



# 2017-2018 Student Handbook and Catalog







# Table of Contents

President’s Message .....	7
Mission Statement/Vision/Values/Strategic Imperatives .....	8
Admissions .....	10
Placement Testing .....	12
Transcripts .....	13
Resident Status .....	14
Tuition and Fees .....	15
Refund Policy .....	16
Financial Aid .....	17
Standards of Satisfactory Academic Progress Policy .....	18
Financial Aid Policies .....	21
Title IV Funds Policies .....	22
Scholarships .....	23
Veterans .....	32
Academic Support and Student Resources .....	34
Advising .....	36
Career Services .....	36
Math and Writing Centers .....	36
Library Services .....	36
Computer Labs .....	38
Tutoring Services .....	38
Academic Testing Center .....	38
Success Coaching .....	38
TRiO Student Support Services (SSS) .....	38
Student Disability Services .....	39
Counseling .....	39
Bookstore .....	39
Dental Hygiene Clinic .....	40
Child Development Center .....	40
GTF Student Housing (Campus Pointe at GTC) .....	40
Student Activities and Organizations .....	41
Other Educational Opportunities .....	45
Academic Policies .....	49
Academic Grievance Procedure .....	49
Academic Forgiveness Policy .....	49
Academic Integrity .....	49
Intellectual Property Rights and Copyright .....	50
Academic Standing .....	50
Attendance Policies .....	50
Auditing a Course .....	51
Maximum Credit Hours .....	51
Changes to Program Requirements .....	51
Dropping, Adding and Withdrawing from Courses .....	51
Grade Point Average .....	51
Grading Scale .....	52
Credit from Alternate Sources .....	52
Repeating a Course .....	53
Withdrawal from the College .....	53
Military Service, Duty, Training or Disaster Relief .....	54
Graduation Requirements/Commencement Ceremony .....	55
Awards and Distinctions .....	56
Campus Policies and Regulations .....	57
Campus Safety and Security .....	57
Student Identification Cards .....	61
Privacy of Student Educational Records .....	62
Student Center Operational Policies .....	63
On-Campus Selling .....	63
Closings/Inclement Weather Policy .....	63
Cell Phone Policy .....	63
Miscellaneous Regulations .....	64
Tobacco-Free Policy .....	64
Computing Facilities Use Policy .....	65
Student Code .....	66
Student Grievance Procedure .....	72
Title IX Equitable Resolution Process .....	75
Behavioral Intervention Team .....	83
Institutional Complaint Procedure .....	86
Academic Program Divisions .....	88
Academic Advancement and Support .....	88
Transitional Studies Department .....	90

Academic Connections Department - College Success Courses .....	91
Business & Technology .....	92
Health and Wellness .....	93
Simulation Technologies and Training Center .....	95
Public Service, Arts and Sciences .....	96
Honors Program .....	96
Associate in Arts.....	98
Associate in Science.....	100
University Transfer Course Listing .....	102
Transfer Policies.....	104
Associate in Applied Science.....	107
Accounting .....	107
Accounting Associate Degree .....	107
Small Business Accounting Certificate.....	109
Administrative Office Technology .....	110
Administrative Office Technology Associate Degree .....	110
Medical Concentration .....	112
Medical Clerical Certificate.....	113
Physician Practice Specialist Certificate .....	114
Aircraft Maintenance Technology .....	115
Aircraft Maintenance Technology Associate Degree.....	115
General Technology Avionics Maintenance Technology Career Path.....	117
Aviation Airframe Structure/Systems Certificate .....	118
Aviation Fundamentals Certificate .....	119
Aviation Powerplant Theory/Systems Certificate .....	120
Avionics Maintenance Technology Certificate.....	121
Animal Studies.....	122
Veterinary Technology Phase I .....	122
Professional Grooming and Animal Care Certificate.....	123
Veterinary Assistant Certificate .....	124
Architectural Engineering Technology.....	125
Architectural Engineering Technology Associate Degree.....	125
Architectural Engineering Technology Transfer Track to Clemson.....	127
Auto Body .....	129
Auto Body Repair Associate Degree .....	129
Auto Body Repair Certificate .....	130
Automotive Technology .....	131
Automotive Technology Associate Degree /Automotive Service Training Program (ASTP) .....	131
Automotive Technology Specialization/General Motors Automotive Service Education Program (GM-ASEP).....	132
Automotive Medium and Light Repair Certificate .....	133
Motorsports Performance Engines Certificate .....	134
Race Chassis Building & Setup Certificate .....	135
Building Construction Technology .....	136
Building Construction Technology Diploma.....	136
Building Construction Technology Certificate .....	137
Masonry Certificate.....	138
Plumbing Certificate.....	139
Computed Tomography .....	140
Computed Tomography Certificate .....	140
Computer Technology.....	142
Computer Technology Associate Degree.....	142
Cisco Routing/Network Configuration Certificate.....	145
Microsoft Network Technician Certificate .....	146
Construction Engineering Technology .....	147
Construction Engineering Technology Associate Degree .....	147
Construction Engineering Technology Associate Degree with Transfer to Clemson University.....	149
Solar Technician .....	151
Cosmetology.....	152
Cosmetology Diploma.....	152
General Technology Cosmetology, Marketing & Business Management/Entrepreneurship .....	153
Esthetics Certificate .....	154
Criminal Justice.....	155
Criminal Justice Technology Associate Degree .....	155
Culinary Arts Technology .....	157
Culinary Arts Technology Associate Degree .....	157
Baking and Pastry Arts Certificate .....	159
Culinary Education Certificate .....	160
Sustainable Agriculture Certificate .....	161
General Technology Sustainable Agriculture & Small Business Management/Entrepreneurship.....	162
Dental .....	163
Dental Hygiene Associate Degree.....	163
Expanded Duty Dental Assisting Diploma.....	165
Diagnostic Medical Sonography.....	167
Diagnostic Medical Sonography Associate Degree.....	167

Diesel Equipment Technology .....	169
Diesel Equipment Technology Certificate .....	169
Diesel Engine Performance Certificate .....	170
Heavy Equipment Auxiliary Systems Certificate .....	171
Heavy Equipment Chassis Certificate .....	172
Early Care & Education .....	173
Early Care & Education Associate Degree.....	173
Child Care Management Certificate .....	174
Early Childhood Development Certificate.....	175
Early Childhood Special Education Certificate .....	176
Electronics Engineering Technology .....	177
Electronics Engineering Technology Associate Degree .....	177
Emergency Medical Technology.....	179
Emergency Medical Technology Associate Degree .....	179
Emergency Medical Technician Certificate .....	181
Post Initial Paramedic Training.....	182
Engineering Design Technology .....	183
Engineering Design Technology Associate Degree .....	183
3-D Modeling CAD Design Certificate.....	185
Drafting and CAD Design Fundamentals Certificate .....	186
Engineering Transfer Tracks/Associate in Science .....	187
Chemical Engineering Track .....	188
Civil Engineering Track .....	189
Computer Engineering Track.....	190
Electrical Engineering Track .....	191
Mechanical Engineering Track.....	192
Fire Service Technology.....	193
Fire Science Technology Associate Degree .....	193
Fire Service Technology Certificate.....	194
General Technology Associate Degree.....	195
Health Information Management.....	196
Health Information Management Associate Degree .....	196
Cancer Data Management .....	198
General Technology Health Information Management Systems Technology Career Path.....	200
Heating, Ventilation, Air Conditioning/Refrigeration .....	202
Air Conditioning/Refrigeration Technology Diploma .....	202
Air Conditioning/Refrigeration Technician Certificate .....	203
Beginning Electricity & Refrigeration Certificate .....	204
Human Services.....	205
Human Services Associate Degree .....	205
Industrial Electricity.....	207
Industrial Electricity Certificate .....	207
Machine Tool Technology .....	208
Machine Tool Technology Associate Degree .....	208
Computer Numerical Control (CNC) Programming and Operations Associate Degree.....	209
Advanced CNC Programmer .....	210
Basic Machine Operations Certificate .....	211
Computer Numerical Control Machine Operator Certificate .....	212
Computer Numerical Control Programmer Certificate .....	213
Magnetic Resonance Imaging .....	214
Magnetic Resonance Imaging Certificate .....	214
Management.....	215
Management Associate Degree.....	215
Human Resource Management Certificate .....	217
Small Business Management/Entrepreneurship Certificate .....	218
Marketing .....	219
Marketing Associate Degree .....	219
Marketing Communications Certificate.....	221
Marketing in the Non-Profit Sector Certificate.....	222
Massage Therapy .....	223
Massage Therapy Certificate .....	223
Mechanical Engineering Technology.....	225
Mechanical Engineering Technology Associate Degree.....	225
Mechatronics Technology .....	227
Mechatronics Technology Associate Degree .....	227
Mechatronics I Certificate .....	228
Mechatronics II Certificate .....	229
Production Technology Associate I .....	230
Medical Assistant.....	231
Medical Assistant Certificate.....	231
Medical Laboratory Technology Associate Degree.....	233
Medical Laboratory Technology .....	233
Nursing.....	235
Nursing Associate Degree.....	235

Patient Care Technician Certificate.....	240
Post RN Specialty Courses.....	241
Occupational Therapy Assistant .....	242
Occupational Therapy Assistant Associate Degree .....	242
Paralegal.....	244
Paralegal Associate Degree.....	244
Personal Trainer .....	248
Personal Trainer Certificate .....	248
Pharmacy Technician .....	249
Pharmacy Technician Diploma .....	249
Pharmacy Technician Certificate .....	251
Physical Therapist Assistant.....	252
Physical Therapist Assistant Associate Degree .....	252
Radiologic Technology .....	254
Radiologic Technology Associate Degree .....	254
Respiratory Care .....	256
Respiratory Care Associate Degree .....	256
Supply Chain Management.....	258
Supply Chain Management Associate Degree.....	258
Enterprise Resource Planning Certificate.....	260
Surgical Technology.....	261
Surgical Technology Diploma .....	261
Sterile Processing Certificate .....	263
Truck Driver Training.....	264
Truck Driver Training Certificate.....	264
Visual Arts .....	265
Certificate in Arts.....	265
Visual Arts Transfer Tracks.....	267
Welding.....	269
Welding Certificate.....	269
Robotics Fundamentals Certificate.....	270
Specialized Welding Certificate .....	271
General Education Courses .....	272
Explanation of Terms Used in Course Descriptions .....	274
Course Descriptions .....	275
Area Commission/President's Cabinet .....	371
Administration/Faculty Listing .....	372
Affiliations .....	387
Accrediting/Licensing Agencies.....	393

## Accreditation Statement

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

## Policy on Nondiscrimination

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990 as well as the ADA Amendments of 2008 (ADAA). For additional information on nondiscrimination policies, students should contact Sharon Bellwood, Student Disability Services director, who also coordinates Title II of the ADA/ADAA, Section 504. She may be reached at (864) 250-8408 v/TTY or via email at sharon.bellwood@gvltec.edu. For additional information about Title IX policies, students contact Michael Chasteen at (864) 250-8144.

## Effective Date

This catalog becomes effective Fall Semester 2017. It is for information only and does not constitute a contract. The college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses, and costs of any kind; or any statement, written or verbal, in accordance with unforeseen conditions. The rules, regulations and policies in this catalog are based on present conditions and are subject to change without notice. Further, the college can add or delete without notice any course offerings or information contained in the catalog. Additional specific academic information may be obtained from an academic advisor and/or counselor. This Student Handbook and Catalog were last revised on March 15, 2017. Please visit [www.gvltec.edu/catalog/](http://www.gvltec.edu/catalog/) for any updates and/or addendums.

## Disclosure Information

Information concerning the campus safety and security policy, crime statistics, and the sex offenders' registry is available online at <http://gvltec.edu/cleryreport>. If you prefer to meet with someone in person for more information, visit the GTC Police office on one of our campuses or call (864) 250-8150.

# President's Message

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At Greenville Technical College (GTC), we use the "Start. Stay. Succeed." message to convey our commitment to the students we serve. Certainly, we want you to get started on working toward your goals. Whether you come to us straight out of high school or later, that's the first step in gaining a life-changing education.

But starting is just the beginning. We want to support you in staying with us until you graduate. That's why we offer a broad range of resources to help including a Student Success Center to help you navigate all your options, plus tutoring, disability support, counseling, veterans assistance, and much more.

If you stay, you will succeed. When you graduate, you'll find that employers and transfer destinations recognize the preparation you've received as a strong foundation for the next step. So whether your plan is to spend two years or less gaining skills you can put right to work or earning the first two years of a bachelor's degree, GTC will help you meet your goals.

Best wishes as you move forward in your life and career by choosing the right preparation for some of today's best opportunities. Start, stay, and succeed with Greenville Technical College.



*Keith Miller*





# Mission, Vision & Values

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## Vision

Greenville Technical College's vision is to be the best community and technical college for students seeking career and educational opportunities.

## Mission

Greenville Technical College drives personal and economic growth through learning.

## Values

Greenville Technical College is committed to the following values:

**Learning:** We are committed to providing quality learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community.

**Integrity:** We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness.

**Diversity:** We recognize and celebrate diversity, so we value and support considerate, meaningful communication and inclusiveness in collaborative decision-making processes.

**Cooperation:** We value collaboration and teamwork, so we foster caring, professional relationships among students, employees, and our community in an effort to expand partnerships.

**Excellence:** We value continuous improvement, so we encourage innovation, creative problem-solving and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment.

**Accountability:** We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.

## Service Excellence Vision

We must commit to seeing that every interaction with a student, a potential student, a member of the community, or another employee results in a positive experience. We recognize the many barriers our students face and the numerous factors outside of our control; however, we value the faith that Greenville County residents have in Greenville Technical College to overcome these challenges, and we promise to earn our customers' trust every day with support and services that serve as a national model and rival those of any organization.



## Role and Scope

Greenville Technical College is one of the largest public two-year colleges in South Carolina, serving a fall headcount of over 12,000 curriculum students. The college provides exceptional learning opportunities primarily to the residents of Greenville County.

Curricular offerings include (1) technical courses, certificates, diplomas, and associate degrees in business, computer technology, health sciences, engineering technologies, industrial technologies, and public service; and (2) university transfer courses.

The college also provides an extensive offering of continuing education courses for occupational advancement and personal interest, as well as economic development services that encourage business and industrial growth in a diverse economic community.

In addition, developmental courses serve underprepared students seeking to enter a program of study. Upon completion of their educational goals, the majority of graduates either are employed in fields related to their programs of study or transfer to four-year colleges and universities.

Since the college is an open admission institution, students come from diverse socioeconomic and educational backgrounds. Affordable education is provided through traditional and electronic means at times and locations convenient to students. Faculty and staff are student-centered and recognized in their fields. Various educational support services are provided to facilitate the teaching/learning process and to enhance the academic and personal development of the student, including an emphasis on articulation with local high schools and other colleges and universities.

## Strategic Imperatives

Greenville Technical College (GTC) has five imperatives that guide the college to achieving our core mission of teaching and learning:

### 1. Teaching and Learning

The college provides an engaging learning environment anticipating and responding to community and student's diverse needs.

### 2. Student Access & Success

The college enhances student's progression toward their goal through innovative practices, processes, and policies.

### 3. Innovation

The college improves programs, processes, and services by encouraging informed risk taking and implementation of innovative ideas.

### 4. Employee Development

The college supports the development of professional, knowledgeable, and high-performing employees, encouraging informed risk taking and implementing employee-driven ideas.

### 5. Operational Excellence and Accountability

The college ensures operational and service excellence by exceeding customer expectations.

### 6. Community Engagement

The college partners operates as a catalyst in the community to meet the changing needs of employers and the environment.

# Admissions

Greenville Technical College serves the educational needs of all who can benefit from its courses and programs. The faculty, staff and administration are dedicated to helping applicants chart pathways to meet their educational goals. In order to fulfill the Technical Education System's educational mission and to promote the achievement of individuals with varied potential, an open door admissions policy admits all citizens who can benefit from available learning opportunities and specific programs of study. This admissions policy does not mean, however, that there are no entrance requirements. South Carolina wisely imposes general restrictions governing overall admissions practices. In most programs of study, various entrance requirements are a necessity.

These requirements are enforced to enhance student success in chosen fields. Although applicants for admissions may not meet the requirements for entering a particular program, the college has the ability, through the transitional studies process, to help them attain their academic goals.

The college offers five convenient locations around Greenville County: the Barton Campus on South Pleasantburg Drive, the Brashier Campus in the Golden Strip on West Georgia Road, the Benson Campus in Taylors on Highway 290, the Northwest Campus in Berea on White Horse Road, and the new Center for Manufacturing Innovation located in Greenville on Millennium Boulevard.

In June 2008, the governor of South Carolina signed into law "The South Carolina Illegal Immigration Reform Act." This law requires that all students attending public colleges and universities in the state of South Carolina provide proof of "lawful presence in the United States." This law further states that a person who is unlawfully present in the United States is not eligible for scholarships, financial aid, grants or resident tuition. Therefore, beginning Spring Semester 2009, all students provide proof of "lawful presence" in the United States prior to enrollment at Greenville Technical College. Students who are unlawfully present in the United States are not eligible for enrollment at Greenville Technical College. The paperwork must be submitted to the Admissions Office.

For questions on the required documentation, please contact the Admissions Office at the Admissions and Registration Center at (864) 250-8109, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 250-7950 and Benson Campus at (864) 250-3001.

## Admission Policies and Procedures

Prospective students who are seeking enrollment should take the following steps to complete the application process:

- Complete and submit the online application at [www.gvltec.edu](http://www.gvltec.edu). Applications can be completed at the Admissions Office located at the Admissions and Register Center at McAlister Square on the Barton Campus. Applications can also be completed at the Brashier, Benson or Northwest campuses. (NOTE: Prior students who have not attended Greenville Tech for three consecutive semesters must reapply for admission.) There is not an application fee. All applicants will need to submit Legal Presence in the United States Documentation to the Admissions Office and complete the online orientation.
- All applicants are asked to submit their official standard high school diploma or state sponsored GED or Foreign Evaluations or Official College Transcripts from a regionally accredited institution to the Admissions Office. The college offers several programs that do not require proof of a standard high school diploma/state sponsored GED. If the student is applying for financial aid, he or she will need to submit an official standard high school transcript/diploma or state-sponsored GED. Any applicant under 18 years of age must be a high school graduate with a standard high school diploma or possess a state-sponsored GED. Applicants can be under 18 years of age, if they are enrolled in the Early College Program (see specific requirements under Early College). Applicants applying for the LIFE scholarship or financial aid must submit official standard high school transcripts.
- ❑ **Greenville Technical College honors the following (for more details, see acceptable High School Graduation Types at [www.gvltec.edu/acceptable-grad-types](http://www.gvltec.edu/acceptable-grad-types)):** Standard high school diploma or GED (General Educational Development Diploma). All public, private and home school associations must be accredited by a regional accredited body or listed with the department of education in the state where the school resides. Foreign high school diplomas must meet the equivalent of 12 years of a U.S. secondary high school diploma. Contact World Education Services (WES) ([www.wes.org](http://www.wes.org)) or Josef Silny and Associates, Inc., ([www.jsilny.com/html/foreign.htm](http://www.jsilny.com/html/foreign.htm)) to request a document by document analysis and to have the official report sent to the Admissions Office. **Definitions:**
  - Standard High School Diploma** – The diploma awarded to students who completed state requirements for graduation from high school.
  - Occupational/Alternative/District Diploma** – Recognizes the accomplishments of students who participated in the special education curriculum of individual school districts. **Note:** Diplomas are not equivalent to a state (standard) high school diploma.
  - High School Certificate** - Awarded to students who did not successfully pass the exit exam given by the individual school district. **Note:** These certificates are not equivalent to a state (standard) high school diploma.
  - General Educational Development Diploma (GED)** – A GED sponsored by the Department of Education of each state. It is equivalent to a state (standard) high school diploma.
- ❑ **Certificate Programs:** Greenville Technical College allows an applicant to enroll in certain certificate programs that do not require high school graduation or GED.
- Twelve University Transfer credits from a regionally accredited post-secondary institution with a grade of "C" or higher will waive proof of a standard high school diploma and/or a state sponsored GED and the reading section of the placement test (see Placement Testing). Twelve college credits earned from Greenville Technical College with a grade of "C" or higher will waive the reading section of the placement test (see Placement Testing). Remedial courses are not transferrable. Students are encouraged to submit an Official College Transcript to the Registrar's Office/Transcript Evaluation Department for a transcript evaluation. The Unofficial College Transcript cannot be evaluated by the

transcript evaluator or an academic advisor. An Official College Transcript must be submitted within three months of the issuance date from the institution. Students cannot request the Official Transcript back from Greenville Technical College once it has been submitted. Students who obtained college credits in a foreign country must have a course-by-course evaluation completed through either World Education Services (WES) ([www.wes.org](http://www.wes.org)) or Josef Silny and Associates, Inc., ([www.jsilny.com/html/foreign.htm](http://www.jsilny.com/html/foreign.htm)). Students can be provisionally admitted on an Unofficial College Transcript for one semester, two weeks prior to the start of the semester. Note: Evaluation must be submitted prior to enrolling in a program that requires proof of high school equivalency in the United States.

- **Note:** When the college transcript, high school transcript, high school diploma or GED are received by the Admissions Office, they cannot be released to the student. The college will issue a Provisional Acceptance for proof of a standard high school transcript/GED for one semester after the applicant has taken the placement test or submitted sufficient test scores. For applicants desiring financial aid, an applicant must provide either an official high school transcript/diploma, a GED certificate or an academic transcript of successful completion of a two-year program (i.e. associate degree).

### Program Admission Requirements

Health and Wellness Division applicants complete additional program requirements once admission to the college has been completed. Applicants to Health and Wellness programs are considered to be in a “pre” status until all admission criteria for the program are complete. Enrollment in each Health and Wellness program is limited. **All applicants must attend a mandatory career talk session.**

### Time-sensitive Courses

Health and Wellness applicants entering with advanced standing must have completed any biophysical course within five years of starting clinical.

### Categories of Admission

- **Regular:** Applicants complying with the basic admission requirements who seek initial attendance at the college and desire to enroll in a curriculum program to pursue an associate degree, diploma or certificate shall be classified as regular students.
- **Audit:** Applicants who wish to enroll in curriculum classes without earning a grade or credits may be admitted as audit students must complete the college application, provide documentation supporting Legal Presence in the United States, placement and prerequisites for course(s) enrollment, on-line orientation, and payment for the course(s) they enroll. The audit status must be clearly denoted on the Schedule Request Form at the time of registration.
- **Career Development:** Applicants who wish to enroll in a few classes to update their occupational skills, but who do not wish to pursue an associate degree, diploma, or certificate, must submit an application, provide documentation supporting Legal Presence in the United States, complete on-line orientation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from the college if they are enrolled in this program. A student awaiting a foreign evaluation cannot change his or her program until the evaluation has been received by the Admissions Office.
- **Early College (dual enrollment):** High school juniors and seniors who want to get a head start on their college education may enroll in the Early College program. Early College students may take two college courses per semester. These students may choose classes that will apply toward one of the college's associate degree, diploma, or certificate programs, or classes that may transfer to almost any college or university. Additional information is located on the college's website at [www.gvltec.edu/early-college](http://www.gvltec.edu/early-college).  
**Note:** Students must meet the academic requirements of any course to be taken. Those seeking to enroll in this status can find information at the following web address: [www.gvltec.edu/early-college/](http://www.gvltec.edu/early-college/). Home school applicants must be under the auspices of the school district or be a member of an approved South Carolina home school association. Home school applicants must submit the Early College application, submit Legal Presence in the US Documentation, bring in an official transcript and have acceptable test scores and their current membership card of an approved South Carolina Homeschool Association to the Admissions Office.
- **Transient Visiting Students:** Students matriculating at other colleges who wish to enroll in a course at Greenville Technical College must submit an application, provide documentation supporting legal presence in the United States, complete on-line orientation, meet all placement and other prerequisites for the course(s) in which they plan to enroll (if applicable), and present written permission from their home institution to take the specific course(s). Information is available on the college's website at [www.gvltec.edu/transient-visiting](http://www.gvltec.edu/transient-visiting).
- **Plan 60 for Senior Citizens:** Plan 60 eligible applicants must be legal residents of South Carolina, not employed full time and at least 60 years of age. To apply for Plan 60, complete an application to the college then complete the Plan 60 form, which also includes the Legal Presence in the United States. Then complete on-line orientation, meet all placement and other prerequisites for the course(s) in which they plan to enroll. Plan 60 is a tuition-only waiver program. Participants are responsible for paying the student fee, technology fee and books/materials fees. Plan 60 covers tuition that is not paid by a third party. If a participant is eligible for Pell Grant or Lottery Tuition Assistance, Plan 60 will cover the remainder. Some courses may require proof of a prerequisite, therefore college transcripts and or placement testing may be required. Enrollment in classes is permitted on a space availability basis only.
- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must pick up an International Student Packet from the Admissions Office or visit the college's website at [www.gvltec.edu](http://www.gvltec.edu) to download a packet. Submit the required documents per the International Student Packet. Transcripts must be evaluated by World Education Services ([www.wes.org](http://www.wes.org)) or Josef Silny and Associates, Inc, ([www.jsilny.com/html/foreign.htm](http://www.jsilny.com/html/foreign.htm)). The college accepts a course-by-course analysis. For guaranteed processing:
  - International students applying for Fall Semester must submit all documentation no later than May 1.
  - International students applying for Spring Semester must submit all documentation no later than Oct. 1.
  - International students applying for Summer Term must submit all documentation no later than February 15.



## Undocumented Applicants

Please note the Illegal Immigration Reform Act. Information about the South Carolina Illegal Immigration Reform Act can be found at [http://www.scstatehouse.gov/sess117\\_2007-2008/bills/4400.htm](http://www.scstatehouse.gov/sess117_2007-2008/bills/4400.htm). Contact the Admissions Office or visit Admissions and Registration Center (ARC) for additional information or questions on documents required for admissions.

## Orientation Center

Located in the Admissions and Registration Center at McAlister Square, the Orientation Center provides comprehensive information to help prospective students with college processes as well as planning and decision-making to aid in their long-term success. The Orientation Center provides assistance to any student who requires help with

- Online Orientation
- Utilizing Self-Service Tools in GTC4ME
- Career Planning
- Basic Financial Aid
- Transfer Services
- Basic Registration Planning
- Scheduling Planning and Advising for Student Success (PASS) sessions

The Orientation Center also assists new students who have completed Online Orientation and require assistance with next steps. These services include

- Transient student registration
- English as a Second Language
- Career Development/non-degree seeking students
- Early College/College in High School students
- Multiple Measures for course placement

## Change of Name/Address/Social Security Number

Personal information can be updated via GTC4me or the GTC Personal Status Change Form. Requests for a name change must be submitted with the official documentation (court order, marriage certificate or divorce decree) along with the GTC Personal Status Change Form and a valid photo ID. Students can change their personal information in person in the Admissions Office or at one of the satellite campuses (i.e. Brashier, Benson and Northwest). Once this form is submitted, an Admissions officer will process the form. Changes must be submitted to the Admissions Office prior to registration.

## Placement Testing

Students applying for admission to Greenville Technical College's associate degree, diploma or certificate programs may be required to take the placement test. The purpose of the test is to ensure that each student is academically prepared to enter his or her chosen field of study. Based on test scores, a student may be placed in one or more transitional courses designed to prepare him or her for successful entry into the chosen field of study.

The placement test is a computerized, adaptive test used to assess reading, writing and math skills. The test is not timed; however, it takes an average of two (2) hours to complete. It is offered Monday through Friday. For more information about the testing schedule, contact the Admissions and Registration Center (ARC) at (864) 250-8000 or visit [www.gvltec.edu/placement](http://www.gvltec.edu/placement).

Testing with accommodations is available for students with disabilities. For more information, call Student Disability Services at (864) 250-8202, 250-8408 or the V/TTY at 250-8353.

Faculty members from the Transitional Studies department are available at the ARC to help students prepare for the placement test, and the Placement Testing web site offers free resources.

Applicants must take the placement test to help determine placement into GTC courses; however, they may be exempt from taking portions of the test if they have

- taken the SAT exam and received 480 on the critical reading portion (waives reading and writing) and/or 480 on the math portion (\*\*waives math placement).
- taken the ACT exam and received an English sub-score of 19 (waives the reading and writing) and/or a math sub score of 19 (\*\*waives math placement).
- placement waivers based on high school GPA and coursework (see Page 13).

\*Test scores are valid for five years from the date taken.

\*\*Upper level math courses require higher SAT/ACT math scores or math placement testing.

Additionally, applicants transferring from a regionally accredited postsecondary institution may exempt:

- the writing and reading placement tests if transferring credit for a college-level English course.
- the math placement test if transferring credit for an acceptable college-level math course.
- the reading placement test if transferring 12 program-level semester credit hours with a minimum grade of "C."

Non-degree seeking students who plan to enroll in a math or English course may be required to take the college's placement test or submit an official college transcript showing acceptable English and/or math credits from a regionally accredited postsecondary institution.

Entry into the college does not guarantee admission to the program desired by the applicant. Placement in a specific course is based on standards that will help to ensure the applicant's success.

The college reserves the right to modify admission policies and procedures as needed.

## Placement Based on High School GPA and Coursework

First-time GTC students who graduated from high school in the last five years with a 2.6 or higher grade point average (GPA) may qualify for advanced course placement.

After review of official high school transcripts and GTC placement test scores, these students may be granted course waivers that allow them to enroll in higher-level Transitional Studies courses or directly into program or college-transfer

courses.

Some students may be required to participate in refresher workshops or an online acceleration program prior to receiving a waiver. Students receiving a waiver may also be required to enroll in a College Skills or Freshman Seminar course.

Students who are eligible for the SC LIFE scholarship, which requires a graduating GPA of 3.0 or higher from a South Carolina high school, are strongly encouraged to contact the Orientation Center located in the ARC regarding waiver of prerequisite courses. Scheduling a waiver appointment could be advantageous to the student since LIFE Scholarship will not cover tuition for Transitional Studies courses. Eligibility of the LIFE Scholarship is determined by the college's Office of Financial Aid.

### **Accelerated Course Formats**

To help students progress through courses as quickly as possible while also providing a solid foundation, GTC's Transitional Studies department offers a variety of accelerated course options each semester. Students should consult their advisors to identify the best opportunities for acceleration. See Page 86-88 for more information about the Transitional Studies Department.

## **Transcripts**

Official transcripts (e.g. high school and college) received by the Admissions Office become part of an official record and cannot be returned. Official college transcripts are evaluated by the transcript evaluator. Unofficial transcripts cannot be evaluated by the transcript evaluator or academic advisors. Official college transcripts are required at least one month prior to the application deadline for that semester, so that the transcript can be evaluated by the transcript evaluator prior to the orientation session. Note: The college accepts college transcripts from regionally accredited institutions.

### **Definition of Official College Transcript**

According to the guidelines set by the American Association of College Registrars and Admissions Officers (AACRAO) and endorsed by the Southern Association of College Registrars and Admissions Officers (SACRAO), "An official college transcript is one that the receiving institution has received directly from the issuing college or university. It must bear the college seal, current date (i.e. within 3 months of issuance from the institution) and an appropriate signature. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use."

### **Foreign Transcripts**

Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES) at [www.wes.org](http://www.wes.org) or **Josef Silny and Associates, Inc.**, at [www.jsilny.com/htm/foreign.htm](http://www.jsilny.com/htm/foreign.htm). The student must request a course-by-course analysis. WES sends a translated copy to the Office of Student Records/Transcript Evaluation acknowledging whether the foreign college is considered regionally accredited, lists all courses completed, American hours earned and a letter grade. English is never accepted from a foreign country unless it is the native language of that country.

### **Military Transcripts/CLEP/Dantes**

Limited credits are transferred as exemption credits from military transcripts. The records can be requested from the appropriate military branch education department. Transcript Evaluation uses the ACE guideline, and Transcript Evaluation personnel are responsible for researching military training/CLEP and Dantes records to determine which courses may qualify for exemption credit and/or transfer credit.

### **Advanced Placement (AP) Exams**

Students must request AP scores be sent directly to the Office of Student Records/Transcript Evaluation. Transcript Evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 3, 4 and 5.

### **Advanced Placement (IB-HL) Exams**

Students must request IB scores be sent directly to the Office of Student Records/Transcript Evaluation. Transcript Evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.

### **Articulating Colleges in One-Plus-One Programs**

It is the responsibility of the liaison at the articulating college to have the student request official college transcripts from all third party colleges sent to GTC for evaluation, while the student is enrolled in Phase One at the articulating college.

## Resident Status

A legal resident of the state is one who has his or her legal domicile in the state of South Carolina for a period of 12 continuous months. Regulations regarding the establishment of legal residency in South Carolina for tuition and fee purposes at South Carolina institutions of higher education are governed by the South Carolina Code of Laws, Section 59-112 to 59-112-100. South Carolina residency law information can be found at <http://www.che.sc.gov/Students,FamiliesMilitary/LearningAboutCollege/SCInstitutionsDegreePrograms/Residency.aspx>

The initial determination of one's resident classification is made at the time of admission. The determination at that time, and any determination made thereafter, prevails for each semester until the determination is challenged successfully by the student. Note: If the student is not a legal resident of South Carolina when he or she initially applies to the college or enrolls at the college, it is the student's responsibility to follow up with Admissions to verify the steps required to meet the requirements at a later date. The required paperwork with documentation must be submitted at least three weeks prior to the start of the semester.

### Residency Classifications And Tuition

Persons who have physically resided and been legally domiciled in South Carolina for 12 continuous months immediately before the date classes begin for the semester for which resident status is claimed may qualify to pay in-state fees. Note: An applicant or student residing in South Carolina for the sole purpose of enrolling at Greenville Technical College may not acquire resident status.

- **In-County** (i.e. residing within Greenville County) – For purposes of tuition, in-county rates apply to residents living within Greenville County.
- **Out-of-County** (i.e. counties within South Carolina that are located outside of Greenville County) – For purposes of tuition, out-of-county rates apply to residents living in these counties.
- **Out-of-State** – Persons not residing in South Carolina for 12 continuous months immediately before the date classes begin for the semester for which resident status is claimed will be required to pay out-of-state tuition.
- **International students** (F1, M, and J visa types) are not eligible for in-county, or in-state fees. Exceptions: A1, A2, E2, G1, G2, G3, G4, H1B, H2A, H2B, H3, H4, K1, K2, L1, L2, N8, and N9 may be assigned in-state tuition if they are able to satisfy all other residency criteria.

### Independent/Dependent Status

- **Independent person** – If a student provides more than half of his or her own support in the 12 months immediately preceding the term of enrollment or re-enrollment **and is not** claimed as a dependent or exemption on another person's federal income tax return during the year of enrollment or re-enrollment (the student submits his or her own tax return), then the resident status is determined by the legal domicile of the student.
- **Dependent person** – If a student is claimed as a dependent on another person's tax return during the year of enrollment and receives more than half of his or her financial support from another person, the resident status is determined by the legal domicile of the person who provides the support and claims the student as a dependent for federal income tax purposes.
- **In case of divorced or separated parents** – The resident status of the student can be based on the resident status of the parent who supports and/or claims the dependent for tax purposes **or** it can be based on the resident status of the parent who has legal custody of the dependent persons.

It is important that each applicant for admission and each enrolled student know his or her resident status for tuition payment and understand the regulations governing resident status. For questions about residency, contact Admissions at the Admission and Registration Center (ARC) or Student Services at Brashier, Benson, and the Northwest campus locations at (864) 250-8000. The residency coordinator is Tracy Leigh (Tracy.Leigh@gvltec.edu).



# Tuition and Fees

## Tuition and Fees for Academic Year 2016-17

Greenville Tech has moved to a linear tuition and fees model in which students pay by the credit hour, no matter how many hours they take. This structure was adopted by the SC Technical College System, and is now in place at many of the system's colleges.

For academic year 2016-17 Lottery Tuition Assistance for full-time (12 credit hour minimum) was \$1,200 and for part-time per credit hour (six credit hour minimum) was \$100. Lottery Tuition Assistance is determined by the state legislature each year prior to the beginning of Fall Semester.

Credits	In-County Tuition & Fees	After Lottery	Out-of-County Tuition & Fees	After Lottery	Out-of-State Tuition & Fees
1	249.00	249.00	264.00	264.00	425.00
2	423.00	423.00	453.00	453.00	775.00
3	597.00	597.00	642.00	642.00	1,125.00
4	771.00	771.00	831.00	831.00	1,475.00
5	945.00	945.00	1,020.00	1,020.00	1,825.00
6	1,119.00	519.00	1,209.00	609.00	2,175.00
7	1,293.00	593.00	1,398.00	698.00	2,525.00
8	1,467.00	667.00	1,587.00	787.00	2,875.00
9	1,641.00	741.00	1,776.00	876.00	3,225.00
10	1,815.00	815.00	1,965.00	695.00	3,575.00
11	1,989.00	889.00	2,154.00	1,054.00	3,925.00
12	2,163.00	963.00	2,343.00	1,143.00	4,275.00
13	2,337.00	1,132.00	2,257.00	1,327.00	4,620.00
14	2,501.00	1,301.00	2,711.00	1,511.00	4,965.00
15	2,670.00	1,470.00	2,895.00	1,695.00	5,310.00
16	2,839.00	1,639.00	3,079.00	1,879.00	5,655.00
17	3,008.00	1,808.00	3,263.00	2,063.00	6,000.00
18	3,177.00	1,977.00	3,447.00	2,247.00	6,345.00
18+	Varies based on the number of credit hours. For each additional credit hour add:				
	\$169.00		\$184.00		\$345.00

**Tuition shown includes Enrollment Fee of \$75 per semester (refundable within add/drop period).**

**To receive the full financial aid award, students must be enrolled in 12 credit hours or more.**

### Resident Status

Resident status determination information can be found on Page 13 under "Resident Status" in the Admissions section of this catalog/student handbook.

### Incorrect Classification

A student who has been incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts, these students may be charged tuition and fees past due and unpaid at the out-of-state rate.

The student also may be subject to administrative, civil and financial penalties. Until these charges are paid, he/she will not be allowed to receive transcripts or graduate from a South Carolina institution. Those students whose residency status changes are responsible for notifying the residency official of such changes.

### Fees

A few courses require special fees for materials, tests, equipment and insurance. Individual academic department heads should be contacted for the amounts of such fees.

### Other Fees (Non-Refundable)

Exemption Examination (per credit hour)	\$50
Institutional Do Not Purge Processing Fee (delay tuition payment)	\$50
Transcript Fee	\$8
Late Registration Fee (date varies per semester; see Academic Calendar on GTC4me)	\$100

**Returned checks will be submitted to the Solicitor's Worthless Check Unit at a minimum cost of \$121.**

**Note:** Tuition and fees are subject to change. Please see <http://www.gvltec.edu/tuition/> for current tuition and fees. MasterCard, VISA, AMEX, and Discover are accepted. Students paying tuition by credit card and debit cards will be charged a \$15 convenience fee.

## Financial Liability Agreement

Each student must complete an enrollment agreement prior to registering for each academic year. The terms below are included as part of the enrollment agreement:

Students must clear any indebtedness to the college before registering for a subsequent semester, before graduating and before receiving official grade reports and/or transcripts.

The Bursar's office at Greenville Technical College (GTC) corresponds electronically with students using their official GTC email address. I understand that I am responsible for regularly reading important information sent to my GTC email address. I understand it is my responsibility to notify the IT Help desk if I have problems with my GTC email account.

- I understand that enrollment at GTC constitutes a contractual financial obligation to pay tuition and fees for classes in which I am enrolled. I also understand it is my responsibility for meeting all of the published due dates for tuition payments.
- I understand that I will receive email notification when my 1098T form is available on GTC4me. This form will be provided electronically.
- I understand that GTC will send email notification when current billing statements are available to view online. Statements are located online at [gtc4me.gvltec.edu](http://gtc4me.gvltec.edu). The Bursar will send additional notices through your GTC email account.
- I authorize GTC to automatically use my Financial Aid funds to pay all charges incurred on my account unless I restrict my Title IV funds to only pay tuition, fees, and book store charges. I must notify Financial Aid in writing if I choose to restrict the use of my Title IV funds.
- I will ensure that I have provided Financial Aid all required documentation to complete my file and award my aid. I understand I am responsible for paying all student financial obligations if GTC does not receive my financial aid or if I lose eligibility for any reason.
- I understand a hold will be placed on my account for any past due balance. This will prevent future registration, graduation, and access to transcripts. I further understand that if I enroll for a later semester prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current.
- It is my responsibility to ensure that tuition is paid by a third party. I understand the Bursar's office will not contact any third party on my behalf in regard to payment.
- I understand that my account information can only be released to me. It is my responsibility to notify my parents/legal guardians of my account balance.
- I understand failure to pay my account by the required due date will result in my account being assessed an 18% annual interest charge by GTC on any past due amount.
- I understand any debt owed after I have left the college may be turned over to an external collection agency. I agree to pay any collection charges incurred by GTC (up to 30% of the original debt), legal cost, and attorney fees. I consent to allowing the collection agency to attempt to contact me on any phone number I have provided or that they may receive. This includes a cell phone if I have provided one as a source of contact. I also understand they may use auto dialers to make such contact. This will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureau's (Equifax, TransUnion, and Experian). GTC will also exercise the right to request the South Carolina Department of Revenue state tax refund and wage garnishment program.
- I understand that GTC will assess a \$30.00 return check charge in the event a check is returned on my account. I understand that I'm responsible for all dishonored payments presented on my behalf. I understand GTC will turn over any returned check to the solicitor's office for collection. The minimum charge by the solicitor is \$91.00.
- I understand that I'm responsible for any schedule created for me by an advisor or myself through my GTC student account. I understand it is my responsibility to know the drop and withdrawal policy and deadlines. I agree and understand that I will be responsible for any charges associated with the enrollment. If I decide not to attend for any reason it is my responsibility to drop the class before or during the add/drop period. Failure to drop my classes will result in a balance due the college. I understand the balance will be determined by GTC refund policy.
- Upon leaving the college it is my responsibility to ensure that any debt is resolved, the exit counseling has been completed, and my contact information has been updated. Failure to do so could result in missing important notifications. I understand the college can only attempt to contact me with the information I have provided.

## Refund Policy

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**Tuition Refunds:** Tuition is refundable to students who officially drop classes prior to the deadlines indicated in the Refund Schedule. This information can be found in the college catalog or on the website at [www.gvltec.edu/tuition-refunds](http://www.gvltec.edu/tuition-refunds).

A student who registers for a class but fails to attend or attends only during the add/drop period **MAY** be administratively withdrawn by faculty. An administrative withdrawal will charge the student 100 percent of the total tuition and fees. To avoid the 100 percent penalty, you must complete the official drop process before the end of the specified add/drop period for each class. Dropping all unwanted classes will prevent a financial penalty. Until all fees are satisfied, students will not be allowed to register for future classes or receive financial aid.

