is recommended for all first-time college students during their first semester.

Admission Criteria

The following must be satisfied PRIOR to submitting a Surgical Technology program application:

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (see general college admissions requirements).
- Meet the admission requirements for Health Sciences students (see Health Sciences program requirements).
- The Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions).
- Completion and grade of "C" or higher in general education program courses, if taken pre-admission.
- Meet one of the following entry options:
 1. The Scholastic Aptitude Test (SAT): 480 Evidence-Based Reading and Writing and 500 Math.

2. The American College Test (ACT): 19 composite.
3. The Test of Essential Academic Skills (TEAS): “Proficient”, “Advanced” or “Exemplary”.

Combining scores from separate tests (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 the TEAS. There may be a waiting time of 30 days between repeat testing.

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

Additional Admission Points – will be added to an applicant’s total points, if the applicant has completed:

- AHS 102 (Medical Terminology), BIO 112 (Basic Anatomy and Physiology) and BIO 115 (Basic Microbiology) with a grade of “C” or higher prior to submitting admission application.
- A regionally accredited post-secondary degree, diploma, or certificate prior to submitting admission application. 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.

SUR courses with a laboratory/clinical practicum component may have flexible schedules. Students may be required to attend classes between the hours of 6:30 a.m. and 3:30 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.

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy and Physiology*	3	3	4
SUR	101	Introduction to Surgical Technology	4	3	5
SUR	102	Applied Surgical Technology	<u>2</u>	<u>9</u>	<u>5</u>
			12	15	17

SPRING SEMESTER – FIRST YEAR

BIO	115	Basic Microbiology **	3	0	3
SUR	103	Surgical Procedures I	4	0	4
SUR	123	Sterile Processing Technology***	2	3	3
SUR	125	Sterile Processing Practicum***	0	15	5
			9	18	15

SUMMER SEMESTER – FIRST YEAR

SUR	104	Surgical Procedures II	4	0	4
SUR	110	Introduction to Surgical Practicum	0	15	5
			4	15	9

FALL SEMESTER – SECOND YEAR

MAT	155	Contemporary Mathematics	3	0	3
SUR	111	Basic Surgical Practicum	0	21	7
—	—	Humanities/Fine Arts Elective	3	0	3
			6	21	13

SPRING SEMESTER– SECOND YEAR

ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
SUR	105	Surgical Procedures III	2	6	4
SUR	120	Surgical Seminar	2	0	2
			10	6	12

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

**BIO 225 may take the place of BIO 115.

***Upon successful completion of SUR 123 Sterile Processing Technology and SUR 125 Sterile Processing Practicum, the student may be eligible to take the certification exam for sterile processing.

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

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 courses 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”.
- 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 three years of starting date of first SUR courses (SUR 101/SUR 102).
- Students are limited to two attempts at successful completion of any surgical technology program course (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 accepted.

Transfers or Readmissions

- Students who have withdrawn or have been suspended once from the Surgical Technology 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 Nursing and 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.

Professional Studies Programs

Major in Accounting (ACCT)
Associate Degree in Applied Science
63 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.

General Education Core Requirements - 15 Credit Hours

ECO 201	Economic Concepts (3)
	or
ECO 210	Macroeconomics (3)
	or
ECO 211	Microeconomics (3)
ENG 101	English Composition I (3)
MAT 101	Beginning Algebra (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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

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	3	0	3
			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
ECO 201	Economic Concepts			
	or			
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	3	0	3
— —	Humanities/Fine Arts Elective*	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

MGT 101	Principles of Management	3	0	3
MKT 101	Marketing	3	0	3
SPC 205	Public Speaking	3	0	3
		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
		12	0	12

SPRING SEMESTER - SECOND YEAR

ACC 240	Computerized Accounting	3	0	3
ACC 265	Not-for-Profit Accounting	3	0	3
BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

PART-TIME SCHEDULE**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	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - FIRST YEAR

ACC 102	Accounting Principles II	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - FIRST YEAR

MAT 101	Beginning Algebra	3	0	3
MGT 101	Principles of Management	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

ACC 124	Individual Tax Procedures	3	0	3
ACC 201	Intermediate Accounting I	3	0	3
ECO 201	Economic Concepts			
	or			
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - SECOND YEAR

ACC 150	Payroll Accounting	3	0	3
ACC 240	Computerized Accounting	3	0	3
BUS 121	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - SECOND YEAR

MKT 101	Marketing	3	0	3
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - THIRD YEAR

ACC 230	Cost Accounting I	3	0	3
— —	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER - THIRD YEAR

ACC 265	Not-for-Profit Accounting	3	0	3
BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

*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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		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 – FIRST YEAR

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

PART-TIME SCHEDULE

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	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - FIRST YEAR

ACC 102	Accounting Principles II	3	0	3
ACC 150	Payroll Accounting	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER - FIRST YEAR

MGT 101	Principles of Management	3	0	3
— —	Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

ACC 124	Individual Tax Procedures	3	0	3
CPT 174	Microcomputer Spreadsheets	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Approved Electives – Choose from the following:

ACC 201	Intermediate Accounting (3)
ACC 230	Cost Accounting (3)
ACC 240	Computerized Accounting (3)
ACC 265	Not-for-Profit Accounting (3)
BAF 201	Principles of Finance (3)
BUS 121	Business Law I (3)
ECO 210	Macroeconomics (3)

ECO 211 Microeconomics (3)
ENG 101 English Composition I (3)
MAT 101 Beginning Algebra (3)
MAT 110 College Algebra (3)
MGT 240 Management Decision Making (3)
MKT 101 Marketing (3)
PHI 110 Ethics (3)
SPC 205 Public Speaking (3)

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

Major in Management (MGNT)

Associate Degree in Applied Science

63 Semester Hours

The Management Associate Degree in Applied Science program is a study of the art and science of directing an organization 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.

General Education Core Requirements - 15 Credit Hours

ECO 201	Economic Concepts (3)
	or
ECO 210	Macroeconomics (3)
	or
ECO 211	Microeconomics (3)
ENG 101	English Composition I (3)
MAT 101	Beginning Algebra (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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

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
MAT 101	Beginning Algebra		3	0	3
MGT 101	Principles of Management				
	or				
BUS 101	Introduction to Business		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER - FIRST YEAR

ACC	101	Accounting Principles I	3	0	3
BUS	121	Business Law I	3	0	3
IDS	201	Leadership Development	3	0	3
MKT	101	Marketing	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SUMMER SEMESTER - FIRST YEAR

MKT 135	Customer Service Techniques	3	0	3
QAT 103	Quality Management	3	0	3
SPC 205	Public Speaking	3	0	3
		9	0	9

FALL SEMESTER - SECOND YEAR

ECO 201	Economic Concepts			
	or			
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	3	0	3
MGT 121	Small Business Operations	3	0	3
MGT 201	Human Resources Management	3	0	3
_____	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER - SECOND YEAR

BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	3	0	3
MGT 245	Decision Support Systems	3	0	3
— —	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

PART-TIME SCHEDULE**FALL SEMESTER - FIRST YEAR**

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
MGT 101	Principles of Management			
	or			
BUS 101	Introduction to Business	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - FIRST YEAR

BUS 121	Business Law I	3	0	3
ENG 101	English Composition I	3	0	3
MKT 101	Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - FIRST YEAR

MAT 101	Beginning Algebra	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
ECO 201	Economic Concepts			
	or			
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	3	0	3
— —	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - SECOND YEAR

IDS 201	Leadership Development	3	0	3
MGT 201	Human Resources Management	3	0	3
— —	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - SECOND YEAR

QAT 103	Quality Management	3	0	3
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - THIRD YEAR

MGT 121	Small Business Operations	3	0	3
— —	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER - THIRD YEAR

BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	3	0	3
MGT 245	Decision Support Systems	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

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

ACC 102	Accounting Principles II (3)
ACC 240	Computerized Accounting (3)
BUS 101	Introduction to Business (3)
BUS 110	Entrepreneurship (3)
BUS 130	Business Communications (3)
BUS 210	Introduction to E-Commerce in Business (3)
BUS 250	Introduction to International Business (3)
BUS 268	Special Projects in Business (3)
CPT 174	Microcomputer Spreadsheets (3)
ECO 210	Macroeconomics (3)
ECO 211	Microeconomics (3)
MAT 120	Probability and Statistics (3)
MGT 101	Principles of Management (3)
MGT 150	Fundamentals of Supervision (3)
MKT 110	Retailing (3)
MKT 140	E-Marketing (3)
MKT 221	Sales Strategies (3)
MKT 245	Promotional Strategies (3)

**Recommend PHI 110 Ethics*

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

Entrepreneurship/Small Business Management Certificate (ESBM)

30 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 independently develop their own business plan and are connected with local stakeholders for individual support needed throughout the 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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 121	Business Law I	3	0	3
COL 105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER – FIRST YEAR

BUS 110	Entrepreneurship	3	0	3
IDS 201	Leadership Development	3	0	3
MGT 121	Small Business Operations	3	0	3
MKT 101	Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SUMMER SEMESTER – FIRST YEAR

MGT 245	Decision Support Systems	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
BUS 101	Introduction to Business	3	0	3
COL 105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER – FIRST YEAR

BUS 110	Entrepreneurship	3	0	3
BUS 121	Business Law I	3	0	3
MKT 101	Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER – FIRST YEAR

MGT 245	Decision Support Systems	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER – SECOND YEAR

			Class	Lab	Credit
IDS	201	Leadership Development	3	0	3
MGT	121	Small Business Operations	<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)

27 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.

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

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	121	Business Law I	3	0	3
COL	105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER – FIRST YEAR

BUS 130	Business Communications	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 201	Human Resource Management	3	0	3
		9	0	9

SUMMER SEMESTER – FIRST YEAR

MGT 245	Decision Support Systems	3	0	3
MKT 135	Customer Service Techniques	3	0	3
		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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
ACC 101	Accounting Principles I		3	0	3
BUS 101	Introduction to Business		3	0	3
BUS 121	Business Law I		3	0	3
COL 105	Freshman Seminar		3	0	3
MKT 135	Customer Service Techniques		3	0	3
			15	0	15

SPRING SEMESTER – FIRST YEAR

IDS 201	Leadership Development	3	0	3
MGT 101	Principles of Management	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 201	Human Resource Management	3	0	3
		12	0	12

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
ACC 101	Accounting Principles I		3	0	3
COL 105	Freshman Seminar		3	0	3
MGT 101	Principles of Management		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

SPRING SEMESTER – FIRST YEAR

BUS 121	Business Law I	3	0	3
IDS 201	Leadership Development	3	0	3
		6	0	6

SUMMER SEMESTER – FIRST YEAR

BUS 101	Introduction to Business	3	0	3
MKT 135	Customer Service Techniques	3	0	3
		6	0	6

FALL SEMESTER – SECOND YEAR

MGT 150	Fundamentals of Supervision	3	0	3
MGT 201	Human Resource Management	3	0	3
		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

72 Semester Hours

The Computer Technology Associate in Applied Science Degree program provides students with the opportunity to learn the necessary skills needed to implement solutions to business and information systems related problems on modern computer systems. The program focuses on developing problem-solving and decision-making skills employing microcomputers and associated technology. The curriculum includes three certificate programs consisting of courses in programming, cybersecurity; students may also pursue a concentration in networking or as an alternative to the certificate, a concentration in cybersecurity. These advanced courses allow students to choose a specific career path in the information systems field.

The utilization of popular word processing, database, spreadsheet, and specialized software applications is required for successful completion of the microcomputer courses. Programming courses in Smart BASIC, Python, Node. JS, Java, and JavaScript 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 hardware and software maintenance. 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, ITF+, A+, Network+, Security+, MCSE, MTA, 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, information security analyst, cybersecurity technician or help-desk specialist.

The Computer Technology Associate Degree Program requires at least a grade of "C" in all of the courses offered within the CMPT curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

Certificate Programs and Concentration(s)

Prior to the beginning of the fall semester of their second year of study, students, in consultation with their academic advisor, should choose a combination of four elective courses as an area of specialization.

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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 104	Introduction to Information Technology		3	0	3
CPT 114	Computers and Programming		3	0	3
CPT 209	Computer Systems Management		3	0	3
MAT 102	Intermediate Algebra				
	or				
MAT 110	College Algebra		3	0	3
			15	0	15

SPRING SEMESTER - FIRST YEAR

CPT 172	Microcomputer Database	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	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

CPT	200	Database Design I	3	0	3
CPT	237	Advanced Java Programming	3	0	3
IST	220	Data Communications	3	0	3
IST	222	Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

FALL SEMESTER - SECOND YEAR

CPT	242	Database	3	0	3
IST	245	Local Area Networks	3	0	3
SPC	205	Public Speaking	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

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
—	—	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

PART-TIME SCHEDULE**FALL SEMESTER - FIRST YEAR**

			Class	Lab	Credit
COL	105	Freshman Seminar	3	0	3
MAT	102	Intermediate Algebra			
		or			
MAT	110	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SPRING SEMESTER - FIRST YEAR

CPT	104	Introduction to Information Technology	3	0	3
CPT	114	Computers and Programming	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SUMMER SEMESTER - FIRST YEAR

CPT	172	Microcomputer Database	3	0	3
IST	222	Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

FALL SEMESTER - SECOND YEAR

CPT	174	Microcomputer Spreadsheets	3	0	3
CPT	209	Computer Systems Management	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SPRING SEMESTER - SECOND YEAR

CPT	176	Microcomputer Operating Systems	3	0	3
CPT	236	Introduction to Java Programming	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SUMMER SEMESTER - SECOND YEAR

CPT	237	Advanced Java Programming	3	0	3
IST	220	Data Communications	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

FALL SEMESTER - THIRD YEAR

IST	245	Local Area Networks	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SPRING SEMESTER - THIRD YEAR

SPC	205	Public Speaking	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SUMMER SEMESTER - THIRD YEAR

CPT	200	Database Design I	3	0	3
—	—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

FALL SEMESTER - FOURTH YEAR

CPT	242	Database	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SPRING SEMESTER - FOURTH YEAR

CPT	264	Systems and Procedures	3	0	3
—	—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SUMMER SEMESTER - FOURTH YEAR

ENG	101	English Composition I	3	0	3
—	—	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

Departmental Approved Electives**Software Development**

CPT	187	Object-Oriented Logic & Design
CPT	188	Mobile App Development (3)
CPT	238	Internet Scripting (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

IST	110	Introduction to Cyberspace and Cybersecurity (3)
IST	190	LINUX Essentials (3)
IST	193	LINUX Security Administration (3)
IST	267	Network Vulnerability Assessment (3)

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.

The Computer Specialist Certificate Program requires at least a grade of “C” in all of the courses offered within the CMSP curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 104	Introduction to Information Technology	3	0	3
CPT 114	Computers and Programming	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

CPT 172	Microcomputer Database	3	0	3
CPT 174	Microcomputer Spreadsheet	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
CPT 236	Intro to Java Programming	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SUMMER SEMESTER – FIRST YEAR

CPT 200	Database Design I	3	0	3
CPT 237	Advanced Java Programming	3	0	3
IST 220	Data Communications	3	0	3
IST 222	Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

PART-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER – FIRST YEAR

CPT 104	Introduction to Information Technology	3	0	3
CPT 114	Computers and Programming	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER – FIRST YEAR

CPT 172	Microcomputer Database	3	0	3
IST 222	Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER – SECOND YEAR

CPT 174	Microcomputer Spreadsheet	3	0	3
CPT 209	Computer Systems Management	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER – SECOND YEAR

CPT 176	Microcomputer Operating Systems	3	0	3
CPT 236	Intro to Java Programming	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER – SECOND YEAR

CPT 200	Database Design I	3	0	3
CPT 237	Advanced Java Programming	3	0	3
IST 220	Data Communications	<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)

37 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 network security support. 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.

Students must successfully complete the Computer Specialist (CMSP) Certificate, the first year (Fall – Spring – Summer) of the CMPT Program or have departmental approval prior to being admitted into the Cybersecurity (CYBR) Certificate program.

Upon successful completion of the Cybersecurity Certificate program, the graduate is eligible after appropriate review and self-study to take the CompTIA Security+ Certification exam.

The Central Carolina Technical College Cybersecurity Certificate program follows national guidelines proposed and supported by Cisco, CompTIA, EC-Council, and the National Cyberwatch Center, and uses curriculum standards developed and approved by the National Institute of Science and Technology (NIST), the Department of Homeland Security (DHS), and the National Security Agency (NSA).

The Cybersecurity Certificate Program requires at least a grade of “C” in all of the courses offered within the CYBR curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

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
IST	110	Introduction to Cyberspace and Cybersecurity	3	0	3
IST	190	LINUX Essentials	3	0	3
IST	201	Cisco Internetworking Concepts	2.5	1.5	3
IST	245	Local Area Networks	3	0	3
			11.5	1.5	12

SPRING SEMESTER – FIRST YEAR

CPT	282	Information Systems Security	3	0	3
IST	193	LINUX Security Administration	3	0	3
IST	202	Cisco Router Configuration	2.5	1.5	3
IST	253	LAN Service and Support	3	0	3
IST	267	Network Vulnerability Assessment	3	0	3
			14.5	1.5	15

SUMMER SEMESTER – FIRST YEAR

IST	203	Advanced Cisco Router Configuration	2.5	1.5	3
IST	269	Digital Forensics	3	0	3
IST	285	Cybersecurity Capstone	3	3	4
			8.5	4.5	10

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.

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 207 Forensic 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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
CPT 101 Introduction to Computers	3	0	3
CRJ 101 Introduction to Criminal Justice	3	0	3
CRJ 115 Criminal Law I	3	0	3
ENG 101 English Composition I	3	0	3
	15	0	15

SPRING SEMESTER - FIRST YEAR

CRJ 120 Constitutional Law	3	0	3
CRJ 125 Criminology	3	0	3
PSY 207 Forensic Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
— — Humanities/Fine Arts Elective	3	0	3
	15	0	15

SUMMER SEMESTER - FIRST YEAR

CRJ 145 Juvenile Delinquency	3	0	3
CRJ 202 Criminalistics	3	0	3
	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

PART-TIME SCHEDULE**FALL SEMESTER - FIRST YEAR**

			Class	Lab	Credit
COL	105	Freshman Seminar	3	0	3
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	115	Criminal Law I	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

SPRING SEMESTER - FIRST YEAR

CPT	101	Introduction to Computers	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	125	Criminology	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

SUMMER SEMESTER - FIRST YEAR

CRJ	145	Juvenile Delinquency	3	0	3
CRJ	202	Criminalistics	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

FALL SEMESTER - SECOND YEAR

CRJ	220	Judicial Process	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
ENG	101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

SPRING SEMESTER - SECOND YEAR

CRJ	236	Criminal Evidence	3	0	3
CRJ	242	Correctional Systems	3	0	3
PSY	207	Forensic Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

SUMMER SEMESTER - SECOND YEAR

SPC	205	Public Speaking	3	0	3
—	—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

FALL SEMESTER - THIRD YEAR

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>
			9/10	0	9/10

SPRING SEMESTER - THIRD YEAR

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>
			6	0	6

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.

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.
 - SLED 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 health information on the Early Care and Education Department form.
- Provide proof of negative TB Test completed within the past 30 days.
- Provide proof of Whooping Cough vaccination within the past 8 years.
- Central Carolina Technical College ECE Discipline Policy indicating adherence to positive child guidance techniques.
- Purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Purchase and maintain the school-approved 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. All Early Childhood courses require a minimum grade of "C" in order to earn credit towards graduation.

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 or EDU 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

67/69 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 five 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 in a variety of formats.

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.

In order to maintain NAEYC Accreditation standards, the following are requirements to graduate from this program:

- Students will successfully (grade of C or higher) complete all six NAEYC Key Assessment assignments at Central Carolina Technical College. Students who have earned credit for a course that contains a Key Assessment through transfer or previous learning must complete the CCTC Key Assessments in order to graduate. These students have the option of completing the assignment independently for no course credit or completing the course at CCTC. Verification of completion is required to pass ECD 243 Supervised Field Experience I.
- Throughout the program students will complete lab practicum hours that collectively provide a variety of placement settings and a variety of age groups, following guidelines provided in the CCTC Lab Practicum Orientation.
- The capstone courses in the program, ECD 237 Methods and Materials and ECD 243 Supervised Field Experience I must be completed at CCTC and may not be taken as Independent Study courses.

Credit towards graduation requirements for ECD and EDU courses over five years old must be approved by the department chair

General Education Core Courses - 21 Credit Hours

COL 105	Freshman Seminar (3)
ENG 101	English Composition I (3)
SPC 205	Public Speaking (3)
PSY 201	General Psychology (3)
MAT 101	Beginning Algebra (3)
	or
MAT 102	Intermediate Algebra (3)
	or
MAT 250	Elementary Mathematics (3)***
MUS 105	Music Appreciation (3)
	or
ART 101	Art History and 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:

FULL-TIME SCHEDULE

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
ECD 101	Introduction to Early Childhood*		3	0	3
ECD 105	Guidance-Classroom Management		3	0	3
EDU 204	The Young Child: Development Care, & Education		3	3	4
MAT 101	Beginning Algebra				
	or				
MAT 102	Intermediate Algebra				
	or				
MAT 250	Elementary Mathematics***		3	0	3
			15	3	16

SPRING SEMESTER - FIRST YEAR

ECD 131	Language Arts	3	0	3
ECD 135	Health, Safety, and Nutrition	3	0	3
ECD 203	Growth and Development II	2	3	3
ENG 101	English Composition I	3	0	3
SPC 205	Public Speaking	<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 132	Creative Experiences	3	0	3
ECD 133	Science and Math Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

FALL SEMESTER - SECOND YEAR

ECD 107	Exceptional Children	2	3	3
ECD 237	Methods and Materials	2	3	3
PSY 201	General Psychology	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3/4</u>
		10	6	12/13

SPRING SEMESTER - SECOND YEAR

ECD 201	Principles of Ethics and Leadership	3	0	3
ECD 243	Supervised Field Experience I	1	6	3
MUS 105	Music Appreciation			
	or			
ART 101	Art History and Appreciation	3	0	3
— —	Departmental Elective	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3/4</u>
		13	6	15/16

PART-TIME SCHEDULE**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	<u>3</u>	<u>3</u>	<u>4</u>
		9	3	10

SPRING SEMESTER - FIRST YEAR

ECD 131	Language Arts	3	0	3
ECD 203	Growth and Development II	2	3	3
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9

SUMMER SEMESTER - FIRST YEAR

ECD 133	Science and Math Concepts	3	0	3
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

ECD 105	Guidance-Classroom Management	3	0	3
ECD 107	Exceptional Children	2	3	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3/4</u>
		8	3	9/10

SPRING SEMESTER - SECOND YEAR

ECD 135	Health, Safety, and Nutrition	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 102	Intermediate Algebra			
	or			
MAT 250	Elementary Mathematics***	3	0	3
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - SECOND YEAR

ECD 108	Family and Community Relations	3	0	3
ECD 132	Creative Experiences	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - THIRD YEAR

ECD 237	Methods and Materials	2	3	3
MUS 105	Music Appreciation			
	or			
ART 101	Art History and Appreciation	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3/4</u>
		8	3	9/10

SPRING SEMESTER - THIRD YEAR

ECD 201	Principles of Ethics and Leadership	3	0	3
ECD 243	Supervised Field Experience I	1	6	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	6	9

Departmental Electives - Choose from the following:

BIO 101	Biological Science I (4)
ECD 109	Administration and Supervision (3)
ECD 200	Curriculum Issues in Infant and Toddler Development (3)
ECD 205	Socialization and Group Care of Infants and Toddlers (3)
ECD 207	Inclusive Care for Infants and Toddlers (3)
ECD 244	Supervised Field Experience II (3)
EDU 102	Professional Preparation for Education Careers (3)***
EDU 110	Careers in Education (3)
EDU 201	Classroom Inquiry with Technology (3)***
EDU 230	Schools in Communities (4)
EDU 241	Learners & Diversity (4)***
ENG 102	English Composition (3)
ENG 207	Literature for Children (3)***
MGT 121	Small Business Operations (3)
SAC 101	Best Practices in School-Age and Youth Care Skills (3)**

Infant-Toddler Certificate Electives

ECD 200
ECD 205
ECD 207

Management Electives

ECD 109
MGT 121

Education Electives

EDU 102
EDU 110
EDU 201
EDU 230
EDU 241

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.*

Early Childhood Development Certificate (ECHC)

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 in a variety of formats.