**Please contact the Financial Aid Office should you have any questions or concerns about how changes in your schedule may affect your financial aid.**

# Financial Aid

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Financial aid packages composed of grants, scholarships, loans and work study can allow students with limited financial resources to pursue their educational goals at Greenville Technical College. Individuals enrolled in or accepted at the college who demonstrate a financial need or desire scholarship consideration must apply to begin the financial aid process. Completion of a Free Application for Federal Student Aid (FAFSA) is the first step in the process. Students must complete and submit a FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).

The FAFSA can be completed beginning on October 1, 2016 for the 2017-2018 academic year beginning in August 2017. Determination of eligibility through needs analysis must be completed before aid is awarded.

Verification is a quality-control method used by the U.S. Department of Education to check the accuracy of information submitted on the FAFSA and for resolving conflicting information in a student's financial aid record. Because students sometimes make errors on their application, colleges are required to have procedures for verifying the reported information. Students are selected for verification either by CPS (Central Processing System) of the Department of Education or by the college. If the college has any information on an application that is inaccurate or conflicting, it is required by law to verify the information. A missing information email (MIE) is issued along with all required forms to the student. Dependent students must submit signed copies of required documents for themselves and parents; independent students must submit signed copies of required documents for themselves and spouse (if applicable). To receive maximum consideration of aid, students should submit requested documents within 15 days of notification. Financial Aid processors make corrections to a student's record from the completed forms and documentation submitted by the student. The corrections are sent electronically to CPS, which in turn sends the college a corrected aid report. A student will not be able to receive financial aid until the verification process is complete.

Financial assistance available through the Greenville Tech Financial Aid Office includes the following:

## Grants – Aid that does not have to be repaid

(See section on the Return to Title IV for exceptions.)

### Federal Pell Grant

This grant from the federal government helps pay educational costs. Student's eligibility is determined by family income and size, as well as other factors on the FAFSA. This information is also used to compute the Expected Family Contribution (EFC). As the EFC increases, the amount of the award decreases. If the EFC is zero, the student is eligible for the maximum Pell Grant.

Requirements to receive a Federal Pell Grant include the following:

- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate or equivalent.
- Must be enrolled in an eligible program.
- Must be admitted into a valid program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is for undergraduates with exceptional financial need (students with the lowest EFCs) and gives priority to students who receive Federal Pell Grants.

Requirements to receive an FSEOG include the following:

- Must be eligible for a Pell Grant (students with zero EFC given first priority)
- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate or equivalent.
- Must be enrolled in a minimum of three credit hours in a valid program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

### What is the difference between the FSEOG and Federal Pell Grant?

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee that every eligible student will be able to receive an FSEOG; therefore, students at each school will be awarded an FSEOG based on the availability of funds at that school and the institutional awarding methodology to ensure the neediest student receive this award.

### South Carolina Need-Based Grant (SCNBSG)

This state grant is awarded based on financial need and availability of funds at the college. Requirements to receive a South Carolina Need-Based Grant include the following:

- Must be a South Carolina resident.
- Must have a high school diploma or GED certificate.
- Must be enrolled in a minimum of six credit hours in a valid program consisting of at least 16 credit hours.
- Must not have an associate degree or higher.
- Must not have a criminal record or two or more drug-related convictions.
- Other program requirements apply.
- Cannot exceed \$2,500 in a certificate or diploma program.
- Cannot exceed \$5,000 in an associate degree program.
- Cannot receive the SCNBSG for more than eight semesters.
- Must indicate an unmet need.

### South Carolina Lottery Tuition Assistance (SCLTA)

This South Carolina state grant has award amounts which are subject to change. The award is applied to tuition, but not books and pass-thru or lab fees. If students have enough federal and/or other state grant funds to cover the cost of



their tuition they will not receive SCLTA. If grants cover only a portion of tuition, they will receive SCLTA not to exceed the uncovered portion of their tuition, not the maximum of the SCLTA for which they are eligible. This could result in the student owing a balance for the remaining portion of their fees after grants and Lottery have awarded.

To be eligible for lottery funds, a student

- Must be a South Carolina resident.
- Must complete and submit a Free Application for Federal Student Aid (FAFSA) before the last day of classes in the term of the application, or qualify for a FAFSA waiver.
- Must be admitted in certificate, diploma or associate degree program.
- Must be enrolled in at least six credit hours.
- Must maintain Satisfactory Academic Progress after attempting 24 credit hours. (Maintain a cumulative 2.0 GPA)
- Must be enrolled in an eligible program.

Students will not be eligible for SCLTA if they

- owe a refund or repayment of a state grant, a Pell Grant, or an FSEOG.
- are in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, or William D. Ford Direct Loan.
- Receive LIFE scholarship (and Palmetto Fellows scholarship in the case of mid-year transfer students)

Summer Transient Students are not eligible for SCLTA.

Students will not be eligible for SCLTA to attempt an additional program of study if they received SCLTA funds to earn a certificate/diploma/degree from Greenville Tech within the past five years (unless the additional program constitutes "progression" in the same field of study.

### **Greenville Tech Vocational Grant**

This institutional tuition grant is awarded to selected vocational high school students each year. This grant applies to the cost of tuition only for one academic year and is valued at \$500 per semester. Recipients must be recommended by their career center or vocational high school.

## **Federal Work-Study**

Comprised of both federal and college funds, this program is designed to help students who would be unable to pursue or continue their studies unless they earned part of their expenses.

Students in this program at Greenville Tech work an average of 10-20 hours per week. The base rate of pay is \$7.75 per hour. While assignment of Federal Work-Study jobs related to the student's field of study is desirable, this is not a requirement and sometimes is not possible. Jobs vary and may include working in offices, laboratories and the library, or as peer counselors, teachers' aides and reading tutors. Some jobs are located off-campus. Students must be eligible to receive Federal Student Aid in order to be considered for the Work-Study Program, must demonstrate financial need, and also must remain enrolled in at least six credit hours that are eligible for Title IV Federal Student Aid. Students must also submit an application for Work-Study to the Office of Financial Aid.

## **Loans**

### **Federal Direct Student Loan Program**

Under this program, students receive a low, fixed interest rate loan. Dependent students may borrow up to \$5,500 for the first year of undergraduate study and up to \$6,500 for the second year. Independent students may borrow up to \$9,500 for the first year of undergraduate study and up to \$10,500 for the second year. Dependency is determined by the U.S. Department of Education via the Free Application for Federal Student Aid (FAFSA). To be considered a second year student (grade level 2), a student must be in a two-year program of study and have earned at least 30 credit hours. These credit hours can be either remedial or non-remedial.

### **Interest Rates for loans first disbursed between July 1, 2016 and June 30, 2017**

- Direct Subsidized Loans (Undergraduate Students) Fixed at 3.76%
- Direct Unsubsidized Loans (Undergraduate Students) Fixed at 3.76%

Interest rates for federal student loans are determined by federal law.

The 150 percent provision limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program ("the 150% limit"). Only first-time borrower's on or after July 1, 2013 are subject to the new provision. Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

### **Federal Direct Parent PLUS Loan Program**

- Direct Plus Loans (Parent Loans for Undergraduate Students) Fixed at 6.31% for 2016-2017 academic year.

This non-need-based loan is awarded to the parents of students. Parents may borrow a limited amount not to exceed the estimated cost of attendance minus other financial aid awarded during the period of enrollment

## **Standards of Satisfactory Academic Progress Policy**

Greenville Technical College has adopted the following Standards of Satisfactory Academic Progress (SAP) Policy according to federal and state regulations. Greenville Tech's Standards of Satisfactory Academic Progress Policy measures a student's performance in the following areas: completion rate, cumulative grade point average (GPA), and maximum time frame. All students receiving any federal and state student financial aid must adhere to the college's SAP policy. This SAP policy is in addition to the academic standards required by the college.

This SAP policy applies to all students applying for or receiving Title IV Federal Student Aid. The intent of this policy is to ensure that students who are receiving federal financial aid are making measurable progress toward completion of a degree, diploma or certificate program within a reasonable time frame. To be eligible for Title IV Federal Student Aid, a program of study must require a minimum of 16 credit hours for graduation.

Financial Aid monitors the SAP of all financial aid recipients each payment period by reviewing a student's total academic record after grades are posted at the end of each semester. Students' failure to meet any one of three standards may result in the cancellation of their awards.

### SAP Requirements

The SAP requirements for Greenville Technical College are summarized below.

- **Cumulative Completion Rate.**

A student must successfully complete 67% of the cumulative hours attempted, including development courses.

- These courses count towards hours attempted and GPA and will be considered in determining the Standards of Academic Progress. Students may not take more than 30 credit hours of developmental courses.

- Courses with grades of F, W, WF, WA, I, and U are not considered completed hours.

- **Grade Point Average.**

Financial aid recipients must maintain a minimum cumulative Grade Point Average (GPA) of 2.0. All attempted courses (including repeated coursework) are counted in GPA.

- **Length of Eligibility.**

Financial aid recipients must complete their program of study without having attempted more than 150 percent of the credit hours required to complete their curriculum. For example, a student enrolled in a program of study requiring 30 credit hours to complete, may not attempt more than 45 total credit hours (i.e.  $30 \times 150 \text{ percent} = 45$ ). This limit includes transfer credit earned. If a student graduates from a program, the average number of credit hours required to graduate with an equivalent credential at Greenville Technical College will be subtracted from their cumulative attempted credit hours. The new modified cumulative attempted credit hour number will be used to calculate their 150% length of eligibility on their new program. We will only give credit for one graduated program. Only the degree with the highest number of required hours will be counted.

### SAP Statuses

- **Satisfactory**

- First time students, and all returning students who have a cumulative GPA of 2.0 or greater, with a course completion rate of 67% or greater that have not exceeded the 150% length of eligibility will be considered "Satisfactory" and will be eligible for Federal financial aid with no restrictions.

- **Warning**

After the first semester that financial aid recipients fail to meet the minimum standards (have not completed two-thirds of their cumulative attempted hours and/or have not achieved a cumulative 2.0 GPA) they will be placed on financial aid warning.

- Financial aid recipients can receive financial aid while on warning.

- To ensure that we are at least as strict as the college's Academic Notice policy, students who are on financial aid warning status are advised to take no more than 12 credit hours per term.

- At the end of a warning semester, the financial aid recipient who fails to meet cumulative SAP will become ineligible for financial aid for the next semester.

Students who exceed the 150% length of eligibility will automatically go Ineligible without a Warning term.

- **Ineligible**

Failure to meet the standards of Satisfactory Academic Progress Policy at the end of a Warning term will result in an "ineligible" status.

- Students who are on "Ineligible" status are no longer eligible to receive federal financial aid.

- Students are required to pay for their courses out of pocket, or setup a payment plan with the Business Office.

- **Academic Plan and Probation**

If a student goes ineligible after a warning semester, they have the option to submit a financial aid appeal to be placed onto an academic plan. A student who has submitted and been approved for an Academic Plan will be placed on an "Academic Plan" status. Students who are approved for this status are generally unable to meet cumulative SAP standards within one semester, and are held to the terms of their academic plan in order to assist the student as they progress back to meeting the cumulative Standards of SAP. Students who continue to meet the terms of their Academic Plan will remain eligible for financial aid while they progress towards meeting cumulative SAP standards or degree completion. If a student fails to meet their Academic Plan, and does not meet cumulative SAP, they will revert to Ineligible status. At this point, Students may submit an appeal if they have qualifying circumstances as outlined below. If approved for this appeal, students may be given one semester of Probation if the appeals committee determines that they will be able to meet cumulative SAP standards within one semester, or they may be placed onto a new Academic Plan.

Under the terms of a student's Academic plan they must complete **all** of the following:

- Register for a minimum of six credit hours.
- Complete the semester with a minimum GPA of 2.5.
- Complete all attempted hours (No withdrawals, or failures)

Not attempt more than 150% of the published credit hour length of program.

### Reinstatement

To regain eligibility, a student must meet one of the following criteria:

- Use personal funding to pay for classes until they have met the overall Satisfactory Academic Progress standards of 2.0 GPA, and cumulative completion rate of 67%, and have not exceeded the 150% length of eligibility requirement.
- Submit and be approved for an Academic Plan or Probation which will take the student either back to cumulative SAP, or to degree completion.
- If a student failed to meet SAP due to his injury or illness, death of a relative, or other special circumstance, the student may appeal to have financial aid reinstated. If approved, the student will be placed either on Probationary status or an Academic Plan.

## Academic Plan Procedures

1. If you fail to meet cumulative SAP standards after a Warning semester, you may be eligible to submit an Academic Plan form along with a degree evaluation, to the Financial Aid Office for approval.
2. The Academic Plan is designed to progress the students towards meeting cumulative SAP standards or degree completion, whichever comes first.
3. To be considered for an Academic Plan, students must submit an Academic Plan request form along with their Degree Evaluation to the Financial Aid Office.
4. Students will be evaluated each semester to ensure they are meeting the terms of their Academic Plan.
5. Students must also submit an Academic Plan form with their financial aid appeal, and if approved, the financial aid office will decide whether to place students on an Academic Plan or one Probation semester.

## Appeal Procedures

Students will only be allowed to submit **two appeals. The Academic Plan appeal will count as the first appeal.**

Students who become ineligible for financial aid may file an appeal. An appeal must consist of the following items:

1. A typed personal statement that
  - Outlines the extenuating circumstances that prevented the student from meeting the Standards of Satisfactory Academic Progress policy.
  - States why it is possible to improve upon past academic performance
  - Explains the corrective action taken
2. Include acceptable documentation that relates to the specific semester(s) during which the student's academic performance was affected. Examples of acceptable documentation include
  - Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
  - Medical records on physician's or hospital's letterhead with the appropriate signatures that confirm illness and length of recuperation.
  - Court documents.
  - Statements from physicians, counselors, clergy or social workers on company letterhead, with the appropriate signatures.
  - Statement from work supervisor on company letterhead with the appropriate signature.

**If a student has exceeded the maximum attempted hours (150 percent rule), he or she must also:**

- Provide a personal statement explaining why accumulated attempted hours exceed current degree requirements.
- Obtain a degree evaluation from an academic or faculty advisor listing the remaining requirements for current degree program and a projected completion date. **Timeliness of degree evaluation requests is essential for appeal. Last minute requests for degree evaluations could delay and jeopardize an appeal.**

It is strongly recommended that students obtain and review a copy off their unofficial transcript before submitting an appeal.

**NOTE:** The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be granted. Each appeal will be reviewed on a case-by-case basis. **Appeal letters submitted without supporting documentation will be returned the student by mail.**

The Financial Aid Appeals Committee will review the appeal and the decision of the appeals committee is final. The student will be advised via campus e-mail of the final decision within 15 working days of receipt of the appeal, per the appeal decision schedule published on the financial aid website. Appeal deadlines are established for each semester and a student may not appeal for a prior semester after that semester has ended.

### Academic issues that will affect Satisfactory Academic Progress include

- **Course repetitions, withdrawals, incomplete courses, transfer credits, and all other grades** — All grades are counted in the hours attempted.
- **Developmental courses** — Financial aid recipients can only attempt a maximum of 30 credit hours of developmental coursework, which consist of 100 or lower level courses in the area of English, Reading and Math, which also includes Math 101, 102, COL 103, 107, 108 and CHM 100.
- **Change of major** — A financial aid recipient who changes his or her course of study is still responsible for maintaining satisfactory progress. A financial aid recipient changing from one program to another may lose federal and state eligibility immediately upon making the change. When considering a change in major, a student should consult the Office of Financial Aid to discuss the effect of this change on his/her satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.
- **Returning students' academic record** — Federal financial aid regulation requires colleges to track a student's academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to college after a break in enrollment should consult the Office of Financial Aid to determine how their college academic history will affect eligibility for financial aid.



# Financial Aid Policies

## Office of Financial Aid Information Disclosure Policies

The Office of Financial Aid at Greenville Technical College strives to protect the confidentiality and privacy of student records as required by law. The Family Educational Rights and Privacy Act of 1974 (as amended), commonly referred to as the Buckley Amendment, sets forth the educational information of a student and how the information should be treated to protect student privacy.

## Advice to Students, Parents, and External Parties Seeking Student Financial Aid Information

The Office of Financial Aid recommends that custodial parents, non-custodial parents, spouses, and interested third parties seek financial aid award information directly from the student. Students have quick and easy access to their financial aid, billing, and grade report records via Web Advisor. If information will be required by a third party, an Information Release Authorization Form must be signed "each semester" by the student and placed on file with the Office of Student Records.

Greenville Tech's financial aid staff may provide custodial parents with financial aid information services, but are not required to do so. In some instances, the Financial Aid office reserves the right to refer some custodial parents' questions back to the student to protect the confidentiality of student records.

## Greenville Technical College Student Financial Aid Information Release Practices

For financial aid purposes, parent definitions and independent student definitions are defined by federal student aid regulations and may differ from the Internal Revenue Services' dependent exemption tax rules and definitions. Any exceptions to these financial aid release practices are subject to dean approval.

- **Parent Financial Aid Record Release**  
Financial aid records and statements of a student's parents submitted to the Financial Aid office are not considered student educational records and thus will not be released to the student. For example, Greenville Tech's financial aid staff will not release a copy of a parent tax return to a student.
- **Non-Custodial Parent Information Inquiries**  
Greenville Tech's financial aid staff will not release student financial aid information to the non-custodial parent(s) of a student considered dependent for financial aid purposes.
- **Parents of Independent Students Information Inquiries**  
Greenville Tech's financial aid staff will not release student financial aid information to the parent(s) and or spouses of a student considered to be independent for financial aid purposes.
- **Student Written Requests**  
A student may submit a written and signed request for the release of student financial aid information to Greenville Tech that includes the following: 1) exactly what information is to be released; 2) the time period the information is for; and 3) the reason the information is being sought.
- **Third-Party Requests**  
No student-specific financial aid information is provided to any third party by phone or in person.

## Office of Financial Aid and Veterans Affairs Identity Confirmation Practices

- **Student Identity Confirmation in Person**  
The preferred method for confirming students' identities is their personal presentation of a valid Greenville Technical College Identification card, driver's license, or picture ID.
- **Student Identity Confirmation on the Telephone**  
Over the phone, a student's identity will be verified by asking a series of questions: full name, date of birth, and student identification number. To preserve the privacy of student records, the Financial Aid office reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Dependent Student Custodial Parent Confirmation in Person**  
Authorization to Release Information form has to be confirmed and on file (each semester).  
Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the Free Application for Federal Student Aid (FAFSA).
- **Dependent Student Custodial Parent Confirmation on the Telephone**  
Authorization to Release Information form has to be confirmed and on file (each semester).  
Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the FAFSA. To preserve the privacy of student records, Greenville Tech reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Independent Student Parents on the Telephone or in Person**  
No student-specific financial aid information will be released to the parents or spouses of students considered independent for financial aid purposes.

# Social Security Number (SSN) Use by the Office of Financial Aid and the Federal Student Aid Programs

The Greenville Technical College Office of Financial Aid uses the information students provide on the Free Application for Federal Student Aid (FAFSA) to determine eligibility to receive federal, state, and institutional student financial aid and the amount of eligibility. Sections 483 and 484 of the Higher Education Act of 1965, as amended, give the Federal Student Aid Programs (FSAP) the authority to ask students and parents these questions, and to collect the SSN of students and parents. The Financial Aid Office, FSAP, and the state aid agency use the SSN to verify, identify and retrieve records, and may request the SSN again for these purposes.

Without a student's consent, FSAP may disclose information provided on the FAFSA to entities under a published "routine use." Under such a routine use, FSAP may disclose information to third parties that are authorized to assist them in administering the above programs; to other federal agencies under computer matching programs, such as those with the Internal Revenue Service, Social Security Administration, Selective Service System, Immigration and Naturalization Service, U.S. Department of Homeland Security, and Veterans Administration; to a student's parents or spouse; and to members of Congress if a student asks them to help with student aid questions.

If the federal government, the U.S. Department of Education, or an employee of the U.S. Department of Education is involved in litigation, FSAP may send information to the Department of Justice, or a court of adjudicative body, if the disclosure is related to financial aid and certain conditions are met. In addition, FSAP may send student information to a foreign, federal, state, or local enforcement agency if the information submitted indicates a violation, or potential violation of law, for which that agency has jurisdiction for investigation or prosecution. Finally, FSAP may send information regarding a claim that is determined to be valid and overdue to a consumer report agency. This information includes identifiers from the record, the amount, status, and history of the claim, and the program under which the claim arose.

## Title IV Funds Policies

### Return of Title IV Funds

The following are considered Title IV programs at Greenville Technical College (GTC):

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct Plus Loan (Parent)
- Federal Pell Grant
- Federal Supplemental Grant (FSEOG)
- Iraq and Afghanistan Service Grant

A student's federal financial aid eligibility must be recalculated and these regulations apply when a student fails to complete the period of enrollment for which he/she was charged due to one or more of the following situations:

- Change in a student's schedule, which results in fewer credit hours
- Course or courses dropped or withdrawn
- Cancellation of a class by the college
- Total withdrawal or expulsion from the college

As a recipient of Title IV aid, it is your responsibility to earn the aid provided for their period of enrollment. Students who find it necessary to withdraw from GTC must do so in writing to the Student Records Office, Web Advisor via GTC4me or at one of the branch campuses.

### Institutional Refund Policy When A Student Withdraws

This policy applies to students who have received TITLE IV funds and withdraw or are withdrawn from Greenville Technical College. Refunds for these students are determined as follows:

A student's withdrawal date is computed as follows:

- The date the student began the institution's withdrawal process (as described in the GTC catalog).
- The first day of the period where a student receives all failing grades and attendance cannot be confirmed in all classes.
- The student's last date of attendance at a documented academically related activity.

Title IV aid is earned in a prorated manner on a daily basis up to the 60% point in the term. Federal regulations state that a student must attend through the 60% point of the term in order to earn 100% of their federal financial aid. Students are issued financial aid before 100% of their aid is earned. This is in "good faith," meaning that students are expected to follow through by attending and completing all classes.

When a recipient of Title IV aid withdraws from an institution during the term in which the recipient began attendance, the institution must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's date of withdrawal. Federal regulations mandate that a school perform a "Return to Title IV" calculation for federal aid recipients who withdraw from all classes. The college must also determine whether who received all F grades during a term completed an unofficial withdrawal. This is determined using the last date of attendance in each course as indicated by the instructor. If a student did not earn all of the F grades, as indicated by the last date of attendance, then the student is considered to have unofficially withdrawn and a return to Title IV calculation must be performed. This calculation determines how much federal aid a student has earned up to the date of withdrawal. If more assistance is received than what is earned, the unearned funds must be returned. The requirements for the "Return to Title IV" calculations are separate from GTC's refund policy.

In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order:

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal Direct Plus Loan (Parent)

- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant (FSEOG)
- 6) Other Title IV Assistance
- 7) Other Federal Sources of Aid
- 8) Private and Alternative Loans
- 9) Sponsorships
- 10) Tuition Waivers
- 11) GTC Scholarships and Grants
- 12) Outside or Community Scholarships
- 13) LIFE Scholarship
- 14) SCNBG
- 15) Other aid or assistance
- 16) SCLTA
- 17) Student

Non-federal financial aid recipients will have funds returned to the sponsoring program or agency in the following order:

- 1) Private and Alternative Loans
- 2) Sponsorships
- 3) Tuition Waivers
- 4) GTC Scholarships and Grants
- 5) Outside or Community Scholarships
- 6) LIFE Scholarship
- 7) SCNBG
- 8) Other aid or assistance
- 9) SCLTA
- 10) Student

## Scholarships

### South Carolina LIFE Scholarship

Eligibility for this state scholarship is determined on academic merit. This award does not require completing a FAFSA, but it is highly recommended. LIFE scholars cannot receive Lottery Tuition Assistance in the same academic year.

Entering freshmen requirements include the following:

- Must be a South Carolina resident.
- Must be a South Carolina high school graduate.
- Must have a 3.0 high school grade point average on a 4.0 scale.
- Must have no felony convictions.
- Must have no second or subsequent drug or alcohol convictions in preceding 12 months/calendar year.
- Must be a full-time undergraduate student in an eligible program.
- Must take a minimum of 12 non-remedial credit hours. At Greenville Technical College all courses with a 100 or lower course number are remedial unless otherwise noted in the college catalog.

Additional requirements for continuing or transfer students include the following:

- Must have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Must have completed a minimum of 30 curriculum credit hours in prior academic year (15 credit hours, if enrollment started in January.)

The LIFE Scholarship (at two-year SC colleges) pays the cost of tuition, plus a \$300 annual book allowance up to a maximum of \$2,500 each semester (fall and spring only). LIFE Scholarships are available the following semesters:

- One-year diploma/certificate program — two semesters.
- Two-year degree — four semesters.
- Four-year degree — eight semesters.

### Lillian Simpson Scholarship

Greenville Technical College established the Lillian Simpson Scholarship to honor Miss Simpson's outstanding dedication to the students in Greenville County. One scholarship is available to a student from each of the 14 Greenville County public high schools. The scholarship has a value of \$500 per semester for one academic year and covers tuition only. To qualify, the high school senior must be

- Ranked in the top 50 percent of his/her class at the end of the seventh semester.
- Officially accepted for admission in the curriculum program of choice.
- Officially recommended by the high school counselor.

### Business Education Department Scholarship

The scholarship has a total value of \$1,500 and is designated for the academic year. One graduating student from each high school within the Greenville County Schools system, enrolling in a Business Division Program at Greenville Technical College, will be selected for the scholarship if eligibility criteria and scholarship application deadlines are met. The scholarship is divided into \$500 awards for each semester (up to three consecutive semesters as long as the student maintains a "C" average/2.0 GPA) during the academic year and may only be applied toward tuition. Any additional tuition costs, lab fees, application fees, student fees, books or uniforms will be the responsibility of the student.

The scholarships will be awarded by a Greenville Technical College Scholarship Committee in April according to the following procedures and guidelines:

1. Each student selected for the scholarship must have applied, meet requirements and evidence for the legal presence policy, and received acceptance to a Business Division program of his or her choice. Prior to selection, the following steps must be completed by the student:
  - A. Submit Application for Admission to the Admissions Office or online at [www.gvltec.edu](http://www.gvltec.edu) and pay the required \$35 application fee;



- B. Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
  - C. Take Greenville Technical College placement examination or submit SAT scores of 480 or higher on the verbal, 480 or higher on the math, or ACT Math & English scores 19 or higher;
  - D. Submit copy of the applicant's high school transcript with application.
2. Applicant must complete the portion of the scholarship application labeled "Student Information" and give the completed form to his or her guidance counselor or Business Education teacher.
  3. A recommendation must accompany the application and it must be written by the student's guidance counselor. The completed scholarship application form and recommendation must be received by the college on or before the annually published deadline date
  4. Students receiving this award may not combine it with the Lillian Simpson or Vocational Technical Scholarships. While not required, it is strongly recommended that each applicant submit the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.gov](http://www.fafsa.gov) and have a Student Aid Report sent to GTC (Federal college code 003991).

### The Laurel Scholarship

A tuition scholarship, with a value of up to \$1,500 for an academic year upon maintenance of a "C" average, will be awarded to one graduating student from each qualifying\* private school in Greenville County. The scholarship is divided into \$500 awards for each semester (up to three consecutive semesters as long as the student maintains a "C" average/2.0 GPA) during the academic year and may only be applied toward tuition. Any additional tuition costs, lab fees, application fees, student fees, books or uniforms will be the responsibility of the student. The scholarship will be awarded by the Greenville Technical College Scholarship Committee according to the following procedures:

1. Applicant must be ranked in the top 50% of his/her graduating class at the end of the Fall Semester.
2. The application and recommendation must be completed and signed by the student's principal or senior counselor and received by the college by the annually published deadline date.
3. The student selected for the scholarship must have applied and received acceptance into a curriculum program of his or her choice. Prior to selection, the following steps must be completed by the nominated student:
  - A. Submit Greenville Tech's Application for Admission to the Admissions Office or online at [www.gvltec.edu](http://www.gvltec.edu) and pay \$35 application fee;
  - B. Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
  - C. Take Greenville Technical College placement test or submit SAT scores of 480 or higher on the verbal, 480 or higher on the math, or ACT Math & English scores 19 or higher
  - D. Submit a copy of applicant's high school transcript with application/recommendation form.
4. Applicant must complete the portion of the scholarship application labeled "Student Information" and give the completed form to his or her guidance counselor.

\*Qualifications for Private Schools: The school must be regionally accredited or listed with the SC Department of Education. The school must have a publicly available policy on nondiscrimination. The school must offer equal access to education and employment opportunities to all, regardless of sex, race, religion, color, national origin, age, sexual orientation, veteran status or disability.

While not required, it is strongly recommended that each applicant submit the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.gov](http://www.fafsa.gov) and have a Student Aid Report sent to GTC (federal college code 003991).

## The Greenville Tech Foundation, Inc. Scholarships

The Greenville Tech Foundation, Inc. was organized in 1973 as a non-profit corporation for the purpose of seeking community support for Greenville Technical College. Students interested in applying for scholarships administered by the Greenville Tech Foundation may apply online using the scholarship portal on the Foundation website. **Students should apply for these scholarships before the posted deadline.** The endowed scholarships that are available for students include the following:

**Ed Abraham/Association of General Contractors (ASG) Endowed Scholarship** — Established in 1990 by Susan W, Wilson, a 1978 graduate of the Industrial Engineering Technology program and endowed in 2012 with proceeds by seminars sponsored by Greenville Tech Corporate and Career Development Division and the Association of General Contractors Student Chapter. Named for the long-time faculty advisor to the AGC Student Chapter. Awarded to Architectural Engineering Technology or Construction Engineering Technology students and based on academic achievement.

**Allied Health Minority Endowed Scholarship** — This scholarship was established in 1987 and is awarded on the basis of academic merit and financial need to outstanding African-American students enrolled in the associate degree programs of the Health & Wellness Division. Students must have completed one semester and have a minimum 2.5 GPA.

**American Institute of Architects (AIA) Endowed Scholarship** — Established in 2002 by the American Institute of Architects, Greenville Section and endowed in 2012 with proceeds from seminars sponsored by Greenville Tech Corporate and Career Development Division and the AIA, Greenville Section. Awarded to Architectural Engineering Technology students with academic achievement (minimum 3.0 GPA).

**American Legion Post #3/W.W. Wilkins, Sr. Endowed Scholarship** — This scholarship was established in 1984 by the Greenville County American Legion Fair Association in honor of W.W. Wilkins, Sr., a local attorney and chairman of the association. It was endowed by the American Legion Post #3 in 1997 and is awarded to accepted or enrolled students in the Industrial Technologies programs who are U.S. citizens. This scholarship is intended for students who are seeking to improve their skills/abilities and to receive the necessary training to learn a trade and improve their way of life and ability to earn a living. The award is based on financial need and academic merit. All things being equal, preference will be given to veterans and their families.

**Dolores and Bob Anderson Endowed Scholarship for Mature Returning Students** — Established in March, 2015 with a gift from Mrs. Dolores Anderson in memory of her husband Bob, and in gratitude for the education she received at Greenville Technical College. Bob established a successful business, Anderson Hardwoods, while Dodie raised their

four daughters. After their youngest daughter went off to college, Dodie saw a Greenville Tech Ad, took a class, and then successfully pursued an associate degree followed by a bachelor's degree from the University of South Carolina – Upstate. The scholarship provides resources for tuition to non-traditional age students returning to pursue higher education. Preference will be given to students 40 years of age or older, but if qualified applicants of that age are not available, younger applicants may be considered.

**APICS Industrial Crescent Chapter/Garth Thompson Supply Chain Management Endowed Scholarship** — This scholarship was established in 1986 by the Industrial Crescent Chapter of the American Production and Inventory Control Society (APICS). It was renamed in 1995 in memory of Garth Thompson, Materials Management department head from 1990-93. It is restricted to accepted or currently enrolled students in Supply Chain Management who have demonstrated previous high school or college academic promise. Preference will be given to current members of APICS and/or their children. By maintaining a minimum 2.5 GPA, students may receive this scholarship for up to one academic year.

**AVX Corporation Technology Endowed Scholarship** — Established in 2010 to recognize the warm welcome shown to AVX in establishing its corporate headquarters in Fountain Inn, South Carolina. Recipients of the awards are students enrolled in electronics engineering technology, mechanical engineering technology or mechatronics programs with a minimum of 2.5 GPA.

**Baldor Electric Company Endowed Scholarship** — Established in August, 2016 by Baldor Electric Company, a United States manufacturer with more than 125 years of history and employees in 9 states. Recipients of the scholarship are pursuing certifications and/or associate degrees within the technology programs at Greenville Tech and maintain a 2.5 GPA.

**Bannon Foundation Endowed Scholarship** — Established in 1989 by the Bannon Foundation and endowed in 1996, this scholarship is awarded to accepted or enrolled students who are U.S. citizens; South Carolina residents of Greenville, Pickens, Spartanburg, Laurens or Anderson counties; capable of satisfactory performance in the program of their choice; in genuine financial need; and have actively participated and assumed a role of leadership in civic, cultural, religious, educational, professional or governmental life in the community.

**Nadeen Duggan Barton Memorial Nursing Endowed Scholarship** — Created in her memory in 1991 by her husband, John B. Barton, friends and family, this endowed scholarship is restricted to second-semester nursing students. Awards are based on academic achievement with a minimum 2.5 GPA.

**Dr. Thomas E. Barton, Jr. Endowed Scholarship** — Named in honor of Greenville Tech's former president and created by a gift from the Re-Elect Strom Thurmond Committee in 1990 with additional funds added from the proceeds of his retirement gala in 2008, this endowed fund provides tuition assistance for up to one academic year to a needy, deserving student who is a South Carolina resident majoring in the program of his or her choice.

**Bi-Lo Endowed Scholarship** — Established in 2013 by Bi-Lo Charities and awarded to Greenville Tech curriculum or Corporate and Career Development students from South Carolina, North Carolina, Georgia and Tennessee. Based on financial need and academic achievement (minimum 2.5 GPA).

**Mrs. George E. (Zana Campbell) Bomar Endowed Scholarship** — Established in 1998 by George E. Bomar, his daughters and their families, in memory of his wife, Zana Campbell Bomar, this scholarship is awarded to accepted or enrolled students who are Greenville County residents and are majoring in nursing, allied health or the sciences curriculums. Awards are based on academic achievement.

**William Bradshaw/Alumni Endowed Scholarship** — Established in 2000 by Bradshaw Automotive Companies and William Bradshaw as part of the Alumni Golf Tournament sponsorship, it is awarded to students in the automotive technology field and is based on academic achievement. (If no auto students apply, student can be in academic curriculum of choice leading to a certificate, diploma or an associate degree.)

**Bridges to a Brighter Future Scholarship Endowed by the Jolley Foundation** — This scholarship was established in 1999 and is awarded to students accepted or enrolled in the certificate, diploma or associate degree program of student's choice. Students must have financial need and a minimum "C" average or 2.0 GPA from previous high school academic work; be a graduate of a Greenville County high school; and completed the Bridges to a Brighter Future program at Furman University.

**Douglas Woodrow Brister, Sr. Endowed Scholarship** — Established in 2006 by his wife, Nettie, his son, Doug, and other family members and friends. Dr. Brister was associated with Greenville Technical College for almost 30 years (1972 - 2002), first as a counselor, then as special assistant to the president, and he was serving as the vice president for administration when he passed away on May 22, 2002. This scholarship is awarded to students accepted or enrolled in a curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech and is based on academic achievement.

**Eleanor and Clyde Brooks Endowed Scholarship** — This scholarship was established in 2000 by H. Clyde and Eleanor Brooks, who operated a State Farm insurance agency in Simpsonville from 1961 to 1999. Their son, David, attended Greenville Tech for two years before transferring to Clemson in 1992. Their daughter, Phyllis, is married to John Thomas, an attorney and former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in an academic curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech. It is based on academic achievement and preference is given to graduates of Hillcrest High School or residents in the Golden Strip (area south of I-85).

**Annabelle Brush Endowed Scholarship** — This scholarship was established in 1999 by Howard "Champ" and Imogene "Gene" Covington in memory of Annabelle Brush, who overcame polio as a child, married and had six daughters and two sons. She gave up her dream of becoming a nurse to raise her family. Her husband died the year her youngest child was born, and she raised them as a single parent. She encouraged her daughter, Patricia Flynn, who now works at the Greenville Health System, to pursue nursing at Greenville Tech. This scholarship is awarded to students in the Nursing programs.

**B.K. Bryan Endowed Scholarship** — Established in 2007 in his memory by his family and friends, this scholarship is awarded to students in any health care discipline or the heating/ventilation/air conditioning program. Mr. Bryan was a member of the Greenville Tech Foundation Entrepreneur's Forum.

**Wade Hampton Bryant Endowed Scholarship** — Established in 1987 in memory of Wade Bryant, vice president for Citizens & Southern Bank and Greenville Tech Foundation board member, this scholarship is awarded for one academic year to Arts and Sciences students in financial need. Preference will be given to students who have an interest in banking or the legal field as a career.

**Jeff Burdette Memorial Endowed Scholarship** — This scholarship was established in 1992 in memory of City of Greenville Police Officer Carl Jeffrey Burdette, who died following a six-year illness with amyotrophic lateral sclerosis (Lou Gehrig's disease), by his widow, Kimberly D. Burdette, and the Greenville County Fraternal Order of Police, Lodge 17. It is awarded to accepted or currently enrolled students in the program of their choice, based on financial need and academic potential (minimum 2.5 GPA).

**Horace L. Butler, Sr. Endowed Scholarship** — Established in 1997 by the Knox L. Haynsworth, Jr. family, the law firm of Haynsworth, Baldwin, Johnson and Greaves, P.A., and family and friends in memory of Horace L. Butler, Sr., long-time employee of the law firm, this one academic-year scholarship is awarded to an accepted or enrolled Greenville County resident student majoring in a program of the student's choice. It is based on academic achievement (minimum 2.0 GPA) and financial need to students not receiving federal grants.

**June Campbell Nursing Endowed Scholarship** — This scholarship was established in 1989 as a graduation gift from the ADN3 class of 1989 in honor of June Campbell's retirement from the nursing faculty. Campbell has continued to support the fund. It is awarded to nursing students demonstrating academic achievement and financial need.

**Fred J. Collins, Jr. Endowed Scholarship** — Designed to assist needy and worthy students in the education and training of their choice, this scholarship is awarded for up to two academic years if the student maintains a minimum 2.5 GPA. The late Mr. Collins established this scholarship in 1991 while serving on the board of the Greenville Tech Foundation, Inc.

**CompX National Machine Tool Technology Endowed Scholarship** — Restricted to full-time students in Machine Tool Technology, this scholarship is awarded for one semester or more. Applicants must have completed a minimum of 12 credit hours with a 2.0 GPA to be eligible for this scholarship. National Cabinet Lock (now known as CompX National) of Mauldin, S.C., began the endowment for this scholarship in 1987.

**Construction Specifications Institute (CSI) Endowed Scholarship** — Established in 1989 by the Construction Specifications Institute, Greenville Chapter and endowed in 2012 with proceeds from seminars sponsored by Greenville Tech Corporate and Career Development Division and CSI Greenville Chapter. Awarded to second year Construction Engineering Technology students and based on academic achievement.

**Imogene H. Covington Endowed Fund for Nursing Students** — Established in 2007 by Howard H. "Champ" Covington in loving recognition of his wife Imogene H. "Gene" Covington as an expression of grateful appreciation for the years of support she gave to him and their children, especially during Mr. Covington's battle with cancer. This scholarship is awarded to nursing students who are South Carolina residents.

**Gale B. Crawford Building Industry Endowed Scholarship** — Established In 2000 by the Home Builders Association to honor Gale B. Crawford as outgoing president of the association. Ms. Crawford is also a former Greenville Tech Foundation board member and Greenville Technical College area commissioner and she endowed the scholarship in 2010. Awarded to Construction Engineering Technology or Building Construction Technology students with preference given to underrepresented populations in the building industry.

**Ladson Gentry Cabbage, Sr. Memorial Endowed Scholarship in Entrepreneurial Education** — Established in 1999 by Leighton M. Cabbage, a Greenville Tech Foundation board member, in memory of his father, Ladson Gentry Cabbage, Sr., who was an entrepreneur in Sumter County and operated a farm and other businesses, this scholarship is awarded to students with a minimum 2.0 GPA who have been involved in a personal business enterprise, have demonstrated an entrepreneurial spirit, or are majoring in marketing, management or a business-related field. The primary criteria is the favorable probability of becoming an entrepreneur.

**Daniel L. Dreisbach Endowed Scholarship** — Established in February, 2010 by the Greenville Tech Foundation and Greenville Technical College with generous support from Dodie Anderson in acknowledgement of the recognition Dr. Dreisbach has brought Greenville Tech, the inspiring example he has created for the College's students and his outstanding personal and professional accomplishments. When admitted to Greenville Tech in 1978, Daniel Dreisbach worked full time as an orderly at Greenville Memorial Hospital to pay his tuition and living expenses. Shortly after graduating in 1980 from Greenville Tech he transferred to what is now USC Upstate. With the help of a Greenville Tech professor, Daniel received a Rhodes Scholarship which led to his earning the Doctorate of Philosophy and Politics at Oxford University. Subsequently, he earned a Juris Doctor at the University of Virginia. Since 1991 he has been Professor of Justice, Law and Society in the School of Public Affairs at American University where he has won numerous awards for research and teaching and has become one of our nation's most recognized experts on the U. S. Constitution, the First Amendment, and church-state issues. The scholarship provides assistance for tuition, fees, books and supplies to students enrolled in the Upstate Direct Connect program who plan to transfer to USC Upstate upon graduation.

**Dorothy Davenport Memorial Nursing Endowed Scholarship** — Originally established by the nursing students at their pinning ceremony in 1975 in honor of Dorothy Davenport, nursing faculty member, and endowed in her memory by her family following her death in 1993, this scholarship is given to students accepted or enrolled in the Associate Degree Nursing program and is based on financial need.

**E. Arthur and Jeanet S. Dreskin Medical Laboratory Technology Endowed Scholarship** — This scholarship was established in 1993 and endowed in 1998 by Dr. E. Arthur and Jeanet S. Dreskin. The late Dr. Dreskin initiated the Certified Lab Assistant Program at Greenville Tech (now known as Medical Laboratory Technology) and was the medical director of the Greenville Tech program for 17 years. This scholarship is awarded to second year MLT students with academic potential and financial need.

**Drive Automotive/Heinz Stoiser Endowed Scholarship** — This scholarship was established in 1998 by Drive Automotive, a division of Magna International, in honor of Heinz Stoiser, who was the start-up plant manager when Drive Automotive opened operations in Greenville in 1994. This scholarship is awarded to accepted or enrolled students in Machine Tool Technology and is based on academic achievement and financial need.

**Erwin-Penland/Anne Gwinn Endowed Scholarship** — Established in 1997 by Erwin-Penland in honor of employee Anne Gwinn, this scholarship is awarded for one academic year to accepted or enrolled students majoring in the curriculum of their choice. It is based on academic achievement.

**Rick Erwin Dining Group Endowed Scholarship** — This scholarship was established in 2011 by Rick Erwin, a local restaurateur, and his wife Ingrid. Rick began his career in the restaurant business at the age of 14 as a dishwasher followed by other part-time restaurant jobs, leading to a 23 year career with Ryan's Family Steakhouses. He opened Rick Erwin's West End Grille in 2005, followed by Nantucket Seafood Grill in 2010 and later Rick's Deli and Market. Rick was honored as a 2010 inductee into the Greenville Tech Foundation Entrepreneurs Forum. The scholarship provides resources for students seeking a career in the food service industry.



**Fabri-Kal Foundation Endowed Scholarship** — Established in 2000 and endowed in 2002 by Fabri-Kal Foundation, this scholarship is awarded based on academic achievement. All things being equal, preference will be given to Fabri-Kal employees or their children, but not required.

**Faiveley Transport NA Endowed Scholarship** — Established in 1997, this scholarship was endowed in 1999 by Ellcon National. (Douglass E. Kondra was a member of the company's board of directors and also a member of the Greenville Tech Foundation board of directors.) This scholarship is awarded to children, legally adopted children or step children of current Ellcon National employees who have been permanent, full-time employees for at least one year. If no children of Ellcon National employees apply, this scholarship can be awarded to other students. Award is based on academic achievement.

**Fall for Greenville Culinary Arts Endowed Scholarship** — Established in 2006 by the Fall for Greenville board of directors from the festival proceeds. Fall for Greenville is the annual "taste of our town" festival which is the largest food-based street festival in the Southeast. The scholarship is awarded to accepted or enrolled students in the Culinary Arts program and is based on academic achievement and financial need.

**Fitesa Endowed Scholarship** — Established in 1997 by the Contributions Committee of BBA Nonwoven which became BBA Fiberweb In 2005, this scholarship is for up to one academic year and is awarded to students who are graduates of Hillcrest High School and majoring in a program related to the manufacturing environment. Renamed Fitesa in 2009 when they bought the company.

**Fivehands Endowed Scholarship**— Endowed In 2015 by Michael and Susan Cinquemani, as part of the Foundation's Empowering Tomorrow campaign. The scholarship is awarded to a graduate of saint Anthony of Padua School in Greenville, South Carolina who is accepted or enrolled at any level of study In the program of his or her choice. The recipient must have a minimum 2.0 GPA from either high school or college work.

**Stuart L. Fretwell Endowed Scholarship** — This scholarship was established in 2005 in memory of Stuart Fretwell by family and friends after his untimely death from cancer. He was a librarian at Greenville Tech and earned his MBA and Masters in Library Science at the University of South Carolina. It is awarded to nursing students planning to continue their education to get a bachelor's in nursing and is based on academic achievement and financial need.

**Blake P, Sr. and David H. Garrett Endowed Scholarship** — Established in 2005 by Ed McCameron, founder of Carolina Automatic Sprinkler Company, and his son Chris, in honor of the Garretts who were their mentors, this scholarship is awarded to residents of the Golden Strip (area south of I-85 in Greenville County) who are attending the Brashier Campus.

**Mary M. Graham Endowed Student Book Fund** — This scholarship was established in 2005 by Arthur R. "Dick" Graham in memory of his wife of 63 years, Mary. Mr. Graham served as chairman of the Greer Campus Advisory Board for 15 years. Recipient must be attending the Greer Campus.

**Greenville Drive Endowed Scholarship** — Established in 2015 by Craig D. Brown and his wife Vicki who brought a Class-A South Atlantic League minor baseball team to Greenville and affiliated it with the Boston Red Sox. They hope the fund will help disadvantaged students attain the benefits of the American dream through determination, study and hard work. Awards are based on financial need and academic achievement and are for students enrolled in the degree, diploma or certificate program of their choice.

**Greenville Health System Endowed Scholarship** — Established in 1999 by the Greenville Health System and its foundation, this scholarship is awarded to students majoring in critical need areas which support the GHS workforce needs. Students must have a minimum 3.0 GPA. The workforce priority for 2016 and beyond is nursing with an emphasis on providing scholarship support for students' academic continuum of AND to BSN prepared. However, the workforce continues to evolve and the need to prioritize critical areas will be mutually beneficial to both Greenville Tech and GHS.

**Greenville Tech Alumni Endowed Scholarship** — Awarded to accepted or currently enrolled students in the program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents and are eligible to receive this scholarship for up to two academic years by maintaining a minimum 2.0 GPA. It was established in 1988 by the Greenville Tech Alumni Association.

**Greenville Tech Foundation Student Endowed Scholarship** — Established in 1996 by an anonymous donor to provide tuition/fees/books scholarship for up to one academic year to students accepted or enrolled in the certificate, diploma, or associate degree program of their choice. Based on academic achievement and financial need.

**Greenville Track Club Endowed Scholarship** — Established in 2012 by the Greenville Track Club, a 501-C-3 charitable organization with over 1200 members. The Club produces local running races. The scholarship is for tuition, fees, books and supplies and is awarded for a student's second year in school with preference given to students with a history of involvement in community or GTC activities.

**James B. Greer Endowed Scholarship** — Established in 1994 by Susan S. Wilson, a 1978 graduate of the Greenville Tech Industrial Engineering Technology program, in memory of James B. Greer, a Vietnam veteran who attended Clemson University classes held on Greenville Tech's campus, this scholarship is awarded to non-traditional students who are active in extracurricular and community service, with preference to single parents. Preference will also be given to prior participants or advisors of Junior Achievement.

**Alberta Tucker Grimes Minorities Endowed Scholarship** — This scholarship was established in 1990 in honor of the late Alberta Tucker Grimes, Greenville Tech retiree and founder of the local Head Start program. It provides scholarships for Greenville Tech minority students based on financial need, academic standing and citizenship.

**Gene Haas Endowed Scholarship** — Established in August 2016 by the Gene Haas Foundation In connection with a large gift and naming of the Center for Manufacturing Innovation as the Gene Haas Center for Manufacturing Innovation. The scholarships will be awarded to students pursuing advanced manufacturing degrees or certificates through courses provided at the Gene Haas Center for Manufacturing Innovation and will be based on academic achievement and financial need.

**Hazel Pittman Hall Endowed Scholarship** — This scholarship provides assistance to students who are experiencing great financial need. By maintaining a 2.0 GPA, students may receive this scholarship for one academic year. The late Hazel Pittman Hall, former vice president for Student Affairs at Greenville Technical College, retired in 1986, and this scholarship was established in her honor.

**James Curtis Harkness Endowed Scholarship** — Established in 2012 by Greenville Tech employees, friends, and associates in 2012 in memory of Curtis Harkness, vice president of Student, Diversity, and Community Affairs after he died of cancer at age 51. Awarded to students experiencing critical financial need for textbooks, educational supplies, fees, licensures, and/or transportation.

**Harley Owners Group/Greenville Chapter Endowed Scholarship** — Established in 1997 by the Harley Owners Group/Greenville Chapter, this scholarship is awarded to students accepted or enrolled in the program of their choice who are Greenville or Pickens County residents. The award is based on academic achievement and financial need.

**Janice Harper, RN, Memorial Nursing Endowed Scholarship** — Established by an anonymous donor in 2001 in memory of Janice Harper, a caring and committed nurse, this scholarship is awarded to students enrolled in the Nursing program and is based on financial need and academic achievement (minimum “C” average or 2.0 GPA from previous high school academic work).

**Zemora M. Harris Endowed Scholarship** — Established in 2013 through a sizeable bequest in Mrs. Harris’ will, the scholarship provides funds for tuition and fees to assist graduates of the Greenville Tech Charter High School to attend Greenville Technical College. Raised in Savannah, Georgia, Mrs. Harris later moved to Greenville and took numerous “life enrichment” courses at Greenville Tech. She and her husband, who worked at Batson Oil Company, loved to travel and attend football games at Clemson University. Mrs. Harris said she was moved to prepare a will and include the bequest after hearing a presentation at Greenville Tech on the importance of preparing a will.

**Clement Haynsworth, III Memorial Endowed Scholarship** — Established in 2001 and endowed in 2002 by Knox L., Jr. and Priscilla Barrett Haynsworth in loving memory of their son, Clement, a student at Coastal Carolina, who died after a sudden illness in 2000, this scholarship is awarded to students with learning disabilities who are accepted or enrolled in an academic curriculum program of their choice.

**Max Heller Endowed Scholarship for Career Development** — Established in 2011 with proceeds from the Entrepreneur Gala of the Greenville Tech Foundation. Awarded to Corporate and Career Development students in financial need who are seeking to improve their job skills, or to students who are unemployed and in need of job training.

**Ralph S. & Virginia Hendricks Foundation Endowed Scholarship** — Established in 2001 by Ralph Hendricks, a successful businessman from Simpsonville and a former member of the Greenville Tech Foundation board of directors, this scholarship is awarded to graduates of Hillcrest, Mauldin and Woodmont high schools, or to residents of the Golden Strip (area south of I-85 in Greenville County).

**Gwendolyn & Richard Heusel Endowed Fund for Job Re-Training** — Established in 2005 by Gwendolyn and Richard Heusel to provide continuing education scholarships for workers who’ve lost their jobs, are in financial need, and who are enrolled in training/re-training programs. Mr. Heusel owned and operated K M Fabrics and was a member of the Greenville Tech Foundation board of directors.

**Stephanie Boyd Hillis Memorial Endowed Scholarship** — The Stephanie “Shelli” Boyd Hillis Memorial Endowed Scholarship was established in 2007 by John and Sue Hillis in memory of their daughter-in-law who was tragically killed in a boating accident in 2004. She graduated top of her nursing class at Greenville Tech in 2000, and was a loving wife and mother of two children. This scholarship is awarded to a nursing student who is a dedicated mother and has financial need and academic achievement.

**Elaine Huff-Lowe Endowed Scholarship** — Established in 2013 by Foundation board members, Greenville Tech employees and retirees, family and friends, and proceeds from the 2013 Entrepreneur’s Gala in honor of Elaine Huff-Lowe upon her retirement. Elaine is a summa cum laude graduate of Clemson University where she majored in Political Science. During her 24+ years at Greenville Tech, she was instrumental in the revitalization of the Greenville Tech Foundation including establishing minimum endowment guidelines, creating the Annual Report and Walls of Honor, establishing the Scholarship Committee and automating the office. Under her leadership, the Foundation raised over \$10 million in comprehensive gifts during a five-year Major Gifts campaign. The scholarship is for tuition, fees, books and supplies and is based on academic achievement and demonstrated financial need.

**ISM-CV Upper SC Chapter/William C. Erwin Supply Management** — Created in 1994 by the Upper SC Chapter of the Institute for Supply Management, Carolinas-Virginia, this scholarship is for up to one academic year and awarded to Supply Chain Management students.

**Surendra and Neelima Jain Endowed Scholarship for Science** — This scholarship was established in 2010 by Surendra and Neelima Jain and is awarded to students in the associate of science program. It is based on academic achievement and financial need.

**Lily Juanita “Nita” Johnston Administrative Office Technology Endowed Scholarship** — This scholarship was established in 2001 from the estate of Miss Johnston (Nell Stewart, executor). Johnston was a secretary/receptionist for Potter Shackelford Construction Company and an administrative assistant for Liberty Life Insurance Company. She also served as a leader in the National Professional Secretaries Association. It is awarded to students enrolled in the Administrative Office Technology program and is based on academic potential (minimum 2.0 GPA).

**Jolley Family Endowed Scholarship** — This fund was established in December 2015 to recognize the legacy of giving begun by Robert A. Jolley, Sr. and continued through his family and foundation. Mr. Jolley was an entrepreneur who began his successful career in Greenville in the beverage distribution business. Mr. Jolley started the Jolley Foundation as a way to help two employees as they struggled with serious illness. The scholarship recipient must be accepted or enrolled in a certificate, diploma or associate degree program of his or her choice, be a resident of Greenville with demonstrated financial need and maintain a 2.0 GPA.

**Lockheed Martin Aircraft Maintenance Technology Endowed Scholarship** — This scholarship was established in 1989 by Lockheed Martin and is restricted to students in Aircraft Maintenance Technology who show academic promise and have financial need. This scholarship is awarded for up to two academic years if the student maintains a 2.5 minimum GPA.

**Elizabeth Mann Paralegal Endowed Scholarship** — Restricted to students in the Paralegal program, this one-semester scholarship recognizes the students who achieve the highest GPA for the year. The scholarship was begun in 1984 and was further funded in 1987 by a major gift by the late Fred J. Collins, Jr., Collins Entertainment Corporation. The endowment was raised again in 2008 by an anonymous donor who requested that the fund be renamed in honor of the then department head, Elizabeth Mann.

**Masters Endowed Scholarship for Entrepreneurial Studies** — Established in December 2015 by Anne and Bill Masters in honor of their grandsons Alden Masters and Eli Masters. Anne Masters is a medical doctor and previous owner of the Perinatal Center in West Palm Beach, Florida. Bill Masters has been an entrepreneur all his life and founded Perception Kayaks, Evolution Kayaks and Perception Inc among other ventures. Awards are given to selected students who have been involved in a personal business enterprise or who have demonstrated an entrepreneurial spirit or overcome obstacles in their life to reach college.

**“Rennie” Mattos Martin Endowed Scholarship** — This scholarship was established in 2002 in memory of Martha

Irene "Rennie" Mattos Martin by her sister, Lib Mattos-Ward, her brothers Jimmy Mattos and Tommy Mattos, her son, Mitchell Martin, her daughter, Melodee Martin Thomas, her husband, Billy Martin, and other family and friends. Rennie was a 1954 graduate of Greenville High School and a 1957 graduate of the Greenville General Hospital School of Nursing. She worked as a nurse for 42 years and served at Greenville General Hospital, at a number of community hospitals while her husband served in the military, and was working at St. Francis Hospital when she died on October 15, 1999. Awarded for one academic year to enrolled students in the Associate Degree Nursing program, this scholarship is based on academic potential and minimum 2.5 GPA.

**Buck Mickel Endowed Scholarship for Career Training** — Established in 2012 by the Daniel-Mickel Foundation in honor of Greenville Tech's 50th anniversary and in memory of Buck Mickel who was chairman of Daniel Construction Company in 1974 and oversaw the merger of Daniel with Fluor Corporation in 1977. He became vice chairman and president of Fluor in 1984, retired in 1987 but remained as a director, and passed away in 1998. He was instrumental in the growth and development of Greenville, as well as workforce development, through his civic projects. Awarded to Corporate and Career Development Division students seeking training for a new job or wanting to improve skills for an existing job.

**Frank Mims Memorial Automotive Endowed Scholarship** — This scholarship was established in 1994 by Mary Louise G. Mims in memory of her husband, G. Franklin Mims, Sr. Mr. Mims was president of Century Automotive Group, which included Ford, Lincoln-Mercury, Saab, BMW, Honda and Acura dealerships in Greenville, Anderson and Columbia. Mrs. Mims served on the Greenville Tech Foundation board of directors. This scholarship is awarded for up to two years to Automotive Technology students who have financial need and a minimum 2.0 GPA.

**Mitsubishi Polyester Film Company Endowed Scholarship** — Established in 1996 by Hoechst Celanese Corporation (later called Mitsubishi Polyester Film Company), this scholarship is awarded to high school seniors graduating from Eastside, Greer, Riverside, Blue Ridge and Byrnes high schools who are majoring in the Technologies/Manufacturing programs including EET, EGT, Engineering Transfer, MET, Building Construction Tech, Fire Service Tech, HVAC, MTT, IMT – Mechatronics, Welding, Associate Sciences, ACC, AOT, CPT, MKT, Network Systems Adm., Supply Chain Management. The scholarship is based on academic achievement and financial need.

**Anne Prentiss Moore Endowed Scholarship** — Established in 2012 by her sister, Virginia M. Reed, family and friends in her memory. Ms. Moore was a caseworker for the Department of Social Services, and a counselor for the University Center of Greenville. Based on academic achievement (minimum 2.5 GPA) and financial need.

**Eugene T. Moore Endowed Scholarship** — Established in 2012 from the proceeds of the Greenville Tech 50th Anniversary Gala and named in memory of the father of the keynote speaker, Darla Moore, vice president of a private investment company and founder of the Palmetto Institute, a nonprofit think tank focusing on the challenges facing South Carolina. Gene Moore was an educator who graduated from Clemson University and played football under Coach Frank Howard and with Dr. Thomas E. Barton, president emeritus of Greenville Tech. The scholarship is awarded based on academic achievement and financial need.

**Aurelia C. Morrow Nursing Endowed Scholarship** — Awarded to nursing students demonstrating academic ability and financial need, this scholarship was established in 1992 from the estate of Helen Morrow Britt Carr in honor of her cousin-in-law, Aurelia Caudle Morrow (Mrs. James R. Morrow), retired faculty/staff member of Greenville Technical College. Mrs. Morrow passed away in 2002 and left a bequest for this scholarship.

**Mt. Vernon Mills Endowed Scholarship** — Established in 1998 by Mt. Vernon Mills, which is owned by R.B. Pamplin, an entrepreneur with an extensive background in forest products and textile industries, this scholarship is awarded to accepted or enrolled students with academic achievement and financial need, but who are not receiving federal grants.

**Martin F. O'Brien Endowed Scholarship** — This scholarship was established in 1998 by Martin F. O'Brien, who is the founder of Frontier Electronics, a charter member of the EET Advisory Committee, and a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to accepted or enrolled EET students, is based on academic achievement and financial need, and is designated for students not receiving federal grants.

**Para-Chem Endowed Scholarship** — Established in 1997 and awarded for one year to accepted or enrolled students majoring in the curriculum program of their choice, this scholarship is based on academic achievement with preference given to children of Para-Chem employees or graduates of Hillcrest or Mauldin high schools.

**Pellet/Morgan Endowed Scholarship** — This scholarship was established in 1997 by The Pellet Foundation and the late C. Heyward Morgan. John D. Pellett, Jr. and Mr. Morgan co-founded Triangle Construction in 1947, and Mr. Morgan was a member of the Greenville Tech Foundation board of directors. This scholarship is awarded for up to two academic years to students accepted or enrolled in developmental courses and is based on financial need with preference given to students going into the construction industry.

**Phi Theta Kappa Endowed Scholarship** — This scholarship provides resources to students from any program with financial need and a minimum 3.5 GPA. It was established by the Greenville Tech Chapter, Phi Theta Kappa, in 1986.

**Physical Therapist Assistant Program Endowed Scholarship** — Established in 2010 by Nancy Williams, PT, an Instructor from 1988 until 2011 and Department Head from 1995 until 2002 in the Physical Therapist assistant program at Greenville Tech. Nancy received a Bachelor of Arts degree from Agnes Scott College and her Certificate in Physical Therapy from the University of Pennsylvania. The scholarship provides resources for tuition, fees, books and supplies as well as licensing exam fees to Phase II students in the PTA program.

**Etta Poole Poole Nursing Endowed Scholarship** — Named in honor of the private-duty nurse of Robert J. Maxwell, Jr., the benefactor, this scholarship was established in 1989 for students who maintain a minimum 2.5 GPA in the Associate Degree Nursing program. Financial need and academic promise are the prerequisites of this scholarship.

**Carolyn Talley Porter Endowed Scholarship** — Established in 2012 by the Connie and Bill Timmons Foundation in honor of Carolyn Talley Porter who founded the Massage Therapy program at Greenville Tech and spearheaded legislation in 1996 to license massage therapists in SC. She administered regular massage therapy to Mr. Timmons who had been stricken with polio in World War II. His daughter, Sydney Timmons Taylor serves on the Foundation Board of Directors. Awarded to Health & Wellness Division students with preference given to students studying massage therapy and based on academic achievement and financial need.

**James B. Pressly Radiologic Technology Endowed Scholarship** — Established in 1991 and endowed in 1998 in memory of Dr. James B. Pressly, who was a practicing radiologist for 42 years and helped found the Radiology Technology department at Greenville Tech, this scholarship is awarded to accepted or enrolled second-year or Phase II Radiologic Technology students and is based on academic achievement and financial need.

**Priester Foundation Electrical Engineering Technology Endowed Scholarship** — This scholarship was established



in 2001 by Sue C. Priester, the Priester Foundation, and Computer Dynamics, Inc., in memory of Kurt Priester, who was tragically killed in a traffic accident in 1998. Kurt and Sue Priester founded Computer Dynamics in 1981. The company grew to be a leader in flat panel display panels for OEM and industrial users and became a subsidiary of GE Fanuc in 2001. Ms. Priester is a former member of the Greenville Tech Foundation board of directors. Awarded for up to one academic year to accepted or enrolled Engineering Electronics Technology students, this scholarship is based on academic achievement (minimum 2.0 GPA).

**Quick Jobs Workforce Development Endowed Scholarship** — Established in 2014 through a gift from Michelle McCallum in memory of her husband Ed McCallum. Ed McCallum served in the Air Force and enjoyed a long career in site selection, both for Fluor Daniel and as head of his own firm. The scholarship is awarded to students going through the Quick Jobs program including the Medical Assistant Program at Greenville Tech.

**Norman and Alice Raiford Endowed Scholarship for Single Parent Students** — Established in 2013 by Norman and Alice Raiford, the scholarship provides resources for single parents attending Greenville Tech. Norman retired in 2013 as the college's longest serving faculty member, having served as a professor in the Humanities Department for 39 years. Norm and his wife Alice, a life-long nurse and counselor, saw firsthand the growing number of single parents who were struggling to continue their education while juggling parenting responsibilities and work. This scholarship was established to assist those students in furthering their education and becoming more successful citizens and parents.

**Margaret K. Rice Honors Program Endowed Scholarship** — Established in 1999 in honor of Margaret K. Rice who taught French at Greenville Tech, served as department head of the Humanities Department, and was founding dean of the Arts & Sciences division at Greenville Tech, this scholarship is awarded to students in the University Transfer Honors Program.

**Esther Smith Roe Memorial Endowed Scholarship** — This scholarship was established in 2008 by Audrey Roe White in memory of her mother, Esther Smith Roe, who attended the Greenville City Hospital nursing program. Mrs. Roe, the wife of Henry Ernest Roe, was born in Greenville County in 1902 and passed away in 1979. Mrs. Roe was a charter member of St. Matthew United Methodist Church. She was also a member of the Crescent Community Club. Mrs. Roe's sister is Sue Smith Forrester who graduated from the Greenville Hospital School of Nursing in 1938, which later merged with Greenville Technical College Nursing Program. Ms. Forrester served 70 years in the medical field and is the oldest living alumnae of the Greenville Hospital School of Nursing. Sally Gossett Kale, the aunt of Audrey's husband, Thomas H. White, was a 1918 graduate of the Greenville Hospital School of Nursing. This scholarship is awarded to nursing students.

**Carroll and Billie Rushing Endowed Scholarship for Nursing Studies** — Established in April 2016 by Carl and Diana Stecker to honor Carl's mentor, Carroll J. Rushing and Carroll's wife Billie. Carl is an entrepreneur and has worked in a number of fields including construction, publishing, option trading and benefit administration. The scholarship recipients must be enrolled in the nursing program and maintain a 2.0 GPA.

**Rushing Foundation Endowed Scholarship** — This scholarship was established in 1999 by the Rushing Foundation. J. Carroll Rushing is the chairman of Interface LLC which developed EZE products and is a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in the academic program of their choice and is based on academic achievement.

**Sargent Foundation Endowed Scholarship** — Established in 2011 by the Sargent Foundation and awarded to students accepted or enrolled in the certificate, diploma, or associated degree program of their choice. Based on financial need.

**Seppala Homes Endowed Scholarship** — This scholarship was established in 1997 by Seppala Homes, Martin Seppala, CEO. Mr. Seppala moved to Greer, S.C., from Florida in 1991, relocating his successful residential construction business and also served as the senior pastor of Apostolic Lutheran Church in Greer. This scholarship is awarded to accepted or enrolled students majoring in a program in building construction, craftsman or landscaping (AET, BCT, CET, or HVAC) and is based on academic achievement.

**Gregory Bernard Shaloski Memorial Endowed Scholarship** — Given as a memorial by the parents of Gregory Bernard Shaloski, a former student whose untimely death occurred in December 1988, this scholarship is restricted to students enrolled in Machine Tool Technology. To be eligible, students must demonstrate academic promise and financial need. Assistance for one academic year is provided to the recipients of this scholarship provided they maintain a minimum 2.5 GPA. Preference is given to Pickens County students, but Pickens County residency is not required.

**Kay Coleman Shaw Memorial Nursing Endowed Scholarship** — This scholarship, a memorial to Kay Coleman Shaw, a registered nurse whose death occurred in 1987, is restricted to nursing students who have completed one semester of nursing courses, have maintained a 2.5 GPA and have financial need. It provides assistance for up to two academic years.

**Smoke on the Water Endowed Scholarship** — Established in 2014 by Chicken and Hurdle Lea and Betsy and Mike Shuler. Both couples wanted the scholarship to honor the employees at Smoke on the Water who make it a great restaurant. In addition, they wanted to help deserving students and enable them to enjoy a rewarding career in Greenville's growing culinary field. It is awarded to students in the Culinary Arts program with a minimum 2.5 GPA and who work in the restaurant industry.

**Edwin R. "Rick" Sorrells, Jr. Memorial EMT Endowed Scholarship/Loan** — Established in 1986 and named after Mr. Sorrells in 1990 when he was tragically killed in a traffic accident while driving an ambulance to answer the call for help, this one-semester tuition scholarship is awarded to the second-year EMT student with the highest GPA. This scholarship may also be used as a short-term loan to an EMT student in financial need.

**Spinks Family Endowed Scholarship** — Established in 2011 by the Stewart Spinks family and awarded to employees, spouses or dependent children of the Spinx Company, Inc. If no employees, spouses, or dependent children apply in a three-year period, may be awarded to truck driver training students with financial need.

**Spinx Endowed Scholarship for Culinary Arts** — Established in 2016 by Stewart Spinks, who formed Spinx in 1972 with one convenience store in Greenville. Today the company operates over 80 convenience stores with more than 1,400 associates. The fund provides scholarships for students enrolled in culinary arts programs and is awarded based on academic achievement and financial need. The fund may also be used to provide emergency loans or grants to eligible students.

**Nancy and David Stafford Endowed Scholarship** — Established in 2015 by Nancy and David Stafford, both of whom have strong convictions about the value of education provided at Greenville Tech. At the time the fund was established David was the chairman of the college's governing board, the area commission. Recipients may be accepted or enrolled in the program of his or her choice and must maintain a minimum 2.0 GPA. Awards are based on academic achievement and financial need.



**Stevens Aviation Endowed Scholarship** — Established in 1998 by Stevens Aviation, the premier fixed base operation in the Southeast with facilities at Donaldson Center, Greenville-Spartanburg International Airport and the Greenville Downtown Airport, this scholarship is awarded to accepted or enrolled Aircraft Maintenance students and is based on academic achievement. Preference is given to under-represented populations among the local aircraft maintenance workforce.

**Joseph Jordan Stroud Memorial Endowed Scholarship** — Jordan was a student at Greenville Tech when he was tragically killed in an automobile accident in 2011 and this scholarship was established in his memory by his mother, Beverly Stroud who was an English faculty member at Greenville Tech, family and friends. It is awarded to Culinary Arts students.

**Subway Development Corporation of South Carolina, Inc. Endowed Scholarship** — Established in 2004 by Ali Saifi, president of Subway Development Corporation of South Carolina, Inc., this scholarship is awarded to students enrolled or accepted at Greenville Technical College with a minimum 2.0 GPA. Preference will be given to employees, spouses, or dependent children of employees at Subway Development Corporation of South Carolina, Inc., but can be awarded to other students if no employees apply.

**SunTrust Bank Endowed Scholarship** — Established in 2016 by the Greenville Tech Foundation from funds donated by SunTrust Bank and the SunTrust Foundation to recognize their history of giving. SunTrust Bank and its predecessor banks have served Greenville for decades with a wide array of services for corporate, commercial, small business, non-profit and consumer services. The scholarship is awarded to students accepted or enrolled in the certificate, diploma or associate degree program of their choice.

**Lucile Coleman Taylor Endowed Scholarship** — Established in 2010 from the estate of Lucile Coleman Taylor who was the sister of the late Bob Coleman, an emeritus member of the Greenville Tech Foundation Board. It is awarded to students accepted or enrolled in the certificate, diploma, or associate degree program of their choice. Based on financial need.

**George I. Theisen/T & S Brass & Bronze Endowed Scholarship** — This scholarship was established in 1998 by T & S Brass & Bronze Works, Inc., to honor the company's founder, George I. Theisen, and in recognition of the 50th anniversary year of the company. Mr. Theisen was a member and his son, Claude, is a current member of the Greenville Tech Foundation board of directors. This scholarship is awarded to graduates from Greenville County high schools with preference given to graduating seniors (Berea, Blue Ridge, Carolina, Eastside, Greenville, Greer, Hillcrest, J.L. Mann, Mauldin, Riverside, Southside, Travelers Rest, Wade Hampton and Woodmont), who have been accepted or enrolled in an academic curriculum of the student's choice with preference given to students majoring in Machine Tool Technology. The award is based on previous academic achievement.

**John and Phyllis Thomas Family Endowed Scholarship** — This scholarship was established in 2007 to assist students pursuing education at Greenville Technical College. Mr. Thomas served as a member of the Greenville Tech Foundation board of directors for several years.

**James Ray Tumblin Accounting Endowed Scholarship** — This scholarship was established in 2004 by Jim Tumblin who worked as an accounting tutor at Greenville Tech for over 20 years. He was a retired major from the United States Air Force who worked with Minuteman Missiles. He died in 2005 after a courageous battle with cancer. Awarded to accounting students with a minimum 2.5 GPA who have completed at least one semester at Greenville Tech, this scholarship is based on academic achievement and financial need.

**James R. Tumblin Nursing Endowed Scholarship** — Established in 1998 and endowed in 2002 by the late James Ray Tumblin, Greenville Tech employee, in appreciation of the nurses, doctors, and staff at the Veterans Administration clinic for their outstanding care and treatment, this scholarship is awarded for up to one academic year to second semester associate degree or practical nursing students. It is based on academic potential (minimum 2.5 GPA) and financial need.

**James R. Tumblin Radiologic Technology Endowed Scholarship** — This scholarship was established in 1992 by the late James Ray Tumblin, Greenville Tech employee, in appreciation for the care and treatment rendered to him by the Radiology Department in the Cancer Treatment Center of the Greenville Hospital System. It is awarded to second year of Phase II Radiologic Technology students and is based on financial need and academic potential (minimum GPA of 2.5).

**United Community Bank Endowed Scholarship** — Established in 2003 by Leon Patterson, Andy Douglas and the Palmetto Bank Board, this scholarship is awarded to accepted or enrolled students majoring in the curriculum program of their choice and is based on academic achievement. Palmetto Bank was a leading Upstate bank that served a large number of people and was committed to education and economic development in the Upstate. In 2015, Palmetto Bank merged into United Community Bank.

**Charles E. and Andrea L. Volpe Endowed Scholarship** — This scholarship was established in 1997 by Charles E. "Chuck" and Andrea L. Volpe. Mr. Volpe was the retired president and chief operating officer from Kemet Electronics Corporation and a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students in any program and is based on financial need.

**Kirby Lee Walser Endowed Scholarship** — Established in 1999 by his parents, Richard K. and Nona Hurst Walser, his sister, Susanne Walser, and other family and friends in memory of Kirby, a Greenville Tech student who was tragically killed in an automobile accident, this scholarship is awarded to students accepted or enrolled in an Automotive Technology or Engineering Technology program and is based on demonstrated academic achievement (minimum 2.0 GPA) with preference given to students who do not qualify for federal grants.

**Warne Family, Hewitt, Coleman Foundation Endowed Nursing Scholarship** — Established in 1997 and endowed in 2002 by Charles and Gillaine Warne and the Hewitt, Coleman Foundation, this scholarship is awarded for up to one academic year. Preference is given to nursing students planning a career in rehabilitation, but can be awarded to associate degree nursing students if no rehabilitative specialty candidates qualify. It is based on academic promise (minimum 2.0 GPA) and financial need.

**Hal Weiss and Lorraine Goldstein Endowed Scholarship for Theatre Students** — Established in 2012 by Hal Weiss and Lorraine Goldstein and awarded to students seeking an Associate of Arts Degree in Visual and Performing Arts with a major in Theatre. Based on academic achievement and financial need. Faculty recommendations and prior theatre experience will be considered. Preference to students planning to seek work in theatre or film.

**Wells Fargo Advanced Manufacturing Endowed Scholarship** — Established in 2016 by the Greenville Tech Foundation from funds donated by Wells Fargo to recognize their significant history of giving. Wells Fargo and its predecessor banks have served Greenville for decades with a wide array of services for corporate, commercial, small

business, non-profit and consumer services. Wells Fargo has been very generous with its philanthropic giving and as of 2016, has been the largest donor from the financial services industry to the Greenville Tech Foundation. The scholarships are awarded to students studying advanced manufacturing and enrolled in certificate, degree, diploma or vocational courses at Greenville Technical College.

**Joseph S. Whisonant Endowed Scholarship** — This scholarship is awarded to accepted or currently enrolled students from any program with a minimum “C” average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship for up to one academic year based on financial need. This scholarship was established in 1986 in memory of Joseph S. Whisonant, department head of Food Science and Marketing in the Business Division in 1981-83 and program manager for Technical and Professional Development in the Continuing Education Division from 1983-86.

**Mary Drew Harris Whitworth Memorial Nursing Endowed Scholarship** — This scholarship was established in memory of Mary Drew Harris Whitworth, a registered nurse, by her husband, Marvin D. Whitworth, her sons, Jefferson B. Blandford and John L. Blandford II, and other family members and friends following her death in 1995. It is awarded to accepted or enrolled associate degree nursing students with financial need.

**Kathryn F. Wolfe Endowed Scholarship** — Established in 1984 in memory of Kathryn F. Wolfe, mother of Dr. Rennie Wolfe, the former executive director of the Greenville Tech Foundation and dean of students at the college, it is awarded to accepted or currently enrolled students from any program with a minimum “C” average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship, which is based on financial need, for up to one academic year.

**Women in Manufacturing Endowed Scholarship** – Established in August, 2015 by Barbara B. League. Ms. League is a successful entrepreneur who built G.F. League Manufacturing into a highly successful custom CNC manufacturing business in Greenville, South Carolina, serving customers around the world. The scholarship provides assistance for tuition, fees, books and supplies for women pursuing study in disciplines preparing them for a career in manufacturing.

**Paula G. Wood/Alumni Endowed Scholarship** — This scholarship was established in 1998 in memory of Paula G. Wood, director of Alumni Affairs at Greenville Tech, whose untimely death occurred at age 48 after a courageous battle with cancer. She was a 1969 graduate and a dedicated employee at Greenville Tech for 28 years in various positions. Awarded to accepted or currently enrolled students in the academic curriculum program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents.

**Irene Yetman Endowed Scholarship** — This scholarship was established in 2008 by the estate of Irene Yetman who was 88 years old at her death in 2006. She was the widow of Abram “Red” Yetman, a commercial fisherman. She was the youngest of 11 children of Ben and Dora Hurst, and was unable to attend college. She willed a portion of her life savings be given to the Greenville Tech Foundation to assist others in obtaining the college education she never had the opportunity to pursue. This scholarship is awarded based on academic achievement and financial need.

## Other Financial Aid Opportunities

Financial assistance is also available to eligible students from other government agencies. Students who have lost their jobs should contact their local SC Works Office to see if they are eligible for money through federal or state-sponsored programs. Students with disabilities may qualify for assistance through their local Vocational Rehabilitation office.

Other aid opportunities for students are provided by local fraternal organizations, societies, business firms, high schools and family employers. For further information, check with the Greenville Tech Financial Aid office, your high school guidance counselor or consult the Financial Aid section of the main GTC web page

# Veterans Information

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Greenville Technical College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations. Eligibility and equivalent educational benefits are determined by the U.S. Department of Veterans Affairs (VA).

### Application for Benefits

To apply for benefits, veterans must first be accepted into a program of study by the Admissions Office. A veteran should then report to the Veterans Affairs Office in the Admissions and Registration Center, Room 106, with a copy of his or her DD214 or a DD2384 NOBE (Notice of Basic Eligibility) form, if an active reservist.

Veterans also must furnish official transcripts from all colleges attended. These should be forwarded to the Admissions Office. An evaluation of all college transcripts must be completed by the Transcript Evaluation Office by the end of the first semester in a new program of study. Benefits cannot be extended beyond the first semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

To change programs, the same admissions and evaluation process must be followed and Change of Program form filled out in the Veterans Affairs office.

For information, call the Veterans Affairs Office at (864) 250-8122 or 250-8447.

### Grading Procedures for Veterans

In 1976, the Congress amended the “GI Bill” in such a way as to encourage veterans to move toward the attainment of educational career goals. The law now provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements. Included in this rule are courses from which veterans withdraw.

To comply with this federal law, the following rules apply to veterans or other individuals who receive veterans’

benefits:

- The "I" grade is a non-punitive grade as defined by the Veterans Administration. This grade is not a permanent grade and carries only a message of temporary condition that will be changed to a letter grade of A, B, C, D or F.
- Veterans who receive an "I" as a grade must make up the work at least one week prior to final exams of the following semester. Work not made up will result in the grade of "F"
- In the event that a veteran receives an "I" at the end of a semester, further work in the course must be accomplished by the veteran at his own expense without government reimbursement.
- In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.
- Veterans cannot be paid for an "AU," "NC" or a "CF" grade.
- Veterans cannot be paid for any course not listed in the curriculum. If there are any electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program. Veterans must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.
- Veterans cannot be paid for upgrading or prerequisite courses not counting toward graduation without written verification of test results indicating a need for such courses. Remedial/deficiency training is limited to the equivalent of two semesters.
- D grades are not transferable and the VA will not reimburse for repeating courses to remove or supplant Ds.
- Students may repeat for VA benefits a course in which a grade of W, I, NC or F and the course is required for the training objective.
- Academic progress will be determined by the transcript evaluation at the end of each semester. Failure to maintain a 2.0 GPA during any semester will result in the student being placed on Veterans Affairs (VA) Warning for the following semester.
- Failure to achieve a GPA of 2.0 during the VA Warning semester will result in the student being placed on VA Probation and may have educational benefits suspended at the end of the probationary period until the student has been counseled in the Greenville Technical College Veterans Affairs Office. The results of this counseling session will determine if benefits are reinstated for the student's present program, or if he/she will have to change programs.
- Failure to achieve a GPA of 2.0 during the VA Probation semester will result in the student being placed on VA Suspension. VA Educational Benefits will be suspended until the student has successfully completed six credit hours with a GPA of 2.0 or better the next term of enrollment.

### How do I receive my grade report?

With the implementation of GTC4Me, students are now able to view their final grades and other student information online. Grade mailers are no longer mailed out at the end of the term.

To see and print grades:

- Log into GTC4Me.
- Click on the WebAdvisor Tab on the far right side of the screen.
- Look on the left-hand side under "Academics" Menu.
- Click on "Transcript."
- You should see a drop down box with "Unofficial Transcript."
- Click on the Submit button.
- You should get a screen with the course section and title, Grade, Credits, CEUs, Repeat, and Term and at the bottom of the screen you should find your GPA calculations.

### Veterans Change of Status

All recipients of veterans' benefits must immediately notify the Veterans Affairs Office of any changes that may affect their pay status. Such changes include change of program, change of hours, change of dependency and change of address. All necessary forms and instructions can be obtained in the Veterans Affairs Office. All recipients must notify the Greenville Technical College Veterans Affairs Office each semester when they enroll for class if they wish their benefits to be continued for subsequent terms. Certifications will not be automatically processed.

### Veterans Attendance Policy

- Class attendance is necessary in order to receive maximum benefits from the educational process and to achieve academically.
- It is the student's responsibility to attend class and to be punctual. A student **MAY BE** administratively withdrawn when failing a course and when more than 10 percent of the class contact hours in a given course have been missed without providing the instructor official documentation of excusable reasons for the absences prior to reaching the 10 percent limit. Students will be notified by the instructor in writing, including electronic forms of communications, if the limit has been exceeded and if they are being administratively withdrawn (WA). VA benefits and other financial aid may be affected by a student's excessive absences. Please see Page 50 for more information about attendance policies.

# Academic Support and Student Resources

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## Philosophy and Objectives

We encourage students to become familiar with the services available to them, and with the college policies and procedures that pertain to them, by reading this handbook and other college publications. We also encourage students to familiarize themselves with essential forms such as enrollment/disclosure forms, fee receipts, and bulletin board announcements and much more information available to students online, on course syllabi, etc.

While college staff take various steps to assess and meet the needs of all students, it is important that students understand that they have a shared responsibility to communicate their needs to the staff. We believe that by working together students' experiences at Greenville Technical College can be both personally and professionally rewarding.

Suggestions or questions concerning student services should be directed to the dean of students or the vice president for Student Services.

Major Student Services goals include, but are not limited to

- To admit applicants for admission to the college.
- To evaluate students' transcripts from other colleges, as applicable, to award transfer of credit.
- To maintain students' educational records in keeping with applicable standards and laws.
- To help students learn more about themselves as a part of the career decision-making process.
- To assist students and graduates in their search for employment.
- To meet the special needs of students who are faced with disabling conditions.
- To provide various supportive services to underserved or disadvantaged students.
- To provide guidance and assistance to veterans and veterans' dependents who are eligible for government benefits and other services on campus.
- To provide extracurricular activities which enhance the classroom experience, promote leadership development and allow opportunities for social interaction outside of the classroom.
- To respond to on-campus emergencies.
- To grant recognition of outstanding academic achievement through means such as the Dean's List, President's List, the President's Awards, the National Dean's List, and Who's Who Among Students in American Junior Colleges.
- To help provide an environment that is safe, inclusive, and conducive to learning.
- To make referrals to other college departments or to off-campus agencies as necessary and appropriate.

## Student Services for Distance Learners

The college's goal is to make student services available to all students. In addition to information available on the college website, the following serves as a list of resources for distance education students so they may access the many services provided by a variety of offices and departments when it is not convenient for the student to come to campus.