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.

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	<u>3</u>	<u>3</u>	<u>4</u>
	9	3	10

SPRING SEMESTER – FIRST YEAR

ECD 131 Language Arts	3	0	3
ECD 135 Health, Safety and Nutrition	3	0	3
ECD 203 Growth and Development II	<u>2</u>	<u>3</u>	<u>3</u>
	8	3	9

SUMMER SEMESTER – FIRST YEAR

ECD 132 Creative Experiences	3	0	3
ECD 133 Science and Math Concepts	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6

FALL SEMESTER – SECOND YEAR

ECD 105 Guidance-Classroom Management	3	0	3
ECD 107 Exceptional Children	<u>2</u>	<u>3</u>	<u>3</u>
	5	3	6

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

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

Infant and Toddler Care Certificate (INTC)

22 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 in a variety of formats.

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.

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:

COHORT and T.E.A.C.H Scholarship Program

SUMMER SEMESTER – FIRST YEAR

	Class	Lab	Credit
COL 105 Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3

FALL SEMESTER – FIRST YEAR

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>
	6	3	7

SPRING SEMESTER – FIRST YEAR

ECD 200 Curriculum Issues in Infant and Toddler Development	3	0	3
ECD 207 Inclusive Care for Infants and Toddlers	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6

SUMMER SEMESTER – SECOND YEAR

ECD 205 Socialization and Group Care of Infants and Toddlers	3	0	3
ECD 251 Supervised Field Experience in Infant/Toddler Environment	<u>1</u>	<u>6</u>	<u>3</u>
	4	6	6

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

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

Child Care Assistant Certificate (CCAC)

19 Semester Hours

The Child Care Assistant Certificate program specifically prepares graduates for assisting classroom teachers in the care and supervision of children in preschool and child care settings. This certificate meets the skill proficiencies of an Early Childhood Educator Level 1 (ECE 1) designated by the National Association for the Education of Young Children (NAEYC) in the Professional Standards and Competencies for Early Childhood Educators. The ECE I is expected to demonstrate introductory knowledge and application of the standards and competencies. All courses in the Child Care Assistant Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities are available in assistant positions in child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, and self-employment.

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.

Courses in the program are available in a variety of formats.

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
ECD 101 Introduction to Early Childhood	3	0	3
ECD 105 Guidance - Classroom Management	3	0	3
EDU 204 The Young Child: Development, Care & Education (Birth to 3 years)	<u>3</u>	<u>3</u>	<u>4</u>
	9	3	10

SPRING SEMESTER – FIRST YEAR

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
ECD 131 Language Arts	3	0	3
ECD 203 Growth and Development II	<u>2</u>	<u>3</u>	<u>3</u>
	8	3	9

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

Major in Human Services (HUSV)

Associate Degree in Applied Science

63/64 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.

The Associate Degree in Applied Science with a Major in Human Services is accredited by the Council for Standards in Human Services Education.

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.

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)
PSY 203	Human Growth and Development (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:

FULL-TIME SCHEDULE

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
		<u>12</u>	<u>0</u>	<u>12</u>

SPRING SEMESTER - FIRST YEAR

HUS 110	Orientation to Human Services	1	0	1
HUS 209	Case Management	3	0	3
HUS 230	Interviewing Techniques	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
PSY 201	General Psychology	3	0	3
		<u>13</u>	<u>0</u>	<u>13</u>

SUMMER SEMESTER - FIRST YEAR

HUS 235	Group Dynamics	3	0	3
HUS 237	Crisis Intervention	3	0	3
— —	Departmental Approved Elective	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

FALL SEMESTER - SECOND YEAR

HUS 208	Alcohol and Drug Abuse	3	0	3
HUS 221	Professional Ethics in Human Services	3	0	3
HUS 250	Supervised Field Placement I	1	9	4
PSY 203	Human Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		10	9	13

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	3/4
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	9	16/17

PART-TIME SCHEDULE**FALL SEMESTER - FIRST YEAR**

		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 Helping Professions	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - FIRST YEAR

ENG 101	English Composition I	3	0	3
HUS 209	Case Management	3	0	3
HUS 230	Interviewing Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SUMMER SEMESTER - FIRST YEAR

HUS 235	Group Dynamics	3	0	3
HUS 237	Crisis Intervention	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

HUS 221	Professional Ethics in Human Services	3	0	3
PSY 201	General Psychology	3	0	3
— —	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER - SECOND YEAR

HUS 110	Orientation to Human Services	1	0	1
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
PSY 203	Human Growth & Development	<u>3</u>	<u>0</u>	<u>3</u>
		7	0	7

SUMMER SEMESTER - SECOND YEAR

— —	Departmental Approved Elective	3	0	3/4
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6/7

FALL SEMESTER - THIRD YEAR

HUS 208	Alcohol and Drug Abuse	3	0	3
HUS 250	Supervised Field Placement I	<u>1</u>	<u>9</u>	<u>4</u>
		4	9	7

SPRING SEMESTER - THIRD YEAR

HUS 216	Behavior Change Techniques	3	0	3
HUS 251	Supervised Field Placement II	1	9	4
HUS 260	Human Services Special Topics	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

The program is aligned with the following career cluster: Human Services.

Departmental Approved Electives

CPT 101	Introduction to Computers (3)
CRJ 101	Introduction to Criminal Justice (3)
CRJ 145	Juvenile Delinquency (3)
ECD 101	Introduction to Early Childhood (3)
HUS 115	Geriatric Services and Activities (3)
HUS 205	Gerontology (3)
HUS 206	Death and Dying (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)
SAC 101	Best Practices in School-Age Care Skills (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)

32 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.

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:

FULL-TIME SCHEDULE

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			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	3	0	3
			12	0	12

SPRING SEMESTER – FIRST YEAR

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	3	0	3
			10	0	10

SUMMER SEMESTER – FIRST YEAR

HUS	235	Group Dynamics	3	0	3
HUS	237	Crisis Intervention	3	0	3
HUS	250	Supervised Field Placement I	1	9	4
			7	9	10

PART-TIME SCHEDULE

FALL SEMESTER- FIRST YEAR

FALL SEMESTER- FIRST YEAR			Class	Lab	Credit
COL	105	Freshman Seminar	3	0	3
HUS	101	Introduction to Human Services	3	0	3
			6	0	6

SPRING SEMESTER – FIRST YEAR

HUS	209	Case Management	3	0	3
HUS	230	Interviewing Techniques	3	0	3
			6	0	6

SUMMER SEMESTER – FIRST YEAR

HUS	235	Group Dynamics	3	0	3
HUS	237	Crisis Intervention	3	0	3
			6	0	6

FALL SEMESTER – SECOND YEAR

HUS	102	Personal and Professional Development in the Helping Professions	3	0	3
PSY	201	General Psychology	3	0	3
			6	0	6

SPRING SEMESTER – SECOND YEAR

HUS 110	Orientation to Human Services	1	0	1
HUS 216	Behavior Change Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		4	0	4

SUMMER SEMESTER – SECOND YEAR

HUS 250	Supervised Field Placement I	<u>1</u>	<u>9</u>	<u>4</u>
		1	9	4

The program is aligned with the following career cluster: Human Services.

Gerontology Certificate (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.

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 – FIRST YEAR

FALL SEMESTER – FIRST YEAR			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 – FIRST YEAR

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.



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 “C” or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered every semester.

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 “C” or higher: ACC 101. This course is typically offered 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. Prerequisites with a grade of “C” or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered 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 offered 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 offered 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 offered 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. Prerequisites with a grade of “C” or higher: ACC 101 and CPT 174. This course is typically offered in the fall and spring semesters.

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 offered in the spring and summer semesters.

AIR CONDITIONING AND HEATING

ACR 102 Tools and Service Techniques (2-3-3)

This course is a basic study of the uses and tools and service equipment used in the installation and repair of HVAC equipment.

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 offered in the summer semester.

ACR 223 Testing and Balancing (2-3-3)

This course covers the testing and balancing of air distribution in duct work and water flow in piping.

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 is designed as the capstone for the Basic Air Conditioning and Heating curriculum. Emphasis will be placed on customer service, troubleshooting, and documentation skills in order to prepare students for the workplace.

ALLIED HEALTH SCIENCE

AHS 102 Medical Terminology (3-0-3)

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 107 Clinical Computations (2-0-2)

This course is a study of the principles and applications of computations used in the clinical setting. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 155, and MAT 155. This course is typically offered in the fall 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. Prerequisite with a grade of "C" or higher: ENG 155 or placement into ENG 101.

ART

ART 101 Art History and Appreciation (3-0-3)

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 or placement into ENG 101.

ART 211 Introduction to Painting (3-0-3)

This course is an introduction to materials and techniques of painting.

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.

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.

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/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.

AUT 116 Manual Transmission and 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.

AUT 131 Electrical Systems (2-3-3)

This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

AUT 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 Introduction to Heating and Air Conditioning (3-3-4)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology.

AUT 145 Engine Performance (2-3-3)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

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.

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 offered in the fall and spring semesters.

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 a grade of "C" or higher: MAT 155 or placement into MAT 101 and ENG 155 or placement into ENG 101.

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.

BIO 115 Basic Microbiology (3-0-3)

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms.

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. This course is typically offered in the fall semester.

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. This course is typically offered in the summer semester.

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. This course is typically offered in the summer semester.

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 "C" or higher: MAT 155 or placement into MAT 101, ENG 155 or placement into ENG 101, and BIO 101 or BIO 112 or satisfactory placement score.

BIO 211 Anatomy and Physiology II (3-3-4)

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied 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. This course is typically offered in the spring semester.

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. Prerequisites with a grade of "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered every semester.

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. Prerequisites with a grade of "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered in the spring 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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered in the fall and spring semesters.

BUS 130 Business Communications (3-0-3)

This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisite with a grade of "C" or higher: ENG 155 or placement in ENG 101. This course is typically offered 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. Prerequisites with a grade of "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered 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 offered in the fall semester.

BUS 268 Special Projects in Business (3-0-3)

This course includes research, reporting, and special activities for successful employment in the business world. Emphasis is placed on combining a practical project or assignment that will provide business experience along with relevant college research, reading and assignments. Student projects and course requirements must be approved and monitored by the Management Department Chair. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101.

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.

COL 110 Information Literacy (1-0-1)

This course provides students with the foundational skills needed to effectively locate, evaluate, utilize, paraphrase, and cite information found in print, electronic, and other source types.

COMPUTER TECHNOLOGY**CPT 101 Introduction to Computers (3-0-3)**

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, databases, and the operating system. Presentation graphics and the Internet will also be covered.

CPT 104 Introduction to Information Technology (3-0-3)

This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

CPT 114 Computers and Programming (3-0-3)

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language.

CPT 172 Microcomputer Database (3-0-3)

This course introduces microcomputer database concepts, including generating reports from data base, creating, maintaining, and modifying databases. Prerequisite with a grade of "C" or higher: CPT 101 or CPT 104.

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 "C" or higher: CPT 101 or CPT 104, and MAT 155.

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. Authorized A+ certification courseware will be used. Prerequisite with a grade of "C" or higher: CPT 209. This course is typically offered in the spring and summer semesters.

CPT 187 Object-Oriented Logic & Design (3-0-3)

This is a study in the planning and implementation of object-oriented programs. Prerequisite with a grade of "C" or higher: CPT 114. This course is typically offered in the fall and spring semesters.