## Admissions

Phone: (864) 250-8109 & (864) 228-5000 & (864) 848-2000 & (864) 250-3600

Fax: (864) 250-8534

E-mail: Tracy.Leigh@gvltec.edu

## Orientation Center

Phone: (864) 250-8688

Fax: (864) 250-8410

E-mail: Chrislyn.Hallums@gvltec.edu

## Bookstore

Phone: (864) 250-8173

Fax: (864) 250-8503

E-mail: Rosa.Hudson@gvltec.edu

## Business Office

Phone: (864) 250-8485 and (864) 250-8818

Fax: (864) 250-8181

E-mail: Ray.Lambert@gvltec.edu

## Career Services

Phone: (864) 250-8139

Fax: (864) 250-8159

E-mail: Byron.Morrell@gvltec.edu

## Dean of Students

Phone: (864) 250-8102

Fax: (864) 250-8990

E-mail: Brett.Gaffney@gvltec.edu



**Director of Counseling**

Phone: (864) 250-8157  
Fax: (864) 250-8580  
E-mail: Gina.Terry@gvltec.edu

**Distance Education**

Phone: (864) 250-8098  
Fax: (864) 250-8085  
E-mail: Diane.Thomas@gvltec.edu

**Financial Aid**

Phone: (864) 250-8987  
Fax: (864) 250-8750  
E-mail: Jeff.Dennis@gvltec.edu

**Library Services**

Phone: (864) 250-8319  
Fax: (864) 250-8506  
E-mail: Cindy.Davies@gvltec.edu

**Student Activities**

Phone: (864) 250-8231  
Fax: (864) 250-8990  
E-mail: Natasha.Spearman@gvltec.edu

**Student Disability Services**

Phone: (864) 250-8408  
Fax: (864) 250-8990

**Student Records**

Phone: (864) 250-8119  
Fax: (864) 250-8535  
E-mail: Mamie.Boyd@gvltec.edu

**Educational Opportunity Programs**

Phone: (864) 250-8959  
Fax: (864) 250-8193  
E-mail: Alecia.Watkins@gvltec.edu

**Placement Testing Center**

Phone: (864) 250-8799  
Fax: (864) 250-8759  
E-mail: Sharyn.Phillips@gvltec.edu

**Transcript Evaluation**

Phone: (864) 250-8841  
Fax: (864) 250-8847  
E-mail: TBD

**Veterans Affairs**

Phone: (864) 250-8122 or 250-8447  
Fax: (864) 250-8988  
E-mail: Anthony.Davis@gvltec.edu

# Advising

## Orientation Center

The Orientation Center is located at the Admissions and Registration Center at McAlister Square, 225 S. Pleasantburg Dr., Suite 410. This area provides assistance to new students that may have questions or concerns before they register for their semester courses. Orientation specialists will register non-degree seeking students (transient, career development, and early college students).

Orientation specialists are available during business hours to advise new students who are planning to attend or reapplying to Greenville Technical College. The Orientation Center serves students on a walk-in basis or by appointment. During peak registration periods (week prior to opening of semester classes), students will be seen on a walk-in basis only.

All new and readmitted students must complete an Online Orientation and register to attend a Planning and Advising Student Session (PASS) before they can register for classes.

## Early Advising

Early Advising is located in Rooms 25 and 26 of the ARC. After completing placement testing, a student who places in a transitional course(s) may be referred to Early Advising. The student will be advised on transitional course work and acceleration options that may allow him/her to enter his/her curriculum courses earlier.

## Divisional Advising Centers

Divisional Advising Centers are located on the Barton Campus. These areas provide enhanced advising and registration support for returning students within the designated division. The Divisional Advising Centers serve students on a walk-in basis or by appointment. Returning students should seek advisement from their assigned advisor.

Divisional Advising Center locations:

- Public Service, Arts and Sciences Advising Center: University Transfer Building (building 104) - Room 138.
- Business and Technologies Advising Center: Engineering Technology Building (building 103) - Room 104 and 104A
- Health and Wellness Advising Center: Dental Building (building 112) - Suite 145

For more information on Divisional Advising Centers and returning student advisement, please visit the Academic Advising page on the Greenville Technical College website at <http://gvltec.edu/advising/>.

Advising is available at the Benson, Brashier and Northwest campuses for programs offered on those campuses.

## Career Services

Career Services is an assessment testing, counseling and resource center that provides career direction and employment assistance services to Greenville Tech students, prospective students and graduates.

Career Services provides assistance to those who are undecided about a college major or a career goal. One of the most important keys to student retention is having a goal so that classes may be focused toward that specific goal.

Career Services provides help in evaluating an individual's occupational interests, personality, skills and work values by using the TypeFocus Career Planning system. This online system is available to anyone who has access to the internet and who has been given a special code number by Career Services. It can also be taken internally at the Career Center. Additional assessment instruments are also available.

The employment assistance services are for both GTC graduates and currently enrolled students. Some of the features are

- Job referrals and on-line job search.
- Resume guidelines/critiquing.
- Interview guidelines/mock interviews.
- Lifetime assistance for graduates.

Career Services works by appointment. Office hours are 8 a.m. – 5 p.m. Monday through Thursday and 8 a.m. – 1 p.m. on Friday. The Career Center is located in Suite 218 in the Student Center (Building 105) on the Barton Campus. Career Services also offers services on the Benson, Brashier and Northwest satellite campuses on a regular rotational basis. For more information or to make an appointment, please call (864) 250-8139.

## Math Centers

Greenville Tech's Math Centers are open to any student or employee who needs extra assistance in mathematics courses. Various supplemental texts, access to computer software, and cables for calculator downloads are also available.

The college's primary Math Center is located in the University Transfer Building (Building 104, Room 131) on the Barton Campus, but services are also available at the Benson, Brashier, and Northwest campuses. For additional information and locations, visit <http://www.gvltec.edu/math-center>.

## Writing Centers

Greenville Technical College Writing Centers are open to any student or employee who needs help with either written or oral communication. The College's primary Writing Center is located in the University Transfer Building (Building 104, Room 131) on the Barton Campus. For additional information and locations, visit <http://www.gvltec.edu/writing-center>.

## Library Services

By delivering access to resources, teaching information literacy skills, supporting technology needs, and providing services and programs, Greenville Technical College libraries are active partners in achieving student success and teaching excellence.

## Facilities

Located in the Technical Resource Center on the Barton Campus, the J. Verne Smith Library is Greenville Tech's main

library and houses most of the college's physical library collection. The library offers 20 desktop computers, a computer lab with 47 more computers loaded with academic software, free wireless Internet access, group study rooms, and seating for 240 visitors. Additional space in the building's atrium can seat over 100 people and offers plenty of electrical access to recharge laptop computers and mobile devices.

Greenville Tech also operates libraries on the Benson, Brashier, and Northwest campuses. All three satellite campus locations combine services that students need to be successful in their courses, including a staffed library, student tutoring, and a computer lab. At all campuses, students and faculty will find print, audiovisual, and periodical resources that match the academic programs that are offered on site.

Students and employees based at other college locations may use campus-to-campus borrowing services and electronic resources, and they are encouraged to contact the Barton Campus Library for other assistance or information requests.

### **Services**

Staff members are available to help students locate and use information resources and find answers to research questions. Library users may contact the library staff in person, by phone or email, or through online chat tools that appear on each page of the library's web site.

With a college ID or library card, students may borrow library items. Getting a free library card also makes it easy for students to access electronic library resources from off-campus.

Both in person and online, librarians lead faculty-requested class sessions to introduce students to library services and provide instruction related to a particular program, course, or assignment. Whether working with individual students or with class groups, the library aims to promote strong information literacy skills. Librarians have also developed a series of online tutorials that students may use to learn about information literacy, library resources, and other services.

The Barton Campus Library and its neighboring computer lab have printers/copiers/scanners that work with the college-wide printing system. At other campuses, printing is handled through student computer labs located near library locations.

### **Resources**

GTC Libraries provide resources to support programs and courses, promote college operations and employee professional development, and foster personal growth and lifelong learning. Through the online catalog, users can search books, audiovisual items, magazines, journals and newspapers. The online library collection includes many databases that cover a wide range of topics with academic articles, full-length e-books, streaming educational videos, and other content. Students are encouraged to use LibGuides®, customized research guides that steer users to resources for specific classes, subjects, and assignments. Online resources may be used either on- or off-campus, but a password is required for off-campus use.

When access to a resource is limited, faculty may choose to place items "on reserve." Faculty reserves must be requested at the library desk and are generally for in-house use only.

If Greenville Tech libraries do not own a resource, the staff can help students borrow from other libraries. Campus-to-campus borrowing allows students to request delivery of an item that is based at another campus. PASCAL Delivers is a free service that allows students to self-request books from other SC colleges; books usually arrive at GTC in 3-4 days. Another interlibrary loan service allows librarians to request books and articles for students from libraries across the United States; filled requests generally arrive in 3-10 days. Additionally, students may borrow materials from the Greenville County Library and libraries at other SC colleges and universities.

### **Contacts and Locations**

For more information, go to <http://libguides.gvltec.edu/library> or visit one of our library locations:

#### **Barton Campus Library (Main Library)**

506 S. Pleasantburg Drive, Building 102, Greenville, SC 29607

Library Phone (864) 250-8319 / Computer Lab Phone (864) 250-8449

Hours: Monday-Thursday, 7:30 a.m. to 8 p.m.; Friday, 8 a.m. to 1 p.m.; and Saturday, 9 a.m. to 1 p.m.

#### **Benson Campus Learning Commons**

2522 Locust Hill Road, Building 301, Taylors, SC 29687

Phone (864) 250-3010

Hours: Monday-Thursday, 8 a.m. to 6 p.m.

#### **Brashier Campus Learning Commons**

1830 West Georgia Road, Building 202, Simpsonville, SC 29680

Phone (864) 250-4162

Hours: Monday-Thursday, 8 a.m. to 6 p.m.

#### **Northwest Campus Learning Commons**

8109 White Horse Road, Greenville, SC 29617

Phone (864) 250-3600

Hours: Monday-Thursday, 8 a.m. to 6 p.m.

Evening and weekend hours are not scheduled when classes are not in session. Special hours will be posted on the library web site.

## Computer Labs

Greenville Tech's open computer labs provide equipment and services to help students complete their coursework, handle online college business, and strengthen personal computer skills. Labs offer access to Microsoft Office applications and academic software programs that have been selected to support various programs and courses. Lab visitors also have Internet capabilities, including access to the GTC4me portal, Blackboard, and Google Mail. Computer lab coordinators are on hand to assist visitors with technical questions.

Greenville Tech operates the following labs:

- Cyber Café  
Admissions and Registration Center (ARC), Building 603, Room 109
- Computer Valley  
Barton Campus, Building 102, Room 160
- The Learning Center  
Barton Campus, Building 104, Room 131
- ASPIRE Learning Zone  
Barton Campus, Building 104, Room 358
- Business & Technologies Lab  
Barton Campus, Building 103, Room 115
- PC Dugout  
Brashier Campus, Building 202, Room 120
- Cyber City  
Benson Campus, Building 301, Room 114
- Northwest Computer Lab  
Northwest Campus Learning Commons, Building 401, Room 124

For hours and other information, visit [http://www.gvltec.edu/computer\\_labs](http://www.gvltec.edu/computer_labs).

## Tutoring Services

College data shows that students who receive tutoring early in a course are more likely to meet their goals. Greenville Tech employs scores of tutors who provide free support for students in a wide range of subject areas.

The services offered through 1-to-1 Tutoring — the college's main tutoring program — are for any student who wishes to do better in his/her courses. Tutoring is provided on all campuses. Depending on subject matter and tutor availability, tutoring may be conducted through scheduled appointments, drop-in sessions, group or one-on-one tutoring, online sessions, or workshops. Students may request tutoring on their own or be referred by a faculty member. Students may schedule tutoring appointments at <http://www.gvltec.edu/1to1Tutoring>.

Through the Aspire Learning Zone on the Barton Campus and also through tutoring centers at the satellite campuses, the college also offers tutoring for students taking Transitional Studies courses. Information about services and hours are posted at <http://www.gvltec.edu/transitional-studies-tutoring>.

Additionally, via the Brainfuse® online tutoring service, any student can take advantage of free, real-time tutoring help or submit papers to the service's writing center for review.

For more information about all campus tutoring opportunities, visit <http://www.gvltec.edu/tutoring-resources>.

## Success Coaching

The Success Coaching program is designed to assist students throughout their academic careers by providing support services that create pathways to academic and professional success. Success Coaches are available to assist students with time management, note taking, study skills, course management, class preparation, and more. For more information about Success Coaching, visit <http://www.gvltec.edu/success-coaching>.

## Academic Testing Center

The Academic Testing Center (ATC) provides professional test proctoring services in a well-equipped, testing environment where students may complete tests, exams, comprehensive examinations, and national examinations.

The ATC is located on the Barton Campus in the Dental Building (Bldg. 112), Room 350.

Academic Testing Center hours:

- Monday-Thursday, 9 a.m. to 8 p.m. (Last entry at 7 p.m.)
- Friday, 9 a.m. to 1 p.m. (Last entry at 12 p.m.)

Test dates are reserved by instructor with the ATC staff. Any testing dates outside of reservation must be approved by the instructor and ATC coordinator.

Contact Information: Phone (864) 250-8020; [AcademicTestingCenter@gvltec.edu](mailto:AcademicTestingCenter@gvltec.edu).

Important ATC policies and procedures are available on the website <http://www.gvltec.edu/academic-testing-center>. Students should review these carefully before visiting the Academic Testing Center.

## TRIO Student Support Services (SSS)

TRIO Student Support Services (SSS) is one of the federally funded TRIO programs. The program's objectives are to (1) increase retention and graduation rates among eligible students; (2) increase the transfer rate of eligible students from two-year to four-year institutions; (3) foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities; and 4) improve the financial and economic literacy of students in areas such as basic personal income, household money management, financial planning skills, and basic economic decision-making skills.

The TRIO SSS program at Greenville Technical College is funded to serve 350 students each academic year. Students are selected to participate in the project based on the following criteria:

- Qualification as a
  - ❑ low-income student as determined by the Federal Low Income Levels that are published annually



- ❑ first-generation college student (neither of the student's parents has earned a bachelor's degree or higher)
- ❑ student with a documented disability
- ❑ earned high school diploma or GED
- U.S. citizen or U.S. national or meets the residency requirements for federal student financial assistance
- Demonstrated academic need for assistance
- Enrolled at Greenville Tech with a majority of classes on Greenville Tech's Barton Campus
- Initial date of college enrollment cannot exceed four years prior to date of program application

### Services Provided

The following services are available to all eligible participants at no cost:

- Academic tutoring
- Academic advising
- Financial aid assistance
- Financial and economic literacy training
- College transfer assistance and campus visits
- Career exploration
- Exposure to cultural events not usually available to disadvantaged students
- Mentoring programs
- Supplemental grant aid

Interest cards can be completed in the TRIO suite located in the Technical Resource Center (Bldg 102), Suite 201. For more information, please call the TRIO SSS staff at (864) 250-8432 or (864) 250-8959.

## Student Disability Services

Greenville Technical College is committed to providing equal opportunity for all students with disabilities and assisting students in making their college experience successful in accordance with Section 504 and 508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendments of 2010 (ADAA).

Student Disability Services is available to assist in the planning and implementation of appropriate accommodations. Students who have a physical or mental impairment that substantially limits a major life function (including learning) are responsible for identifying themselves to the Student Disability Services and providing appropriate documentation. This office will then develop an accommodation plan based on the needs of the student and the course requirements. Students are encouraged to contact the office as soon as possible to discuss their individual needs.

Student Disability Services is located in the Student Center (Building 105, Office 113) on the Barton Campus and can be reached by phone at (864) 250-8202 or (864) 250-8408 (V/TTY), or by email at Sharon.Bellwood@gvltec.edu. Appointments are available at the Brashier, Benson and Northwest campuses.

## Counseling

The Greenville Technical College experienced counseling staff is available to provide every student with assistance and guidance on academic concerns, career decisions, and personal matters. Their purpose is to help students identify their educational goals, to facilitate their success in achieving these goals, and to provide professional assistance with obstacles encountered.

Counseling Services is located in The Beattie E. Huff Student Center, building 105 on the Barton campus. The offices are located in rooms 211, 210 and 207. Students can reach our office via phone, **(864) 250-8322**, or email, **CounselingServices@gvltec.edu**.

Counseling Services at Greenville Technical College is open from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 1 p.m. on Friday. The office operates over a 12-month period but is closed on holidays and weekends and any other time that the campus is officially closed.

### Satellite Campuses

Counseling Services will be available for appointments at satellite campuses (Brashier, Benson, and Northwest) on a weekly basis. Appointments will be available from 8 a.m. to 5 p.m. Please contact call (864) 250-8322 for more details or to schedule an appointment.

## Bookstore

The student book and supply store is centrally located in the Admissions and Registration Center at McAlister Square. It offers students required textbooks, supplemental books and supplies, as well as soft goods and gift items bearing the college name and seal. Computer software can be ordered at discounted educational prices. The bookstore will buy back used books from students when the books are resalable (\*see note). Books, if in new condition, may be returned for full credit during the first two weeks of classes when accompanied by a sales slip and a student ID card.

The bookstore will accept checks for payments if made out for the exact amount of the purchase (Driver's License-ID and Datatel Student Number required). No two-party checks are accepted. VISA, MasterCard, Discover and American Express (at Main Bookstore only) cards are accepted. Individual credit terms cannot be arranged.

Bookstore hours:

- Monday through Thursday, 8 a.m. - 5 p.m.
- Friday, 8 a.m. - 1 p.m.
- Please see [www.gvltec.edu](http://www.gvltec.edu) for peak hours during registration periods.

For bookstore hours at the Brashier Campus, call (864) 250-4163. For hours at the Benson Campus, call (864) 250-3003. For hours at the Northwest Campus, call (864) 250-3637.

\*Note: Used books will be bought from students during a designated time at the end of each semester. The wholesaler will purchase books which are going to be used the next semester for 50 percent of the new book price. The wholesaler may purchase books which are not going to be used the next semester at wholesale prices. Students are encouraged to bring all old textbooks for the wholesaler to review.

## Dental Hygiene Clinic

The Dental Hygiene Clinic provides dental cleanings and x-rays to the public for a nominal fee. Patients are selected for treatment based on students' academic requirements. Appointments are approximately three hours in length, and availability is limited. For the current schedule or to make an appointment, please call (864) 250-8126.

## Child Development Center

The Child Development Center was established as a training site for Early Childhood Development students at Greenville Technical College and serves children 6 weeks through 5 years of age. It is accredited by NAEYC (National Association for the Education of Young Children). The center's program revolves around the philosophy that each child has the right to be cared for in a nurturing environment, and that children learn through play and hands-on experiences.

Child care services at the center are available for GTC students, faculty and staff, and the community. Monthly tuition rates and registration fees are applicable upon enrollment to the program. A Waiting List Application can be filled out at anytime during regular business hours.

The center is open Monday through Friday from 7:30 a.m. - 5:30 p.m. The center normally closes two weeks in December, a week for Spring Break, and other holidays and staff development days as noted on the annual operational calendar. The center is never closed when Greenville Technical College students are in class.

For more information, call (864) 250-8080.

## GTF Student Housing (Campus Pointe at GTC)

Campus Pointe at GTC seeks to provide housing that is clean, comfortable and conducive to student learning. The staff at Campus Pointe host at least two programs each week that encourage student development. Efforts are directed towards developing a living-learning environment.

### Goals of Campus Pointe at GTC

- Maintain an environment supportive of a diverse population.
- Promote a living-learning atmosphere supportive of the educational endeavors of the residents.
- Challenge residents to be responsible community citizens and positive role models.

### How may I contact the Campus Pointe Leasing Office?

Phone: 864.298.0716

Fax: (864) 298-0717

### How do I apply?

- Get accepted into Greenville Technical College.
- Go to [www.gtechhousing.com](http://www.gtechhousing.com) and apply online or come by the office to apply in person.
- Pay the \$50 application fee online or in person with a check or money order.
- Turn in your Financial Aid Award letter (Issued by Greenville Technical College)

You must be enrolled in 12 credit hours and maintain a 2.0 GPA to live at Campus Pointe Apartments. Be aware that applying to Greenville Technical College does not automatically place you in housing.

### What are the academic requirements to live in Student Housing?

All students must be enrolled full-time in their program of study and must maintain a 2.0 GPA while living on campus.

### What are my Options for Paying for Housing?

- Pay the entire cost at the start of each semester.
- Sign up for the Financial Aid Deferral Program.

### What is the Deferral Program?

The Financial Aid Deferral Program allows students to pay for housing with their financial aid award.

### What are the Fees for Student Housing?

Please visit our website for information on housing fees at [www.gtechhousing.com](http://www.gtechhousing.com).

### Campus Pointe at GTC Independent Living Statement

Campus Pointe is an apartment style living-learning community located on the Barton Campus of Greenville Technical College (GTC). It offers full-time students of GTC an independent living experience. Campus Pointe does not offer a dining hall or meal plan. Each apartment includes a full kitchen.

# Student Activities/ Organizations

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## **African American Male Leadership Institute (Julian Nixon, Advisor)**

The purpose of this organization is to develop leadership potential and promote academic and personal success among African American males by increasing the retention rates, promoting social and financial responsibility, creating and promoting networking opportunities for future success, promoting effective communication, and creating a mentoring support system within a community environment.

## **Associated General Contractors of America - AGC Student Chapter (Ed Abraham, Advisor)**

This national organization is open to students in Construction Engineering Technology. Its purpose is to help keep students abreast of the latest developments in the construction industry. Contractors' representatives assist in placing students after graduation.

## **Baptist Collegiate Ministry (Tracie Raines, Advisor)**

The purpose is to reflect the life of Christ in members' lives and to those lives around them, to strengthen and unify the members, to provide a ministry to individuals within the campus community, and to nurture them in the Christian life and faith.

## **Cru (Campus Crusade for Christ) (Dr. Hala Nestberg, Advisor)**

The purpose is to dispel misconceptions that people have about Jesus Christ and to give people an opportunity to hear the claims of Christ. Its purpose, also, is to help students at Greenville Technical College grow into their relationship with God. Campus Crusade for Christ is an interdenominational Christian organization on college campuses across the nation and around the world.

## **Greenville Technical College Veterans (Frank Wilburn, Advisor)**

This organization seeks to support veterans attending Greenville Technical College with pursuing their higher education goals.

## **GTC E Club - Entrepreneurial Club (Marty Flynn, Advisor)**

The GTC Student Entrepreneurial Organization encourages personal growth and support for persons who want to manage their own business.

## **GTC Muslim Student Association (Mariam Abrar, Advisor)**

This club offers opportunities to meet, socialize, fundraise and debate, working with other college Muslim Student Associations.

## **GTC Outsiders (Brian Easler, Advisor)**

This group's purpose is to provide outdoor opportunities including hiking, camping, road cycling, mountain biking, and kayaking/ canoeing in the Carolinas and Southeast.

## **GTC Paralegal Association (John Bell, Advisor)**

Students enrolled in the Paralegal Associate Program are encouraged to join the GTC Paralegal Association in order to further their understanding of the paralegal career field. Participant can also become involved in educational and community service activities.

## **GTC Skills USA Student Chapter (Mark Degraffinreid, Jason Hughey, Cliff Styles, Advisors)**

The purpose of the GTC Skills Chapter is to partner with Skills USA, a national organization, to ensure America has a skilled workforce through student participation.

## **GTC Student Nurses Organization (Sallie Beth Todd, Advisor)**

Greenville Technical College's Student Nursing Organization (SNA) is a pre-professional organization for nursing and pre-nursing students. Members are eligible numerous discounts, including health insurance and are given a chance to be involved with community outreach and networking. For more information, email [gticsna@gmail.com](mailto:gticsna@gmail.com).

## **GTC Urban Farmers (Liz Wilfong, Advisor)**

Our mission is to collectively serve the Greenville Technical College community through greater fresh food access, campus and community outreach, organic farming education, and overall environmental stewardship.

### **Habitat for Humanity Campus Chapter**

This group seeks to educate, advocate, volunteer, and fundraise in support of Habitat for Humanity Greenville which will provide simple, decent, affordable housing.

### **Helping U Succeed: Human Services Student Organization (Lynn Cusick, Advisor)**

The objective is to provide a forum for communication among Human Services students, to provide opportunities for Human Services students to participate in community service activities, and to sponsor workshops/seminars addressing issues relating to human service professions.

### **International Student Organization (Bonnie Smith, Advisor)**

The purpose of the International Student Organization is to provide a forum for foreign-born students to support the internationalization of Greenville Technical College and, in turn, to receive support from the college, the faculty and each other in their efforts to understand and to function in the United States.

### **Kappa Omega Sigma - Cosmetology Club (Mary Rock, Advisor)**

The purpose of this organization is to increase exposure, create more educational opportunities and enhance marketing techniques to build awareness of our student-run salon.

### **Lambda Alpha Epsilon Beta Chapter (Cassie Walls, Advisor)**

The purpose of this organization is to promote the Criminal Justice profession through education and community involvement.

### **LAMBDA Gay-Straight Alliance (Matthew Cazessus, Advisor)**

The purpose of this organization shall be to strive to educate others and ourselves on LGBT and Straight issues and to work toward enlightening those who are unaware and inspiring those who remain silent in uniting the LGBT and Straight communities on campus in order to create an accepting environment, to be a safe place where everyone can feel comfortable and supported, and to foster an active and diverse culture at Greenville Technical College.

### **LSA -- Latin Student Association (Lissette Treanor, Advisor)**

The purpose of the Latino Student Association is to share and promote awareness of Latin American culture through cultural projects and activities as well as to provide leadership and volunteer opportunities for all its members.

### **Not a Statistic (NAS) (Margaret Taylor, Advisor)**

The purpose is to foster the intellectual, cultural, and social development of women of color at Greenville Technical College through the research, advocacy, campus connections, civic engagement and issue specific programming.

### **Phi Beta Lambda (Sonya Sample, Advisor)**

The purpose is to provide opportunities for GTC students to develop vocational competencies in business and office occupations, and to promote a sense of civic and personal responsibilities.

### **Phi Theta Kappa (Anita Tam, Advisor)**

Phi Theta Kappa recognizes and encourages scholarship, leadership and service among the students in two-year colleges in America. To accomplish this purpose, the group provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, stimulation of interest in continued academic excellence, and fellowship. Students who are in associate degree programs, who have at least two remaining semesters and who have accumulated 12 credit hours and a 3.4 cumulative grade point average are eligible to apply. Graduating members receive special recognition at the graduation ceremony.

### **Rotaract (Mary Locke, Tong Wagner, Advisors)**

Rotaract is a Rotary sponsored service organization. It provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development while addressing the physical and social needs of their communities and promoting better relations among all people worldwide through a framework of friendship and service.

### **Student Government Association (SGA)**

Every registered Greenville Technical College student may consider himself or herself to be a member of the Student Government Association. This organization provides students a voice in student affairs and college procedures as well as an opportunity to engage in the democratic process on campus. The types of activities generally sponsored by the SGA include student elections, leadership workshops, campus and community service projects, various kinds of entertainment, and approving new organizations. The student council consists of a maximum of four students from each academic division. Two students from each division are elected in the fall. All representatives serve a term of one year. Students interested in actively participating in the Student Government Association should contact the office of the SGA or the director of Student Activities.



### **Student Occupational Therapy Association (Beth Todd, Advisor)**

The purpose of this organization is to educate the public about the nature of the profession of occupational therapy, to instill in the students an appreciation of their role in health care and to encourage the development of professional skills and behavior among those students preparing for a future in the field of occupational therapy.

### **The Call (Shannon O'Bryan, Advisor)**

The purpose of this organization is to strengthen the student body by presenting the love of Christ through word and deed.

### **Theory of Motion (Dan Robbins, Advisor)**

The purpose of this organization is to encourage confidence, boost leadership skills and encourage self-expression.

## **Guidelines for Student Organizations**

### **General Procedures**

1. Each club/organization, to be a recognized campus organization, must have a charter which has been granted upon the recommendation of the Student Government Association and upon the approval of the college administration, following the established procedures for organizing a campus organization.
2. Each club/organization must have a constitution on file with the director of Student Activities which states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the Student Activities director.
3. The policies and objectives of the campus organization must be consistent with those of the college and the constitution of the Student Government Association. A copy of a sample constitution may be obtained in the Student Activities Office.
4. Each club/organization must maintain a membership of regularly registered students. Membership lists should be on file in the Student Activities Office.
5. The club/organization must select from among the full-time staff or faculty of the college an individual who agrees to assume the capacity of the advisor.
6. The club/organization must schedule all social and service functions and meetings through the director of Student Activities. (See procedures for requesting approval of projects.)
7. The club/organization must adhere to all college policies and standards.
8. The club/organization must maintain an active program and fulfill its stated purposes.
9. No student may be excluded from membership because of race, color, creed, national or ethnic origin, disability, sex, age, religion or sexual orientation.
10. Student clubs/organizations are encouraged to require all members to maintain a GPA of at least 2.0.

### **Procedures for Establishing a New Organization**

1. Obtain at least 8 students who are interested in forming a club.
2. Obtain a faculty or staff member who is interested in serving as the advisor.
3. Obtain "Request to Organize" and "Advisor Form" from the SGA office or the director of Student Activities. Complete these forms and submit them to the director of Student Activities along with a statement of purpose for the proposed organization.
4. Submit a proposed constitution or bylaws to the director of Student Activities.
5. After approval by SGA and the director of Student Activities, the request is submitted to the dean of students for approval.
6. After final approval, the organization will be notified.
7. Within three weeks after approval, a constitution must be submitted to the director of Student Activities. Recognized clubs and organizations may petition the SGA for funds for specific programs if they so desire. Approval of funds is based on several criteria, including availability. Organizations whose objectives are strictly social in nature will not be approved.

### **Procedures for Requesting Project Approval**

All student clubs/organizations and classes acting as student organizations must observe the following procedures before engaging in any fund-raising or other special projects.

1. Submit a Project Proposal to the director of Student Activities at least two weeks prior to the proposed event. Project Proposal forms are available in the Student Activities office.
2. Proposal to include the following statements:
  - a. Description of project
  - b. Purpose
  - c. Charge (if applicable)
  - d. Proposed date(s) and place(s)
  - e. Signature of president of organization
  - f. Signature of advisor
3. If the project is approved, the director of Students Activities will be available for advice and some assistance. The sponsoring club/organization will be responsible for conducting the project in a manner which will be a credit to the college.

### **Procedures for Reserving Meeting Areas**

1. Meeting rooms may be reserved for student groups recognized by the college by contacting Evelyn Westfield at (864) 250-8102.

- The reservation must be made by the advisor or the student organization's president.
2. Eating, drinking and smoking are prohibited in all classrooms and/or meeting rooms.
  3. The club/organization's advisor is responsible for the activities of an organization that will be using college facilities and should see that all regulations for their use are followed.

### **Publicity**

All notices to be placed on campus bulletin boards by student organizations must be cleared through the office of the dean of students.

Articles may be placed in the student newsletter for additional publicity and should be submitted to the director of Student Activities.

### **Finances**

The college cannot assume responsibility for any debts incurred by an individual organization.

1. No student organization can solicit funds from the community in the name of Greenville Technical College. Other donations may be solicited upon the approval of the director of Student Activities.
2. Fund-raising projects must be approved by the director of Student Activities.
3. Under no circumstances will any student handle college funds for any reason. Any transaction involving money must be handled by a staff member in that area.
4. Student Organization accounts must be set up with Sandy Rogers at the Greenville Tech Foundation Office.

# Other Educational Opportunities

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## International Education

In support of Greenville Technical College's mission to drive personal and economic growth through learning, GTC's International Education fosters multicultural competency and inclusion for an increasingly internationalized workforce. International Education offers a variety of opportunities for students, faculty, and staff to increase understanding of and appreciation for cultural differences in order to further personal and professional development.

International Education initiatives include

- Sponsoring events, including guest lectures, thought-provoking films, professional development workshops, and cultural events.
- Welcoming international students who come to GTC as transfers from English language schools, as US State Department cultural ambassadors, and as university transfer students.
- Providing cultural and international experiences to GTC students, faculty and staff through study abroad and study away programs.

## Experiential Learning

Experiential Learning at Greenville Technical College includes programs that promote applied learning opportunities for students, support quality curriculum development for faculty, and assist employers in meeting workforce development needs. Experiential Learning includes Cooperative Education, Technical Scholarship and Apprenticeships.

### Cooperative Education

Cooperative Education (Co-op) enhances the student's learning experience by integrating classroom lessons with "real-world" employment. The college and business community work together to provide the student work experience in jobs related to his/her major. This employment is arranged around class hours, is normally part-time and may continue each semester the student is enrolled at Greenville Tech.

#### **Benefits to the Student**

- Co-op students have an advantage in the classroom since they have a better understanding of the relevance of their courses.
- Co-op allows students to test their interests and abilities.
- Co-op students develop a high degree of professionalism and job readiness.
- Co-op is an excellent method of securing permanent employment. Over 80 percent of Co-op students remain with their employers at graduation.
- Co-op makes the transition from student to full-time employee much easier since the student has learned employer expectations and job requirements.
- Co-op students learn job search skills they can use at any point in their careers. They also learn about career options.
- Students are encouraged to apply for Co-op as early in their college careers as possible. However, students may apply at any point while working toward a degree.

### Technical Scholarships

Technical Scholarship students also work in jobs related to their fields of study, but Technical Scholars receive scholarships, and often additional benefits, provided by their sponsoring employers. Technical Scholars are often selected early in their studies so that they may benefit from longer periods of on-the-job training before graduating.

### Apprenticeships

Apprenticeships are employer-sponsored and employer-driven opportunities to learn in a classroom and on the job. They are typically full-time positions with apprentices often selected before they enter the college.

You may apply to all Experiential Learning programs by contacting the Experiential Learning office at (864) 236-6470.

## University Center of Greenville

Building on the success of the past 29 years, the University Center of Greenville's mission is to provide a central cost effective location for the delivery of higher education baccalaureate, masters, and doctoral programs from many of South Carolina's largest universities benefiting the citizens and economic community of Greater Greenville, South Carolina. The University Center's member universities cooperate with Greenville Technical College to meet the growing need for upper-division undergraduate, as well as graduate-level, educational opportunities for students in the Greater Greenville area. The University Center of Greenville's current member universities include Anderson University, Clemson University, Furman University, the University of South Carolina, and the University of South Carolina Upstate. Greenville Technical College is also a member of the University Center and provides lower-division university transfer courses to the center's baccalaureate degree programs.

The University Center offers more than 600 courses year-round in over 75 undergraduate and graduate degree programs. Degrees are granted by the participating universities. Tuition is set by each member institution, and all courses are taught by full-time faculty members from the sponsoring universities. Most Furman courses are taught on its campus.

The University Center is a "mini-campus" located on South Pleasantburg Drive at McAlister Square and is specially designed for adult students whose job responsibilities and family obligations prevent them from traveling to distant campuses to pursue degrees.

For more information, call the center at (864) 250-1111 or go to [www.greenville.org](http://www.greenville.org)

## Online Learning Programs

Greenville Technical College applies state-of-the-art technology to deliver convenient, high-quality courses and programs in an online format. Our online courses are subject to the same standards, policies, and procedures that apply to traditional lecture courses. Additionally, online academic support services, such as tutoring and library services, are available to supplement course instruction.

The initial enrollment process for a first-time Greenville Tech student should begin with a visit to [www.gvltec.edu](http://www.gvltec.edu) where students will find course offerings that include online and hybrid courses and additional information..

### Online Courses

Online courses offer convenience and flexibility for students who are prepared for online work. Basic computer skills are needed, and the online learner should be able to perform the following activities:

- Use a desktop or laptop computer for basic tasks.
- Use a word processing and printing program.
- Log onto the Internet (connect) from a home, office, or college computer.
- Navigate the Internet using a browser compatible with Blackboard®, the college's learning management system.
- Use email, including attaching a file to an email message.
- Download and install recommended components from the Internet.
- Perform an Internet search to locate relevant information.
- Use a streaming video/audio program for multimedia.
- Use an online discussion board forum and chat room.

**NOTE: Some online courses require students to make occasional trips to campus** for proctored testing, lab requirements, or speeches in a public speaking course. Also, some online courses have established times that students meet in an online classroom within Blackboard®.

### Blended (hybrid) Courses

Students select a class at the location most convenient for them. The "live" traditional lecture class is supplemented with an online component. Greenville Tech's hybrid courses significantly reduce the number of trips to campus a student is required to make. A hybrid course is one that combines web-based learning and face-to-face instruction. The schedule and structure (which include online assignments and discussion forums as well as required labs) can significantly vary from one class to another. These are typically determined by the instructor based upon learning outcomes, course objectives, content, and available resources. Generally, a blended course offers at least 25% face-to-face time combined with at most 75% online components or up to a maximum of 75% face-to-face time and at least 25% online components.

### Disabilities Information

Efforts have been made to ensure all materials presented in an electronic format are accessible for students with disabilities and the college is committed to this obligation. However, if you experience any difficulty accessing these materials please notify your instructor immediately so a solution can be provided. You may also contact Student Disability Services directly at (864) 250-8202 or by email at [DisabilityServices@gvltec.edu](mailto:DisabilityServices@gvltec.edu). Students who need a PDF reader for accessibility of course documents presented in PDF format may download a free reader at <http://free-pdf-reader.en.softonic.com/>

## Campus and Civic Engagement (Service Learning and Volunteerism)

Civic engagement opportunities support student success by enhancing the student academic experience and encouraging leadership development through service. Service learning and volunteerism are learning strategies that use community service to promote civic and social responsibility among students, faculty and staff. Service learning specifically links classroom instruction and service to address a community need or issue. Volunteerism encompasses a range of community service projects and initiatives where service is rendered to positively impact the local community.

## Creative Inquiry

Creative Inquiry (CI) offers students the opportunity to engage in collaborative research with a faculty member with like research interests. Students involved in CI enroll in a 3 credit hour research methods course in their chosen field: AHS 299, BIO 299, BUS 299, CHM 299, EGR 299, HSS 298, NUR 299, PSY 299, or SOC 299. Students can use the research experience to set them apart from other individuals applying for the same position or as an addition to their transcript. Participants in a collaborative research experience will have spent at least one semester (in some cases, they may extend their experience beyond one semester) in intense study, gaining experience in research methods, earning college credit, and producing a body of work for publication and/or presentation on or off campus.

CI enables students to think critically and develop skills such as problem solving, teamwork, media literacy, and effective communication that will help them in their chosen career field or prepare them for their university transfer destination.

Scholarly and creative activities by students in all academic disciplines at the college are supported by CI. Examples of topics could include alternative fuels, computer mapping, automotive business development, social movements and political protests, business ethics, and environmental sustainability methods.

For additional information about CI opportunities, visit <http://www.gvltec.edu/creative-inquiry>.



## Alumni Association

The Greenville Technical College Alumni Association was formed as a social-service group in 1985 by a handful of dedicated graduates. Today, the Alumni Association focuses its strategic efforts on developing meaningful, value-added lifetime relationships with alumni.

Alumni are all graduates who hold degrees, certificates, and/or diplomas from the college, or have completed 12 or more curriculum credit hours and are not current students.

Alumni Membership: Alumni are encouraged to give an annual gift of \$25 or more to the Greenville Tech Foundation to become a member. All active members are entitled to certain benefits of membership, including but not limited to use of the Career Services office and the Greenville Technical College Library.

To receive updates about Greenville Technical College, the Alumni Association activities and future member benefits, it is important for you to keep the Alumni Association informed of your correct name, address and email address. You can do this by calling Mamie Watkins, (864) 250-8115 or by emailing changes to [alumni@gvltec.edu](mailto:alumni@gvltec.edu).

## Economic Development & Corporate Training at the Buck Mickel Center (BMC)

The Economic Development and Corporate Training division is committed to educational development for personal, professional and economic growth of our region. Through advisory boards and business contacts, we strive to stay ahead of the skills and training required to meet the ever-changing job expectations and needs of organizations.

Training ranges from basic job skills to advanced educational opportunities for company executives. Classes are delivered throughout the day and in the evening in an accelerated manner at the job site, the Buck Mickel Center, online, or one of Greenville Technical College's convenient campus locations.

Continuing Education Units (CEUs) and certificates are earned upon completion of technical and professional development courses. A CEU is nationally recognized as a unit of credit to record satisfactory completion of approved occupational-related programs.

### Business & Industry Training

Helping your organization improve performance and achieve a competitive advantage is the goal of the Business Organizational and Process Excellence Department. The Business and Industry Sales Team helps to develop the potential within each company with strategic and innovative solutions through training, consulting and coaching services for greater profitability and productivity. Our goal is to help an organization improve its structure and performance, achieve a competitive advantage in a worldwide market, and offer training to enhance individual competence. This department offers a wide array of services, including training, coaching and consulting that target both corporate and individual needs. With highly experienced trainers and consultants, we offer you real-world expertise that will help you achieve a competitive advantage in a worldwide market.

Classes are the latest in project management, leadership skills, human resources, supply chain, quality, Lean and Lean Six Sigma Black Belt techniques and Lean Six Sigma Master Black Belt. Services include customized training, on-the-job coaching, facilitating kaizen events and project teams, coaching improvement projects, conducting internal audits, facilitating implementation of new programs, and strategic planning.

The Economic Development and Corporate Training division at Greenville Technical College administers the Enterprise Zone tax incentive training program for Greenville County. For information regarding qualification for state tax rebates for retraining a specific workforce, please call (864) 250-8996.

### Environmental and Safety Training

Managing environmental and safety concerns is not just a compliance issue – it can have a huge impact on profitability and sustainability. Our Environmental, Occupational Health and Safety training courses provide a wide range of learning opportunities – from the entry-level worker who wants a fresh start for a new career to seasoned professionals who need to maintain their certification or seek to expand their service capabilities. From American Heart Association CPR/First Aid courses to customized safety training for local manufacturers, our cross-sector offerings address a wide variety of environmental and safety concerns. Program areas include OSHA Compliance/Safety, EPA Asbestos/Lead Paint Certifications, Hazardous Material Handling and Spill Response, Indoor Air Quality and Mold Remediation, Sustainable Agriculture, HVAC Refrigerant Certification, Solar Photovoltaic Technician Training, Food Safety, Healthy Homes Training, Occupational Health Certifications, and Emergency Response for non-medical personnel.

### Skilled Trades & Technical Training

Our state-of-the-art Mechatronics, PLC, Welding and Machine Tool labs allow hands-on-training through a number of short job training courses, with both day and evening classes available. Other programs and services offered include in-depth analysis, assessment plans, training needs analysis and job-specific pre-employment classes.

Courses and programs in this area are well suited for individuals who enjoy working in fields such as welding, electrical journeyman's, industrial maintenance, manufacturing, transportation and logistics. Courses range from entry level, to intermediate, to advanced, and may run from a week-long session to several months.