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. This course is typically offered in the fall semester.

CPT 200 Database Design I (3-0-3)

This course introduces the concepts of entities, attributes, and relationships required to create data models that represent the ideal database system by generating ER diagrams, business rules, and normalization. Prerequisites with a grade of "C" or higher: CPT 172 and MAT 155. This course is typically offered in the summer 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. This course is typically offered in the fall and spring semesters.

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 114 and MAT 102. This course is typically offered in the spring and summer semesters.

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. This course is typically offered in the summer and fall semesters.

CPT 238 Internet Scripting (3-0-3)

This course is a study of internet programming including the syntax of scripting languages and internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. Prerequisites with a grade of "C" or higher: CPT 114 and IST 222. This course typically offered in the spring semester.

CPT 242 Database (3-0-3)

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs

which access a database. Prerequisite with a grade of “C” or higher: MAT 155 and CPT 200. This course is typically offered in the fall 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: CPT 237, CPT 242, IST 245 or departmental approval. This course is typically offered 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: CPT 209, IST 110 and IST 201. This course is typically offered in the spring 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 offered 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. This course is typically offered 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. This course is typically offered 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 “C” or higher: CRJ 101. This course is typically offered 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. This course is typically offered 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 offered in the summer semester.

CRJ 220 The 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 academic advisor permission).

CWE 113 Cooperative Work Experience I (0-15-3)

This course includes cooperative work experience in an approved setting (with academic 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 101 or concurrent enrollment. This course is typically offered in the fall semester.

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. This course is typically offered in the fall semester.

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. This course is typically offered in the summer semester.

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 155 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. This course is typically offered 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: ECD 131, ECD 203 and ECD 133 or concurrent enrollment. This course is typically offered in the summer 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 "C" or higher: ECD 203 and placement into MAT 101. This course is typically offered in the summer semester.

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 101 and EDU 204. This course is typically offered in the spring 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. Prerequisites with a grade of "C" or higher: ECD 101 and EDU 204. This course is typically offered in the spring semester.

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: ECD 237 completion or concurrent enrollment in ECD 243, and placement into ENG 101. This course is typically offered in the spring semester.

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 ECD 101. This course is typically offered 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. Prerequisites with a grade of "C" or higher: ECD 101 and EDU 204. This course is typically offered in the summer semester.

ECD 207 Inclusive Care for Infants and Toddlers (3-0-3)

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. Prerequisites with a grade of "C" or higher: ECD 101 and 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 131, ECD 132, ECD 133, ECD 135, ECD 203, and completion of 21 semester hours of Early Childhood Development courses. This course is typically offered in the fall semester.

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. This course is typically offered in the spring semester.

ECD 244 Supervised Field Experience II (1-6-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children. Prerequisites with a grade of "C" or higher: ECD 237 and concurrent enrollment in ECD 243. This course is typically offered in the spring semester.

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 101, EDU 204 and successful completion of or concurrent enrollment in ECD 200, ECD 205 and ECD 207. This course is typically offered in the summer semester.

ECONOMICS

ECO 201 Economic Concepts (3-0-3)

This course is a study of micro- and macro- economic concepts and selected economic problems. Prerequisites with a grade of "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101.

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 "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered every semester.

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 "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered every 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 110 Careers in Education (3-0-3)

This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics addressed include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

EDU 200 Foundations in Special Education (2-3-3)

This course provides knowledge of basic concepts in special education related to the education of individuals with disabilities. Content includes historical factors, legislation, etiology, educational strategies, identification procedures, support services and the impact on academic performance. Prerequisite with a grade of "C" or higher: ENG 101.

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 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. Prerequisite with a grade of "C" or higher: ECD 101 or concurrent enrollment. This course is typically offered in the fall semester.

EDU 230 Schools in Communities (3-3-4)

This course provides students with a basic understanding 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.

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.

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 offered 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 "C" or higher: EEM 111. This course is typically offered in the spring semester.

EEM 221 DC/AC Drives (2-3-3)

This course covers the principles of operation and application of DC drives and AC drives. Prerequisite with a grade of "C" or higher: IMT 214. This course is typically offered in the fall semester.

EEM 250 Programmable Logic Controllers (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 offered 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 offered 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. Prerequisites with a grade of "C" or higher: EEM 250 and EEM 251. This course is typically offered in the spring 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered in the spring semester.

ENGLISH

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 “C” or higher: ENG 155 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 155 Communications I (3-0-3)

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

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 102.

ENG 230 Women in Literature (3-0-3)

This course is a critical study of women’s writings examined from historical, social, and psychological points of view. Prerequisite with a grade of “C” or higher: ENG 102.

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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered in the fall semester.

EVT 220 Environmental Biology II (3-0-3)

This course is a study of environmental biology, including ecological systems and toxicology. This course is typically offered in the fall semester.

EVT 223 Environmental Sampling Analysis (3-0-3)

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 offered in the fall semester in hybrid format.

EVT 225 Best Management Practices (BMP) 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered in the spring semester.

FORESTRY

FOR 154 Mensuration (3-0-3)

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 offered 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 offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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. This course is typically offered 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. BIO 112 or BIO 211 can be substituted for this course. This course is typically offered 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 offered 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 or departmental approval. This course is typically offered 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 offered 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 offered 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. This course is typically offered 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 offered 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 offered 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 offered 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. This course is typically offered in the fall semester.

HIM 225 Coding and Classification II (3-0-3)

This course provides a study of advanced coding and classification systems. This course is typically offered 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 offered 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 offered 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 offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 or placement into ENG 101.

HORTICULTURE**HRT 101 Introduction to Horticulture (3-0-3)**

This course covers the basic principles of horticulture as it relates to commercial production. This course is typically offered 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. This course is typically offered 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. This course is typically offered 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. Prerequisite with a grade of "C" or higher: HUS 101. This course is typically offered 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. This course is typically offered in the fall 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. This course is typically offered 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. This course is typically offered 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. This course is typically offered in the fall semester.

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. Prerequisite with a grade of "C" or higher: HUS 101. This course is typically offered 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. This course is typically offered 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.

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. This course is typically offered 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 offered 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. Prerequisite with a grade of "C" or higher: HUS 101. This course is typically offered 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. Prerequisite with a grade of "C" or higher: HUS 101. This course is typically offered 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. Prerequisite with a grade of "C" or higher: HUS 101. This course is typically offered 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 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 offered 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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered in the fall and spring 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 offered 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 offered in the spring semester.

IMT 124 Pumps (1-3-2)

This course covers packings, seals, couplings, and alignment of pumps. Prerequisites with a grade of "C" or higher: IMT 151 and IMT 214. This course is typically offered in the fall 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: IMT 121 and IMT 211. This course is typically offered 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 104 and IMT 211. This course is typically offered 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 offered 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: IMT 121 and IMT 211. This course is typically offered 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 offered in the spring semester.

IMT 202 Electrical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques. Prerequisite with a grade of "C" or higher: EEM 252. This course is typically offered 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 offered in the summer semester.

IMT 210 Basic 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 offered in the fall semester.

IMT 211 Basic 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 offered 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. Prerequisites with a grade of "C" or higher: EEM 111 and IMT 104. This course is typically offered in the spring semester.

INFORMATION SYSTEMS TECHNOLOGY

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. Prerequisites with a grade of "C" or higher: CPT 104 and CPT 114. This course is typically offered in the fall semester.

IST 190 LINUX Essentials (3-0-3)

This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. Prerequisite with a grade of "C" or higher: CPT 176. This course is typically offered in the fall semester.

IST 193 LINUX Security Administration (3-0-3)

This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others. Prerequisite with a grade of "C" or higher: IST 110 and IST 190. This course is typically offered in the spring semester.

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 offered 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 offered in the spring semester.

IST 203 Advanced Cisco Router Configuration (2.5-1.5-3)

This course is a study of configuring Cisco routers. Topics include 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 202. This course is typically offered in the summer 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 offered on demand.

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. Prerequisite with a grade of "C" or higher: CPT 176. This course is typically offered 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 or CPT 104 or CPT 114. This course is typically offered in the spring and summer semesters.

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. This course is typically offered 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 offered 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, IST 110 and IST 201. This course is typically offered in the spring semester.

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: CPT 282 and IST 267. This course is typically offered in the summer 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 267. This course is typically offered in the summer semester.

IST 290 Special Topics in Information Science (3-0-3)

This course covers special topics in information sciences technologies.

MATHEMATICS

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 “C” or higher: MAT 155 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. This course is typically offered in the spring semester.

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. This course is typically offered in the summer semester.

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. This course is typically offered in the summer semester.

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.

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 offered 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 offered 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 155, and MAT 155. This course is typically offered 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 155, and MAT 155. This course is typically offered 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: AHS 107, MED 103, MED 105, and MED 114. This course is typically offered 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: AHS 107, MED 103, MED 105, and MED 114. This course is typically offered in the spring semester.

MED 112 Medical Assisting Pharmacology (2-0-2)

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 107, MED 103, MED 105, and MED 114. This course is typically offered in the spring 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 155, and MAT 155. This course is typically offered 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: AHS 107, MED 103, MED 105, and MED 114. This course is typically offered 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 112, MED 115, and PSY 201. This course is typically offered 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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered every semester.

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 "C" or higher: ENG 155 or placement into ENG 101; MAT 155 or placement into MAT 101. This course is typically offered in the fall and spring semesters.

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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered 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: ENG 155 or placement into ENG 101. This course is typically offered in the fall and spring semesters.

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 offered in the spring semester.

MGT 245 Decision Support System (3-0-3)

This course emphasizes the use of software applications and systems to support business and organizational decision-making activities. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101. This course is typically offered in the spring and summer semesters.

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 a grade of "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered in the spring and summer semesters.

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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered 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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered every semester.

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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered 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: ENG 155 or placement into ENG 101. This course is typically offered in the fall 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 "C" or higher: ENG 155 or placement into ENG 101. This course is typically offered in the spring semester.

MASSAGE THERAPY**MTH113 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 offered in the fall semester.

MTH121 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. Corequisites: MTH 113, MTH 132, and MTH 136. This course is typically offered in the fall semester.

MTH126 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 offered in the spring semester.

MTH128 Clinical Applications 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 offered in the spring semester.

MTH132 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 offered 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 121, MTH 132, and MTH 136. Corequisites: MTH 126, MTH 128, and MTH 138. This course is typically offered 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 effects of massage therapy on the way the body reacts during various activities. Corequisites: MTH 113, MTH 121, and MTH 132. This course is typically offered 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 offered 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 offered 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 offered in the spring semester.

MTT 249 Introduction to Cam (3-0-3)

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software. This course is typically offered in the fall 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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 offered 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. Prerequisite with grades of "C" or higher: ENG 155 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 offered in the fall 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 offered in the spring semester.

NRM 132 Maintenance for the NRM Professional (3-0-3)

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 offered in the spring semester.

NRM 160 Fall Flora and Fauna (3-0-3)

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 offered in the fall semester.

NRM 161 Spring Flora and Fauna (3-0-3)

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 offered 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. This course is typically offered in the fall semester.

NRM 211 NRM Technician Skills I (0-3-1)

This course covers introductory Natural Resources Technician skills including safety, equipment use, species identification, and outdoor navigation.

NRM 212 NRM Technician Skills II (0-3-1)

This course covers Natural Resources Technician and soft skills as they apply to employer tasks such as trail maintenance, mensuration, and invasive plant control.

NRM 213 NRM Technician Skills III (0-3-1)

In this course students will demonstrate outdoor mastery of various Natural Resources Technician skills.

NRM 230 Wildlife Management I (3-0-3)

This course is a basic study and application of management practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included.

NRM 235 Techniques Wildlife Management (3-0-3)

This course includes a survey of applied techniques of wildlife management. The course includes “hands on” instruction in the outdoors. This course is typically offered 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 offered in the fall semester.

NRM 260 Special Topics in NRM (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 offered in the fall and spring semesters.