### Computer & IT Training

Offering both computer applications training, such as Microsoft Excel, and IT Certifications such as A+ and Network+, the Computer Training area helps working adults enhance their skills or learn new ones. Courses are offered both in classroom and online formats, giving the student a broad selection of options.

### **Certification Programs/Pre-Licensing**

APICS CPIM Certification courses provide operations management professionals with relevant, essential education that equips them for today's fast-changing marketplace. These five courses span a 12-month period and prepare candidates to test for the prestigious CPIM designation.

The APICS Certified Supply Chain Professional (CSCP) is recognized in 77 countries and is the most widely recognized education program for operations and supply chain management professionals around the globe. Three modules are Supply Chain Management Fundamentals, Supply Chain Strategy, Design and Compliance; Implementation and Operations.

State-approved, pre-licensing courses for real estate sales, appraisal and property management are offered each semester. Courses teach licensure candidates theory, principles and "real-world" applications necessary for achieving success in their chosen field(s) and prepare the student for the state board examinations.

### **Health Care – Administrative and Clinical/Direct Patient Care**

Diverse training programs are offered to adult learners entering the health care field as well as the health care professionals wanting to further their education or profession. The wide variety of training ranges from professional development to licensing requirements to certifications. Day and evening classes are offered in both classroom and online formats. Some of our most successful offerings are the Nursing Assistant Program, Phlebotomy, Medical Interpretation, Medical Physician Practice Clerk and the SC State Board of Nursing-approved RN and LPN Refresher courses.

Changes in health care reimbursement have necessitated specific training for the health care worker in the medical office and physician practices. Certifications are offered in medical insurance specialist, medical coding and revenue cycle associates. These credentials are essential to the operations of the medical offices.

For the individual wanting to begin a career in health care, the "Quick Job" track is a good opportunity to train as a unit secretary, phlebotomist, medical biller or coder, medical scribe, medical physician practice clerk, nursing assistant, ophthalmic medical assistant, or sleep technician.

### **Creative Careers & Personal Enrichment**

Creative Careers & Personal Enrichment programs and courses encompass a wide and ever-changing variety of subjects. Rather than simply learning about something, you will not only learn an actual skill through hands-on experience, but also how to market that skill! Content areas include languages and writing, photography, wedding planning, floral design, Home Staging, TESOL, educational tours, tax preparation, as well as special interest and many online class options.

Gain new perspectives and improve your outlook on life, work and the future. Increase enjoyment of your "me time" by taking full advantage of your creative abilities. Our experienced instructor artists, authors, designers, and photographers will guide you in developing your next new skill. The individual attention you receive can result in your personal growth, no matter what your skill level.

### **Quick Jobs with a Future**

The Quick Jobs with a Future program is an educational and training option for individuals in employment transition. More than 60 courses can be completed in a short time frame (usually less than 90 days) that enables participants to gain skills and obtain credentials needed for employment matching business and industry needs. Quick Jobs classes are hands-on, skill-based and job preparatory in nature. Classes do not follow the regular college schedules. Instruction starts at different times throughout the year and in convenient locations throughout Greenville County. Most of the classes are offered through the Economic Development & Corporate Training division, as continuing education credit, certificate-based offerings. However, some of the Quick Jobs programs are short-semester academic credit offerings. Many of the courses do not require a high school diploma or GED.

For more information about Economic Development & Corporate Training course offerings, call (864) 250-8800 or go to [www.gvltec.edu/edct](http://www.gvltec.edu/edct).

# Academic Policies

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## Academic Grievance Procedure

Students are encouraged to resolve academic grievances informally by discussing their concerns with the appropriate instructor and department head. Formal grievances may be filed in certain circumstances. For information about the grievance process, please see the "Student Grievance Procedure" section of the Student Code, which appears in this handbook.

The Student Grievance Procedure may also be used whenever concern exists about a faculty member's ability to write and speak fluently in the English language (if English is the faculty member's second language).

## Academic Forgiveness Policy

The Academic Forgiveness Policy is designed to allow students, under specific conditions, to have grades earned in previous academic terms excluded from the overall calculation of their cumulative grade point average (GPA). This gives students some input over how their previous academic records impact meeting graduation requirements for certificates, diplomas or associate degrees. Interested students should contact the Student Records Office for more information and an application.

While Academic Forgiveness is open to all students, certain guidelines/qualifiers apply:

- The semester(s)/quarter(s) requested for forgiveness must be at least five years prior to the date of the written petition (application). The completed application should be submitted to the Vice President of Academic Affairs for approval.
- There is a limit of two consecutive semesters/quarters that a student can petition for exclusion. The consecutive semesters/quarters may or may not include the summer term.
- A student can only petition for exclusion one time during his or her academic career at Greenville Tech.
- All courses completed during the requested semester(s)/quarter(s) will be excluded from the cumulative grade point average calculation. There is no option to include some courses and exclude others during the specific semester(s) quarter(s). Exclusion of the semester(s)/quarter(s) courses means that the courses cannot be counted toward completion of a certificate, diploma or associate degree.
- Students may not petition to exclude courses if any of those courses were already applied towards the completion of a certificate, diploma or associate degree.
- Courses, once excluded, cannot be transferred to another institution for credit.
- Exclusion of the semester(s)/quarter(s) courses cannot be reversed.
- A copy of the student's petition will be maintained in the student's permanent records.
- Excluded courses and grades will still appear on the student's transcript, but they will appear with a strike through (X) on the course information and grades.
- This local policy does not supersede any state or federal policies related to determination of scholarships, student financial aid, or other matters related to student cumulative grade point average or attempted credit hours.

## Academic Integrity

Greenville Technical College values academic integrity as an absolute requirement for reputable scholarship. Conversely, the College rejects all forms of academic misconduct. Subject to disciplinary action, academic misconduct includes, but is not limited to, cheating, plagiarism, collusion, fabrication, and sabotage. These types of academic misconduct are further defined as follows:

**Cheating** includes, but is not limited to, the following actions:

- Copying from another student's test or any other assigned work.
- Using unauthorized materials or equipment during a test.
- Collaborating with any other person on any academic work without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting, in whole or in part, the contents of a test or other assigned work.
- Bribing or coercing any other person to obtain tests or information about tests.
- Substituting for another student, or permitting any other person to substitute for one's self.
- Cooperating or aiding in any of the above.

**Plagiarism** occurs when any portion of another person's work is presented as one's own without properly acknowledging the original author. With the exception of common knowledge, students are responsible for crediting all sources of information. **Note:** Students are advised to seek assistance in using safeguards that the college has in place to help them avoid the practice of plagiarism.

**Collusion** occurs when one knowingly helps another person commit academic misconduct.

**Fabrication** means the known use of false or invented information in academic work.

**Sabotage** occurs when one purposely sets out to undermine the academic work of another student or an instructor.

The college responds to academic misconduct cases in accordance with policies and procedures established by the State Board for Technical and Comprehensive Education, the Student Code of Conduct, and the academic procedures described below.

An instructor who suspects that a student has committed academic misconduct must meet with the student to discuss the matter. The instructor must advise the student of the alleged misconduct and review information upon which it is based. The student must be given the opportunity to refute the allegation. If the instructor, after meeting with the student, determines that the student engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one or more of the following sanctions:

- 1) assign a lower grade or score to the paper, project, assignment or test involved in the act of misconduct,
- 2) require the student to repeat or resubmit the paper, project assignment or test involved in the act of misconduct,
- 3) assign a failing grade for the course, or

4) require the student to withdraw from the course.

**Note:** Any student accused of academic misconduct should be aware of his/her rights under the Student Code.

## Intellectual Property Rights and Copyright

Copyright is a form of legal protection extended to the creators of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Copyright protection exists from the moment that a work takes on a fixed form, and it pertains to both published and unpublished works. United States Copyright Law generally gives copyright owners exclusive rights to reproduce the work; prepare derivative works; distribute copies to the public by sale or other transfer of ownership, or by rental, lease, or lending; and, if applicable, perform, display, or transmit the work publicly.

Intellectual Property (IP) is defined as patentable inventions, discoveries, processes, mask works, tangible research property, trademarks, service marks, software and other copyrightable works. This means any product of intellectual value that is unique, novel, unobvious and/or original, or otherwise subject to copyright or patent protections pursuant to Title 17 or Title 35 of the U.S. Code of Laws.

The college does not claim ownership of IP developed by students who create original works or inventions on their own time using their own resources. The college may retain whole or partial ownership when students create IP in fulfillment of program or course requirements or while using significant resources provided by the college. Additionally, students may be required to waive rights to IP that is specifically developed for outside entities as part of a course. The college may enter a written ownership agreement with students regarding IP ownership and royalties. Additional information is available for copyright and intellectual property and may be viewed on the website at <http://www.gvltec.edu/administrative-policies>.

## Academic Standing

Greenville Technical College has implemented a progressive support system to help students enrolled in curriculum programs maintain good academic standing. Student cumulative grade point averages (GPAs) are updated at the end of each term. Academic Standing notifications are emailed to students who are no longer in Good Standing. Note that students who receive financial aid may face additional consequences that should be discussed with the office of Financial Aid.

Academic Status will be determined as follows:

**Good Standing** — A student who ends a semester with a cumulative GPA of 2.0 or higher is considered in Good Standing.

**Academic Notice** — A student whose cumulative GPA falls below 2.0 will be placed on Academic Notice. It is highly recommended that a student on Academic Notice meet with a success coach who will assist the student in identifying and implementing successful practices.

**Academic Alert** — A student who is on Academic Notice but fails to earn a cumulative 2.0 GPA for the next enrolled semester will be placed on Academic Alert. These students will be required to contact their assigned advisor to register for classes. The college recommends that Academic Alert students take no more than 9 credit hours. A student’s success coach will continue to assist in identifying and implementing successful practices.

**Academic Recovery** — A student who is on Academic Alert but fails to earn a cumulative 2.0 GPA for the next enrolled semester will have two success options:

(1) The student may decide to register for classes with the help of the Student Success Center. The college recommends that Academic Recovery students take no more than 6 credit hours. The student’s success coach will continue to assist in identifying and implementing successful practices. OR

(2) The student may decide to take the semester off. The student will be invited to an exit interview with the Student Success Center where a plan will be developed to help the student remain engaged with the college during the semester off and to help the student reenter when ready.

**Academic Suspension** — A student who is on Academic Recovery but fails to earn a cumulative 2.0 GPA for the next enrolled semester will be suspended from the college and will not be allowed to enroll for the next semester. The student will be invited to an exit interview with the Student Success Center where a plan will be developed to help the student remain engaged with the college during the semester off and to help the student reenter when ready. Upon return to the college, the student will be required to meet with the Student Success Center.

## Attendance Policies

Attendance and participation are necessary for academic success. The student’s record of attendance will begin on the first day of the course, even if registration occurs after the course has begun. Students are expected to attend and complete all scheduled instructional activities, both in class and online.

A student may withdraw from any course up to the published deadline. If the student drops the course during the add/drop period, no course tuition will be charged. If a withdrawal occurs after the drop/add period, tuition charges will result. Ceasing to attend class does not constitute an official withdrawal from the course and may result in financial aid consequences. Refer to the Refund Policy ([www.gvltec.edu/tuition-refunds](http://www.gvltec.edu/tuition-refunds)) for details.

### Administrative removal from a course:

- If a student preregisters for a course, but subsequently does not meet the prerequisite for the course, the course will be deleted from the student’s schedule. Students will be notified via their college email account that the course has been removed.
- If a student registers for a course, but fails to attend (including failing to meet the criteria for being counted as present in an online course), the student will be administratively withdrawn from the course and will earn a grade of WA. The student will be responsible for payment for the course in accordance with the college refund policy. Students will be notified via their college email account that they have been administratively withdrawn.
- If a student attends a course at least once during the drop/add period, but fails to attend (including failing to meet the criteria to be counted as present in an online course) after the drop/add period, the student will be



administratively withdrawn from the course and will earn a grade of W. The student will be responsible for payment for the course in accordance with the college refund policy. Students will be notified via their college email account that they have been administratively withdrawn.

- If a student is recorded absent for more than 20 percent of the course contact hours, whether face-to-face or online, the student will be administratively withdrawn from the course and will earn a grade of W. The student will be responsible for payment for the course in accordance with the college refund policy. Students will be notified via their college email account that the absences limit has been exceeded and that they have been administratively withdrawn.

#### **Administrative reinstatement into a course:**

- A reinstatement fee, in accordance with the Tuition and Fee Schedule, will be charged for each course into which reinstatement is approved.
- A student who has been administratively withdrawn from a course may request reinstatement. Reinstatement will require approval from the instructor and the dean. Students must notify the instructor of the absences as they occur and documentation may be required. Students should not assume that work can be made up; any course, department, or division policies regarding make-ups will apply.

With the approval of the vice president for Academic Affairs, individual departments may set attendance requirements that are more stringent than those stated above and publish such in the course syllabus. It is the student's responsibility to be aware of the course attendance policy.

**Note:** Drops and/or withdrawals may affect the full-time or part-time enrollment status. VA and other financial aid may be affected, as well as eligibility for residence in GTC Foundation Student Housing.

## **Auditing a Course**

A student who wants to attend classes regularly or enroll in an online course but who does not wish to earn academic credit may register as an auditor. Audit status must be declared at the time of registration or during the add/drop period. Audit students must meet the course prerequisites unless the assigned instructor has provided written consent. No credit is awarded for audited courses, and credit cannot be granted at a later date. Audited courses may not be used to fulfill prerequisite requirements for any course. A student may audit a maximum of 12 credit hours per semester.

Auditing students are subject to the course attendance policy and must pay all tuition and fees for courses in which they enroll. Federal regulations stipulate that students cannot receive financial aid for courses being audited. The level of participation must be determined between the auditor and instructor at the start of the course. The student will earn a grade of AU. Students receiving an AU may not subsequently earn credit for that course through credit by any examination, but may subsequently register and take the course for credit. Developmental/Transitional Studies courses cannot be audited.

**Note:** Students who plan to transfer to other institutions should be aware that many colleges and universities do not allow students to take courses for credit after receiving an AU for the course. Students should check with transfer institutions prior to auditing a course.

## **Maximum Credit Hours**

A student is considered full-time when registered for at least 12 credit hours during the fall, spring, or summer semester. A student must petition the division dean to register for more than 18 credit hours during the fall or spring semesters or for more than 15 credit hours during the summer semester. Maximum allowable credit hours may be impacted by a student's academic status.

## **Changes to Program Requirements**

Course substitutions and waivers must be approved by the curriculum department head.

## **Dropping, Adding and Withdrawing From Courses**

Students may drop or add courses during the add/drop period for each course. Courses dropped during this period will not appear on the transcript. Refer to the college refund policy for information concerning refunds. Students who withdraw from a course prior to the withdrawal deadline will earn a grade of W for that course.

Students should not assume that they will be administratively withdrawn if they stop attending classes. It is the student's responsibility to complete the process to withdraw from a course or courses prior to the withdrawal deadline.

**Any holds on a student's account (due to fines owed or similar obligations to the college) will prohibit the student from performing a withdrawal through WebAdvisor.** It will be necessary to contact Student Records by the published deadline to accomplish the withdrawal.

Any add, drop, or withdrawal action is tied to a particular session code and class section number. A student's ability to add, drop, and withdraw from a course is directly tied to the start and end dates of the course. For example, a student who withdraws from a first session course and adds a second session course will incur tuition charges for the second session course.

**Note:** Students are responsible for meeting the posted course withdrawal deadlines.

## **Grade Point Average**

A student's grade point average is the equivalent of his or her average for curriculum course work.

Each letter grade has an equivalent point value: A — 4 points, B — 3 points, C — 2, D — 1 and F — 0. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus, a B grade, worth three points, in a three-credit course is worth nine grade points; an A grade in the same three-credit course is worth 12 grade points.

The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credits attempted during the same period of time.

## Grading Scale

The following grades are used in calculating Grade Point Averages:

- A** — Excellent; earns credit hours; carries a value of four grade points for each credit hour.
- B** — Above average; earns credit hours; carries a value of three grade points for each credit hour.
- C** — Average; earns credit hours; carries a value of two grade points for each credit hour.
- D** — Below average; earns credit hours; carries a value of one grade point for each credit hour.
- F** — Failure; earns no credit hours; carries zero grade points for each credit hour.

### Other Grades Used

- EA** — Exempt Earned through Articulation with High Schools
- EB** — Exemption Earned through Waiver Prerequisite Requirements
- EE** — Exempt Earned through examination
- EI** — Exempt /Earned through Business and Industry Work Experience
- EM** — Exempt Earned through Military Training
- EN** - Exemption Earned through Articulation with Noncredit Coursework
- EO** — Exempt Earned through International Baccalaureate (IB) Examination, Advanced Placement (AP) Examination, or College Level Examination Program (CLEP/Dantes)
- EP** - Exemption Earned through Portfolio
- ES** — Exemption Earned through Substitution
- ET** - Exemption Earned through Professional Certifications
- I** — Incomplete; indicates some work is incomplete in a course. The student is responsible for completing all unfinished course work no later than one week prior to the beginning of final exams in the next semester or earlier as required by the course instructor. The student cannot re-enroll in the class until the "I" has been replaced with a letter grade. The "I" will be changed to an F if all work is not completed satisfactorily by the assigned deadline. "I" does not affect grade calculations and earns no credit hours.
- MI** — Military Incomplete; refer to Military Service, Duty, Training, or Disaster Relief policy.
- S** — Satisfactory progress in Transitional Studies course; earns no credits, not used in GPA
- S1** — Satisfactory completion through Emporium Self-paced Learning in Transitional Studies course; earns credit, not used in GPA.
- S2** — Satisfactory completion through Emporium Self-paced Learning in Transitional Studies course; earns credit, not used in GPA.
- S3** — Satisfactory completion through Emporium Self-paced Learning in Transitional Studies course; earns credit, not used in GPA.
- S4** — Satisfactory completion through Emporium Self-paced Learning in Transitional Studies course; earns credit, not used in GPA.
- U** — Unsatisfactory progress in Transitional Studies course; earns no credits, not used in GPA.
- TR** — Transfer; given for allowable equivalent Greenville Tech credits earned at other colleges, universities or technical colleges with a grade of C or higher. All TR grades must be supported by an official transcript of record from a postsecondary institution.
- AU** — Audit; is not used in GPA calculations; earns no credit hours; generates no grade points.
- FA** — Failure due to absences; no credits or grade points. Used for a student who is failing the course and who has not attended AT ALL since the last day to withdraw. The "FA" indicates the student never attended **after** the last day to withdraw.
- W** — Withdrawn; No credits or grade points. Used if a student withdraws or is withdrawn by instructor due to excessive absences; refer to "Attendance Policy".
- WA** — Administrative System Withdrawal; No credits or grade points. This is used for the student who enrolled in the class but never attended (NIC).
- WF** — Withdraw Failing; used if a student is granted a late withdrawal and has a failing grade. WF is used in GPA calculations and generates no grade points.
- NR** — No Report; indicates a grade was not submitted.

**Note:** Grades, which appear on a transcript, cannot be changed after one calendar year.

**Prerequisites** — Any course listed as a prerequisite must be passed with a grade of C or higher before the subsequent course may be taken.

## Credit from Alternate Sources

Traditional and non-traditional learning are recognized by the college, and credit may be awarded to currently enrolled students when learning can be documented to be substantially equivalent to a Greenville Tech course needed for completion of a particular degree.

To meet graduation requirements for a program at Greenville Tech, students must earn 25 percent of the total required credit hours through courses taken at Greenville Tech. Exemption credit or courses transferred from another institution will not count toward the 25 percent.

The following means of awarding credit are approved by the college but are not used in GPA calculations and will generate no grade points. Courses with exemption credit may not be accepted as transfer credit at other institutions. Transcripts and non-traditional learning documents are provided for college use only, become part of an official record, and cannot be returned.

1. **Transfer of Credits** — College credit with a grade of C or better from other regionally accredited postsecondary institutions may qualify for transfer credit (TR). Credit will be awarded by the Office of Student Records/Transcript Evaluation after an official transcript has been received and evaluated.
2. **Exemption Earned through Examination (EE)** — Upon written petition from a student, the college may award credit by examination if evidence demonstrates special aptitude or knowledge on the part of the petitioner. Subject to prior written approval of the department head, academic program director, or PLA evaluator, a student may complete an examination (written or practical) administered by an assigned exam proctor. Exemptions will not be

granted for a course in which a student is currently enrolled, for a course in which a student was previously enrolled, or for a course which has been audited. Dropping a course during the add/drop period does not constitute enrollment. The college will charge a fee per credit hour for the exemption earned through examination. In the case of Nursing program students who completed course work at an institution accredited by the Accreditation Commission for Education in Nursing (ACEN) and successfully completed course competency exams, the college may set a "not to exceed" amount per semester for these students.

3. Exemption Earned through **Advanced Placement (AP) Examination (EO)** — The college recognizes the difficulty of Advanced Placement (AP) scores and will accept exemption credit for a score of 3, 4 or 5 on AP examinations. Credits awarded may vary according to subject area. Specific details may be obtained from the appropriate department head or academic program director. Student who plan to transfer to another college or university may have their AP exam scores re-evaluated after transfer.
4. Exemption Earned through **International Baccalaureate (IB) Examination (EO)** — The college understands the academic challenges of the International Baccalaureate (IB) Diploma Program and will award exemption credit to IB graduates that meet acceptable scores. Only IB-HL (higher-level) exams are eligible for consider; IB-SL (standard-level) are not applicable. Transcription must be sent directly to the Office of Students Records/Transcription Evaluation for review.
5. Exemption Earned through **College Level Examination Program (CLEP/Dantes) (EO)** — The college may award exemption credit to a student who makes satisfactory scores on CLEP subject exams. Department heads or academic program directors will predetermine course eligibility.
6. Exemption Earned through **Military Experience (EM)** — Courses and experience completed in the military and at military schools as recommended by the American Council on Education (ACE) may qualify for exemption credit. Clinical and technological training must be approved by the appropriate department head, academic program director, or PLA evaluator to be considered for exemption.
7. Exemption Earned through **Articulation with High Schools (EA)** — Written agreements have been established with secondary schools to grant exemption credit for specified course for Technical Advanced Placement (TAP).
8. Exemption Earned through Business and Industry Work Experience (EI) - Students may receive exemption credit for knowledge acquired through work and other experiences. Methods to evaluate this may include demonstrating applicable skills or other documentation of acquired knowledge.
- 9.. **Exemption Earned through Substitution (ES)** — The exemption of a required course based on the student completing another course that meets the program requirements. The exemption is at the discretion of a department head or academic program director.
10. **Exemption Earned through Waiver of Prerequisite Requirements(EB)** - At the discretion of a department head or academic program director, the college may grant course exemption to waive requirements for prerequisite courses.
11. Exemption Earned through Articulation with Noncredit Coursework (EN) - When written agreements are established, the college may grant course exemption for documented noncredit coursework.
12. Exemption Earned through Professional Certifications (ET) - An external industry certification, which indicates a student has met the competencies of a required programmatic course, may result in exemption credit. Documentation of current and valid professional certification is required.
13. Exemption Earned through Portfolio (EP) - Currently enrolled students may request exemption credits through documented work or life experiences in the field in which a degree is being pursued. This type of prior learning assessment may be sued when exemption credits cannot feasibly be granted by other means. As defined by the academic program, this requires a written submission of a compilation of documents (i.e., portfolio) that demonstrate learned competencies, expertise, and knowledge from career, military, or volunteer service.

## Repeating a Course

Students may register for a course a maximum of two times. Grades of W, F, WA, WF and D count toward the maximum of two registrations. Thereafter, a student may register for the same class only after meeting with and getting approval to retake the class for a third time from the appropriate department head or academic program director.

Individual departments or divisions may adopt standards which are more restrictive than this one. Regardless of the number of attempts made, students receive federal financial aid for only 30 attempted hours of developmental courses. **(Note that the federal government has separate policies, and repeated courses may not be covered. Students receiving financial aid should review those policies.)**

## Withdrawal from the College

Any student who finds it necessary to withdraw from all courses for which he/she is registered must complete one of the following options to withdraw officially:

### Option 1:

1. Obtain and complete an Add/Drop/Withdrawal Form
2. Acquire all the signatures required on the form.
3. Submit the form to the Student Records Office (or to a satellite campus) on or before the published last date to withdraw. Dates for courses may vary within the semester; the student is required to process the withdrawal prior to the earliest withdrawal deadline.

### Option 2:

Students can withdraw online via WebAdvisor. Any holds on a student's account (due to fines owed or similar obligations to the college) will prohibit the student from performing a withdrawal through WebAdvisor.

When a student receiving federal financial aid withdraws from all of his/her classes after the add/drop date, the college has to return a portion of his/her aid to the Department of Education (DOE), even if the money has been disbursed to the student. Therefore, if a student receives financial aid funds and withdraws from the college, he or she is responsible for paying those funds back to the college. Due to federal regulations, there are no stipulations made for military deployment in the return calculations determined by the Department of Education. GTC's financial aid policy is dictated by federal regulations.

## Military Service, Duty, Training, or Disaster Relief

Greenville Technical College realizes students who are members of a branch the U.S. military may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. While the following policy does **NOT** pertain to initial active duty training (i.e. *basic training*), this policy is provided in order to minimize disruptions or inconveniences for students fulfilling their **unanticipated** U.S. military responsibilities in the midst of an academic semester/term.

### Student Options

A student who is called to active duty, specialized training, or as part of disaster relief efforts with little notice may leave Greenville Technical College in good standing by choosing one of the following options:

- Withdraw from all courses. Refunds are made according to the college's refund policy. **Note:** Students receiving financial aid will be subject to the refund policies as provided for by the agency or agencies sponsoring the aid. If financial aid funds have been disbursed to the student, the student must meet with a financial aid officer.
- Receive a military incomplete ("MI") in the course(s) in which they are enrolled.
- Maintain his or her class schedule with prior notification and a copy of military orders before deployment. A Military Orders ("MO") attendance designation will be used for this student during his or her absence.

Either option may occur anytime during the semester through the end of final examinations. If the student decides to withdraw and the withdrawal is processed after the add/drop period, a grade of "W" will be assigned. **The request to withdraw needs to be made within one week of official notification by the military service and may be made by either the student or other approved responsible party who has the student's military information.**

### Request for a Withdrawal

**All military withdrawal requests will be processed in Student Records. A student who wishes to withdraw from courses as a result of being called to active duty, specialized training, or disaster relief efforts must provide a copy of his or her orders to the Student Records Office along with an Add/Drop/Withdrawal form.**

When a student receiving federal financial aid withdraws from all of his/her classes after the add/drop date, the college has to return a portion of his/her aid to the Department of Education (DOE), even if the money has been disbursed to the student. Therefore, if a student receives financial aid funds and withdraws from the college, he or she is responsible for paying those funds back to the college. Due to federal regulations, there are no stipulations made for military deployment in the return calculations determined by the Department of Education. GTC's financial aid policy is dictated by federal regulations.

### Request for an Incomplete

A student who is called to active duty, specialized training, or as part of disaster relief efforts with little notice may request an incomplete from the instructor(s) of the course(s) in which the student is enrolled. A student who requests an incomplete for military purposes must complete all missed work based on the following guidelines:

- **2 Days up to 30 days** - The student will have 45 business days from the date of detachment to complete all missed work. If the work is not completed by the end of this timeframe, the grade will revert to an "F"
- **More than 30 Days** - The student will have until the end of the next complete semester after the date of detachment to complete all missed work. If the work is not completed by the end of this timeframe, the grade will revert to an "F"

All exceptions to this policy will be dealt with on a case by case basis by the registrar.



# Graduation Requirements

## Catalog Applicability

To graduate, students must fulfill program requirements as published in the applicable catalog. If a student has had continuous enrollment at Greenville Technical College, he/she may either

- fulfill all of the program requirements listed in the catalog at the time of entrance into the college, or
- fulfill all the program curriculum requirements listed in any subsequent catalog in effect while he/she is enrolled.

All catalog changes must be approved by the dean of the student's academic division. If a student discontinues enrollment for three consecutive semesters or longer, he/she must fulfill the program curriculum requirements listed in the catalog in effect at the time of re-enrollment. The dean of the academic division offering his/her program must approve any exceptions.

## Graduation Eligibility

A student is subject to administrative graduation when the following requirements have been met:

1. The required number of hours in the student's curriculum has been satisfactorily completed.
2. Students must be currently active in all associate degree, diploma or certificate programs from which they plan to be graduated.
3. A grade point average of at least 2.0 has been maintained in all college work presented to fulfill the curriculum program requirements.
4. The following general education courses have been completed:
  - a. For diploma programs, a minimum of one course in the areas of English communications, humanities/fine arts and mathematics to equal a minimum of nine hours.
  - b. For degree programs, a minimum of one component in each of the following areas:
    1. written and oral communications
    2. computational skills
    3. behavioral and social sciences
    4. humanities/fine arts (**see note below**)
    5. natural sciences or math
  - c. Minimum general education credits of nine hours for diploma programs and 15 hours for degree programs. These requirements are set for each program of study. Refer to the program listings in the catalog for each academic program.
5. Students who re-enroll in the college after an absence of 12 consecutive months or more, and who are seeking an associate degree, diploma or certificate, must meet the graduation requirements as stated in the handbook and catalog, which is in effect at the time of re-enrollment.
6. In the event that the published description or course content of a required course or approved elective changes significantly after a student's initial enrollment and prior to graduation, a student may be required by his/her department head to repeat the course in order to meet graduation requirements even though the course number does not change.
7. For all associate degree, diploma and certificate programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.\*
8. To graduate with an associate degree, candidates must meet the computer competency requirement by taking a computer course approved by their departments or by passing the exemption exam at a cost to be assessed by the college.

**Note: If a foreign language is chosen, the course must be at the 102 level or higher to satisfy this humanities/fine arts requirement.**

**\*The only exception will be for Nursing students who have successfully completed NUR 201 (Transitions Nursing) and competency exams administered by the Nursing Department at Greenville Technical College.**

## Commencement Ceremony

A commencement ceremony will be held near the end of the fall and spring semesters. In order for a candidate to participate in the commencement ceremony, a Commencement Participation Application must be submitted and candidates must have met all of the above graduation eligibility requirements. Candidates who complete their requirements at the end of the summer or fall semesters will be eligible to participate in the December commencement ceremony. Candidates who complete their requirements at the end of the spring semester will be eligible to participate in the May commencement ceremony. There is a \$45 commencement ceremony fee that covers the cost of the cap and gown. Students are emailed important information about the commencement ceremony through their student email. Students will receive their award(s) during the commencement ceremony. Students who choose not to participate in the ceremony will be sent a notice via mail explaining when to pick up their award(s) at the Student Records Office. If a student does not wish to participate in the commencement ceremony and wishes to have the award(s) mailed, a mailing and handling fee must be paid at the Business Office.

### Please Note:

- Address changes must be made in Admissions prior to submitting the graduation application.
- All financial obligations to the college must be paid prior to participating in the commencement ceremony and/or receiving awards.

# Awards and Distinctions

## **The Honor Roll**

All students who earn a minimum of 6 semester credit hours, take at least one Transitional Studies or developmental College Skills course, and achieve a minimum grade point average of 3.4 (with no grade lower than "C") will be placed on the Honor Roll.

## **The Honor Roll with Distinction**

All students who earn a minimum of 12 semester credit hours, take at least one Transitional Studies or developmental College Skills course, and achieve a grade point average of 4.0 will be placed on the Honor Roll.

## **The Dean's List**

All students who earn a minimum of 12 semester credit hours in 100-level courses and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will be placed on the Dean's List. All part-time students who earn a minimum of 6-11 semester credit hours in 100-level courses and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will also be placed on the Dean's List.

## **The President's List**

All students who earn within a semester a minimum of 12 semester credit hours in 100-level courses and above, and who achieve a grade point average of 4.0, will be placed on the President's list.

## **The President's Awards**

The President's Awards are reserved for two graduating students who continually maintain a high academic rating and show exceptional leadership, character and service to their departments and Greenville Technical College. These individuals must have a cumulative technology grade point average of 3.7-4.0 and must have qualified for the Dean's List two consecutive semesters if in a degree program and one semester if in a diploma or certificate program. The recipients of the President's Awards will receive special recognition in conjunction with the commencement ceremony.

## **Honor Graduates**

Any student who graduates with a cumulative program grade point average of 3.4 or higher is considered to be an honor graduate.

## **Honors Program Graduates**

Any student admitted into the academic Honors Program who is in good academic standing and has fully satisfied the curriculum and service learning requirements for completion of the Honors Program will receive a special "Honors Program" designation on their degree or award and will receive special recognition and regalia at the graduation ceremony.

## **Phi Theta Kappa (PTK) Honor Society**

Any student who is a member of Greenville Technical College's chapter of Phi Theta Kappa and is in good academic standing per the requirements of Phi Theta Kappa, will receive special recognition and regalia at the graduation ceremony.

# Campus Policies and Regulations

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## Student's Role and Participation in Institutional Decision-Making

The college welcomes student input into the institutional decision-making process and recognizes the student's right to have direct contact with institutional officers and other administrative personnel for the purpose of making his or her viewpoints and opinions known. In addition, the college encourages student membership on college committees. Some of the means through which students may have input into the decision-making process are as follows.

### The Student Government Association

All students who are enrolled in a credit course may participate in the democratic process on campus by voting for representatives to the Student Government Association (SGA). The SGA expresses students' opinions through its advisor and/or through direct contact with institutional officers and other administrative personnel.

### Representation on Committees

Academic deans and other personnel whose programs have advisory committees are encouraged to have student representatives on those committees. In addition, the Student Code requires that there be student representation on the Student Appeals Committee and the Student Grievance Committee.

### Participation in Surveys

Surveys are conducted among randomly selected students as a means of soliciting their opinions concerning both instruction and support services. At varying times, surveys are conducted in class, by mail, by telephone and online. Students also have an opportunity to give a written evaluation of faculty members.

### Direct Contact with College Personnel

Institutional officers and other administrative personnel meet with students upon request. Students are encouraged to communicate their suggestions, concerns, ideas, etc., first to the dean of students as a representative of the college's administration. An appointment may be necessary, depending upon the schedule of the institutional officer or other administrative personnel with whom the student wishes to meet.

### Student Dress & Conduct

It is each student's responsibility to be familiar with and observe the regulations set forth in this handbook and the Student Code for South Carolina Technical Colleges.

Smoking and the use of other tobacco products are prohibited in all campus buildings; there are certain outdoor areas designated for smoking.

Physical or mental abuse of another person will not be tolerated, nor will the use of vulgar or profane language.

Students should dress in a manner that does not pose a safety hazard and that does not result in unnecessary disruption of the learning environment. Students must wear a designated uniform in departments when required to do so by the department head.

Failure to meet standards of conduct acceptable to the college may result in disciplinary action. Any student who is charged with misconduct shall have and be informed of his or her right to a fair hearing before the Student Appeals Committee as described in the Student Code for South Carolina Technical Colleges.

## Campus Safety and Security

Greenville Technical College is a large community with over 40,000 students enrolled in credit and non-credit courses annually. The college is a safe community, but it is not crime free. No community in America is totally crime free. The college cares about the safety of its students, employees, and guests and is committed to providing a safe and secure environment for our students, faculty/staff, and visitors.

The GTC Police Department is the law enforcement agency for all campuses and off-campus buildings. The department is comprised of both full-time police officers and part-time public safety officers who are on duty 24 hours per day, seven days per week. Communications are maintained by telephone and/or radio. Escorts to parking lots are available upon request.

Our police department maintains a close and cooperative working relationship with the City of Greenville Police Department, Greenville County Sheriff's Office, Greenville County Public Safety [Forensics] and other local, state, and federal law enforcement agencies.

It is the intent of the college to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act) as amended, the Campus Fire Safety Right-to-Know Act, part of the Higher Education Opportunity Act of 2008 (Public Law 110-315), and the Campus Sexual Violence Elimination (Campus SaVE) Act, a part of the Violence Against Women Reauthorization Act of 2013 (VAWA), passed as a complement to the Title IX Guidance by the U.S. Department of Education's Office for Civil Rights. To comply with both the letter and spirit of these acts, the following statements and information constitute the policy of Greenville Technical College regarding these acts.

The GTC Police Department shall be primarily responsible for carrying out the mandates of the Clery Act. Our police department has developed procedures and methods to respond to reports of crime and other emergencies on campus and shall, along with the local, state and federal police agencies when necessary, investigate crimes which occur on campus.

Students and others are encouraged to report immediately and accurately all criminal actions and other emergencies. Everyone is also encouraged to file a police report for all criminal activities and police matters. To do so, contact the GTC Police Department at (864) 250-8911. For fire and medical emergencies, please dial 911 to expedite dispatch of fire and/or EMS personnel, and then notify the GTC Police at (864) 250-8911. 911 dispatch will contact our police as well. Whenever such reporting is not possible or practical, students and others are encouraged to go to the nearest office and request that the GTC Police Department be contacted. GTC employees who receive reports of a crime having been committed on campus are to contact the GTC Police Department immediately.

Once a crime is reported to our police department, the following actions will ensue:

- An officer of the GTC Police department will interview the victim and any available witnesses. An Incident Report will be generated by our police department and those required to be reported will be transmitted to the South Carolina Law Enforcement Division (SLED) through their Incident Based Reporting System (SCIBRS), which will then be compiled and reported to the Federal Bureau of Investigation (FBI) through their National Incident Reporting System (NIBRS).
- A daily crime log will be maintained in compliance with the act.
- If the perpetrator of a crime can be identified, a warrant may be issued for the perpetrator's arrest.
- Whenever other law enforcement agencies are involved with the investigation, the GTC Police Department will attempt to acquire a copy of any reports generated by those agencies and will file them in the original case file, maintaining copies in accordance with the law. Duplications will be avoided; all crimes within the jurisdiction of the GTC Police Department will be reported by the department, and all other participating agencies will maintain reports as "Information Only" to avoid duplicate reporting to state (SCIBRS) and national (NIBRS) databases.

Even if a crime victim does not wish to file a police report, the Clery Act still requires the college to add the crime to the total number of reportable incidents. To this end, a group of employees have been defined as Campus Security Authorities (CSA) in accordance with the law. For more information visit the CSA site on GTC4me under Connect, Teams and Committees, Campus Security Authorities (CSA).

On-campus Title IX disciplinary procedures against students will be in accordance with the Student Code, as detailed in the Greenville Technical College Catalog and Student Handbook. The Title IX team uses "preponderance of evidence" for the standard in deliberations. Those conducting the disciplinary proceedings will receive annual training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. The outcome of a disciplinary proceeding means only Greenville Technical College's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of any disciplinary proceeding, including rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Greenville Technical College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Campus Save Act, or this policy.

Annual reports as required by the Clery Act shall be published and made available to students, applicants for admissions, employees, applicants for employment, or anyone who is interested for any reason. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by Greenville Technical College; and on public property within, or immediately adjacent to and accessible from, the campuses. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by accessing the following URL on the Greenville Technical College website: [www.gvltec.edu/cleryreport](http://www.gvltec.edu/cleryreport). You may also obtain a printed copy if desired by contacting the GTC Police Department.

Our police department and other college departments shall provide reasonable support to victims of on-campus crimes. Referrals to appropriate off-campus support agencies will be made with the consent of the victim. Only authorized use is to be made of the college campus and facilities. Utilization of facilities by outside groups or organizations must be approved in advance and entered into R25 so that police, facilities, custodial services and other departments are kept up to date regarding their responsibilities. Approved student organizations may use college facilities whenever requirements for such use, as stated in this handbook, are met. Only authorized college employees are to have a key to any campus facility.

### **Alcohol and Drug Policy**

The sale, possession, or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited on all campus properties, including Student Housing. Violations will be reported to the GTC Police Department for prosecution. Behavior resulting from the use of alcohol or other drugs that poses danger to the student or others will not be tolerated and could result in disciplinary sanctions.

No alcoholic beverages are to be served or consumed at any on-campus or off-campus college function. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, Greenville Tech Foundation Student Housing, and similar activities. No GTC funds will be authorized for the purpose of purchasing alcoholic beverages.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Counseling Department, the Phoenix Center, or South Carolina Department of Vocational Rehabilitation.

The college complies with Section 1213 of the Higher Education Act of 1965, as amended. As part of the compliance procedure, the college provides each student and employee with a copy of the "Alcohol and Other Drug Use" policy as adopted by the State Board for Technical and Comprehensive Education. This policy contains information concerning the following.

- The technical college system's prohibition of the unlawful manufacture, distribution, possession or use of narcotics, drugs, other controlled substances or alcohol at the work place and in the educational setting.
- The effects and health risks associated with alcohol consumption.
- The effects and health risks associated with the consumption of controlled substances.
- South Carolina laws relating to alcohol and other drugs.
- Federal penalties for the possession of controlled substances.
- Local (City of Greenville or Greenville County) ordinances and penalties relating to drugs and contraband.



- Assistance programs which are available to students and employees.
- A copy of the Alcohol and Other Drug Use policy is available in the office of the dean of students.

### **Registered Sex Offenders**

Information about registered sex offenders in South Carolina is maintained jointly by the State Law Enforcement Division (SLED) and local Sheriff's Offices. The listing of registered sex offenders is available from SLED through the following URL: <http://http://scor.sled.sc.gov/>.

A guide to assist in locating sex offenders in and around Greenville Technical College campuses and facilities, produced in PDF format, is available. The guide can be found on GTC4me under College Resources > GTC Police > Sex Offender Information (on the lower right side of the page).

If you need further assistance with sex offender information, please contact the GTC Police Department.

### **Traffic Regulations**

All students, faculty, and staff members are required to be familiar with and observe all parking and traffic regulations. Every vehicle brought on campus is required to have either a parking decal or temporary permit. Decals should be permanently affixed to the rear window, driver's side, in the lower corner. Do not back in or drive through a parking space. Vehicles with moveable/removable tops (convertibles, Jeeps, camper tops/shells) should apply the decal to the front windshield, lower driver's side corner

A decal which is taped on is not considered permanently affixed or properly displayed, and a fine may be assessed. New vehicles with paper tags are not required to have a parking decal until a permanent tag is attached. No fine will be assessed, as long as the vehicle is parked in a space marked by white lines. (See exceptions for GTF Student Housing below.)

Students are expected to park their vehicles between white lines and leave the parking area once they have arrived on campus. Vehicles may not be backed into a space or driven through two spaces to appear as they were. Loitering in parking areas will not be permitted.

### **Parking Decals**

Student and Faculty/Staff decals are distributed by the GTC Police Department. On the Barton Campus, decals are available from the I.D. Office located on the Barton Campus in GTC Police Headquarters, Technical Resource Center, Building 102, Suite 121 Monday - Friday 8 a.m. - 5 p.m. Evening hours may be available, call (864) 236-6435 for more information. On the Brashier, Benson, and Northwest campuses, decals are available from the Safety Officer on duty at each campus. Additional hours and locations may be available, especially during peak registration times.