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 offered 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 offered 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 offered 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 offered 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 offered 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. Corequisite: NUR 221. This course is typically offered 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 offered 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. Corequisite: NUR 217. This course is typically offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. This course is typically offered 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 offered 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. This course is typically offered 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. This course is typically offered 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. This course is typically offered 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 offered 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 offered 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 offered 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 offered 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. This course is typically offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher:

ENG 155 or placement into ENG 101. This course is typically offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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 207 Forensic Psychology (3-0-3)

This course is an introduction to psychological knowledge, concepts, and principles of forensic psychology. Topics include the application of research, procedures, and techniques of specific areas of law and the legal system as they relate to general psychological principles and methods. Prerequisite with a grade of "C" or higher: ENG 155.

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.

PSY 220 Psychology of Personality (3-0-3)

This course is the study of classical and modern theories of personality. Research implications are evaluated. Prerequisite with a grade of "C" or higher: ENG 155.

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 offered in the summer semester.

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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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). Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Note: SPA 102 does not count as a humanities elective. Prerequisite with a grade of "C" or higher: SPA 101. This course is typically offered 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. Prerequisite with a grade of "C" or higher: ENG 155 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. Corequisites: AHS 102, BIO 112 (or BIO 210 and BIO 211), and SUR 102. This course is typically offered 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. Corequisites: AHS 102, BIO 112 (or BIO 210 and BIO 211), and SUR 101. This course is typically offered in the fall semester.

SUR 103 Surgical Procedures I (4-0-4)

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 or BIO

225, SUR 123, and SUR 125. This course is typically offered in the spring 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: BIO 115 or BIO 225, SUR 103, SUR 123, and SUR 125. Corequisite: SUR 110. This course is typically offered in the summer semester.

SUR 105 Surgical Procedures III (2-6-4)

This course is a study of the advanced specialties of surgical procedures. Prerequisite with a grade of "C" or higher: SUR 111. Corequisites: ENG 101, PSY 201, and SUR 120. This course is typically offered 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: BIO 115 or BIO 225, SUR 103, SUR 123, and SUR 125. Corequisite: SUR 104. This course is typically offered in the summer semester.

SUR 111 Basic Surgical Practicum (0-21-7)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Prerequisites with a grade of "C" or higher: SUR 104 and SUR 110. Corequisites: MAT 155 and PSY 201. This course is typically offered in the fall semester.

SUR 120 Surgical Seminar (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisite with a grade of "C" or higher: SUR 111. Corequisites: ENG 101, PSY 201, and SUR 105. This course is typically offered in the spring semester.

SUR 123 Sterile Processing Technology (2-3-3)

This course provides detailed study of the preparation and processing procedures of surgical instruments. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 (or BIO 225), SUR 103, and SUR 125. This course is typically offered in the spring semester.

SUR 125 Sterile Processing Practicum (0-15-5)

This course presents the applications of sterile processing theory in the clinical setting. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 (or BIO 225), SUR 103, and SUR 123. This course is typically offered in the spring semester.

THEATRE

THE 101 Introduction to Theatre (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production. Prerequisite with a grade of "C" or higher: ENG 155 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. Prerequisite with a grade of "C" or higher: ENG 155 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 offered 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 offered 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 offered 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, 3F, and 4F positions. This course is typically offered in the fall semester.

WLD 112 Stainless Steel Pipe Welding (3-3-4)

This course focuses on the improvement of pipe welding skills and techniques on stainless steel piping according to nuclear weld test standards. Prerequisites with a grade of "C" or higher: WLD 140, WLD 152, WLD 208, and WLD 231. This course is typically offered in the summer 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 root 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 offered 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 140, WLD 152, WLD 208, and WLD 231. This course is typically offered 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 offered in the spring semester.

WLD 140 Weld Testing (0-3-1)

This is an introductory course in destructive and non-destructive testing of welded joints. Prerequisites with a grade of "C" or higher: WLD 154, WLD 225, and WLD 228. This course is typically offered 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 offered in the summer semester.

WLD 152 Tungsten Arc Welding (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 154, WLD 225, and WLD 228. This course is typically offered 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. This course is typically offered in the fall 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 offered 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 140, WLD 152, WLD 208, and WLD 231. This course is typically offered in the summer 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 154, WLD 225, and WLD 228. This course is typically offered in the spring 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 offered in the summer semester.

WLD 225 Arc Welding Pipe I (3-3-4)

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 offered 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 offered 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 154, WLD 225, and WLD 228. This course is typically offered in the spring semester.



PERSONNEL

COLLEGE PERSONNEL

PRESIDENT'S OFFICE

Kevin Pollock, President

Diana Reardon, Administrative Assistant

INSTITUTIONAL ADVANCEMENT

Misty Hatfield, Vice President for Institutional
Advancement

Central Carolina Technical College Foundation, Development and Alumni

Lena Berard, Assistant Director

Marketing and Communications

Nicole Miles, Director

Kayla Bird, Web and Content Coordinator

Heather Lynch, Media Resources Specialist

Winter Moore, Graphic Artist

Planning, Grants, and Institutional Effectiveness

Jessica Lea, Executive Director of Institutional
Effectiveness and Accreditation

Daniel Kuzbary, Director of Institutional Research

Rebecca Sears, Grants Coordinator

Jasmine Todd, Director of Planning and Grants

Vacant, Statistical and Research Analyst

ACADEMIC AFFAIRS

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Affairs

Willodine James, Administrative Assistant

PBI ACE Competitive Grant

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Vacant, Curriculum Coordinator

Hakeem Drayton, ACE Academic Advisor

Brooke James, Academic Training Coordinator

School of Advanced Manufacturing & Engineering Technology

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Engineering Technology

Kim Tennant, Administrative Specialist

Automotive Technology

David Moore, Academic Program Manager,
Automotive Technology

Engineering Design Technology

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Design Technology

Tonyea Daley, Instructor, Engineering
Design Technology

HVAC/R

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Bobby Tyner, Instructor, HVAC/R

Machine Tool Technology

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Machine Tool Technology

Mechatronics

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Zachary Nowosielski, Instructor, Mechatronics

Charles Scott, Instructor, Mechatronics

Welding Technology

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Zachary Gooding, Instructor, Welding
Technology

School of Arts and Sciences

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Affairs

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and Freshman Seminar Coordinator

Distance Education

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Christi McElveen, Program Assistant

Dual Enrollment

Fatima David, Director, Dual Enrollment

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Jennifer Smith, Dual Enrollment Coordinator

Chasidy Stokes, Dual Enrollment Admissions
Coordinator

English/Speech

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University Transfer

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Todd Fulmer, Instructor, English

Cortney Green, Instructor, English

Amanda Humphries, Instructor, English

William Oliver, Instructor, English

Joey Poole, Instructor, English

Joseph Valcourt, Instructor, Speech/Theater

Humanities and Social Sciences

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Lisa Callihan, Instructor, Art/Psychology/Speech

Marie Davis, Instructor, Psychology

Jennifer Perry, Instructor, Sociology

Katheryn Sullivan-Ham, Instructor, Psychology
Sally Thornton, Instructor, History
Raymond Watkins, Instructor, Speech/Spanish/
English/Religion/Psychology/Philosophy
Hope Wilson, Instructor, Psychology

Library

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Johnette Brewer, Library Specialist

Math

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Matthew Bergenn, Instructor, Mathematics
Anna Maggard, Instructor, Mathematics
Penny Weber, Instructor, Mathematics
Vacant, Instructor, Mathematics
Vacant, Instructor, Mathematics

Science

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Elena Gaston, Instructor, Biology
Cheri Tisdale, Instructor, Biology
Timothy Triana, Instructor, Biology
Jennifer Tyree, Instructor, Biology
Max Weber, Instructor, Biology
Vacant, Instructor, Biology

School of Nursing & Health Sciences

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Simulation Coordinator
Kathy McIntosh, Simulation Coordinator

Allied Health

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Information Management
Maryon Kennedy, Academic Program Manager,
Pharmacy Technician
Darla Moore, Academic Program Manager, Massage
Therapy
Brie Weber, Academic Program Manager, Surgical
Technology
Vacant, Instructor, Surgical Technology
Mickey Wheeler, Academic Program Manager,
Medical Assisting

Nursing

Taylor DuBose, Department Chair, Associate Degree
Nursing
Alecia Bodiford, Instructor, Associate Degree
Nursing
Robbin Dickson, Instructor, Associate Degree
Nursing

Nancy Erbach-Manankil, Instructor, Associate
Degree Nursing
Lisa Floyd, Instructor, Associate Degree Nursing
Laura Lauzon, Instructor, Associate Degree
Nursing
Sylvia James, Instructor, Associate Degree
Nursing
DeAnn Niles, Instructor, Associate Degree
Nursing
Tricia Sabina, Instructor, Associate Degree
Nursing
Samantha Thomas, Instructor, Associate Degree
Nursing
Judy Whitaker, Instructor, Associate Degree
Nursing
Vacant, Instructor, Associate Degree Nursing

School of Professional Studies

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Larry Foote, Instructor, Administrative Office
Technology
Tiffani McGainey, Instructor, Computer Science
Gwen Stewart, Instructor, Administrative Office
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Vacant, Instructor, Computer Science

Criminal Justice Technology

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Early Care and Education

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Vacant, Instructor, Early Care and Education

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Wendy Cunningham, Instructor, Human Services

School of Workforce Development & SC Environmental Training Center

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& SC Environmental Training Center
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Crystella Singleton, Administrative Specialist

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John Grigg, Program Manager, Industrial
Walter Presson, Program Manager,
Environmental
Deborah Richardson, Program Manager, Allied
Health
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Environmental and Natural Resources

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Engineering Technology and Natural Resources
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Jaymi Godfrey, Instructor, Natural Resources
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Stacia Collins, Recruiter
Nigel Johnson, Recruiter
Michaela Rutledge, Recruiter
Cynthia Johnson, Admissions Coordinator
Amber Ketchum, Admissions Coordinator
Susan Pendleton, Admissions Coordinator
Vacant, Admissions Coordinator
Vacant, Communication Specialist

Advisement and Support Center

Vacant, Advisement Coordinator & Academic
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Roslyn Addison, Academic Advisor (PBI
Formula)
Katharine Woolington, Academic Advisor (PBI
Formula)

Counseling and Student Life Services

Renee Patchin, Director of Counseling and Student
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and Inclusion Coordinator
Lara Stephenson, Assistant Director of
Counseling Services; S.S.T., and Special
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Deanna Burress, Administrative Specialist
Leslie Abraham, Accessibility & Inclusion
Coordinator
Allie Magee, Student Life Coordinator

Jason Brown, Career Services Coordinator

Financial Aid and Veterans' Affairs

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Chanteria Conyers, Financial Aid Counselor
Kaitlyn Pinkney, Financial Aid Counselor
Wes Pelletier, Veterans' Affairs Counselor

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Antania Simmons, Retention Coordinator

Student Records and Testing Services

Jenny Szupka, Director/Registrar
Cathie Cady, Administrative/Graduation
Specialist
Carmen Davis, Administrative/Graduation
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Kimberly Wilber, Administrative Coordinator
Lisa Rogers, Testing Coordinator
Crystal Gebler, Test Proctor
Vacant, Test Proctor

TRIO

Patty Magyar, Director of TRIO Programs
Cherry Sweat, Assistant Director, Student
Support Services
Cielo Elliott, Assistant Director, Veterans
Upward Bound
Monica Woods, Transfer and Advisement
Counselor, Student Support Services
Rachel Wells, Administrative Specialist,
Veterans Upward Bound
Beverly Osborne, Academic Counselor,
Veterans Upward Bound
Delia Gregg, Administrative Specialist, Student
Support Services

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Payable
Jennifer Clemons, Accounting Technician –
Accounts Receivable
Ava Hastie, Administrative Specialist/Cashier
Linda McLane, Accountant

Donna McLaughlin, Accounting Technician –
Accounts Payable
Sharmelle Townsell, Accountant

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Inventory Services
Raven Gamble, Bookstore Supply Specialist
Janet Mayfield, Bookstore Supply Specialist
Jeffrey McClendon, Print Shop Specialist
Lorene Nelson, Library/Bookstore Assistant

Physical Plant

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James Brown, Groundskeeper
Keith Daney, Building & Grounds Specialist
Art Dietrich, Painter/Trades Specialist
James Phillips, Trades Specialist
Franklin Simmons, Trades Specialist
Donald Smith, Trades Specialist
Kenneth Stewart, Trades Specialist
Paul Thomas, Trades Specialist
Billy Thompson, Building & Grounds Specialist
Terrence Twine, Building & Grounds Specialist
Roger Wooddell, Trades Specialist

Information and Learning Technologies

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Erik Keener, Info System/Business Analyst I
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Brent Padgett, User Support Services Associate
Carrie Ramsey, Info System/Business Analyst I
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Lisa Shaw, User Support Services Manager
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Vacant, User Support Services Associate

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Kyle Coleman, Security
Gino Culbreath, Security
Abraham Ricks, Security
Vacant, Security
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Reedy Akins, Custodian
Clarence Bells, Custodian
Michael Brooks, Custodian
Rosa Brunson, Custodian
Clem Buckman, Custodian
Brandon Budden, Custodian
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John Stilwell, Custodian
Anthony Williams, Custodian Crew Leader
Vacant, Custodian
Vacant, Custodian
Vacant, Custodian
Vacant, Custodian

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FACULTY

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- Martin, Vicki, Dean, Nursing and Health Sciences, D.N.P., Chatham University, PA; M.S.N.-Ed, Walden University, MN; B.S.N, University of South Carolina, SC.
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- Robinson, Orlando, Department Chair, Science and Academic Program Manager, Associate in Science University Transfer Program, M.S., Life University, GA; B.S., Fayetteville State University, NC.
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- Watkins, Raymond, Instructor, Spanish, Philosophy, Religion, Speech, Psychology, and English, Ph.D. and M.A.T., University of South Carolina, SC.; M.A., Philosophy, Holy Apostles College and Seminary, CT; 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, Colorado State University, CO; Johns Hopkins University, MD; Regis University, Denver, CO; Saint Leo University, FL.
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- Weber, Penny, Instructor, Mathematics, M.ED., Cambridge College, MA; B.S., Morris College, SC.
- Wheeler, Mickey, Academic Program Manager, Medical Assisting, R.N., A.D.N., Central Carolina Technical College, SC; R.M.A., (A.M.T) American Medical Technologists, CPC-A, American Academy of Professional Coders.
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- Williams, Leslie, Department Chair, Early Care and Education, M.Ed., Grand Canyon University, AZ; B.A., Agnes Scott College, GA.



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, including the use of Artificial Intelligence tools without faculty permission.

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.

Students who would like to update their wardrobe with campus appropriate or work appropriate attire are encouraged to participate in the Titan Attire Program

with the Career Services Center (M500 Rm M523). The Titan Attire Program includes a FREE clothes closet for enrolled students in any academic program.

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 online and with the Titan Tutoring 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 academic 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://bookstore.cctech.edu/> 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. Access Library resources at www.cctech.edu/resources/library or through the Library tab 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

Central Carolina Technical College assigns a final grade at the end of each course for every course you complete or attempt. Each grade has a grade point value associated with it. For example, an "A" is worth 4 points; a "B" is worth 3 points, and so on. This information 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.

Sometimes, grades other than "A," "B," "C," "D," or "F" are assigned at the end of the course. 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. The course syllabus also includes the grading scale used for your course (10-point scale, etc.) 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 (Withdraw) Not calculated in GPA
- WA (Withdraw due to Attendance) Not

- 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
- E (Exemption) = Student exempted course by proficiency, articulation or other means; not calculated in GPA
- AU (Audit) = Not calculated in GPA
- TA (Transfer Credit) = "A" transfer grade; not calculated in GPA
- TB (Transfer Credit) = "B" transfer grade not calculated in GPA
- TC (Transfer Credit) = "C" transfer grade 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) Not calculated in GPA

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 GPA.

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 (GPA)

Computation

As a student, you should track your GPA. 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 each semester, 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 GPA 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. The number of credit hours appears in the "Programs" and "Courses" section in this catalog. If you repeat a course, the highest grade earned will be used in computing GPA. 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

Midterm Grades

A midterm grade will be assigned by your instructor mid-way through the semester (excluding some condensed sessions). Midterm grades do not appear on your transcript and are not calculated into your GPA. You can access your midterm grades in myCCTC through the Student Records link on the Student tab.

Standards of Academic Progress

The College uses your current semester GPA and your cumulative GPA to determine your academic progress. The cumulative average refers to all the courses numbered 100 and higher 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 Hours
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 suspends)
Returned from Suspension				No more than 7

Current term and cumulative GPAs are calculated at the end of each semester and are used to determine your academic status. Student Records will notify you via myCCTC e-mail if you have been placed on academic warning, probation or suspension.

If you are on academic warning or probation, you are limited to registering for a maximum of thirteen (13) credit hours, which will give you full-time status. If you pre-registered for more than 13 hours, you must reduce your hours to less than 13 by the deadline stated in your notification e-mail or you will be dropped from all classes. 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. You may re-enroll after one full semester of suspension; however, you must see an admissions coordinator before you can register. During your first semester back following suspension, you will be on return from suspension status and may register for no more than seven (7) credit hours.

Academic Appeals

If you wish to appeal your suspension status or maximum enrollment hour limit, you must submit an Academic Appeal Form (available on the College's website) and appropriate documentation to Student Records no later than the appeal deadline which is the close of business on the Thursday before the semester begins. Acceptable reasons for an appeal include extenuating circumstances which are beyond your control such as: personal illness, family difficulties, and death or serious illness of a family member. Examples of documentation include: letter from physician, obituary, divorce decree, and other verifiable documentation.

The Academic Appeals Committee will review each appeal and make a decision based on professional judgement and documentation provided. Student Records will notify the student of the committee's decision via myCCTC e-mail. A student who appeals and is permitted to register for classes must take the classes recommended by the committee. If both of the student's term and cumulative grade point averages are below a 2.0 for the appealed semester, the student will be suspended for two semesters with no appeal permitted.

Academic warning, probation, and suspension are separate and independent of financial aid warning, probation, and suspension just as the academic appeal process is separate from the financial aid appeal process. Academic appeals must be submitted to Student Records. The Standards of Progress for Financial Aid are covered in the paragraphs that follow. Please contact the Financial Aid Office at finaid@cctech.edu if you have questions concerning Financial Aid warning, probation, or suspension or the financial aid appeal process.

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 federal 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 federal 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.

Standards of Academic Progress for VA and or National Guard Educational Benefits

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 and/or have a less than 67% pass rate for any evaluation period will result in that student being placed on academic probation (warning) for the next enrolled term per Federal and CCTC Standards of Academic Progress.

Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term and/or obtaining a less than 67% pass rate will result in academic suspension (termination of student/Veteran's benefits) for one term; the next enrolled term. The interruption will be reported to the Veterans Administration (VA) using VA Form 22-1999b or the applicable National Guard educational benefit administrator. Student must obtain a 2.0 cumulative GPA or higher during the

suspension term (next enrolled term) and obtain a pass rate of 67% or higher to be considered for reinstatement of VA educational benefits. VA/CAP educational benefits will not be paid during a suspension term.

Veterans/students who obtain a 2.0 or higher cumulative GPA and a 67% pass rate during their suspension term are eligible to be considered for reinstatement of VA educational benefits.

Veterans/students who fail to attain a cumulative GPA of at least 2.0 during the return term (after suspension) and/or less than 67% pass rate will be placed on academic dismissal for 2 terms; next 2 enrolled terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist and are presented/documented with appeal. VA/CAP educational benefits will not be paid during dismissal terms.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control.

Pass rate is computed based on attempted hours and hours receiving a passing grade. Receiving a "W", "I", "WA", or an "F" for a class is considered a grade and used in computing a student's pass rate.

Advisement and Registration Academic Advising

Academic advising is a critical part of the college experience and can have a significant impact on your success. Your academic advisor will help guide you in planning your courses to best meet your goals, assists you with proper class selection and staying on track, and help connect you with other resources at the College. Your academic advisory can be faculty teaching within your program area or they can be part of the Advisement and Support Center. You will find the name of your academic advisor listed in your student information and DegreeWorks in myCCTC. You should plan to meet with your academic advisor before registering each semester. You can meet in person, virtually (Zoom) or use email and the telephone. If you decide to register without meeting with your academic advisor, you have decided to take full responsibility for choosing courses, which could result in academic and financial liabilities. You should continuously monitor your progress through DegreeWorks in myCCTC.

Advisement and Support Center

The mission of the Advisement and Support Center (ASC) is to retain students through exceptional academic advisement, connection to college resources and support with COL 105 assignments. Students in the Associate in Arts, Associate in Science, and Pre-Nursing programs will be assigned an academic advisor in the ASC. The ASC is located in Building M500 in Room M533 on the Main Campus in Sumter. ASC staff

can be reached by phone at (803)778-7892, (803)778-6615 or email to advisement@cctech.edu.

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 if you owe more than \$500 from a prior semester or have holds on your account.

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 or credit, 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.

Change of Program

The first step in the process to change to a different program is to complete a change of program form on CCTC's website at <http://www.cctech.edu/service-and-support/forms-library/> in the Forms Library. Once received, an admission coordinator will discuss available programs of study based on your interest and career goals. If you have already changed your program twice, you may be referred to the Career Services Center for career counseling. If you are using Financial Aid, Veterans' Benefits, or WIA/TAA funds, a financial aid counselor may verify eligibility to change your program prior to admission coordinator approval.

A coordinator 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. Program changes requested after add/drop will be effective for the following semester.

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. Email sent from D2L will also go to your myCCTC email account.

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 for academic, personal, or military/work related reasons before the published withdrawal deadline and receive a grade of "W." You must request a withdrawal from your instructor(s) prior to violating the attendance policy and being withdrawn for attendance or you must provide documentation to the department chair/program manager of the department in which the course resides. The last date of attendance will be the official withdrawal date. Understand 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 withdrawal deadline or if you do not attend class at all after the withdrawal 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. If you attend class any days after the withdrawal deadline, you will receive the grade earned (A, B, C, D, F, or I). Detailed withdrawal procedures can be found in myCCTC under Academic Links/Course Syllabi, Information & Policies.

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.)

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. For more information about BankMobile, visit this link:

<https://bankmobiledisbursements.com/student-experience/>.

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/service-and-support/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: 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>.

FERPA and the Release of Student Information

The Federal Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student educational records. According to FERPA, when a student is 18 years of age or older or is enrolled in a postsecondary institution, the consent to release records and the rights of viewing those records belong to the student alone. Therefore, only you may view your record or request in writing a release of your record. If parents or other designated individuals wish to have access to your records, they must have your written permission specifying the purpose of disclosure, what records may be disclosed, and to whom your records may be disclosed. To authorize CCTC to release information from your educational record, you must complete the FERPA Waiver located in the Forms Library at www.cctech.edu. Student Records is the office authorized to release student information.

Separate records are maintained 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.

Central Carolina Technical College will not release information to any other party without your written consent except in the following cases which are permitted under FERPA:

- School officials with a legitimate educational interest
- Agents acting on behalf of the college (contractors, consultants, etc.)
- Federal, state, and local educational and governmental agencies including the Department of Defense
- Attorneys 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
- Accrediting agencies
- Parents if their student (under 21) has violated the College's alcohol or drug policy

FERPA also permits the release of 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, honors and awards received, degree/diploma awarded, unique student identifier numbers (not Social Security Number), and photographic, video graphic, and electronic images. This information will only be

released while exercising extreme caution, so as not to cause you harm. If you wish not to have your directory information released, you must complete the Nondisclosure of Directory Information form located in the Forms Library at www.cctech.edu.