**Note:** Student Housing decals are available at the Barton Campus Photo I.D. Office only, located in Police Headquarters, Building 102, Suite 121. Proof of residency is required. Student Housing decals are required for overnight parking beyond the Public Safety Check Point. Student Housing decals are valid for white line spaces only on all campuses.

#### **Student Decals – White Line space only**

You will need

- Vehicle information, including tag number and registered owner.
- Copy of your current class schedule showing your student ID number or your GTC Student picture ID.
- Valid Driver's License.

#### **Faculty/Staff Decals – Green or white line spaces**

You will need

- Vehicle information, including tag number.
- Your ID number, found on your pay advice.
- Valid Driver's License and Faculty/Staff ID.

***The decal must be placed on the outside of the vehicle, clean rear window, left (driver's) side, at the bottom.***

#### **Exceptions to this rule are the following:**

*Convertibles and trucks with removable covers:* The decal can be placed on the front windshield.

*Motorcycles:* Place the decal in a visible location, such as the front fork, fender, data plate area, windshield, etc.

### **Temporary Parking Permits**

Five types of temporary parking permits are available: Student, Faculty/Staff, Visitor/Guest, Contractor, and Short Term Visitor. Temporary permits are available at any of the above locations. Bring your valid Driver's License, College ID, and your vehicle information (including tag number) with you. Place the temporary permit inside your vehicle on the dash, driver's side, and park as normal.

Temporary decals are valid until expiration on all campuses in designated parking spaces.

### **Campus Pointe at Greenville Technical College Student Housing Parking**

Greenville Tech Foundation Student Housing (D/B/A Campus Pointe at Greenville Tech) Parking Decals are required for parking within the controlled area beyond the Check Point at Campus Pointe. These decals are good on all campuses; an additional student decal is not required. Student Housing Decals are available only at the ID Office located at Campus Police Headquarters, J. Verne Smith Library/Technical Resource Center, Barton Campus Building 102; Suite 121 Temporary permits for residents are available from any Campus Police Office. These permits are not valid within the controlled area of GTF Student Housing, only for parking in the visitor's parking area, Lot F.

Overnight guests are permitted within the guidelines set forth in the Resident Handbook. Guests without a GTC Parking Decal are required to obtain a Temporary Permit from GTC Police. Parking lots within the controlled area are reserved for residents with valid Parking Decals only. New vehicles with paper tags are required to obtain a temporary permit from GTC Police in order to park overnight

Vehicles parked overnight after visiting hours without the proper decal or temporary permit will be ticketed.

## Parking Rules

1. Failure by any person to find a parking space shall not be an excuse for a violation of these regulations.
2. No person shall park in any areas or spaces other than those that are valid.
3. Spaces marked with green lines are restricted for faculty and staff parking only. Spaces marked with blue lines are restricted to State Handicap Decal parking only.

4. <b>Parking Violations</b>	<b>Fines</b>
a. Blocking a fire hydrant	\$100.00
b. Unauthorized parking in a Disability space (blue lines)	100.00
c. Unauthorized parking in a Faculty/Staff space (green lines)	50.00
d. Double parking	50.00
e. Backing in or driving through a parking space	15.00
f. Parking in a manner that obstructs a sidewalk, crosswalk or roadway	50.00
g. Parking in a roadway, driveway or on a sidewalk	50.00
h. Parking in an area not designated as a parking space	50.00
i. Parking in a designated NO PARKING zone (sign, markings or yellow curb)	50.00
j. Parking in a closed off area, marked by cones, barricades or tape	50.00
k. Parking in a service area or service vehicle space, at a loading dock or on a service road or driveway	50.00
l. Parking out of lines	15.00
m. Parking overnight without authorization	15.00
n. Parking against the flow of traffic	15.00
o. Parking in spaces designated for carpool/fuel efficient vehicles only	25.00

5. <b>Vehicle Violations</b>	
a. Failure to display current parking decal or temporary permit	25.00
b. Improper display of decal (not permanently affixed)	25.00
c. Larceny (theft) of parking decal	100.00
d. Misuse of decal or temporary permit (transferring from one vehicle to another)	20.00

6. **Moving Violations**  
**NOTE:** Sworn GTC Police officers carry state citation books which may be used for moving violations in lieu of the below:

a. running a stop sign	\$100.00
b. failure to yield right of way	100.00
c. speeding	50.00
d. reckless driving	100.00
e. driving too fast for conditions	50.00
f. violation of one way street	50.00
g. driving in areas of the campus which have been closed by barricades, signs, yellow lines or other traffic control devices	50.00
h. failure to yield to pedestrians	50.00
i. vehicular traffic off roadway	50.00
j. passing a moving vehicle	50.00
k. failure to stop for an officer	100.00
l. operating an unsafe vehicle	50.00

7. <b>Additional Fines</b>	
a. Littering	\$50.00
b. Failure to show or surrender I.D.	15.00
c. Noise Violation	50.00
d. Violation of GTC Tobacco Policy - First Offense	25.00
e. Violation of GTC Tobacco Policy - Second Offense	50.00

Repeat violators may have vehicles towed off campus at their own expense and may have campus driving privileges suspended.

All fines and penalties are subject to change whenever a person is cited more than once for the same violation. All fines are subject to change upon written notice and approval by the Greenville Technical College President's Cabinet.

## Settlement of Fines or Penalties

Whenever a person is cited for a violation he/she may

- Pay to the Business Office the amount of the fine as set forth in the traffic regulations. (Fines are due to be paid within 10 working days.)
- Appeal the citation to the Ticket Appeals Committee. The appeal forms are located in the dean of students' office on the Barton Campus. An appeal must be made within five working days of the date the citation was written. An appeals committee is convened weekly to adjudicate violations.
- Students who are indebted to Greenville Technical College in any way must clear all debts before registering for a subsequent semester, before graduating and before receiving semester grade reports and/or transcripts.

**Note:** Any person having to leave a vehicle parked on campus overnight or for any period of 24 hours or more must contact the GTC Police Department. A reporting form is available in person at the GTC Police Dispatch and Records Office, Barton Campus Building 101 or on GTC4me under College Resources > GTC Police > Forms and

Information. Please have the following information ready:

- Description and tag number of vehicle
- Name of owner and/or driver
- Phone number where owner and/or driver can be reached
- Approximate length of time vehicle will be left on campus

The college will not be responsible for any damage incurred by any vehicle.

### **Parking for Persons with Disabilities**

Handicapped parking spaces are available only to those displaying a valid state disabled placard or vehicle tag. Campus officials, by law, cannot issue handicap decals. Placards and tags can only be obtained in South Carolina through the Department of Motor Vehicles (SCDMV) or from the DMV in your home state. For more information and an application, visit this URL: [www.scdmvonline.com/DMVNew/default.aspx?n=disabled\\_parking\\_spaces](http://www.scdmvonline.com/DMVNew/default.aspx?n=disabled_parking_spaces). Disabled placards or vehicle tags may only be utilized by the person to whom the placard or tag is issued. Disability spaces are to be reserved for those that need them. GTC Police may verify placards or tags on a random basis to ensure compliance with the law.

Effective January 1, 2010, SCDMV began issuing disabled placards that contain a photo of the individual to whom the placard was issued, along with certificates verifying their eligibility. SC non-photo placards are no longer valid as of December 31, 2012.

### **Skateboards and Wheeled Conveyances**

For the safety of users and pedestrians, the use of skateboards, roller skates, rollerblades/inline skates and other foot-powered devices are prohibited within GTC owned, operated, or leased buildings, and on all GTC campus and off-campus properties, including campus pathways, roads and sidewalks. Bicycles are excluded from outdoor restrictions. On campuses with bicycle paths, bicyclists are encouraged to remain within the designated pathways.

### **Emergency Assistance**

Persons who encounter problems in the parking lots such as a stalled vehicle or keys locked in a vehicle may request assistance by contacting the GTC Police Department at (864) 250-8911.

Neither Greenville Technical College nor any of its employees will be responsible for any damages done to a vehicle when assistance is rendered at the student's request. If this is not acceptable, persons are encouraged to seek assistance from a local business that will perform this service for a fee.

### **Accident Reporting Procedures/Accident Insurance**

In the event that an accident — personal or vehicular — occurs on campus, it should be reported immediately to the GTC Police Department at (864) 250-8911.

The college maintains an accident insurance policy on all students. There is a \$25 deductible which applies to student insurance claims. The student is responsible for paying at least \$25 to the attending physician or hospital. Claims will be considered for a period of one year from the date of the accident. Students should contact the administrative assistant to the dean of students, Robert C. Crawford Administration Building 123, suite 201, (864) 250-8102 for assistance with insurance claims. Accidents which are not reported properly may not be covered by student insurance.

## **Student Identification Cards**

All students are required to have a current Greenville Tech student identification card. The ID card must be in the student's possession at all times while on campus, and must be presented to any faculty, staff or administrative personnel upon request. Students who fail to produce a valid student ID as requested are subject to a fine and/or disciplinary action.

Residents of Campus Pointe at Greenville Technical College must present their Student Housing ID at the Security Checkpoint to gain entry to the property, and are required to keep the ID in their possession while in the complex.

ID cards must be presented in order to obtain a library card, and to gain admission to various student activities. Various merchants in the Greenville area will give discounts to students who present an ID card.

Students should present a copy of their class schedule and Government-issued photo ID to receive a student ID card. Students may acquire an ID card at the ID Office located in Police Headquarters, J. Verne Smith Technical Resource Center (TRC/102) Suite 121, (864) 236-6435. More information, including office hours, can be found on the web at <http://gvlt.ec.edu/studentID/>.

# Privacy of Student Educational Records

## What is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, prescribes the conditions under which information about students can be released. It is the policy of Greenville Technical College to follow the guidelines in order to protect the privacy of our students. The following statement of student rights is made under the provisions of the act and is afforded to all eligible students.

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Student should submit their request to the Registrar's Office identifying the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where records may be inspected.
3. The right to prevent disclosure without consent, with certain exceptions of personally identifiable information, from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the act. The name and address of the office that administers FERPA is the Family Policy Compliance Office in Washington, DC. The act applies to all institutions that are recipients of federal funding.

## Who is protected under FERPA?

Students who are currently enrolled at Greenville Technical College, or were formerly enrolled, are covered under FERPA. Students who have applied but have not attended Greenville Technical College do not have rights under FERPA.

## What are education records?

With certain exceptions, a student has rights of access to records that are directly related to him/her and are maintained by Greenville Technical College or a party authorized to keep records for Greenville Technical College. "Education records" generally include any records in the possession of Greenville Technical College that contain information directly related to a student, with the exception of those addressed below. FERPA coverage includes records, files, documents and data directly related to students. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

## What is not included in an education record?

Records not covered under FERPA include

- Sole-possession records or private notes held by educational personnel that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes.
- Records relating to an individual's employment by Greenville Technical College (unless employment is contingent on student status).
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, and disclosed only to individuals providing treatment.
- Records of Greenville Technical College that contain only information about an individual obtained after that person is no longer a student at Greenville Technical College (e.g., alumni records).

## What is directory information?

Greenville Technical College may disclose information about a student without violating FERPA through what is known as "directory information." Directory information is defined to be student name; address; telephone number; dates of attendance; participation in officially recognized sports and activities; height and weight of athletes; program of study; anticipated date of graduation; degree, diploma or certificate conferred; and full-time/part-time status. Students who wish to request non-disclosure of the above items should complete a Change in Confidentiality of Student Information Form available from the Student Records Office.

## Who would generally be permitted access without the student's written consent?

Those generally permitted access to education records include Greenville Technical College officials who have "legitimate educational interests," and the issuer of a judicial order or subpoena that allows us to release records without the student's consent. A school official is a person employed by the college in an administrative, supervisory, or support staff person (including the Greenville Technical College Police Department). Additionally, a person or company with whom the college has contracted is considered a school official for this purpose; i.e. the college or state attorney, an auditor, collection agent, area commissioners, student serving on an official college committee, or a student assisting another school official in performing his/her tasks, officials of other institutions to which the student seeks enrollment, persons or organizations providing financial aid to the student or determining financial aid decisions, a parent of a student who has established that the student is a dependent according to the IRS Code of 1986 (Section 152), persons in an emergency situation, if the knowledge of the information is necessary to protect the health and safety of the student or other persons.

## When can personally identifiable information be disclosed from an education record?

With specific exceptions (listed below), written consent must be signed, dated and provided by the student before any disclosure is made. The consent must specify the records that may be disclosed, state the purpose of disclosure, and identify the party or class of parties to whom the disclosure may be made.

## What is "personally identifiable information"?

Personally identifiable information includes

- The student's name.
- The name of the student's parent, or other family members.
- The address of the student or student's family.



- A personal identifier, such as a social security number or student number.
- A list of personal characteristics that would make the student's identity easily traceable.

### Information to military recruiters

The Solomon Amendment to FERPA requires the college, upon request, to provide "student recruiting information" on any currently enrolled student who is at least 17 years old to any branch of the armed services. "Student recruiting information" is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, program of study, most recent educational institution attended. Recruiters must submit their requests in writing to the Registrar's Office.

Questions regarding Greenville Technical College's compliance with FERPA can be directed to the registrar.

## Student Center Operational Policies

The Greenville Tech Student Center is open during the following hours (subject to change with advance notice).

- ☐ 8 a.m. - 6 p.m., Monday - Thursday
- ☐ 8 a.m. - 1 p.m., Friday

### Special Activities in the Student Center

Scheduling of special activities in the center will be done on a priority basis.

<b>First Priority</b>	Recognized student organizations. Scheduling must be done through the dean of students.
<b>Second Priority</b>	Faculty and staff. Scheduling must be done through the dean of students.
<b>Third Priority</b>	Non-Greenville Tech clubs, organizations and groups. Scheduling must be done by a faculty or staff member through the dean of students.

**Two weeks** advance notice is required. The college reserves the right to reschedule non-Greenville Tech groups for other buildings if conflicting requests are received from the first or second priority group.

## Bulletin Boards

Bulletin boards are located throughout the campus to notify students of coming events and activities. Notices to be placed on these boards by student organizations must be turned in to the director of Student Activities for approval. Notices to be posted in the Student Center must be approved by the dean of students. Any notices to be placed by non-students or by students not representing a student organization must be turned in to the dean of students for approval. Posters should not be larger than 15 inches by 20 inches and are not to be attached to walls, windows or doors. Approved notices may remain posted for two weeks.

## On-Campus Selling

Any person selling merchandise for any off-campus organization or for any individual, or any person soliciting contributions on the Greenville Tech campus, must first obtain approval from the office of the dean of students. Fund-raising projects sponsored by student organizations must first be approved by the director of Student Activities.

## Closings/Inclement Weather Policy

For information on weather closing policies and procedures, consult your syllabus, local media, the college switchboard, (864) 250-8000, or the college web site ([www.gvltec.edu](http://www.gvltec.edu)).

## Telephone/Copy Machine/Computer Availabilities

Students should not use office phones for personal calls. A photocopying machine is available in the library on the first floor of the Library/Technical Resource Center for use by all persons. Computers for use by students are available in the Computer Valley located in Library/Technical Resource Center, the PC Planet located in the Nursing/Science Building, the Sky Lab located in the University Transfer Building, at the Brashier, Greer and Northwest campuses, and at the Admissions and Registration Center.

## Cell Phone Policy

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community.

To avoid any unnecessary disruption of college function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College's Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical/internship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College's Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

## Miscellaneous Regulations

Anyone wishing to distribute materials such as pamphlets, questionnaires, sample products, etc., on campus must receive authorization from the office of the dean of students at least two weeks in advance. The college may establish rules and regulations regarding the time, place and manner of distribution.

Tape recorders and audio devices may be used in classrooms when approved by the instructor. Non-classroom use of such devices is permitted only when such usage does not disrupt other students and/or staff members. Students may be required to use earphones for private listening.

Firearms are strictly prohibited at all times.

Students of the college may not bring children to class or labs, or leave children unattended on campus. The college assumes no responsibility for supervision of students' children.

Students in certain departments (Auto Body Repair, Automotive Technology, Diesel Equipment Technology and others) are required to have a personal set of hand tools available and wear the appropriate uniform. Students who do not have the required tools or the appropriate uniform by the date established and announced by the appropriate department head will be subject to suspension from the department.

## Tobacco-Free Policy

It is the policy of Greenville Technical College (GTC) that all students, employees, and visitors are entitled to learn, live, and work in a safe, healthful, and comfortable environment free of tobacco smoke and its well documented impact. Tobacco use has proven negative effects for people in such an environment. This policy and procedure is applicable on all campuses and facilities owned by GTC.

McAlister Square and the Foundation Housing areas are exempt from this policy. The Greenville Tech Foundation has designated authority to set policy over these areas.

Tobacco use is prohibited in all defined locations/areas at all times. Tobacco products are defined as any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products. Smoking is defined as burning or other use of any of the above listed products.

Defined locations/areas:

- This policy is applicable to all college owned or leased buildings at the following campuses/locations:
  - Barton Campus
  - Brashier Campus
  - Benson Campus
  - Northwest Campus
  - Admissions and Registration Center (ARC)
  - McKinney Automotive Center
  - SCTAC
  - Buck Mickel Center
  - Michelin Building
  - All future owned or leased properties.
- At each location this policy applies but is not limited to areas such as:
  - offices, classrooms, laboratories, meeting rooms, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, building entrances, etc.
  - balconies, decks, patios, and outside stairways to buildings and outdoor passageways to entrances;
  - buildings on land for use by the college;
  - all college vehicles;
  - sidewalks parking lots, athletic venues, common areas and any and all land for use by the college including "green spaces."

GTC will designate limited smoking areas in remote parking areas at some locations, remove all ash trays and butt containers, and post "Tobacco-Free" and no smoking signs throughout all areas.

The sale or distribution of any tobacco products (as defined above) are prohibited at all locations. This includes any clubs or organizations supported or endorsed by GTC.

GTC organizations are prohibited from accepting money or gifts from tobacco companies or from distributing free, reduced price or fully priced products including any promotional products.

Any tobacco advertising to include posters, flyers, electronic media or any other form is prohibited on GTC campus locations or leased properties as well as any future GTC leased or owned properties. Future advertisements and publications for recruitment and employment will note "Greenville Technical College is a tobacco-free institution."

This policy will be available and distributed to all students and employees and referenced in appropriate publications such as handbooks, catalogs, and manuals.

GTC will make tobacco cessation program information and other resources available for any student or employee interested in personal tobacco cessation.

All students should encourage compliance whenever possible. The GTC Department of Public Safety has sole authority to fine individuals for violations of this policy. Applicable fines:

- First offense-\$25
- Second offense-\$50
- Students of the college who are determined to be in violation of this procedure are subject to disciplinary action in accordance with the Student Code of Conduct.

## Center for Manufacturing Innovation Tobacco Use Policy

Tobacco use is prohibited in all locations/areas of the Center for Manufacturing Innovation at all times. These procedures are applicable to all college owned or leased buildings at the Center for Manufacturing Innovation Campus (CMI), and includes, but not limited to, areas such as

- offices, classrooms, laboratories, meeting rooms, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, building entrances, etc.;
- balconies, decks, patios, and outside stairways to buildings and outdoor passageways to entrances;
- buildings on land for use by the college;
- sidewalks parking lots, athletic venues, common areas and any and all land for use by CMI including "green spaces."

The sale or distribution of tobacco products is prohibited. This includes all clubs or organizations supported or endorsed by GTC. GTC organizations are prohibited from accepting money or gifts from tobacco companies or from distributing free, reduced price, or fully priced products including any promotional products. Any tobacco advertising to include posters, flyers, electronic media, or any other form is prohibited. GTC will make tobacco cessation program information and other resources available for any student or employee interested in personal tobacco cessation.

Applicable fines (as referenced in policy):

- First offense - \$25.00
- Second offense - \$50.00
- Employees of the college who are determined to be in violation of this policy and/or procedure are subject to disciplinary action in accordance with the State Board for Technical and Comprehensive Education 8-5-100.1 Procedure.

## Computing Facilities Use Policy

### General

- Computing facilities are provided to support the mission of the college.
- Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
- The use of computing facilities for non-college related purposes is prohibited.
- All who use computing facilities agree to do so in a manner which is ethical, legal and does not interfere with others.
- Students' children are not allowed in computer labs or classrooms, nor are they allowed to be left unattended on campus.
- Food and drinks are prohibited in computer labs and classrooms.

### Specific Prohibitions Regarding the Use of Computing Facilities

- Students may use only those facilities which have been properly authorized for their use. Students may not make their passwords available to others, use an account set up for another person, or attempt to discover the password of another person.
- Students are issued a GTC email account for use with college communication (example: username@my.gvltec.edu). The email account will be provided while the individual is an active student.
- Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the express permission of the copyright holder.
- Students may not copy or attempt to copy information belonging to another person without that person's expressed permission.
- Students may not attempt to interfere with the operation of, or attempt to circumvent the security of, any of the college's computing facilities.
- Students may not use the college's computing facilities to send, receive or access material that is deemed to be obscene, offensive or harassing to others. The college reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

### Other

- The college makes computing facilities consisting of hardware and software available to internal and external users. The college accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The college makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose. The college's liability in the event of any loss or damage shall be limited to these fees and charges paid to the college for the use of computing facilities which resulted in the loss or damage.
- The college provides no facilities which guarantee the confidentiality of files. The computer systems administrator and his/her designee may have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed.
- Different computer labs may have different regulations concerning their use. Example: signing in and out may be required in some labs. Students who use a computer lab must learn and adhere to the regulations of that lab.

This policy governs student use of college computing facilities. The terms "computing facilities" and "facilities" are used herein to include any terminal, computer, printer, network component, or other related resource belonging to or provided by the college. This policy is applicable regardless of whether use of a facility originates at the college, at a student's residence, or at any other location. A violation of this policy constitutes a violation of the Student Code for South Carolina Technical Colleges and may result in progressive disciplinary action up to and including expulsion from the college.

# Student Code

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## General Provisions

### I. Purpose

The Student Code for South Carolina Technical Colleges 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. This code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

### II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

### II. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina technical/community colleges have shared programs, the chief student services officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the chief student services officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina technical/community colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the chief student services officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### III. Definitions

When used in this document, unless the content requires other meaning,

- A. "**College**" means any college in the South Carolina Technical College System.
- B. "**President**" means the chief executive officer of the college.
- C. "**Administrative officer**" means anyone designated at the college as being on the administrative staff such as president, vice president, dean of students or Student Services, chief academic officer, dean of instruction, or business manager.
- D. "**Chief student services officer**" means the administrative officer at the college who has overall management responsibility for student services, or his/her designee.
- E. "**Chief academic officer**" means the administrative officer at the college who has overall management responsibility for academic programs and services, or his/her designee.
- F. "**Student**" means a person taking any course(s), credit or non-credit, offered by the college.
- G. "**Instructor**" means any person employed by the college to conduct classes.
- H. "**Staff**" means any person employed by the college for reasons other than conducting classes.
- I. "**SGA**" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "**Campus**" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "**Violation of law**" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "**Instructional weekday**" means any day except Saturday, Sunday, or any other day on which the college is closed.



# Student Code

## I. Student Rights

- A. **Freedom from Discrimination** – There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. **Freedom of Speech and Assembly** – Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. **Freedom of the Press** – In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. **Freedom from Unreasonable Searches and Seizures** – Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. **Right to Participate in College Governance** – Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. **Right to Know Academic and Grading Standards** – Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. **Right to Privacy** – Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. **Right to Confidentiality of Student Records** – All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the chief student services officer. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.
- I. **Right to Due Process** – At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this code.

## II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period. Further disruption(s) by the student may result in a second dismissal and a written referral to the chief student services officer. This written referral may result in the initiation of disciplinary action against the student.

## III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

### A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. **Cheating** on tests is defined to include the following:
  - a) Copying from another student's test or answer sheet.
  - b) Using materials or equipment during a test not authorized by the person giving the test.
  - c) Collaborating with any other person during a test without permission.
  - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e) Bribing or coercing any other person to obtain tests or information about tests.
  - f) Substituting for another student, or permitting any other person to substitute for oneself.
  - g) Cooperating or aiding in any of the above.

2. "**Plagiarism**" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "**Collusion**" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "**Fabrication**" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

**B. Abuse of Privilege of Freedom of Speech or Assembly**

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

**C. Falsification of Information and other Acts Intended to Deceive**

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

**D. Actions which Endanger Students and the College Community**

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

**E. Infringement of Rights of Others**

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this code.
4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

**F. Other Acts which Call for Discipline**

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the state of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

**G. Fraternalization with Charter High School, Brashier Middle College and/or Greer Middle College Students**

1. College student and Charter High School/Middle College student relationships  
Any relationship between Greenville Technical College students and Charter High School/Middle College students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.
2. College student and high school student relationships (Early College/Jump Start)  
Any relationship between Greenville Technical College students and high school/middle college students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.

#### IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

##### A. Interim Suspension

In certain situations, the president, or president's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college. The interim suspension process follows:

1. The president, or president's designee, shall notify the chief student services officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5 p.m. of the first class day following the decision to impose the interim suspension.
2. The chief student services officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the president, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the president or designee.  
This letter must include the following information:
  - a) the reason(s) for the interim suspension;
  - b) notice that the interim suspension does not replace the regular hearing process;
  - c) information about requesting a hearing before the Hearing Committee; and
  - d) notice that the student is denied access to the campus during the period of suspension without prior approval of the chief student services officer.

##### B. Academic Misconduct

###### **Definition**

All forms of cheating and plagiarism are considered to be academic misconduct and include, but are not limited to, cheating on tests or other forms of graded work, plagiarism, collusion, and falsification of information. Violations will be handled according to the procedures outlined in the Student Code as written in the GTC Catalog and Student Handbook, and supplemented by this policy.

1. **Cheating** is defined to include the following:
  - a) Copying from another student's test or any other assigned work.
  - b) Using materials or equipment during a test not authorized by the person giving the test.
  - c) Collaborating with any other person on any academic work without permission.
  - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test.
  - e) Bribing or coercing any other person to obtain tests or information about tests.
  - f) Substituting for another student, or permitting any other person to substitute for oneself.
  - g) Cooperating or aiding in any of the above.
2. **Plagiarism** is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
  - a) A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
  - b) A student must give credit to the originality of others and acknowledge the original source of information whenever:
    - (1) directly quoting another person's actual words, whether oral or written;
    - (2) using another person's ideas, opinions, or theories;
    - (3) paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
    - (4) borrowing facts, statistics, or illustrative material; or
    - (5) offering materials assembled or collected by others in the form of projects or collections without acknowledgment.
3. **Collusion** is defined as knowingly assisting another person in an act of academic misconduct.
4. **Fabrication** is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
5. **Sabotage** is defined as purposely undermining a student's or an instructor's academic work.

###### **Procedure and Timeline**

1. Instructors charging a student with academic misconduct must use the Academic Misconduct Referral Form. The form should be completed and forwarded to the applicable department head and academic dean as soon as possible but no later than five working days after the occurrence.
2. The academic dean will review and forward the form to the CAO or designee within two working days.
3. The CAO or designee will complete the process as required in the Student Code. This could mean review and filing the report, hearing the student's appeal, and/or forwarding the student's appeal for the president's review action. These actions may take several weeks depending on the instance.
4. Wherever possible, the student should be allowed to remain in class until the process is completed.

### **Instructions for Academic Misconduct Charges**

1. An instructor who has reason to believe that a student enrolled in his or her class has committed an act of academic misconduct must meet with the student to discuss the matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given the opportunity to refute the allegation. The meeting and completion of the Academic Misconduct Referral form should take place as soon as possible but no later than five workdays after the incident occurred.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one or more of the following academic sanctions:
  - a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b) Require the student to repeat or resubmit the paper, project assignment or examination involved in the act of misconduct.
  - c) Assign a failing grade for the course.
  - d) Require the student to withdraw from the course.
3. If the student is found responsible for the act of academic misconduct, the instructor will submit the academic misconduct form to the department head and academic dean within five working days of the occurrence.
4. Students accused of academic misconduct have the right to seek relief through the Grievance Procedure outlined in the Student Code published in the GTC Catalog and Student Handbook.

### **C. Student Misconduct**

Any member of the college community may file charges alleging a violation of the code. A charge, that includes a description of the alleged violation, must be submitted in writing to the chief student services officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The chief student services officer, or designee, will determine whether the circumstances merit an extension of the deadline.

#### **1. Preliminary Hearing**

Within five (5) instructional weekdays after the charge has been filed, the chief student services officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the chief student services officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the chief student services officer, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a) **Reprimand** – A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) **Restitution** – Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c) **Special conditions** – Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d) **Disciplinary Probation** – A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) **Loss of privileges** – Suspension or termination of particular student privileges.
- f) **Suspension from the college** – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the chief student services officer has been granted.
- g) **Expulsion from the college** – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the chief student services officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h) **Any combination of the above.**

Within five (5) instructional weekdays of the preliminary hearing, the chief student services officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the chief student services officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

#### **2. Hearing Committee**

- a) The Hearing Committee shall be composed of the following:
  - (1) Three faculty members appointed by the chief academic officer and approved by the president.
  - (2) Three student members appointed by the appropriate student governing body and approved by the president.
  - (3) One member of the Student Services staff appointed by the chief student services officer and approved by the president.
  - (4) The chief student services officer, or designee, who serves as an ex officio nonvoting member of the committee and who presents the case.
- b) The Hearing Committee shall perform the following functions:
  - (1) Hear cases of alleged violations of the Code of Student Conduct.



- (2) Ensure that the student's procedural rights are met.
- (3) Make decisions based only on evidence and information presented at the hearing.
- (4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
  - a. **Academic Misconduct** (cases sent to the Hearing Committee by the president)
    - 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
    - 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
    - 3) Assign a failing grade for the course.
    - 4) Require the student to withdraw from the course.
  - b. **Student Misconduct**
    - 1) **Reprimand** – A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
    - 2) **Special Conditions** – Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
    - 3) **Restitution** – Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
    - 4) **Disciplinary Probation** – A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
    - 5) **Loss of Privileges** – Suspension or termination of particular student privileges.
    - 6) **Suspension from the college** – Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the chief student services officer has been granted.
    - 7) **Expulsion from the college** – Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the chief student services officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
    - 8) **Any combination of the above.**
  - c. **Hearing Committee Procedures**
    - 1) The chief student services officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
    - 2) At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the chief student services officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
      - [a] A statement of the charge(s).
      - [b] A brief description of the incident that led to the charge (s).
      - [c] The name of the person(s) submitting the incident report.
      - [d] The date, time, and place of the scheduled hearing.
      - [e] A list of all witnesses who might be called to testify.
      - [f] A statement of the student's procedural rights. These rights follow:
        - The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
        - The right to present witnesses on one's behalf.
        - The right to know the names of any witnesses who may be called to testify at the hearing.
        - The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
        - The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
        - The right to know the identity of the person(s) bringing the charge(s).
        - The right to hear witnesses on behalf of the person bringing the charges.
        - The right to testify or to refuse to testify without such refusal being detrimental to the student.
        - The right to a fair and impartial decision.
        - The right to appeal the Hearing Committee's decision.
    - 3) On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the chief student services officer, or designee, concurs with this change.
    - 4) The chief student services officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.
  - d. **Hearing Committee Meetings**
    - 1) The chair shall be appointed by the president from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
    - 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the

charge(s), counsels for the student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.

- 3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the chief student services officer. The student may review the notes and listen to the recording under the supervision of the chief student services officer or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the committee's decision. The letter shall inform the student about the committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

e. **Appeal**

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the college's president. This letter must be submitted within 10 instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The president, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within 10 instructional weekdays of receiving the appeal. The president, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The president's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable. The president, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.

## Student Grievance Procedure

### I. Purpose

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 age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

### II. Definitions

When used in this document, unless the content requires other meaning,

- A. **"College"** means any college in the South Carolina Technical College System.
- B. **"President"** means the chief executive officer of the college.
- C. **"Administrative officer"** means anyone designated at the college as being on the administrative staff, such as the president, chief academic officer, chief student services officer, etc.
- D. **"Chief student services officer"** means the administrative officer at the college who has overall management responsibility for student services or his/her designee.
- E. **"Chief academic officer"** means the administrative officer at the college who has overall management responsibility for academic programs and services or his/her designee.
- F. **"Grievable act or decision"** means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. **"Days"** means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. **"Student"** means a person taking any course(s) offered by the college.
- I. **"Instructor"** means any person employed by the college to conduct classes.
- J. **"Staff"** means any person employed by the college for reasons other than conducting classes.
- H. **"Campus"** means any place where the college conducts or sponsors educational, public service, or research activities.

### III. Grievance Process

#### A. Filing a Complaint

This procedure must be initiated by the student within 10 instructional weekdays of becoming aware of the

decision, action, or event giving rise to the grievance. This time limit may be extended by the president or his/her designee, if the student requests an extension within the 10-day period. Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's chief student services officer.
3. Any written complaint naming the college's president as the person whose alleged action or decision originated the problem shall be submitted to the president of the South Carolina Technical College System.

**B. Pre-Hearing**

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint. The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays after it has been received. When the president is named in the complaint, the South Carolina Technical College System's vice president of academic affairs will be responsible for the pre hearing. As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's vice president for academic affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and chief administrative officer of the division or component concerned. The supervisor, or the South Carolina Technical College System's vice president for academic affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the college's president is named in the complaint, the president of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of system presidents to hear the student's complaint.

**C. Student Grievance Hearing**

**1. Requesting a Hearing**

- a) The student must submit a written request for a grievance Hearing to the chief student services officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the chief student services officer may allow the hearing to take place.
- c) Within two instructional days of receiving the request for a hearing, the chief student services officer shall notify the president or, as appropriate, the system president about the need to convene a Student Grievance Committee or an ad hoc committee of system presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

**2. Grievance Committees**

- a) Student Grievance Committee—The president must approve all recommended members. The committee shall be composed of the following:
  - (1) Three students recommended by the governing body of the student body.
  - (2) Two faculty members recommended by the chief academic officer.
  - (3) One Student Services staff member recommended by the chief student services officer.
  - (3) One administrator, other than the chief student services officer, to serve as the committee's chairperson.
  - (4) The chief student services officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b) Ad hoc Committee of Presidents—The president of the South Carolina Technical College System will select three system presidents to serve on this committee and identify one of the three presidents to serve as the chairperson for the hearing.
- c) The chief student services officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the committee prior to the hearing.
- d) The Student Grievance Committee's meeting(s) shall be conducted within 21 instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within 10 instructional weekdays of the date of the previously scheduled hearing.

**3. Hearing Procedures**

- a) The chief student services officer, or designee, shall send a certified letter to the student filing the

complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include

- (1) a brief description of the complaint, including the name of the person filing the complaint;
- (2) the date, time, and location of the meeting;
- (3) the name of any person who might be called as a witness;
- (4) a list of the student's procedural rights. These rights follow:
  - [a] The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the chief student services officer, or designee.
  - [b] The right to appear before the Hearing Committee and to present information and additional evidence, subject to the committee's judgment that the evidence is relevant to the hearing.
  - [c] The right to consult with counsel. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
  - [d] The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the committee may be present.
- d) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the chief student services officer, or designee.
- e) The committee may question the student and the employee(s). The committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The chairperson of the committee will determine the appropriateness of the questions.
- g) The committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The committee will use a preponderance of the evidence standard in making this determination.
- h) The committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i) The chairperson shall forward a copy of the committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the committee's decision. This letter will include a rationale for the committee's decision and inform the student and employee(s) that they have a right to appeal the committee's decision.

**D. Appeal Process**

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the president of the college within 10 instructional weekdays of the committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The president's decision is final and this decision cannot be the sole reason for filing a grievance against the president. If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the president of the South Carolina Technical College System within 10 instructional weekdays of the committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The system president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The system president's decision is final.



# Greenville Technical College

## Title IX Equitable Resolution Process

### Notice of Non-Discrimination

**Greenville Technical College does not discriminate on the basis of race, color, gender, national origin or ethnic group, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or age in educational programs and activities as required by Title IX.**

### Policy Statement

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Greenville Technical College ("GTC") does not discriminate on the basis of sex in the employment, education programs or activities it operates.

GTC is committed to providing an environment free from discrimination based on sex, including sexual orientation and gender identity. GTC provides a number of resources and services to assist students and employees in addressing issues involving sex discrimination and harassment, including sexual violence.

Sexual harassment, sexual violence, stalking, and relationship violence have a profound impact on an individual's academic, social, working, and personal life, and negatively affects relationships with friends and families, other students, co-workers, and members of the college community. To combat this complex social problem, GTC provides resources, training, and educational programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment. GTC also provides information about what to do when an incident has occurred.

Victims of sexual violence, sexual harassment, stalking, and relationship violence are encouraged to seek support and report the incident. GTC has appointed a Title IX coordinator to oversee the response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Please note that GTC employees are South Carolina state employees and must report acts of violence to law enforcement.

### Summary

Members of the Greenville Technical College community, guests, and visitors have the right to be free from all forms of sex and gender-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This process has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This process is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Under Title IX, discrimination on the basis of sex includes, but is not limited to, the following:

- Sexual harassment
  - Hostile environment
  - Quid pro Quo
  - Retaliation
- Non-consensual sexual contact
- Non-consensual sexual intercourse
- Sexual exploitation

This process applies to allegations of sexual misconduct that take place on Greenville Technical College property or at college-sponsored events, regardless of the location. It may also apply to allegations of sexual misconduct that occur off-campus or online when it is determined that the conduct could have an on-campus impact or an impact on the educational mission of the college.

In response to allegations of violations, the college will investigate the incident and take measures to stop the conduct, remedy the situation, and prevent recurrences.

Throughout this process the college will protect the confidentiality and privacy of reporting and responding parties to the extent possible.

The college will make every reasonable effort to abide by a reporting party's wish to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community and other requirements of the law.

## Process

### I. Definitions

**Note:** In this process, where the singular of a word is presented, it is also representative of the plural form of that word. All references are also gender neutral.

**Amnesty:** In its discretion the college may provide amnesty and/or safe harbor to reporting parties, responding parties, witnesses, persons who assist victims, etc. for minor policy violations as well as to those in need of assistance with drug, alcohol or other addictive substances.

**Bullying and Cyberbullying:** Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

**Calendar Days:** Timeframes are calculated by calendar days and will be complied with absent extenuating circumstances. If the last day of a period is Saturday, Sunday or a holiday, the period runs until the end of the next day which is not a Saturday, Sunday or holiday.

**Confidentiality:** Reporting parties and responding parties may request that the College maintain their confidentiality, and every effort will be made to do so; however, such confidentiality cannot be guaranteed in every case.

A reporting party may also request that their identity and information not be revealed to the responding party and that no investigation take place or disciplinary actions be taken. **In these situations, the Title IX coordinator or designee shall inform the reporting party that the college's ability to remedy the incident may be limited if the request for confidentiality is honored. The reporting party shall also be notified that such requests must be balanced with overall campus safety and other requirements of the law.**

Factors that will be considered in determining whether to disclose a complaint or report of sexual misconduct to a responding party include the seriousness of the alleged conduct; the reporting party's age; whether there have been other complaints or reports about the same individual; and the responding party's right to receive information about the allegations if the information is maintained by the college as an "education record" under the Family Educational Rights and Privacy Act (FERPA).

The Title IX coordinator or designee will make the decision about confidentiality or disclosure and will notify the reporting party of that decision. Note that all acts of violence will be reported to Campus Police or local law enforcement.

Please note that GTC employees are South Carolina state employees and are required to report acts of violence to law enforcement.

**Consent:** Consent is the knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, **it is the responsibility of each party to make certain that the other has consented before engaging in the activity.** For consent to be valid, **there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.**

A person cannot consent if he or she is incapacitated for any reason. If a person is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including consumption of alcohol or other drugs, that person is considered incapacitated and is unable to give consent.

When an individual engages in sexual activity when that individual knows, or should know, that the other person is incapacitated for any reason has violated the college's policy.

It is not an excuse that the responding party of a sexual misconduct allegation was intoxicated at the time of the alleged offense and, therefore, did not realize the incapacity of the other individual(s).

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship does not constitute consent. The existence of consent is based upon the totality of the circumstance, including the context in which the alleged incident occurred.

Silence or the absence of resistance, alone, is not consent. A person can **withdraw consent at any time during sexual activity** by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Prior consent does not imply ongoing consent.

**Findings:** The written report of facts, violations, and sanctions issued as a result of an Inquiry, a formal hearing, or any other Title IX process.

**Formal Appeal Hearing:** The Formal Appeal Hearing serves as the appellate process in the event one or more parties satisfied the criteria for meeting one of the specified grounds described in this process.

**Hazing:** Acts likely to cause physical or psychological harm or social ostracism to any person in the college community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.

**Hostile Environment:** When sex-based harassment is sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the college's programs or activities, a hostile environment exists. Such a setting may be created based upon sex, gender identity, or nonconformity with gender stereotypes.

**Incapacitation:** A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This process also covers a person whose incapacity results from a disability, or other involuntary, physical, emotional, or psychological limitation and/or from the taking of incapacitating substances.

Incapacity nullifies consent.

**Intimidation:** Implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.

**Mandatory Reporter:** All Greenville Technical College employees are required to report possible Title IX violations that they witness or become aware of on campus or at college-sponsored events to the Title IX coordinator or deputy coordinator as soon as practicable.

The only exception to mandatory reporting procedures is if an employee of the college is acting in a role that allows for confidentiality. Examples of this confidential role include healthcare providers or licensed mental health professionals, acting in the capacity of those roles at the time they become aware of the misconduct.

**Inquiry:** The inquiry conducted by the Title IX investigator who will interview parties, witnesses, gather evidence, document all findings, and issue the Report of Findings. Unless a party appeals the Report of Findings issued at the conclusion of the Inquiry, the matter is ended. Findings are based upon the preponderance of the evidence standard.

**Preponderance of the Evidence:** The greater weight of the evidence; more likely than not. The Final Report of Findings and the Formal Hearing Appeal will be based upon a preponderance of evidence.

**Reasonable Person:** A term frequently used to denote a hypothetical person in society who exercises average care, skill, and judgment in conduct.

**Relationship Violence:** Violence by a person who has some relationship with the reporting party, which will be gauged by its length, type, and frequency of interaction.

**Reporting Party:** The person impacted by the alleged discrimination or misconduct. Some authorities refer to this individual as the complaining party, complainant, the moving party, or the victim of the violation.

**Responding Party:** The person who has allegedly committed a violation of Title IX. If the responding party fails to answer or reply to opportunities to be heard at any stage of this process, he/she will be deemed to have waived his/her rights to participate thereafter. The responding party continues to have the right to notice of each stage of the process, regardless of a waiver of participation.