Students have the following rights under FERPA:

- The right to inspect and review your educational records
- The right to request an amendment to your records if believed to be inaccurate, misleading or otherwise in violation of your privacy or other rights
- The right to limit disclosure of personally identifiable information contained in your records (except in certain situations specified in the FERPA regulations)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Each of these rights, with any limitations or exceptions, is explained in the College's policy statement which may be obtained from Student Records.

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 Brightspace please email distance@cctech.edu or call (803)774-3389 or (803)774-3343.

Computer Technology Courses

There are course-specific software requirements for computer application courses. Information Technology (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.

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 Brightspace

CCTC uses D2L Brightspace (D2L) as its online learning management system. D2L is utilized for all courses including online, hybrid, Zoom and face-to-face. D2L allows course materials (syllabi, instructions, assessments, attendance, grades, links, etc.) to be put together in a secure course website. Students access the course information in D2L 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.

D2L and Instructional Design Standards

CCTC employs college-wide Instructional Design Standards which have been adopted for all courses regardless of delivery method with a focus on course design standards (structural components in D2L), instructional and pedagogical standards and best practices, a faculty support system, and a training and faculty certification process.

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, access 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 M100, Room 121E 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 and Hybrid Courses

The College offers a wide variety of online courses for students who meet entrance requirements. (See online course prerequisites competencies). You may choose from online (D sections) and hybrid (H sections) 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. Online courses have the same learning outcomes as the traditional counterpart but the facilitation of the course may be adjusted for the online environment. Online courses use many teaching and communication resources, and students can expect to participate in online discussions and complete online quizzes/exams, writing assignments, research papers, presentations, and projects. Online courses will require students to utilize a webcam and microphone with proctoring software. The instructor will provide specific information regarding course

expectations and online proctored 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 Distance Education (803)774-3343 or (803)774-3389 or distance@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.

Online Course Prerequisite Competencies

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills. Students should:

- Be able to use various computer programs such as Microsoft Word, web browser, 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 (803)774-3389 or distance@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 Capability: You will need to ensure that your computer (hardware and software) has the capability 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.

Webcam: Proctoring software uses a webcam to verify the student's identity from their ID as well as see their recorded testing session and check for any testing improprieties.

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. One in particular is Adobe reader, which is 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.

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>. Questions regarding the Student Code of Conduct or the Grievance Procedure should be directed to the Office of Student Affairs at (803)778-7855. To address informal complaints, students may contact the Distance Education Office at (803)774-3343 or (803)774-3389 or distance@cctech.edu.

Zoom Classes – Z Sections

Zoom classes are taught by an instructor using Zoom online webinar software. Students are required to have a computer or device with a strong internet connection, a microphone, webcam, and speakers or a headset. Zoom classes are synchronous classes, meaning the students have to be participating in the webinar at the time of the instruction. The time and days of Zoom classes will be printed on the student's schedule and provided in the course syllabus. The instructor will teach from their location and the students can participate from anywhere they have a reliable internet connection, webcam, and headphones. Instructors may also record the session, but attendance will be taken by the student's presence in the Zoom session. The instructor will provide a link for the Zoom class and student will click on the link to sign into the meeting. D2L will be heavily utilized for sharing of resources/documents, testing, submission of assignments, online discussions, etc. Students attending via Zoom are expected to behave in the same manner as if they were attending in person. In other words, if something would not be allowed in an in-person class,

then it will not be allowed in a Zoom class. Instructors have the discretion to mark students absent for unacceptable behavior and for activities that prevent full engagement.

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 Building M100, Room M101 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://bookstore.cctech.edu> or in myCCTC on the Financial Services page. Books may also be purchased online at <http://bookstore.cctech.edu>.

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. M500, Room M525. The following services are offered at no charge:

- **Career Assessments:** Assessments are available to help students identify interests, values, and personality preferences to become more aware of career options, and investigate non-traditional careers.
- **Career Counseling:** Career Counselors can assist students 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. M500, Room M525.
- **Job Seeking Skills:** Resources are available to assist with résumé preparation and interviewing techniques and help research employment opportunities.
- **Online Career Resources:** Websites offer career assessments to assist in learning more about them self and the world of work. These sites can help students research information about occupations, values, interests, skills, educational programs, and more.
- **Titan Attire Program:** Students and recent alumni are encouraged to use the FREE clothes closet to secure industry-appropriate attire for interviews and starting new jobs.

- **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 following graduation.
- Graduates and students are encouraged to activate their free College Central Network account to view local and national job openings and to have their résumés reviewed.

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 located 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 at computer workstations in the Library. 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 LibGuides and tutorials are available on the Library page of myCCTC. The Library's physical collection consists of over 8,000 items including books, DVD's, and audio books. The Library subscribes to over 25 periodicals, including the local newspapers from the four-county area. The Library's online resources include over 400,000 book titles and 70 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 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

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 distribution around campus must be approved by Student Life prior to being distributed anywhere on the Central Carolina Technical College campuses. Materials 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. Materials may not be posted on walls or doors at the College. Materials distributed 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 Cashier's Desk in Building M300R, 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 Services

Proctored testing services are available at the Main Campus, Shaw AFB Education Center Site, F.E. DuBose Campus, Kershaw County Campus, and Lee County Site.

The Main Campus Testing Services administers the following: College placement exams, proficiency tests, CLEP & DSST exams, TEAS and NACE exams, PSI exams, Pearson VUE exams, makeup tests, retests, WorkKeys, proctored exams for other institutions, and various other exams. Testing services and operating hours vary by testing location. Visit www.cctech.edu for more information.

An appointment can be scheduled online for the majority of our testing services through the Testing Center Registration page on the CCTC website. To register online, visit www.cctech.edu and click on "Campus Life," "Testing Services," "Testing Services Registration," and then choose the testing location and complete the online prompts to schedule your testing appointment. You will receive an email confirming the details of your appointment once you have completed this process. You may also schedule an appointment by contacting the Testing Services at testing@cctech.edu or (803)778-3306.

Testing candidates needing accommodations should arrange them in advance of the test date. Documentation of accommodations will be required.

Titan Tutoring Center

The Titan Tutoring Center is available to help all students improve their math and writing skills. Students can receive assistance on a wide range of math topics as well as writing tasks and projects, including research papers for all disciplines, literary analyses, lab reports, resumes, and business letters. Students are encouraged to meet with a consultant for math guidance or at any stage of writing process for guidance on generating a topic, building an argument, incorporating research, revising a draft, or learning about grammatical errors.

Tutoring Center consultants are available for both face-to-face and online tutoring services. Student can schedule appointments at <https://www.cctech.edu/titan-tutoring-center/>. The Tutoring Center is located in M510, inside the Library on the Main Campus.

Tobacco Free Campus

It is the policy of Central Carolina to prohibit the use of any tobacco product, vaping 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.

Special Programs

PBI Competitive Grant – Academics, Curriculum and Engagement (ACE)

The PBI ACE project has three major components for increasing the enrollment, retention and graduation rates high need, African American male, and STEM students. These include services that improve student academic success, including tutoring, STEM lab assistants, and remote learning assistants, services that improve instructional strategies and curriculum, including in distance education and STEM courses, and services that provide targeted support through the establishment of a highly engaged cohort of African American male students, led by the ACE Success Advisor, and STEM Challenges to increase exposure of local high school student to STEM majors and careers. To find out more about PBI ACE, please contact Susan Nesbitt, PBI Competitive Grant Director at nesbittsm@cctech.edu or (803)778-6695.

PBI Formula Grant

The PBI SUCCESS project supports the college by focusing on building its capacity to provide, improve and expand services that address the institutional gaps in serving the needs of our students. The goals for the grant are to improve student retention and graduation rates, to expand (WBL) Work-Based Learning opportunities for Health Science students and to improve the advisement process for students. The goals of the SUCCESS grant align and support CCTC's mission, annual goals and strategic plan. To find out more about PBI SUCCESS, please contact Allie Charlton, PBI SUCCESS Grant Director at charltonan@cctech.edu or (803)778-7892.

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 M500, Room M583, 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 M500, Room M583, 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 their experience. A number of social and cultural activities for students are planned throughout the year. The College has several student organizations. Watch for student activities, which will be announced on myCCTC in the Student Life page and the College's Calendar. Student Life is located in Building M500, Room M542, Sumter Main Campus.

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. 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.

Student Support Team

The mission of the Student Support Team (SST) is to access circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems of students that pose a potential threat to the safety and security of the college community. The Student Support Team works with students who are exhibiting behaviors that pose a threat to safety, that express thoughts of emotional instability or that cause a significant disruption to the CCTC community. Students, faculty, and staff can submit a referral form via myCCTC. For more information, contact Counseling and Student Life Services, Lara Stephenson, Assistant Director of Counseling Services, stephensonlm@cctech.edu, (803)778-6672 ext. 272, Building M500, Room M540.

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 Accessibility & Inclusion Coordinator for an appointment. Students must request accommodations each semester by contacting Leslie Abraham, Accessibility & Inclusion Coordinator at (803)778-7871 or (800)221-8711. The Telecommunications Device for the Deaf (TDD) is (803)774-3313. Accessibility Services is located in Building M500, Room M543.

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 Accessibility & Inclusion Coordinator at (803)778-7871 or (800)221-8711, Building M500, Room M543.

Title IX Pregnancy Services

Central Carolina Technical College offers accommodations in the classroom for pregnant students. If you are pregnant, please see the Title IX Coordinator as soon as possible so that accommodations can be coordinated. The Title IX Coordinator will inform you of your rights and responsibilities, and when all paperwork is completed will communicate with your instructors on your behalf.

Please be aware that speaking with your instructor is not the same as setting up accommodations with the Title IX Coordinator, but you are required to maintain contact with your instructors and keep them aware of ongoing circumstances. For more information, contact Renee Patchin, Director of Counseling & Student Life Services/Title IX Coordinator, (803)778-7867, Building M500, Room M541-B.

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. If you want to report a crime anonymously, do so at <http://cctech.edu/service-and-support/campus-security/anonymous-tip/>.

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 of Conduct and Grievance Procedure

Central Carolina Technical College (CCTC) students are members of our college community. As members of the college community, students are subject to the obligations that accrue to them by virtue of this membership. Each student is responsible for understanding their rights and responsibilities and to act in accordance with the Student Codes of Conduct and college policies and procedures. The Student Code of Conduct is outlined in the college catalog at <https://www.cctech.edu/service-and-support/academics/college-catalog/>.

Student Code for the South Carolina Technical College System

The Student Code for South Carolina Technical College System (SBCTE Procedure 3-2-106.1), 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.

View the full Student Code at

<http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.1.pdf>

Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college’s Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education’s Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) 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. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements.

1. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC);
2. The alleged activity occurred within a college’s education program or activity; and
3. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college’s Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Nondiscrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college’s education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges’ websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

View the full Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX here: <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.2.pdf>

Student Grievance Procedure for the South Carolina Technical College System

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a 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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; 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).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

View the full The Student Grievance Procedure for the South Carolina Technical College System here: <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.3.pdf>

Glossary

Academic Advisor – Your academic advisor can be faculty teaching within your program area or they can be part of the Advisement and Support Center (ASC). Your academic advisor can assist you in registering for the right courses in the correct order, staying on track to graduation, getting help and connecting you with resources at the College, and learning about 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 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.

Corequisite – A course that must be taken at the same time as another course.

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 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.

DegreeWorks – 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.

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 academic 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.

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.

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.

Titan Start Portal – Your student information system for applicants and newly admitted students to connect with their Admission Coordinator, check for outstanding application requirements, and register for events.

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.

Zoom Classes - Classes taught by an instructor using Zoom online webinar software. Students are required to have a computer (Mac or PC) with strong internet connections, a microphone, and speakers or a headset. Zoom classes are synchronous classes, which means the students have to be participating in the webinar at the time of the instruction. Students attending via Zoom are expected to behave in the same manner as if they were attending in person. In other words, if something would not be allowed in an in-person class, then it will not be allowed in a Zoom class. Instructors have the discretion to mark students absent for unacceptable behavior and for activities that prevent full engagement.