**Responsible Employee:** For the purpose of Title IX, a responsible employee is any employee of the college who

- Has authority to take action to redress sexual misconduct or violence;
- Has been given the duty to report claims of sexual misconduct or violence where Title IX may apply by a student or employee to the Title IX coordinator, deputy Title IX coordinator or other appropriate college designee; or
- A student could reasonably believe has this authority or duty.

At Greenville Technical College the following employees are considered responsible employees for the purposes of Title IX:

- President and officers of the college
- Deans, assistant deans, and department heads
- Campus Police and security officers
- Supervisors
- Instructors

**Retaliation:** Adverse action taken against any person who participated in or was a party to an investigation or proceeding under this process. The college does not tolerate retaliation in any form and will take disciplinary action as necessary.

**Sanctions:** Action plans designed to terminate the conduct reported, protect the safety of the college community, and create incentives for compliance with the law and this process. Sanctions imposed by this process are for Title IX violations only. Employees and students may, however, be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases disciplinary actions may be more serious than sanctions imposed by the Title IX process alone. The options for sanctions under this the college's policy are set forth in this process.

**Sexual Exploitation:** Refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to

- Sexual voyeurism (example: watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recordings of another individual(s) participating in sexual acts, or in any other private activity without the consent of all involved in the activity or exceeding the boundaries of consent (example: allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (example: "date rape" drugs) to another person without his or her knowledge or consent.

**Sexual Harassment:** Refers to conduct which is

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Sexual harassment may take different forms including *quid pro quo* harassment, retaliatory harassment, and/or hostile environment.

- Quid Pro Quo* Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or work performance.
- Retaliation is adverse action taken against someone based upon their participation in any protected activity or upon their alleging, supporting, or assisting in the presentation of a Title IX violation.
- A hostile environment is created when sexual harassment is
  - a) Severe, or persistent or pervasive, and objectively offensive, such that it
  - b) Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational or employment environment.

**Sexual Assault/Violence:** Both sexual violence and sexual assault are gender-neutral and include

- Non-Consensual Intercourse:
  - Any sexual penetration or intercourse (anal, oral, or vaginal)
  - However slight
  - With an object, substance, or body part
  - By a person upon another person
  - That is without consent and/or by force
- Non-Consensual Sexual Contact:
  - Any intentional sexual touching
  - However slight
  - With any object, substance, or body part
  - By a person upon another person
  - That is without consent and/or by force

**Stalking:** Conduct directed at a specific person that may be described in one of the following ways:

- Stalking 1:
  - A course of conduct
  - Directed at a specific person
  - On the basis of actual or perceived membership in a protected class
  - That is unwelcome, AND
  - Would cause a reasonable person to feel fear
- Stalking 2:
  - Repetitive and Menacing
  - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

**Title IX of the Education Amendments of 1972 prohibits sex discrimination** – which includes sexual violence – in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.

**Title IX Equitable Resolution Process:** The process available to a party of a Title IX report who feels that his/her rights have been violated, (i.e., member or non-member of the campus community, students, employees, student organizations, etc.) if the responding party is a student, employee, or other third party who is within the authority of the college, according to Title IX.

**Unwelcome Conduct:** Sex or gender-based conduct is considered “unwelcome conduct” if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may be verbal, written, electronic, physically threatening or abusive, harmful, or humiliating. Intent to harm is not required.

**Witness:** An individual who either brings forward information about a potential violation or has information relevant to a potential violation. While this individual may report a violation, he/she is distinct from the object of the violation who is herein referred to as the reporting party.

## II. Reporting Procedure

Greenville Technical College encourages anyone who believes they are the object of a Title IX violation within the authority of the college or is aware of someone else being subjected to such conduct to notify any responsible employee of the college as soon as practicable.

It is the obligation of that responsible employee to report the possible violation to the college’s Title IX coordinator or deputy coordinator or designee as soon as practicable.

The college will maintain a team of individuals to investigate alleged Title IX violations. Those individuals will be trained in accordance with the requirements of the Title IX and the Office of Civil Rights.

When a reporting party is reluctant to pursue a Title IX report or asks to withdraw a report, the college will honor that request to the extent possible under the law, and will support the reporting party in any way it can. The college may elect to proceed with an inquiry and/or resolution if sufficient independent evidence allows; and if the matter is pursued, the reporting party will be notified of the process. The investigative process is available to the reporting party any time they wish to pursue it.

A reporting party has the right to proceed with criminal charges and a Title IX report simultaneously. If criminal charges are filed, the college will cooperate with law enforcement agencies and, if necessary, temporarily suspend its Title IX investigation pending conclusion of the criminal matter or permission from law enforcement officials to proceed.

The college encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes reporting parties or witnesses, whether students or employees, are hesitant to report to college officials or participate in resolution processes because they fear that they themselves may be accused of policy violations at the time of the incident. It is in the best interests of this community that reporting parties choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, college considers amnesty as an option with minor policy violations on a case-by-case basis for both parties and witnesses.

Making deliberately false and/or malicious accusations or reports under this process, as opposed to allegations which, even if erroneous, are made in good faith, is a serious offense and will be subject to appropriate disciplinary action by the college.

If appropriate, the college may take interim measures to protect the reporting party during this process. The interim measures may include, but are not limited to, the following:

- No contact orders,
- No trespass notices,
- Counseling and/or medical services,
- Academic support,
- Living arrangement adjustments,
- Campus escort,
- Academic or work schedule and assignment accommodations,
- Safety planning, and
- Referral to campus and community resources,
- Interim/investigatory suspension – temporary suspension pending the full investigation of the matter or the outcome of the report matter. This applies to both students and employees. In accordance with state law, employee suspensions are without pay. If an employee is found not responsible, they will be paid any wages accrued during the suspension period.

If, during the inquiry or at any point prior to the Report of Findings, the Title IX coordinator determines that there is no evidence to support a violation has occurred, the process will end unless the reporting party requests that the Title IX coordinator make an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Title IX coordinator.

## III. The Inquiry

1. A member of the Title IX team will be designated as the lead investigator and will carry out the investigation. The Title IX coordinator or designee may assign additional investigators as deemed necessary.
2. The college will move forward to determine the merit of each report of any Title IX violations.
3. The reporting party is encouraged to communicate with the assigned investigator to share all information relating to the case, including names of witnesses, evidence, and anything else they feel will be of assistance in the process. All reports of potential Title IX incidents are initially considered confidential unless the safety of students, employees or the community indicates the need for further action.
4. The responding party will be notified in writing or in electronic format that a report has been filed against them within 3 days of notice to the college, absent extenuating circumstances. The responding party is encouraged to communicate with the assigned investigator to present information relating to the case, including names of witnesses, evidence and anything else they feel will be of assistance in the process. All reports of potential Title IX



incidents are initially considered confidential unless the safety of students, employees, or the community indicates the need for further action.

5. The investigator, in consultation with the Title IX coordinator or designee, will determine the need and nature of interim measures appropriate to the circumstances. Those interim measures will be implemented as soon as possible after receiving notice of the incident.
6. The investigator will conduct interviews with witnesses identified by the reporting party and the responding party. The investigator will consider all witnesses who may aid in the decision-making process, analyze all available evidence, and assess the credibility of witnesses and other evidence.
7. Once the inquiry is complete, the investigator will compile a proposed Report of Findings which will outline all interviews, evidence, and other relevant information. The investigator will determine whether the investigation shows that it is more likely than not that a violation occurred.
8. Absent extenuating circumstances, the assigned investigator will complete a written proposed Report of Findings to be delivered in writing or electronically to both reporting and responding parties and to the Title IX coordinator or designee within 10 days of the completion of the inquiry. The proposed report will include findings of fact, specific regulations alleged to have been violated, whether violations occurred, and sanctions recommended for any violation by a student.
9. The Title IX coordinator will review the proposed report and send a Report of Findings via written or electronic letter to both parties within 10 days of receipt of the proposed Report of Findings from the investigator. The Title IX coordinator will base the findings in the report upon a preponderance of evidence applied to the facts.
10. In the event the responding party is an employee of the college, the Report of Findings will include findings related to the alleged violation and the level of conduct only. Sanctions will be imposed by Human Resources in accordance with the policies and procedures of that office. In those cases the Title IX coordinator will also send the Report of Findings to the associate vice president of Human Resources at the same time it is sent to other parties.
11. The Title IX coordinator letter will specify that if any student or employee reporting party or student responding party wishes to appeal the report, they may request an appeal to the Title IX coordinator within 5 days of receipt of the report. An employee responding party may request an appeal to the associate vice president of Human Resources within 5 days of receipt of the report. If neither party requests an appeal within 5 days, the appeal is deemed waived, and the Report of Findings is considered final.
  - Both parties will be notified simultaneously, and in writing or electronically, of the outcome of the proceeding, appeal procedures, any changes to the result before it becomes final, and when the decision becomes final.
  - If neither party appeals the Report of Findings, the college considers the matter concluded. Findings in such cases shall be forwarded to the appropriate college authority for implementation of sanctions, if any.
  - The Equitable Appeal Process is set forth in Section V of this document.

#### IV. Sanctions

The following are possible sanctions, or action plans, for violations of this Equitable Resolution Process:

- **Reprimand** – a verbal or written warning, which may include student probation, and documents the violation of conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions;
- **Special conditions** – completion of a variety of activities, relating to the nature of the offense, such as a formal apology, an essay or paper on a designated topic, or participation in a special project or activity, change of class schedule or living arrangements, requirement of counseling;
- **Interim/investigatory suspension** – temporary suspension pending the full investigation of the matter or the outcome of the report, as appropriate.
- **Expulsion** – permanent separation from the college without future readmission during which the responding party may not return to any campus location unless the dean of students grants permission in advance;
- **No Contact Order** – a no contact order is a college directive that restricts contact between individuals in any way, including in person, via email, telephone, text messaging, social networking, or any other method of communication, electronic or otherwise;
- Any other actions that may be deemed appropriate;
- Any combination of the above.

*Note that the college does not permit a student to withdraw from the college if that student has an allegation pending for violation of Title IX.*

Should a student decide to leave and/or not participate in this Equitable Resolution Process, the process will nonetheless proceed to a reasonable resolution in the student's absence and that student will not be permitted to return to college unless all sanctions have been satisfied. The student may not be given access to an academic transcript until the allegations have been resolved.

Sanctions for employees are determined by Human Resources in accordance with its disciplinary process.

Should an employee resign with unresolved allegations pending, the records of the Title IX coordinator will reflect that fact and will be shared with Human Resources for resolution and/or action in accordance with their policies. The employee may be ineligible for rehire.

Factors considered when determining a sanction may include

- The nature of, severity of, and circumstances surrounding the violation;
- Previously founded complaints or allegations against the responding party involving similar conduct;
- Any other information deemed relevant by the Title IX coordinator or investigator;
- The need to bring an end to the discrimination, harassment, and/or retaliation;
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the reporting party and the community.

Sanctions imposed under this Equitable Resolution Process are for Title IX violations only. Students may be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases disciplinary actions may be more serious than sanctions imposed by the Title IX process alone.

Sanctions are imposed immediately unless an appeal is accepted and the Title IX coordinator, or designee, stays the implementation for extraordinary circumstances.

## V. Equitable Appeal Procedure

Appeals are available to reporting parties and to responding parties who are students, but they are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- New evidence is available that was unknown and unavailable during the original hearing or investigation that would have had a substantial impact on the original finding or sanction. Good cause must be shown for the evidence not being offered at the original hearing. A summary of the new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate under the circumstances.

### **Student Appeals**

Student appeals must be filed within 5 days of notification of the Report of Findings and should be delivered by written notice to Title IX coordinator. The Equitable Appeal Procedure is available to both reporting and responding parties who are students.

### **Employee Appeals**

The Equitable Appeal Procedure is available to employees only when they are reporting parties.

The right of an employee who is a responding party to appeal the Report of Findings is determined by the policies and procedures of the college's Human Resources Department, which has jurisdiction for employee disciplinary action and is responsible for issuing sanctions for employees.

*Appeals are available to employee responding parties through the Human Resource disciplinary processes in accordance with state policy.*

### **Formal Appeal Hearing**

If a party appeals the Report of Findings under these provisions, the Title IX coordinator will determine within 5 days of receipt of the notice whether grounds for the appeal are properly set forth and will initiate the appellate process outlined by this process if appropriate.

- The original finding and sanction/actions will stand if the appeal is
  - Not timely filed, or
  - Not based on grounds listed in this Process.
- Any decision reached during this appellate process is final.
- When either party requests an appeal under these provisions, the other party will be notified and joined in the appeal.
- The party requesting the appeal must show that the grounds for an appeal and supporting evidence have been given. The other party may show the grounds have not been met, or that additional grounds are met.
- The appellate panel will be deferential to the original Report of Findings, making changes to the findings only where there is no substantial evidence to support the Report of Findings.
- All parties will be informed of whether the grounds for the appeal are accepted and when an appellate hearing is scheduled.

If the appeal is accepted, a Formal Appeal Hearing will be held within these guidelines:

1. The appeal must specify the grounds upon which it is based.
2. The appeal must outline the specific evidence upon which it is based.
3. The hearing panel will consist of at least three Title IX committee members. The panel members shall not have been involved in the investigation of or decisions made related to the incident under consideration.
4. Upon request, both the reporting and responding parties will be provided a copy of the Report of Findings and supervised access to the evidence used to support it, except that certain information may be redacted by the Title IX coordinator as he/she deems necessary. Neither party may photograph, copy, or otherwise reproduce copies of the evidence.
5. Neither party may personally question each other during the hearing.
6. Neither party is required to be present for the appeal.
7. The Formal Hearing will be convened within 10 days following approval of the appeal by the Title IX coordinator. Delays may be necessary under extenuating circumstances.
8. All decisions will be reached by majority vote.
9. The Formal Appeal Hearing will be closed to all persons except the parties, witnesses, and others named by the hearing panel.
10. The panel will record the hearing but not the deliberations. No one other than the panel may take notes, record, or be given access to the panel's notes or recordings.
11. Witnesses will be called into the hearing room one at a time to respond to questions.
12. The appellate panel may call the investigator as a witness.
13. The appellate panel may agree in whole or in part with the Report of Findings and the determination of violations and/or sanctions may be less serious or more so, depending upon the circumstances and the panel's judgment.
14. The hearing panel will issue a final decision which will include independent and objective findings of fact, assessment of credibility, violations or none, and sanctions to be imposed, if appropriate. Absent extenuating circumstances, the panel's final decision will be delivered to the Title IX coordinator by written or electronic means within 10 days of conclusion of the hearing.
15. Sanctions imposed by this final decision are for Title IX violations only. Parties may be subject to additional disciplinary actions as a result of their conduct, including pending or previously resolved violations of other policies. In such cases disciplinary actions may be more serious than sanctions imposed by the Title IX process alone.
16. The Title IX coordinator will forward the final decision to both parties in writing or electronically within 5 days of receipt of the decision.

Once a Formal Appeal Hearing is concluded and a final decision is conveyed, the outcome is final. Further appeals are not permitted.

## VI. Additional Rights Of The Parties

Rights of the reporting party:

- The right to be treated with respect by GTC officials;
- Parties who report sexual misconduct have the option to notify and seek assistance from law enforcement and or campus authorities. If the Reporting Party wants to seek assistance from local law enforcement, Greenville Technical College will help put him/her in contact with the appropriate authorities;
- The right to take advantage of campus support resources (such as counseling services, health services, and EAP services for employees);
- The right to have an advisor of choice during this process;
- The right to consult, at their own expense, with legal counsel for advice only; counsel may not address or participate in questioning during any proceeding;
- The right to request confidentiality/anonymity. Every effort will be made to abide by this request to the extent appropriate for the matter, considering, among other factors, the safety of students, employees, and the community;
- The right to receive amnesty for minor student misconduct violation (such as an alcohol or drug violation) that is ancillary to the incident;
- The right to be free from retaliation;
- The right to know the results and the rationale of any outcome, including relevant sanctions from any inquiry, hearing, or appeal;
- The right to request an appeal from the Report of Findings;
- The right to challenge the seating of any hearing officer on the appeal panel for good cause; and
- The right to raise bias or conflict of interest by the Title IX coordinator or any other individual handling a particular Title IX incident:
  - By a student giving written notice to the vice president for Student Services; or
  - By an employee giving written notice to the associate vice president of Human Resources.
  - A written copy must also be provided the Title IX coordinator for record-keeping purposes.

Rights of the responding party

- The right to be treated with respect by GTC officials;
- The right to take advantage of campus support resources (such as counseling services, health services, and EAP services for employees);
- The right to have an advisor of choice during this process;
- The right to consult, at their own expense, with legal counsel for advice only; counsel may not address or participate in questioning during any proceeding;
- The right to have grievances heard in substantial accordance with these procedures;
- The right to know the results and the rationale of any outcome, including relevant sanctions from any inquiry, hearing, or appeal;
- The right to be provided written/electronic notice of allegation(s), account of the alleged misconduct, and notice of any scheduled hearing;
- The right to request an appeal from the Report of Findings, except as noted above for employees subject to Human Resources procedures;
- The right not to participate in the conduct hearing or to remain silent during the process, but that decision may not be the basis for an appeal;
- The right to a written decision specifying the violation and sanction imposed;
- The right to challenge the seating of any hearing officer for good cause;
- The right to raise bias or conflict of interest by the Title IX coordinator or any other individual handling a particular Title IX incident:
  - By a student giving written notice to the vice president for Student Services; or
  - By an employee giving written notice to the associate vice president of Human Resources
  - A written copy must also be provided the Title IX coordinator for record-keeping purposes.

## VII. Resources And Reporting

Inquiries about and reports regarding this process may be made internally to

### **Title IX Coordinator**

Michael Chasteen, CPA  
Internal Auditor  
Email: Michael.Chasteen@gvltec.edu  
Administration building, room 213  
Barton Campus  
(864) 250-8144

or

### **Title IX Deputy Coordinator**

Courtney Stokes  
Employment Manager  
Email: Courtney.Stokes@gvltec.edu  
Administration building, room 107  
(864) 250-8989

**Additional Resources:**

*Students may contact*

Dr. Matteel Jones  
Vice President for Student Services  
Email: Matteel.Jones@gvltec.edu  
Admissions, Registration Center, room 110  
(864) 250-8177

*Employees may contact*

Susan M. Jones  
Associate Vice President of Human Resources  
Email: Susan.M.Jones@gvltec.edu  
Administration building, room 113  
(864) 258-8191

*For additional information, external inquiries may be directed to*

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, SC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD# (877) 521-2172  
Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

*(This process was implemented by the GTC Title IX Team on 10/01/2016.)*



# Behavioral Intervention Team

## Purpose

Greenville Technical College expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the areas of self-harm and harm to others. In the event that the College is presented with a credible report that a student has harmed themselves, others, has a medical concern, or disruptive within the living and learning environment may be required to attend mandatory assessments.

Reports that are submitted regarding student behavior or concerns are submitted to a panel that represents a cross disciplinary team of qualified campus professionals. The panel will determine what type of assessment is appropriate with alternative interventions that are appropriate for the situation. This panel is referred to as the Behavioral Intervention Team (BIT) and they meet weekly to discuss all situations that have occurred in a seven day period.

Faculty and staff may contact the Dean of Students Office if they have non-immediate concerns about students and to notify of student absences. All immediate concerns should be referred to Campus Police.

## Behavioral Intervention Team Members

- Dean of Students – Chair
- Associate Dean of Students – Co-Chair
- Chief of Campus Police
- Director of Greenville Tech Foundation Student Housing
- Director of Counseling Services
- Director of Disability Services

## Ad Hoc Members

Other members of the campus community as needed.

The BIT has five core members that meet weekly to address all cases that have occurred during the last seven days. These core members have been selected due to their positions at GTC allowing them to have unique information and experience in dealing with students. All ad hoc members could be called upon at any time to meet with BIT to offer specific information about a student. Appropriate personnel from the satellite campuses will be invited to attend once a month to provide input on that campus.

In the event of an emergency situation, core members will be phoned or emailed to determine a response plan. The chairperson or designee of BIT in addition of two other members must be present before a response plan can be implemented.

## Termination/Suspension/Tresspass Warnings

When the dean of students or his/her designee has reasonable cause to believe that the student's presence on college premises or at a college-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately administratively suspended from college premises, college-related activities or registered student organization activities, and is not permitted to participate in, or complete academic coursework. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the college. The process for Administrative Suspension as per the Student Handbook is as follows:

### A. Administrative Suspension

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the president of the college, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

In those situations where disruptive behavior (i.e., severe emotional problems; threat to the safety and health of an individual, group or students of the entire academic community) is exhibited by an individual student or group of students, the dean of students will take immediate action to determine if the student or students should be terminated as a student of GTC.

If the disruption is a result of an unresolved mental health issue, BIT will assemble to decide a course of action.

Upon receipt of a complaint or incident report the BIT team can direct the Campus Police to issue a trespass warning informing the student were they are not allowed and whom they must not contact.

## Student Conduct Outcomes

The dean of students will share all disciplinary outcomes for acts of violence, disruption, threats and other pertinent offenses with the BIT team. However, the chief of Campus Police will follow up with complaints and confirm that BIT will take action on their report or forward it the proper authorities.

## Parental Notification

The notification of parents will be the responsibility of the dean of students. The college will notify the parents of dependent students that are placed on a behavioral contract or a behavioral response plan by BIT unless, in the college's judgment, informing the parents will be detrimental to the student's success.

### **Procedures For Addressing Disruptions Caused By Possible Mental Health Issues**

Most disruptive or inappropriate behavior is subject to the GTC's Student Disciplinary Procedures but, there are times when the disruptive or inappropriate behavior is due to mental or emotional health issues of a student. If mental health issues are the basis for a student's behavior they need to be dealt with for the benefit of the student as well as faculty, staff and other students. In recognition that disruptive or inappropriate behavior may be due to mental or emotional health issues, this procedure was developed as an alternative for handling such behavior in lieu of the student judiciary proceedings not to be tolerated and must be addressed. This procedure is intended to be proactive in addressing this issue.

#### **Procedure:**

1. If anyone on campus is concerned that certain behavior may be the result of mental or emotional health issues, it should be reported in writing to the dean of students. The report should outline the concern by detailing the specific behavior of concern. This report should include
  - A. The length of time and/or dates of the incident(s).
  - B. Specific descriptors of mood
  - C. What, if applicable, the person making the report has tried to do in order to alleviate the situation
2. It is preferred that the student or individual be informed by the person making the report, that his/her behavior is of concern, and that a statement of concern was sent to the dean of students. When the statement is received; the dean of students will communicate with the student summarizing the concern and requesting the student meet with the dean of students to review the situation within 24 hours.
3. At the meeting, the dean of students will communicate the inappropriate behavior to the student and possible course of action to the student, which may include but is not, limited to the following if it does not cease:
  - A. The student will be evaluated by a member of the Counseling Services or Disability Services to determine whether their services are appropriate or, whether the student should work with an off campus professional. In this case, the Counseling Services would assist with the referral, or any other alternatives appropriate to the situation. In these circumstances the student could retain active student status with the college and would sign a release to enable communication between the Counseling Services or Disability Services, the off campus professional, and the dean of students.
  - B. The student could receive, or continue to receive off campus counseling while remaining enrolled at the college. This arrangement would necessitate communication between the therapist and the Counseling Services director in order to ensure appropriate college response.
  - C. The student could move off campus while remaining enrolled at the college.
  - D. The BIT team may refer the case to the Student Disciplinary process, if, in their professional opinion, mental health issues are not the basis of the behavior.
  - E. The student may elect to leave the college. The dean of students and/or the BIT would reserve the right to specify that the student be allowed to return.
  - F. The student may be withdrawn from the college. Once a student has left the college for mental health reasons, his/her return will be contingent on the recommendation of his/her treating health professional. This recommendation that the student is sufficiently able to handle the stresses of succeeding in the living/learning environment will be considered, along with any additional documentation attesting to the readiness of the student to return. The student must also sign a release enabling the student's therapist to communicate with the Counseling Services director or Disability Services director who must also be allowed to share appropriate information with the BIT who will ultimately make and communicate the decision regarding his/her return to the student and to the college.

#### **Appeal:**

4. The student has the right to appeal the decision of the BIT and the dean of students. This appeal must be submitted in writing to the vice president for Student Services within three school days of receipt of the written notice (of the decision of the BIT or the dean of students) or such time as may be reasonable under the circumstances. The appeal must specify the basis for the requesting review of the report and recommendation. The right of appeal does not entitle the student to a full rehearing of his/her whole case. Recognized bases for appeal are (1) was the procedure followed? (2) has new evidence surfaced which has a direct bearing on this case?
5. The vice president for Student Services will consider the appeal and will communicate in writing to the student his/her decision to uphold, overturn, or modify the decision of the dean of students or the BIT. The vice president for Student Services cannot modify the decision of the dean of students or BIT in a more severe or restrictive direction. The decision of the vice president for Student Services will be final.

### **Procedures For Addressing Erratic Behavior And Behavior That Disrupts The Living And Learning Environment**

BIT will utilize the National Center for the Analysis of Violent Behavior Threat Assessment Model along with the Aggression Management Continuum to analyze behavior. Together these models use a four pronged assessment criteria: personality of the student, family dynamics, school dynamics and the student's role in these dynamics, and social dynamics. The BIT will also categorize the behavior as primal or cognitive based upon the information received.

BIT will measure the context of what occurred/said, intent of what occurred/said, and the reaction of the recipient when measuring the threat. Consideration will be given to the following: what happened, who was involved, and when it did happen, where did it happen, why did it happen, how did it happen. BIT will utilize the findings of the National Center for the Analysis of Violent Behavior model and the Aggression Management Continuum to determine whether the behavior is low, moderate, or high. Once the behavior is assigned a rating the appropriate response will be determined by the BIT.

**The following is a guideline for determining the severity of behavior situations.**

**Low**

These are behaviors that should indicate that a problem is developing and will likely continue without intervention.

**Behavior Examples:**

- Abusive language
- Excessive use of profanity
- Argumentative
- Lack of cooperation when requests are made
- Sexual comments, gestures, or innuendoes
- Negative attitude toward the rules
- Displays of anger
- Emotionally erratic
- Veiled threats

**Recommendations:**

- Document incident
- Review behavioral expectations with student
- Utilize disciplinary system

**Medium**

These behaviors should indicate an escalation and without intervention an incident could occur.

**Behavior Examples:**

- Overt, covert, or indirect threats
- Expressed desire to do harm to others
- Attempts to instigate fights
- Open defiance of the rules
- Belief that others are conspiring against them or persecuting them
- Violent notes sent to others
- Expressed suicidal thoughts or threats
- Physically acting out of anger
- Comments about weapons or stories of harming others
- Severe emotional distress

**Recommendations:**

- Document incident
- Take to BIT for a response plan

**High**

These behaviors are dangerous and require immediate intervention.

**Behavior examples:**

- Clear intent to harm
- Physical assault
- Intense anger
- Overt threats to kill
- Showing a weapon
- Suicide attempt

**Recommendations:**

- Call Police
- Notify BIT

**Procedures For Addressing Medical Concerns**

Immediate referral to Disability Services.

**Training/Case Management/Tracking And Monitoring**

All BIT members will participate in yearly training and review case law changes and best practices.

# Institutional Complaint Procedure

## Purpose

Directives from the United States Department of Education and accreditation principles require institutions of higher education to establish procedures for resolving institutional complaints. Compliance requires the maintenance of a record of complaints received by the institution, related to all written complaints, a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint.

This procedure specifically addresses any miscellaneous complaints against the institution that do not fall into the categories covered by the Student Code and Grievance process. The institutional catalog and student handbook provides for the Student Code and Grievance complaint process for the following specified situations which are not covered by this procedure:

1. Complaints regarding discrimination
2. Complaints regarding sexual harassment
3. Complaints regarding academic matters, excluding individual grades

## Procedure

A formal institutional complaint is one that is submitted in writing, signed and sent to the attention of a Greenville Technical College (GTC) executive officer (president or vice president). The college will neither entertain complaints that are not in writing or which are anonymous; however, the college will consider complaints that are sent electronically or through facsimile transmission.

Complaints typically relate to one of four basic areas: Institutional Complaints, Student Grievances, Student Misconduct, or Academic Misconduct. The intake system for these areas generally starts with a student discussion with a GTC employee. In the case of Student Misconduct and Academic Misconduct, the process usually begins with an instructor or staff member. Regardless of the origin, the process will flow as follows:

1. Once an individual (complainant) has lodged a complaint to a GTC employee, it is up to that employee to do his or her best to address the problem at that level. The resolution could include discussing the problem with his or her immediate supervisor(s), or higher, but it always includes a discussion with the individual (complainant) regarding the outcome of the individual's complaint. The complainant then has the option to accept the resolution or if he or she believes the resolution is insufficient or unacceptable, he or she must register a written complaint on GTC's official Institutional Complaint Form (see Attachment A) within three working days after discussing the complaint with the employee.
2. After the complainant has lodged a formal written complaint, the form is forwarded to the office of the vice president for Student Services for disposition and tracking. The vice president for Student Services, or designee, will determine if the written complaint should be classified as one of the four problems noted above and route the issue accordingly. Once the formal written complaint is submitted, the college will acknowledge it, in writing, within two working days of its receipt. Within five working days after acknowledging receipt of the complaint, the appropriate college personnel will review the complaint and its documentation and determine:
  - a) if the complainant falls within the scope of college policies;
  - b) if the complainant has provided adequate documentation;
  - c) if the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the college; and
  - d) if the complaint raises significant questions about the college's compliance with college standards.
3. **Institutional Complaint.** If the issue is classified as an Institutional Complaint against a specific department, the vice president for Student Services, or designee, will forward the Institutional Complaint Form to the appropriate department head. Within five working days, the department head will review the form, determine if any additional action is required and respond in writing to the vice president for Student Services. The vice president for Student Services, or designee, will review the written response from the department head, confer with the vice president for Academic Affairs if the issue is related to faculty members or academic staff members, and make a decision.

The vice president for Student Services, or designee, will communicate the decision to the complainant in writing, within five working days after the decision. Once an Institutional Complaint has been reviewed by the vice president for Student Services and a decision has been made, that decision is final and the issue may not be appealed.

4. **Student Grievance.** If the issue is classified as a Student Grievance, the due process procedures listed in the GTC Student Handbook, Student Grievance Procedure, Sections I-IV will be followed. These procedures provide specific direction for student grievances and the appeal process used if desired. The student grievance appeal process may escalate to the president, whose decision is final.
5. **Student Misconduct.** If the dean of students determines that a complaint should be classified as Student Misconduct, the due process procedures listed in the Student Handbook, Student Misconduct, Section IV, C will be followed. These



procedures provide specific direction addressing student misconduct issues and the appeal process if desired. A student misconduct appeal process may escalate to the president whose decision is final.

6. **Academic Misconduct.** If the issue is determined to be an Academic Misconduct issue, the vice president for Academic Affairs, or designee, will resolve the issue using the due process procedures outlined in the Academic Affairs policy and procedure for Academic Misconduct. This procedure incorporates tracking, appeal, and final resolution for all Academic Misconduct complaints and is in full compliance with the Academic Misconduct procedures listed in the Student Handbook, Academic Misconduct, Section IV B.
7. **Tracking and Notification.** For all written complaints other than academic misconduct, the office of the vice president for Student Services tracks, maintains a log of complaints, and manages the process, including notification to the complainant.

For all academic misconduct issues, the vice president for Academic Affairs is responsible for tracking, maintaining a log of complaints, managing, and notifying students.

The college will maintain a log of complaints and periodically review the types of complaints filed. Steps will be taken to address any patterns(s) that may be observed in the review.

These procedures will be published in the Consumer Information section of the college web site, the Student Handbook, Faculty and Adjunct Faculty Manuals, and an abbreviated version in all syllabi, noting the first steps for registering a complaint and where the form is located. The form for an institutional complaint will be available in each vice president's office. Once completed and signed by the complainant, the form must be forwarded to the vice president for Student Services to be processed within three working days.

References:

- 1.1. SBTCE Policy 3-2-106, Student Code and Grievance Procedure
- 1.2. SBTCE Procedure 3-2-106.1, The Student Code for the South Carolina Technical College System
- 1.3. SBTCE Procedure 3-2-106.2, The Student Grievance Procedure of the South Carolina Technical College System
- 1.4. Greenville Technical College Student Handbook
- 1.5. Academic Affairs Procedure for Academic Misconduct.

# Academic Program Divisions

## Academic Advancement & Support Division

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From enrollment to graduation, the faculty and staff of the Academic Advancement & Support Division are committed to preparing students for college coursework and experiences. Together, we strive to connect students with people, courses, services, resources, and opportunities that can help them meet their goals.

Departments that comprise the Academic Advancement & Support Division are Academic Coaching & Tutoring, Academic Connections, Academic Resources, Placement Testing, and Transitional Studies.

### Course Instruction

#### College Skills Success Courses

Whether a student has recently completed high school or returned to college after years of work or family life, college can seem overwhelming. College Skills courses are designed to alleviate students' worries about returning to the classroom. With guidance from our faculty, students improve study, note-taking, and test-taking skills, identify their learning style, build time management skills, explore career options, and learn about campus services and resources that will keep them on track.

#### Transitional Studies Courses

Transitional Studies faculty teach courses designed to transition students to college-level instruction. If college placement test scores indicate that students need help in English, reading, or math, our instructors help students refresh and upgrade skills that provide the foundation for success in their chosen majors.

#### English as a Second Language (ESL) Courses

ESL courses are designed to strengthen knowledge and use of English language for non-native speakers. Courses are offered in listening and speaking; reading; writing composition; and grammar and punctuation. Classes are taught using a combination of teaching techniques, including lectures, group assignments and computer-assisted programs. Students who are non-native speakers of English and who wish to pursue a college degree are strongly encouraged to enroll in ESL classes.

### Acceleration Opportunities

#### Test for Success Express and Workshops

The **Test for Success** program helps students prepare for the College's placement test and helps students navigate Transitional Studies course choices if they do not meet their program entrance requirements based on test scores. Students are also encouraged to take Test for Success workshops in math, reading, and English to brush up on skills before re-taking the placement test.

#### Accelerate Math

The Accelerate Math program is offered to students who have placed into Transitional Studies Math (MAT 031, 032, 100, 101 and 102). The program is a flexible, affordable, and low-stress way for students to practice their skills and build their confidence in preparation for math courses. In many cases, Accelerate Math participants are able to advance to a higher level of math than their initial placement—saving time and money.

For a \$40 fee, students receive six weeks of access to web-based, self-paced math software. The software is designed to help students identify math strengths and weaknesses and develop an improvement plan. To help students navigate the software and math concepts, math faculty are available in the computer lab located in the Barton Campus Library.

#### Accelerated Course Formats

To help students progress through courses as quickly as possible while also providing a solid foundation, the Transitional Studies department schedules a variety of accelerated course options each semester. Students should consult their advisors to identify the best opportunities for acceleration. Acceleration course formats include

- **Emporium math.** By completing one three-credit course, students could potentially satisfy requirements for up to four Transitional Studies math courses, but a maximum of two courses is realistic for most students. Students complete a diagnostic test and work with their instructors to create a course learning plan. The emporium option is recommended for motivated self-learners who are computer literate, strong readers, and close to the cut-off score for placing into a higher level course.
- **Fast Track math, English, and reading courses.** The Fast Track course option offers lecture-style classes compressed into seven weeks.
- **Math 100 – Introductory College Math** is for the student who places into MAT 031 and who will eventually need to take MAT 120. This 5-credit, full semester course meets daily and combines the curriculum for MAT 031, 032, and 101. Completing MAT 100 is the equivalent of completing MAT 101 and, while any student placing in MAT 031 may take the course, it is ideal if the placement score is close to placement in MAT 032. To build a strong foundation

for MAT 120, MAT 100 emphasizes application problems and provides an introduction to Probability and Statistics concepts and terminology. The Fast Track course option offers lecture-style classes compressed into seven weeks.

- **English+ (English Plus) accelerated learning courses.** English+ courses are opportunities to earn credit for both ENG 101 and ENG 100 in the same semester. (NOTE: A similar opportunity is available for students to complete ENG 032 plus ENG 100.) Students who score at the high end of ENG 100 placement may be eligible. Qualified students register for a six-credit course that combines traditional ENG 101 with a supplementary ENG 100 course that includes fewer students and more individualized instruction. The ENG 100 course meets immediately after the 101 course, and the same instructor teaches both courses. A typical ENG 100 class meeting will include discussion and review of material presented in 101 and intensive work on grammar, editing, developing ideas, organization, and documentation.

Students who successfully complete all learning outcomes for ENG 100 and ENG 101 earn credit for both classes. Students who are successful in ENG 100 but do not pass ENG 101 will earn credit for ENG 100 only, but they will have the opportunity to re-take ENG 101 as a stand-alone course the next semester. Students who do not pass ENG 100 or 101 will be required to enroll in a regular section of ENG 100 in a subsequent semester.

- **Read-Write (RWR) courses.** RWR courses combine two courses—RDG 100 and ENG 100—into one three-credit hour course.

## Academic Support Services

The faculty and staff of the Academic Advancement & Support Division recognize that the time that students spend outside of class can impact learning and academic performance. That's why we plan services and activities to provide extra support.

### Placement Testing Center

The Placement Testing Center provides placement testing to students entering Greenville Technical College. The purpose of the placement test is to ensure that each student is academically prepared to enter his or her chosen field of study. Testing is available on computer on a walk-in basis. In addition to the placement test, the Computer Readiness and TEAS tests are administered at the Placement Testing Center.

### Early Advising Center

After completing placement testing, students who place into transitional course(s) may be referred to the Early Advising Center. Students will be advised on transitional course work and acceleration options that may allow them to enter their curriculum courses sooner. As part of the Test for Success Express program offered in the Early Advising Center, students may also work with Transitional Studies instructors to review math, English, and reading concepts before attempting to retake the placement test.

### Financial Education Center

The vision of the Financial Education Center is to empower students and employees to attain their academic, career, and life goals. Scheduled and walk-in appointments are available to assist students and employees with creating a budget, credit, debt management, and securing your financial identity. Representatives are also available to conduct classroom presentations and workshops.

### Find Your E (First Year Experience)

Through the First Year Experience (FYE) program, our faculty and staff host engaging activities to help students successfully transition into college by connecting them with resources and services. FYE events include Get the Scoop: Information Resource Fair, Welcome Tents, Hey Day!, the Academic Majors Fair, as well as a variety of Lunch and Learn programs.

### Peer Leaders

Peer Leaders are current students who serve as role models and leaders in the College Skills and Freshman Seminar classes. Peer Leaders assist first year students with the transitions into college life by connecting students to the college community.

### Campus and Civic Engagement

Civic engagement opportunities support student success by enhancing the student academic experience and encouraging leadership development through service. Service learning and volunteerism are learning strategies that use community service to promote civic and social responsibility among students, faculty and staff. Service learning specifically links classroom instruction and service to address a community need or issue. Volunteerism encompasses a range of community service projects and initiatives where service is rendered to positively impact the local community.

### Success Coaching

It's been said that our success coaches teach students how to "do college." Students work with coaches to build study and technology skills, improve time management skills, make connections for success, and more. Additionally, our coaches use an online tool called Starfish™. Starfish lets students know when they are doing things well and alerts them when they need to pay extra attention to grades, attendance, or technology skills.

### Tutoring

When students need to better understand concepts, complete assignments, or review for tests, tutors are ready to help. On every campus, 1-to-1 Tutoring invites students to register for workshops or schedule one-on-one appointments

with tutors who can assist in many subject areas. Students enrolled in Transitional Studies courses may schedule appointments or seek drop-in assistance from the Transitional Studies Tutoring service located in the Aspire Learning Zone. For students seeking assistance in curricular courses, specifically math and English, Math and Writing Centers offer walk-in tutoring at all campus locations. For online or after-hours support, students can also access 24/7 tutoring assistance by clicking on Brainfuse™ links posted in all Blackboard courses.

### Libraries and Computer Labs

Staff members in our campus libraries and computer labs ensure that students can access a wide range of information resources and software that support college courses and programs. Services and programs are designed to connect students to the right resources and teach them how to use information and technology effectively.

### Academic Testing Center

The Academic Testing Center is located on the Barton Campus and provides professional test proctoring services in a well-equipped testing environment where students may complete tests, exams, comprehensive examinations, and national examinations.

### PATH Transfer Center

The Planning and Transfer Headquarters (PATH) is an essential resource for students planning to continue their education at a four-year college or university. The PATH staff assists students in preparing a smooth transition to other institutions by providing them information, resources, and academic planning services. PATH also hosts Transfer Days and other events to provide students with opportunities to meet representatives from four-year colleges and universities on campus to learn more about the senior institutions and their transfer options.

## Transitional Studies Department

### Mission Statement

To prepare students for college-level classes.

### Course Offerings

Day, night, weekend, partially online

### Related Areas

English, Reading, Mathematics, English as a Second Language

- Transitional Studies courses provide an excellent starting point for students who score at or above minimum entrance scores on the College's placement test, but below program entrance requirements.
- Students move into college-level courses and programs by completing Transitional Studies course work with a grade of "C" or better.
- Transitional Studies courses may transfer to other South Carolina technical colleges but do not transfer to four-year colleges and universities.

### TS English

ENG 032	Developmental English	3.0
ENG 100	Introduction to English	3.0

***TS English courses are taught in various formats: face-to-face, online, fast track, learning communities, and English Plus.***

### TS Mathematics

MAT 031	Developmental Math Basics	3.0
MAT 032	Developmental Mathematics	3.0
MAT 100	Introductory College Math	5.0
MAT 101	Beginning Algebra	3.0
MAT 102	Intermediate Algebra	3.0

***TS math courses are taught in various formats: face-to-face, online, emporium, learning communities, and fast track.***

### Reading

RDG 032	Developmental Reading	3.0
RDG 100	Critical Reading	3.0

***Reading courses are taught in a variety of formats, including face-to-face, hybrid, learning communities, and fast track.***



**English as a Second Language (ESL)**

ESL 010	Communication I	1.0
ESL 011	Reading/Writing I	1.0
ESL 012	Grammar I	1.0
ESL 013	Pronunciation I	1.0
ESL 014	Communication II	1.0
ESL 015	Reading/Writing II	1.0
ESL 016	Grammar II	1.0
ESL 017	Pronunciation II	1.0
ESL 018	Grammar III	1.0
ESL 019	Composition	1.0

*Visit [www.gvltec.edu/transitional\\_studies](http://www.gvltec.edu/transitional_studies) for more information about Transitional Studies course offerings.*

## Academic Connections Department – College Success Courses

### Mission Statement

To provide students with a skill set to achieve success throughout college and beyond.

### Course Offerings

Courses are available day, night, and weekend in face-to-face, online, hybrid, fast-track, and learning community formats. College Skills courses provide success guidance and strategies for students who have recently graduated from high school or are returning to college after being in the workforce. Courses are designed to help students learn about campus resources; build time management skills; improve study, note-taking, and test-taking skills; identify learning styles; and explore career options.