INDEX

Academic Advising	171	Criminal Justice Technology (Associate Degree).....	112
Academic Calendar	10	Cumulative Credit Hours (Quantitative Measure)	170
Academic Integrity Honor Code	167	Cumulative Grade-Point Average (Qualitative Measure)	170
Academic Load	26	Cybersecurity (Certificate).....	111
Academic Residency Credit Requirements	21	D2L Brightspace	175
Acceptable Use Agreement for Computing Resources.....	178	D2L and Instructional Design Standards	175
Accessibility for Online Courses	175	Declaration of Citizenship or Legal Presence in the United States ...	17
Accounting (Associate Degree)	95	DANTES Subject Standardized Tests (DSST)	20
Accounting Specialist (Certificate)	97	Development of Common Course System	32
Add/Drop/Section Changes	26	Distance Education	175
Adding/Dropping Courses	172	Drugs, Alcoholic Beverages, and Weapons	184
Additional Admissions Information	17	Dual Enrollment	18
Additional Student Information	178	Early Care and Education (Associate Degree)	116
Admissions Criteria, Course Grades, GPA's, Validations.....	30	Early Care and Education Programs	115
Admissions Information	15	Early Childhood Development (Certificate).....	119
Admissions Policy	17	Transfer to South Carolina Colleges and Universities	29
Advanced Air Conditioning and Heating (Certificate)	43	Email	172
Advanced CNC Programming (Certificate)	45	Emergency Notification System.....	184
Advanced Manufacturing & Engineering Technology		Engineering Design Technology (Associate Degree).....	46
Drug Testing Policy	38	English Fluency.....	9
Advanced Mechatronics Technology (Certificate)	51	Entrepreneurship/Small Business Management (Certificate)	102
Advanced Pipe Welding (Certificate).....	54	Environmental Engineering Technology (Associate Degree)	62
Advanced Placement Examinations (AP Exams)	19	Environmental Engineering Technology & Natural Resources	61
Advanced Standing	19	Environmental, Health & Safety (Certificate).....	64
Advisement and Registration	171	Evacuation-Long Continuous Blast	184
Advisement and Support Center	171	Exceptions/Appeals/Reinstatement.....	170
Alcohol-Free/Drug-Free Environment.....	179	Experiential Learning and Professional Certification.....	20
Applications for Financial Aid.....	22	Federal Funds	22
Apprenticeship Programs	34	Federal Direct Loans.....	23
Area Commission Members	6	Federal Pell Grants	22
Arts and Sciences.....	55	Federal Supplemental Educational Opportunity Grant (FSEOG) ...	23
Associate in Arts (Associate Degree).....	56	Federal Work-Study.....	23
Associate in Science (Associate Degree).....	59	FERPA and the Release of Student Information	174
Assurance of Quality	31	Financial Aid and Tuition and Fees.....	173
Attendance Policy.....	172	Financial Aid Categories of Enrollment	171
Auditing Courses	26	Financial Aid Information.....	22
Automotive Diagnostic Technology (Certificate)	41	First-time Applicants for Financial Aid	170
Automotive Technology (Certificate).....	40	First-time Freshman	18
Background	29	Foundation Scholarships	24
BankMobile	173	Free Tuition for Children of Certain Veterans.....	25
Basic Air Conditioning and Heating (Certificate).....	42	General Admissions Requirements	17
Basic Machining and CNC Fundamentals (Certificate).....	44	General Education Courses	37
Basic Mechatronics Technology (Certificate).....	49	General Information	5
Basic Program Information.....	36	General Technology (Associate Degree).....	39
Bomb Threat Procedures.....	184	Gerontology (Certificate).....	127
Bookstore.....	179	Glossary	188
Business.....	62	Grading System	168
Career Services Center.....	179	Grading System for (GPA)Computation.....	168
Career Development.....	18	Graduation Ceremony	28
Categories of Admission	18	Graduation Honors	29
CCTC Academic Transcripts	29	Graduation/Program Completion.....	28
Central Carolina Scholars.....	24	Health and Medical Services	180
Change of Program	172	Health Science Program Requirements	69
Child Care Assistant (Certificate)	121	History of the College	7
College Accreditation	7	Home Contracts.....	180
College Information.....	7	Human Services (Associate Degree).....	122
College Level Examinations (CLEP).....	18	Human Services (Certificate)	125
College Mission Statement.....	7	Inclement Weather	180
College Personnel.....	159	Index	190
College-Wide General Education Outcomes.....	28	Infant and Toddler Care (Certificate).....	120
Computer Specialist (Certificate).....	109	Information on Grading.....	168
Computer Technology (Associate Degree).....	106	Inpatient Medical Coding (Certificate).....	86
Computer Technology Courses	175	Institutional Programs.....	24
Contact Information.....	17, 192	Intellectual Property	175
Copyrights.....	175	International Baccalaureate Credit Award Policy.....	21
Course Descriptions	128	Library.....	180
Course Placement Requirements.....	18	Library Online Resources.....	176
Course Scheduling.....	26	LIFE Scholarship.....	23
Crime Prevention	184		

Loitering.....	180	Service and Support Animals.....	183
Lottery Tuition Assistance.....	23	Sheltering Procedures.....	185
Making the Most of your College Experience	167	South Carolina Need Based Grant	23
Management (Associate Degree).....	99	South Carolina Vocational Rehabilitation	28
Massage Therapy (Certificate).....	80	Special Populations Program (Perkins V).....	28
Maximum Program Hours (Quantitative Measure)	170	Special Programs	182
Mechatronics Fundamentals (Certificate)	48	Standards of Academic Progress.....	169
Medical Assisting (Diploma)	82	Standards of Academic Progress for Financial Aid	169
Medical Emergency Procedures	185	Standards of Academic Progress for VA and/or NG	
Medical Record Coding (Certificate)	84	Educational Benefits	25,171
Midterm Grades	169	Standards of Satisfactory Academic Progress for Financial Aid	25
Military Service School	18	State Funds.....	23
Mobile Applications CCTCgo.....	176	Statement of Role and Scope.....	7
myCCTC Student Portal	176	Statement of Values.....	7
Natural Resources Management (Associate Degree).....	67	Statewide Articulation Agreement	33
Nursing (ADN) (NURS) (Associate Degree).....	73	Statewide Articulation of 86 Courses	30
Nursing (LPN to ADN Option) (Associate Degree)	77	Statewide Publication and Distribution of Information on Transfer.....	31
Office Hours	25	Student Appearance Statement	167
Office Management (Certificate).....	104	Student Code of Conduct and Grievance Procedure.....	185
Online and Hybrid Courses.....	176	Student Complaints/Grievance	178
Online Course and Hybrid Attendance Requirements.....	177	Student Handbook	167
Online Course Prerequisite Competencies	177	Student Identification Card (ID).....	181
Online Course Technical Assistance.....	177	Student Life.....	182
Online Resources	175	Student Responsibilities	173
Overview of Applying for Financial Aid.....	22	Student Rights	173
PALMETTO FELLOWS Scholarship.....	23	Student Rights and Responsibilities.....	173
Parking	180	Student Right-to-Know and Campus Security Act.....	174
Payment of Fees	26	Student Support Team.....	183
Payment Plan.....	24	Students with Disabilities	183
PBI Competitive Grant (ACE)	182	Summary.....	170
PBI Formula Grant.....	182	Supervision and Leadership Foundations (Certificate)	105
Pharmacy Technician (Certificate)	88	Surgical Technology (Associate Degree)	91
Plan for Safety.....	183	Technical Information	177
Policy on Nondiscrimination	8	Testing Services.....	181
Posting and Distribution of Information.....	181	The Americans with Disabilities Act of 1990.....	8
Pre-Nursing Preparatory (Certificate).....	71	Tips for Success	167
President's Message.....	6	Titan Tutoring Center.....	181
Privacy for Students taking Online Courses.....	177	Title IV School Code 003995 - finaid@cctech.edu	24
Procedures for Establishing a New Student Organization.....	182	Title IX Pregnancy Services	183
Proficiency Tests	18	Tobacco Free Campus	181
Program Accreditations and Approvals	7	Transfer Blocks, Statewide Agreements, Completion of the AA	
Program Areas	34	and AS Degrees.....	31
Programs of Study.....	36	Transfer Policy	29
Programs of Study Information.....	28	Transfer Students	18, 27
Programs of Study Table of Contents	36	Transfer to Central Carolina Technical College	21
Returning Students.....	18	Transfer to Senior Colleges and Universities.....	29
Refund Policy-Credit Courses.....	27	Transfer to South Carolina Colleges and Universities	29
Refund Policy-Non-Credit Courses, Seminars and Workshops.....	27	Transient Students	18
Registration.....	172	TRIO Student Support Services.....	182
Registration Information	26	TRIO Veterans Upward Bound.....	182
Regulations for Use of Identification Card.....	181	Tuition and Fees-Effective Fall Semester 2023.....	27
Residency Status	27	Types of Financial Aid.....	22
Return of Title IV Funds	26, 171	Use of Electronic Devices/Phones	181
Related Reports and Statewide Documents	31	VA Certification for Online Courses	25
SC Foster Care	23	Verification.....	22
SC WINS Scholarship	23	Veterans' Affairs Standards of Academic Progress	25
Safety Procedures.....	183	Veterans' and Active Duty Education Benefits.....	24
Scholastic Honors	28	Vision Statement.....	7
Secondary School Articulation Agreements	19	Wastewater Operator (Certificate).....	65
Security Office	184	Water Operator (Certificate).....	66
Senior Citizens	18	Welding (Certificate).....	52
		Withdrawing from Classes.	26
		Withdrawing from College Course	172
		Workforce Development.....	34
		Zoom Classes	178

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Accessibility Services	Accessibility & Inclusion Coordinator	(803) 778-7871	Bldg M500/Rm M543
Business Office	Student Accounts	(803) 774-3322 (803) 774-3350	Bldg M300-A/Rm A11
Career Services	Career Services Center	(803) 778-6600	Bldg M500/Rm M525
Computer Assistance	User Support Services	(803) 778-6607	Bldg M100/Rm M121E
Distance Education and D2L	Distance Education	(803) 774-3343 (803) 774-3389	Bldg M500/Rm M564
Dual Enrollment	Dual Enrollment	(803) 774-6703	Bldg M100/Rm M135
Withdrawal from Courses	Financial Aid	(803) 778-7850	Bldg M300
Fees	Cashier	(803) 778-6708	Bldg M300
Financial Aid, Work Study/Scholarship	Financial Aid Office	(803) 778-7850	Bldg M300
ID Cards	Cashier	(803) 774-6708	Bldg M300
Library Resources	Library	(803) 778-6647	Bldg M500
Recruitment	Recruitment	(803) 774-3311 (803) 778-6605	Bldg M100/Rm M3 or M300
Special Populations Program	Assistant Director of Counseling Services	(803) 778-6672	Bldg M500/Rm M540
Student Life	Student Life Coordinator	(803) 774-3336	Bldg M500/Rm M542
Student Support Team (S.S.T.)	Assistant Director of Counseling Services	(803) 778-6672	Bldg M500/ Rm M540
Testing Services	Testing Services	(803) 774-3306	Bldg M100/Rm M109
Title IX Sexual Harrassment or Pregnancy Services	Director of Counseling & Student Life Services	(803) 778-7867	Bldg M500/Rm M541B
Transcript of Grades	Student Records	(803) 778-6654	Bldg M100/Rm M24A
Transfer Credits	Registrar or Student Records Coordinator	(803) 774-3339 (803) 774-3323	Bldg M100/Rm M24A Bldg M100/Rm M8
TRIO Student Support Services	TRIO Director	(803) 778-7844	Bldg M500/Rm M585
TRIO Veteran Upward Bound	TRIO VUB Office	(803) 774-6702	Bldg M500/Rm M583
Veterans' Benefits and Certification	Veterans' Affairs Counselor	(803) 778-7883	Bldg M300/Rm M315
Veteran Resources	Veterans' Resource Center	(803) 774-6702	Bldg M500/Rm M589