COL 105, COL 205, and COL 111 are curriculum courses with possible transfer option to four-year colleges and universities. COL 103 and COL 107 may transfer to other technical colleges but not four-year institutions.

### College Success Courses

COL 103	College Skills (transitional)	3.0
COL 105	Freshman Seminar (curriculum)	3.0
COL 107	Computer Literacy Skills for College Success (transitional)	3.0
COL 205	Leadership Seminar (curriculum)	3.0
COL 111	E-Learning Success (curriculum)	1.0

*Visit [www.gvltec.edu/collegeskills](http://www.gvltec.edu/collegeskills) for more information about the college success offerings.*

# Business & Technology Division

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Twenty years ago, business was far different than it is today. Day-to-day business was conducted without voice mail, e-mail or the Internet. Today's tools allow us to work smarter — processing more information, using time more productively, traveling to remote locations for meetings or conducting research — all without leaving our desks.

Who says you don't need people anymore in business and industry? Factories have automated production, and service businesses have been computerized. People may no longer be operating the machines, but it takes people to maintain and monitor the equipment.

Where can you get the education you need to take advantage of today's opportunities? At Greenville Technical College. Through a strong combination of classroom instruction and intensive hands-on training, you become the type of employee who can begin making a contribution on the first day of work.

Our Business & Technology programs prepare you for today's hottest opportunities. These are fields in which there are generally more opportunities than graduates.

## Business & Technology programs:

### **Barton Campus:**

- Accounting\*
- Administrative Office Technology\*
- Architectural Engineering Technology+
- Building Construction Technology
- Computer Technology
- Computer Numerical Control (CNC) Programming & Operations
- Construction Engineering Technology+
- Electronics Engineering Technology+
- Engineering Design Technology+
- Engineering Transfer Tracks
- Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)
- Industrial Electricity
- Machine Tool Technology
- Mechanical Engineering Technology+
- Management\*
- Marketing\*
- Supply Chain Management\*
- Welding

### **Brashier Campus:**

- Mechatronics Technology
- Welding

### **Center for Manufacturing Innovation (CMI)**

- Computer Numerical Control (CNC) Programming & Operations
- Machine Tool Technology
- Mechatronics
- Robotic Welding Fundamentals certificate

### **McKinney Automotive Center:**

- Auto Body Repair Technology
- Automotive Technology
- Diesel Equipment Technology
- Motorsports Technology

### **S.C. Technology and Aviation Center (formerly Donaldson Center)**

- Aircraft Maintenance Technology
- Truck Driver Training

\* Accredited by the Accreditation Council for Business Schools and Programs (ACBSP)

+ Accredited by the Accreditation Board for Engineering and Technology (ABET)

# Health and Wellness Division

The Health and Wellness (H&W) Division offers a variety of programs to prepare students for the workforce and to meet the community and/or regional needs for quality cosmetology, culinary, and health care professionals. In order to be responsive to the changing workforce, the H&W programs combine the highest quality instruction with a variety of practical and/or clinical/externship/internship experiences related to the profession.

The H&W programs are offered on the four physical campuses of the college. Some programs are offered entirely through distance learning (online). The program locations are:

## Barton Campus (Greenville)

Cosmetology  
 Esthetics  
 Expanded Duty Dental Assisting  
 Dental Hygiene  
 Diagnostic Medical Sonography  
 Emergency Medical Technology/Paramedic  
 Medical Assistant \*\*  
 Nursing\*  
 Patient Care Technician  
 Radiologic Technology  
 Respiratory Care  
 Sterile Processing  
 Surgical Technology

## Program Type:

Diploma  
 Certificate  
 Diploma  
 Associate Degree  
 Associate Degree  
 Associate Degree/Certificate  
 Certificate  
 Associate Degree  
 Certificate  
 Associate Degree  
 Associate Degree  
 Certificate  
 Diploma

## Brashier Campus (Simpsonville)

Nursing\*  
 Patient Care Technician

Associate Degree  
 Certificate

## Benson Campus (Greer)

Health Information Management  
 Massage Therapy  
 Occupational Therapy Assistant  
 Personal Trainer  
 Pharmacy Technician  
 Physical Therapist Assistant

Associate Degree  
 Certificate  
 Associate Degree  
 Certificate  
 Certificate/Diploma  
 Associate Degree

## Northwest Campus (Berea)

Bakery and Pastry Arts  
 Culinary Arts Technology  
 Culinary Education  
 Medical Laboratory Technician  
 Patient Care Technician  
 Professional Grooming and Animal Care  
 Veterinary Assistant  
 Veterinary Technology-Phase I  
 Sustainable Agriculture

Certificate  
 Associate Degree  
 Certificate  
 Associate Degree  
 Certificate  
 Certificate  
 Certificate  
 Certificate  
 No award - transfer agreement  
 Certificate

*\*First semester professional nursing courses are taught at the Brashier Campus. The remaining nursing courses are taught at the Barton Campus.*

*\*\*Pending approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)*

## Programs Offered Entirely Online:

Cancer Data Management                      Certificate  
 Computed Tomography                      Certificate  
 Magnetic Resonance Imaging                      Certificate

The following outlines the special admission requirements of all Health and Wellness (H&W) programs. Specific program requirements are found under each program in this catalog.

## Admission:

Acceptance to the college is managed through the Admissions Office of the college and is required for consideration for acceptance into any H&W program. However, college acceptance does not guarantee admissions into many of the H&W programs as some programs have additional admission requirements that must be met. For many programs in the division, a separate program application must be completed. Therefore, it is very important that students meet on a regular basis with their assigned advisor to ensure that they are on the correct path for program entry and that submission of the program application is done in a timely manner.

Many of the H&W programs accept students based upon competitive admissions. Students are encouraged to obtain criteria used for competitive admissions once they determine their program of interest. Criteria can be obtained from each program's website, Career Talk, and/or from a student's assigned advisor.

### Career Talk Sessions:

Participation in a Career Talk session for the student's program of interest is a program admission requirement for all of the H&W programs, with the exception of cosmetology programs and the programs offered through the Culinary Institute of the Carolinas. Students are encouraged to participate in a Career Talk session as soon as possible to ensure that they have the most up-to-date program information. Depending upon the program of interest, sessions are offered either face-to-face once a month or in an online format. The Career Talk schedule is located at [www.gvltec.edu/careertalk](http://www.gvltec.edu/careertalk).

### Technical Standards:

The H&W programs may require specific mental and physical functions which must be possessed by students in order to successfully complete program requirements. Students must be able to meet the technical standards of his/her program in order to progress. Demonstration may be required. The technical standards can be obtained from program advisors and are provided to potential students during the Career Talk sessions. Students who are concerned that they may have difficulty meeting the technical standards are strongly encouraged to contact the Office of Disability Services. In some instances, reasonable accommodations may be made but only with the required documentation from the Office of Disability Services.

### Clinical/Externship Requirements

**All programs within the H&W division require participation in and successful completion of clinical/externship/internship courses. In order to provide such experiences, students are sometimes assigned to agencies outside of GTC. Written agreements between the agencies and GTC outline the requirements of all parties: the college, students, faculty, and the agencies. As students and faculty, we are "guests" at these facilities.** In establishing clinical/externship affiliation agreements, H&W programs are contractually obligated to comply with the requirements set forth in such agreements. Students enrolled in H&W programs must conform to the rules, policies, and procedures of the clinical/externship sites in order to participate in clinical/externship experiences. **Students must be able to participate in all learning activities that take place in these outside agencies.**

### Health Physicals

Because the H&W programs may include clinical/externship experiences, students accepted to a health program that requires a clinical/externship experience must have a physical exam. The physical exam must be performed by a licensed, practicing physician, physician's assistant, or nurse practitioner and must be documented on the divisional physical form. Results of the physical must indicate that the student is in good physical and mental health. Due dates vary and will be provided either by a student's advisor or from the program faculty.

### Immunization Requirements:

In an effort to protect the students enrolled in the H&W programs and the patients/clients with whom the students come in contact from communicable diseases, H&W students are required to provide an up-to-date immunization record. **NO EXEMPTIONS** are permitted except for medical exemptions according to the guidelines of the Center for Disease Control (CDC). A medical exemption form must be completed by a practicing physician. This form may be obtained from program faculty. Students who have an approved, documented medical exemption may not be able to progress through their program if clinical/externship experiences are denied by the clinical/externship affiliate.

The immunization record must include

- Two (2) MMRs: a positive titer may be accepted
- Varicella (chickenpox): a positive titer may be accepted
- Negative TB screening
- Tetanus within the past ten (10) years

Although not required, all H&W students are strongly encouraged to obtain the Hepatitis B vaccine. Those who choose not to be vaccinated for Hepatitis B will be required to sign a waiver indicating their decision. However, if the Hepatitis B vaccine is required by an affiliated agency, the student must comply with the requirement in order to participate in activities at that agency. Additional immunizations may be required upon the request of the clinical/externship sites (i.e., flu vaccine during flu season). Students assigned to such sites will be required to meet the immunization requirement(s).

Students enrolled in an Animal Studies program are only required to provide evidence of a current tetanus vaccine. The pre-exposure rabies vaccine is not required but is strongly recommended for students enrolled in Animal Studies.

Students enrolled in the Massage Therapy, Culinary, Personal Training, and Cosmetology programs ARE EXEMPT from the immunization policy unless a clinical/externship site requires documentation of immunization.

### Drug Screenings:

The college shares an obligation with the clinical/externship agencies to protect the agency's patients/clients to the extent reasonably possible from harm due to students who are under the influence of drugs or alcohol while in the clinical/externship agency. In addition, the college wishes to ensure that the health and safety of the students are not compromised. Therefore, it is the policy of the H&W division that students accepted into and enrolled in an H&W program submit to drug testing. Initially, a negative 10-panel drug screen is required for clinical/externship eligibility. A student fee is assessed for the initial drug screening. Random drug screens may be performed throughout the student's program. Students enrolled in the Cosmetology and Culinary Arts programs are exempt. However, all students, regardless of program enrolled, are subject to random drug screening with reasonable suspicion.

### Criminal Background Checks:

In order to comply with affiliate agencies, it is the policy of the H&W division that all students enrolled in an H&W program submit to a comprehensive, multi-state criminal record check to include at minimum a check of the past seven (7) years. There is a student fee assessed for each record check. The criminal background check must be acceptable based upon the divisional policy. Criminal background checks are not conducted until students have been formally accepted into an H&W program. Questions regarding individual situations may be directed to the Assistant Dean of Compliance (Lydia Dunaway). Students enrolled in the Cosmetology program and programs within Culinary Arts are exempt from the Criminal Background Check requirement.



**Healthstream:**

Healthstream is online instruction that consists of modules addressing topics such as hazardous communication, electrical safety, infection control, HIPAA, and many others. Many of the H&W programs require students to complete these modules on an annual basis. A student fee is assessed in order for students to be assigned a password to access Healthstream. All modules must be completed for clinical/externship placement for specific programs.

**Travel:**

Students may be required to travel to clinical/externship sites during the professional component of the program. Travel may require two (2) or more hours of driving. Transportation, parking, housing, and food expenses are the responsibility of the student.

## Simulation Technologies and Training Center

A \$1.5 million Simulation Technologies and Training (STAT) Center opened in 2009 at Greenville Technical College.

**Features:**

- Eight simulators in seven environments
- Settings include a city street where a car accident has occurred, a scene inside a home, an emergency room, an operating room, and a specialty room, such as intensive care or pediatric intensive care.
- A \$300,000 custom designed audio-visual system allows students to see and hear what happens as a care scenario unfolds and how they might improve on their reactions.
- Simulators are portable and wireless and can sweat, cry, bleed, tear, and salivate. They respond to medications and treatments as a human would.

**Benefits:**

- Students have the chance to make the most common and preventable medical mistakes without risk.
- With better education, medical errors should be reduced when these students become professionals.
- Simulation increases hands-on experience and builds confidence.

**Used by students in the following programs:**

- Dental
- Emergency Medical Technology
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

For more information, go to [www.gvltec.edu/STAT](http://www.gvltec.edu/STAT). To contact the STAT Center, email [simulation@gvltec.edu](mailto:simulation@gvltec.edu).

# Public Service, Arts and Sciences Division

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The Public Service, Arts and Sciences Division offers the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, and Associate in Applied (A.A.S.) degrees in Early Care and Education, Paralegal, Criminal Justice, and Human Services. Also offered are Certificates in Arts (C.A) in Fine Arts, Photography, Web Design, and Graphic Arts, and Certificates in Applied Science (C.A.S.) in Child Care Management, Early Childhood Development, Early Childhood Special Education, and Infant/Toddler Care.

Most students who plan to transfer to a four-year college or university to complete a bachelor's degree will enroll in either the A.A. or A.S. degree, although several of the A.A.S. degrees also provide the option of transfer. Faculty and staff advisors will assist you in selecting the appropriate program based on your career and educational goals, and will assist with course selections to plan your program of study. Our highly qualified instructors work with students both in class and outside the classroom to ensure mastery of skills. Greenville Tech students have proven to perform as well as, or better than, students who begin as a freshman at a four-year college or university. Courses are accepted for transfer across the nation and we have agreements and partnerships with both in-state and out-of-state institutions.

To complete the A.A., A.S. or A.A.S. degree, students must fulfill the college's general education requirements with courses in English, mathematics, social sciences, natural sciences, humanities and computer skills/applications. Requirements vary based on the degree selected; consult the program of study pages for each area. Coursework parallels the requirements of the freshman and sophomore years of study at four-year colleges and universities. As degree requirements are subject to change, students should consult with the intended transfer destination as soon as possible and are responsible for ensuring that the courses selected are transferrable.

Courses are available in both traditional, face-to-face format and many are also available in online and/or hybrid format, in which some or all instruction occurs through electronic means. General education course offerings are available throughout the Fall, Spring and Summer terms with both day and evening options, as well as online and occasional weekend options.

## Honors Program

The Honors Program is designed to enhance the Greenville Tech experience for bright, highly motivated students. Small, challenging classes encourage interaction between student and instructor, enhance opportunities for independent research, and allow the student to pursue individual goals. Current GTC students are eligible to apply for acceptance into the Honors Program if they have a cumulative grade point average of 3.4 or higher and have earned at least nine transferable credit hours. High school students entering Greenville Tech should have a high school GPA of at least 3.5 or a combined score of 1150 or above on the critical reading and math sections of the SAT or 26 on the ACT with two letters of recommendation from individuals familiar with the student's academic performance, at least one of whom is a high school teacher. To complete the Honors Program requirements, an Honors Program student must take at least six classes with the honors designation, one of which must be an honors seminar. In addition, the honors student will be required to fulfill a community service requirement. Speak with your advisor or contact the Honors Program directly for more information.

The following list contains some of the colleges and universities to which Greenville Technical College students have been accepted:

Anderson University  
Appalachian State University  
Auburn University  
Bob Jones University  
Brevard College  
Brooks Institute of Art  
Carson-Newman College  
Catawba College  
Charleston Southern University  
The Citadel  
Claflin University  
Clemson University  
Coastal Carolina University  
College of Charleston  
Columbia College  
Converse College  
Duke University  
East Tennessee State University  
Emory University  
Erskine College  
Florida State University  
Francis Marion University  
Furman University  
Gardner-Webb College  
Georgia Institute of Technology

Georgia Southern College  
Hampton University  
Harvard University  
Hofstra University  
Howard University  
Indiana University  
James Madison University  
Johnson C. Smith University  
Kansas State University  
Lander University  
Lees-McRae College  
Limestone College  
Mars Hill College  
Medical University of South Carolina  
Middle Tennessee State University  
Morehouse College  
Morris Brown College  
Newberry College  
North Carolina A&T University  
North Carolina State University  
North Greenville College  
Pennsylvania State University  
Presbyterian College  
Purdue University  
Queens College

Rhode Island School of Design  
Ringling College of Art and Design  
Rollins College  
Savannah College of Art and Design  
Sherman College  
South Carolina State University  
Southern Illinois University Carbondale  
Southern Wesleyan College  
State University of New York Morrisville  
Syracuse University  
Troy State University  
Tulane University  
University of Alabama  
University of Charleston  
University of the District of Columbia  
University of Florida  
University of Georgia  
University of Louisville  
University of Maryland  
University of Massachusetts  
University of Miami

University of Mississippi  
University of Missouri  
University of Nebraska at Lincoln  
University of North Carolina at Chapel Hill  
University of North Carolina at Charlotte  
University of North Dakota  
University of Notre Dame  
University of Richmond  
University of South Carolina at Columbia  
University of South Carolina Upstate  
University of Southern Mississippi  
University of the South  
University of Tennessee - Knoxville  
University of Tennessee - Chattanooga  
University of Texas at Austin  
University of Virginia  
Vanderbilt University  
Virginia Commonwealth  
Voorhees College  
Webster University  
Western Carolina University  
Winthrop University  
Wofford College

Students planning to transfer to these or any other colleges should consult frequently with their academic advisor while enrolled at Greenville Tech. Advisors will help students select courses best suited to their major subject areas and transfer destinations. It is the student's responsibility to use the services of a faculty advisor as well as the resources of his/her transfer institution. The ultimate responsibility for choosing classes is that of the student.

# Associate in Arts

## Associate in Arts

**Entrance Requirements:**

Acceptable placement test score(s)

**Type of Program:**

Day, night, weekend, online

**Type of Degree:**

Associate degree

**Total Hours Required for Program:**

61 semester hours

**Related Areas:**

Business administration, education, English, foreign languages, geography, history, international studies, journalism, law, physical education, political science, psychology, recreation, social work, sociology, speech, visual and performing arts

**Communications and Literature****12.0 SHC****Communications:**

ENG 101	3.0
ENG 102	3.0
SPC 200, 205, 208, or 209	3.0

**Literature:**

ENG 201, 202, 205, 206, 208, 209, 213, 230, 231, or 234	3.0
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**Humanities/Social Science Electives****9.0 SHC**

(Select a minimum of one social science course.)

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

**Humanities**

ART 101, 105, 106, 107, 108, 208, 210  
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238  
FRE 102  
GER 102  
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220  
HSS 295  
IDS 210  
MUS 105, 110  
PHI 101, 105, 110  
REL 101, 201  
SPA 102  
THE 101, 105

**Social Sciences**

ANT 101, 202, 203  
ECO 210, 211  
GEO 101, 102  
PSC 201, 205, 206, 215, 220  
PSY 201, 203, 206, 208, 212, 225  
SOC 101, 205, 215, 225

**Mathematics/Sciences****7.0 SHC**

A **minimum** of one math and one lab science course is required.

AST 101, 102  
BIO 101, 102, 105, 201, 202, 203, 205, 206; 209, 210, 211, 215, 216, 225  
CHM 105, 106, 110, 111, 211, 212  
MAT 103, 109, 110, 111, 120, 122, 130, 140, 141, 211, 212, 215, 220, 230, 240, 242  
PHS 101, 102  
PHY 201, 202, 221, 222



**Communications/Humanities/Social Sciences Concentration****15.0 SHC**

ANT 101, 202, 203  
ART 101, 105, 106, 107, 108, 111, 208, 210  
ECO 210, 211  
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238  
FRE 102  
GER 102  
GEO 101, 102  
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202  
HSS 295, 298  
IDS 210  
JOU 101  
MUS 105, 110  
PHI 101, 105, 110  
PSC 201, 205, 206, 215, 220  
PSY 201, 203, 206, 208, 212, 225  
REL 101, 201  
SOC 101, 205, 215, 225  
SPA 102  
SPC 200, 205, 208, 209, 212, 215  
THE 101, 105

**Other Hours****18.0 SHC**

ACC 101, 102  
AHS 102  
ANT 101, 202, 203  
ART 101, 105, 106, 107, 108, 111, 112, 200, 202, 207, 208, 210, 211, 267, 268, 290, 292  
ARV 110, 114, 121, 122, 205, 210, 212, 214, 215, 217, 227, 228, 230, 241, 244, 276, 280  
AST 101, 102  
BIO 101, 102, 105, 201, 202, 203, 205/206; 209, 210, 211, 215, 216, 225, 240, 241, 299  
BTN 103, 104, 250, 251, 260, 261, 270  
CHM 105, 106, 110; 111, 211, 212, 213, 299  
COL 105  
CPT 170, 234  
ECE 205, 211, 212, 221, 222  
ECO 210, 211  
EDU 230  
EGR 130, 203, 204, 206, 210, 260, 262, 264, 266, 269, 270, 275, 299  
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238, 298  
EVT 201  
FRE 101, 102, 201, 202  
GEO 101, 102  
GER 101, 102, 201, 202  
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202  
HSS 298  
HUS 101, 102, 204, 205, 206, 208, 209, 216, 217, 220, 231, 237, 260  
IDS 210  
JOU 101  
MAT 103, 109, 110, 111, 120, 122, 130, 140, 141, 211, 212, 215, 220, 230, 240, 242  
MUS 105, 110  
PHI 101, 105, 110  
PHS 101, 102  
PHY 201, 202, 221, 222  
PSC 101, 103, 104, 201, 205, 206, 215, 220  
PSY 201, 203, 206, 208, 212, 225, 299  
REL 101, 201  
SOC 101, 205, 215, 225, 299  
SPA 101, 102, 201, 202  
SPC 200, 205, 208, 209, 212, 215  
THE 101, 105, 205, 220, 221, 222, 226, 250, 253, 276, 290

**Total minimum credit hours:****61.0**

# Associate in Science

## Associate in Science

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, night, weekend, online

### Type of Degree:

Associate degree

### Total Hours Required for Program:

60 semester hours

### Related Areas:

Agriculture, biology, biotechnology, chemistry, dentistry, engineering, forestry, mathematics, medicine and nursing, pharmacy, physics, textiles, and veterinary medicine

### Communications and Literature

**12.0 SHC**

#### Communications:

ENG 101	3.0
ENG 102	3.0
SPC 200, 205, 208, or 209	3.0

#### Literature:

ENG 201, 202, 205, 206, 208, 209, 213, 230, 231, or 234	3.0
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### Humanities/Social Science Electives

**9.0 SHC**

(Select a minimum of one social science course.)

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

#### Humanities

ART 101, 105, 106, 107, 108, 208, 210  
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238  
FRE 102  
GER 102  
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220  
HSS 295  
IDS 210  
MUS 105, 110  
PHI 101, 105, 110  
REL 101, 201  
SPA 102  
THE 101, 105

#### Social Sciences

ANT 101, 202, 203  
ECO 210, 211  
GEO 101, 102  
PSC 201, 205, 206, 215, 220  
PSY 201, 203, 206, 208, 212, 225  
SOC 101, 205, 215, 225

### Mathematics/Sciences Concentration

**23.0 SHC**

A **minimum** of one math and one lab science course is required

AST 101, 102  
BIO 101, 102, 105, 201, 202, 203, 205, 206, 209, 210, 211, 215, 216, 225, 240, 241  
CHM 105, 106, 110, 111, 211, 212, 213  
MAT 103, 109, 110, 111, 120, 122, 130, 140, 132, 141, 211, 212, 215, 220, 230, 242  
PHS 101, 102  
PHY 201, 202, 221, 222

**Other Hours****16.0 SHC**

ACC 101, 102  
AHS 102  
ANT 101, 202, 203  
ART 101, 105, 106, 107, 108, 111, 112, 200, 202, 207, 208, 210, 211, 267, 268, 290, 292  
ARV 110, 114, 121, 122, 205, 210, 212, 214, 215, 217, 227, 228, 230, 241, 244, 276, 280  
AST 101, 102  
BIO 101, 102, 105, 201, 202, 203, 205/206, 209, 210, 211, 215, 216, 225, 240, 241, 250, 260, 299  
BTN 103, 104, 250, 251, 260, 261, 270  
CHM 105, 106, 110, 111, 211, 212, 213, 299  
COL 105  
CPT 170, 234  
ECE 205, 211, 212, 221, 222  
ECO 210, 211  
EDU 230  
EGR 130, 203, 204, 206, 210, 260, 262, 269, 270, 275, 299  
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238, 298  
EVT 201  
FRE 101, 102, 201, 202  
GEO 101, 102  
GER 101, 102, 201, 202  
HIS 101, 102, 104, 105, 106, 108, 109, 107, 115, 122, 201, 202  
HSS 295, 298  
HUS 101, 102, 204, 205, 206, 208, 209, 216, 217, 220, 231, 237, 260  
IDS 210  
JOU 101  
MAT 103, 109, 110, 111, 120, 122, 130, 140, 141, 211, 212, 215, 220, 230, 240, 242  
MUS 105, 110  
PHI 101, 105, 110  
PHS 101, 102  
PHY 201, 202, 221, 222  
PSC 101, 103, 104, 201, 205, 206, 215, 220  
PSY 201, 203, 206, 208, 212, 225, 299  
REL 101, 201  
SOC 101, 205, 215, 225, 299  
SPA 101, 102, 201, 202  
SPC 200, 205, 208, 209, 212, 215  
THE 101, 105, 205, 220, 221, 222, 226, 250, 253, 276, 290

**Total minimum credit hours:****60.0**

# University Transfer Courses

This is a listing of Greenville Tech courses that are designated as University Transfer. (Courses that appear with an asterisk (\*) appear on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges.) Credits for these courses do not automatically transfer to a four-year college or university. *Students are responsible for checking with the university or college to which they plan to transfer in order to determine which courses they should complete at Greenville Tech.* Please consult an academic advisor or counselor regarding a plan of study.

## Accounting

- \* ACC 101 Accounting Principles I
- \* ACC 102 Accounting Principles II

## Allied Health Science

- AHS 102 Medical Terminology

## College Skills

- COL 105 Freshman Seminar

## Education

- EDU 230 Schools in Communities

## Engineering

- ECE 205 Electrical & Computer Lab I
- ECE 211 Introduction to Computer Engineering I
- ECE 212 Introduction to Computer Engineering II
- ECE 221 Introduction to Electrical Engineering I
- ECE 222 Introduction to Electrical Engineering II
- EGR 206 Introduction to Materials Science
- EGR 260 Engineering Statics
- EGR 262 Engineering Dynamics
- EGR 269 Engineering Disciplines & Skills
- EGR 270 Introduction to Engineering
- EGR 275 Introduction to Engineering/Computer Graphics
- EGR 299 Applied Research in a Technical Field

## English Communications - Written

- \* ENG 101 English Composition I
- \* ENG 102 English Composition II

## English Communications - Oral

- SPC 200 Introduction to Speech Communication
- \* SPC 205 Public Speaking
- SPC 208 Intercultural Communication
- SPC 209 Interpersonal Communication
- SPC 212 Survey of Mass Communication

## Humanities

- \* ART 101 Art History and Appreciation
- \* ART 105 Film As Art
- ART 106 History of Photography
- ART 107 History of Early Western Art
- ART 108 History of Western Art
- ART 208 Art Since 1945
- ART 210 History of Graphic Design
- \* ENG 201 American Literature I
- \* ENG 202 American Literature II
- \* ENG 205 English Literature I
- \* ENG 206 English Literature II
- \* ENG 208 World Literature I
- \* ENG 209 World Literature II
- ENG 213 Short Fiction
- ENG 228 Studies in Film Genre
- \* ENG 230 Women in Literature

- ENG 231 Middle Eastern Literature
- ENG 234 Survey in Minority Literature
- ENG 238 Creative Writing
- ENG 298 Research in English
- \* FRE 101 Elementary French I+
- \* FRE 102 Elementary French II
- \* GER 101 Elementary German I+
- \* GER 102 Elementary German II
- HIS 101 Western Civilization to 1689
- \* HIS 102 Western Civilization Post 1689
- HIS 104 World History I
- HIS 105 World History II
- HIS 106 Introduction to African History
- HIS 107 Introduction to the Middle East
- HIS 108 Introduction to East Asian Civilization

- HIS 115 African-American History
- HIS 122 History, Technology, and Society
- \* HIS 201 American History: Discovery to 1877
- \* HIS 202 American History: 1877 to Present
- HIS 220 American Studies I
- HSS 295 Leadership Through the Humanities
- HSS 298 Research In the Humanities
- IDS 210 Selected Topics for Honors
- JOU 101 Introduction to Journalism
- \* MUS 105 Music Appreciation
- MUS 110 Music Fundamentals
- \* PHI 101 Introduction to Philosophy
- \* PHI 105 Introduction to Logic
- \* PHI 110 Ethics
- REL 101 Introduction to Religion
- REL 201 Religions of the World
- \* SPA 101 Elementary Spanish I+
- \* SPA 102 Elementary Spanish II
- \* SPA 201 Intermediate Spanish I
- \* SPA 202 Intermediate Spanish II
- \* THE 101 Introduction to Theatre
- THE 105 Fundamentals of Acting

## Human Services

- HUS 101 Introduction to Human Services
- HUS 102 Personal and Professional Development in Helping Professions
- HUS 204 Introduction to Social Work
- HUS 205 Gerontology
- HUS 206 Death and Dying
- HUS 208 Alcohol and Drug Abuse
- HUS 209 Case Management
- HUS 216 Behavior Change Techniques
- HUS 217 Addictions Counseling
- HUS 220 Diversity Issues in Human Service Practice
- HUS 231 Counseling Techniques
- HUS 237 Crisis Intervention
- HUS 260 Human Services Special Topics



**Mathematics**

MAT	103	Quantitative Reasoning
MAT	109	College Algebra with Modeling
* MAT	110	College Algebra
* MAT	111	College Trigonometry
* MAT	120	Probability & Statistics
* MAT	122	Finite College Mathematics
* MAT	130	Elementary Calculus
* MAT	140	Analytical Geometry & Calculus I
* MAT	141	Analytical Geometry & Calculus II
MAT	211	Math for Elementary Education I
MAT	212	Math for Elementary Education II
MAT	215	Geometry
MAT	220	Advanced Statistics
MAT	230	Basic Multivariable Calculus
* MAT	240	Analytical Geometry & Calculus III
* MAT	242	Differential Equations

**Sciences - Biological and Physical**

* AST	101	Solar System Astronomy
* AST	102	Stellar Astronomy
* BIO	101	Biological Science I
* BIO	102	Biological Science II
BIO	105	Principles of Biology
BIO	201	Zoology
BIO	202	Botany
BIO	203	General Genetics
BIO	205	Ecology
BIO	206	Ecology Lab
BIO	209	Principles of Environmental Science
* BIO	210	Anatomy & Physiology I
* BIO	211	Anatomy & Physiology II
BIO	215	Anatomy
BIO	216	Physiology
* BIO	225	Microbiology
BIO	240	Nutrition
BIO	241	Clinical Nutrition
BIO	299	Research in the Biological Sciences
CHM	106	Contemporary Chemistry I
* CHM	110	College Chemistry I
* CHM	111	College Chemistry II
* CHM	211	Organic Chemistry I
* CHM	212	Organic Chemistry II
CHM	299	Research in Chemistry
EVT	201	Environmental Science
PHS	101	Physical Science I
PHS	102	Physical Science II
* PHY	201	Physics I
* PHY	202	Physics II
* PHY	221	University Physics I
* PHY	222	University Physics II

**Social Sciences**

* ANT	101	General Anthropology
ANT	202	Cultural Anthropology
ANT	203	Physical Anthropology and Archeology
* ECO	210	Macroeconomics
* ECO	211	Microeconomics
* GEO	101	Introduction to Geography
* GEO	102	World Geography

PSC	101	Topics for Model United Nations
PSC	103	Topics for Model United Nations II
PSC	104	Topics for Model United Nations III
* PSC	201	American Government
PSC	205	Politics & Government
PSC	206	Politics of the Middle East
* PSC	215	State & Local Government
PSC	220	Introduction to International Relations
* PSY	201	General Psychology
* PSY	203	Human Growth & Development
PSY	206	Health Psychology
* PSY	208	Human Sexuality
* PSY	212	Abnormal Psychology
PSY	225	Social Psychology
PSY	299	Research in Psychology
SOC	299	Research in Sociology
* SOC	101	Introduction to Sociology
* SOC	205	Social Problems
SOC	215	Ethnicity and Minority Issues
* SOC	225	Gender Issues
SOC	299	Research in Sociology

**Visual Arts**

ART	111	Basic Drawing I
ART	112	Basic Drawing II
ART	200	Type Designing
ART	202	Ceramics
ART	207	Printmaking
ART	211	Introduction to Painting
ART	289	Digital Photography
ART	290	Photojournalism
ART	292	Foundations for Art Education
ARV	110	Computer Graphics I
ARV	114	Photography I
ARV	121	Design
ARV	122	3-Dimensional Design I
ARV	205	Graphic Illustration
ARV	210	Computer Graphics II
ARV	212	Digital Photography (for the Web)
ARV	214	Photography II
ARV	215	Photography III
ARV	217	Computer Imagery
ARV	227	Web Site Design I
ARV	228	Web Site Design II
ARV	230	Visual Arts Business Procedures
ARV	241	Painting II
ARV	244	Sculpture I
ARV	276	Studio Practicum I
ARV	280	Visual Arts Exit Portfolio

**Theatre**

THE	205	Intermediate Acting
THE	220	Theatre Laboratory I
THE	221	Theatre Laboratory II
THE	222	Theatre Laboratory III
THE	226	Children's Theatre
THE	250	Makeup for Performance
THE	253	Stagecraft
THE	276	Script Analysis
THE	290	Voice and Diction for the Stage

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

# Transfer Policies

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## Transfer: State Policies and Procedure Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

### Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The 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, was formed by the General Assembly and signed by the governor as Act 359 of 1996.

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

### State Articulation of 86 Courses

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

### Admissions Criteria, Course Grades, GPAs 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 course work taken elsewhere, for course work repeated due to failure, for course work 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 transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work 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 course 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. List of the institution's transfer officer(s) personnel together with telephone and FAX numbers, office address and email address.
  - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Course work (individual course, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
  - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall 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 course work 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 course work (individual course, transfer blocks, statewide agreements) covered within these procedures shall 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 AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
  - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours;
  - Business Administration: Established curriculum block of 46-51 semester hours;
  - Engineering: Established curriculum block of 33 semester hours;
  - Science and Mathematics: Established curriculum block of 51-53 semester hours;
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
  - 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 National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.
 (For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)
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 the Arts/Social Science/Humanities or the Science Mathematics block. 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 course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for course, 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 course work among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

### **Assurance of Quality**

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the course work 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.

### **State Publication and Distribution of Information on Transfer**

11. The staff of the Commission on Higher Education will 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 will place the following materials on their internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
  - A. A copy of this entire document.
  - B. Provide to the commission staff in format suitable for placing on the commission's website a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum will
  - A. Publish these procedures in their entirety (except appendices).
  - B. Designate a chief transfer officer at the institution who will
    - provide information and other appropriate support for students considering transfer and recent transfers
    - serve as 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, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

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

#### **Development of Common Course System**

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical 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 course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work 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 course work. It will also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

#### **Appendices:**

Appendix A: Statewide Articulation Agreement: Technical College Course Transferable to Public Senior Institutions (Revised to 86 courses 9/2002)

Appendix B: Statewide Transfer Blocks/Agreements (6)

Greenville Technical College provides students and other interested persons access to transfer articulation information through the transfer center — Planning and Transfer Headquarters (PATH) in the University Transfer Building on the Barton Campus. Currently enrolled students are encouraged to obtain transfer articulation information related to their specific transfer plans by meeting regularly with their assigned advisors. Advisors help students select courses best suited to their planned academic major subject areas and university destinations. Students are responsible for using the services of advisors to guide their transfer planning.

Transfer information is available on the Internet at the institution's home page:

[www.gvltec.edu/transfer\\_information](http://www.gvltec.edu/transfer_information) and the Commission on Higher Education's home page:

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



# Associate in Applied Science

## Accounting

### Accounting Associate in Applied Science

#### Mission Statement

The mission of the accounting program at Greenville Technical College is to provide students with a quality education in accounting within the learning-centered environment of our institution. This education will provide the student with the knowledge and skills required to be employed in the accounting field or to continue his/her education in accounting.

#### Entrance Requirements:

Acceptable placement test score(s)

Type of Program:

Day or evening

#### Employment Opportunities:

Manufacturing firms, small businesses, public accounting firms, service companies, not-for-profit organizations

- This degree prepares students for a career in accounting, using a “how-to” approach, interspersing theory, and concluding with hands-on applications.
- Students must receive a grade of “C” or higher in concentration courses, communications courses and the mathematics course to be eligible for graduation.
- Major courses must be completed within five years or by special permission from the department head.
- This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

#### Recommended Program Schedule

##### First Semester

MGT 101	Principles of Management	3.0
CPT 170	Microcomputer Applications	3.0
ENG 101	English Composition I*	3.0
MAT 155	Contemporary Mathematics (or higher college math)	3.0

##### Second Semester

ACC 101	Accounting Principles I	3.0
SPC 205	Public Speaking *	3.0
BAF 101	Personal Finance	3.0
MKT 101	Marketing	3.0

##### Third Semester

ACC 102	Accounting Principles II	3.0
ACC 245	Accounting Applications	3.0
BUS 121	Business Law I	3.0
ECO 105	Introduction to Economic Principles**	3.0

##### Fourth Semester

ACC 124	Individual Tax Procedures	3.0
ACC 150	Payroll Accounting	3.0
ACC 201	Intermediate Accounting I	3.0
ACC 230	Cost Accounting I	3.0
	Humanities/Fine Arts Elective*	3.0

**Fifth Semester**

ACC 202	Intermediate Accounting II	3.0
ACC 224	Business Taxation	3.0
ACC 246	Integrated Accounting Software	3.0
ACC 275	Selected Topics in Accounting	3.0
LOG 250	Advanced Global Logistics	3.0

**Total credit hours****66.0**

\*General Education course.

\*\*ECO 210 or ECO 211 if math placement allows

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Small Business Accounting Certificate in Applied Science

## Mission Statement

The mission of the Small Business Accounting Certificate program at Greenville Technical College is to provide students with an introductory knowledge and accounting skills used in the financial recordkeeping of a small business.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Small businesses, both sales and service companies

- This program provides introductory training in financial recordkeeping for a small business.
- Students must receive a grade of "C" or higher in all courses to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

ACC 101	Accounting Principles I	3.0
CPT 170	Microcomputer Applications	3.0
ENG 165	Professional Communications*	3.0

### Second Semester

ACC 124	Individual Tax Procedures	3.0
ACC 150	Payroll Accounting	3.0

### Third Semester

ACC 245	Accounting Applications	3.0
ACC 246	Integrated Accounting Software	3.0

### Total credit hours

**21.0**

\*General Education course

Visit [http://gvltec.edu/gainful-employment/CAS\\_SBA6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SBA6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Administrative Office Technology

## Administrative Office Technology Associate in Applied Science

### Mission Statement

The mission of the Administrative Office Technology program is to prepare students for careers working in a variety of administrative office positions in business, industry and government offices. The goal is to ensure success in today's office environment by providing training in the latest as well as emerging technologies in the workplace. An emphasis on professionalism and interpersonal, oral and written communication skills will enable the graduate to become an effective member of an office team.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day or evening

### Employment Opportunities:

Business and industry, health care organizations and practices, government agencies

- This program is available in two concentrations: General or Medical. Students will be awarded one degree in one of the concentrations.
  - ❑ **General Concentration:** This program prepares students for administrative-level office positions in business, industry and/or government agencies. Preparation includes training in technologies and soft skills needed in today's dynamic office setting. Skills include keyboarding, MS Office applications, desktop publishing, office procedures and practices, accounting, professional development, and business communications. Upon completion of the program, students will be proficient in a variety of the latest business applications software packages, written and oral communication, customer service, Internet research, and office management skills, which are needed to be an efficient and effective member of an office team working in the current global workplace environment.
  - ❑ **Medical Concentration:** The medical concentration prepares students for administrative-level positions focused on the needs of the medical community, with emphasis on working in doctors' offices, hospital systems, medical organizations, insurance companies, business, and industry. Upon completion of the program, students will be proficient in the use of medical scheduling and billing software, the latest business applications software packages, written and oral communication, customer service, Internet research, and office management skills, which are needed to be efficient and effective member of an office team working in the current global workplace environment.
- Requires a minimum grade of "C" in all AOT, ACC, and major elective courses (BIO, AHS, and HIM for the medical concentration).
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, many variables can affect this plan and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule for General Concentration

#### First Semester

AOT 101	Introduction to Keyboarding (first half of the semester)	2.0
AOT 106	Keyboarding Lab I (second half of the semester)	1.0
AOT 162	Basic Information Processing	3.0
AOT 167	Information Processing Applications	3.0
ENG 101	English Composition I *	3.0
	Math Elective */***	3.0

#### Second Semester

AOT 105	Keyboarding	3.0
AOT 163	Word Processing	3.0
AOT 134	Office Communications	3.0
	AOT Elective†	3.0

#### Third Semester

AOT 260	Office Word Processing Applications	3.0
AOT 161	Records Management	3.0
AOT 133	Professional Development	3.0
	Speech Elective */**	3.0



**Fourth Semester**

ACC 101	Accounting Principles I	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 234	Administrative Office Communications	3.0
AOT 261	Office Spreadsheet Applications	3.0
AOT 265	Office Desktop Publishing	3.0

**Fifth Semester**

AOT 254	Office Simulation	3.0
	AOT Elective†	3.0
	Social Science Elective *	3.0
	Humanities/Fine Arts Elective *	3.0

**Total credit hours** **66.0**

\* General Education Course

\*\*Speech Elective (choose one)

SPC 205	Public Speaking	3.0
SPC 208	Intercultural Communication	3.0
SPC 209	Interpersonal Communication (recommended)	3.0

\*\*\*Math Elective — MAT 155 or higher college math.

†AOT Electives — choose two of the following approved courses: ACC 102, ACC 150, BUS 121, BUS 220, CPT 113, CPT 257, IST 226, LEG 121, LEG 135, LEG 213, MGT 101, MGT 201, and MKT 130

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Medical Concentration

## Recommended Program Schedule for Medical Concentration

### First Semester

AOT	101	Introduction to Keyboarding (first half)	2.0
AOT	106	Keyboarding Lab I (second half)	1.0
AOT	162	Basic Information Processing	3.0
AOT	167	Information Processing Applications	3.0
ENG	101	English Composition I *	3.0
		Math Elective */***	3.0

### Second Semester

AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
AOT	163	Word Processing	3.0
AHS	102	Medical Terminology	3.0

### Third Semester

AOT	133	Professional Development	3.0
AOT	161	Records Management	3.0
AOT	260	Office Word Processing Applications	3.0
		Speech Elective**	3.0

### Fourth Semester

ACC	101	Accounting Principles I	3.0
AOT	143	Office Systems and Procedures	3.0
AOT	234	Administrative Office Communications	3.0
AOT	261	Office Spreadsheet Applications	3.0
BIO	110	General Anatomy & Physiology*	3.0

### Fifth Semester

HIM	103	Introduction to Health Information and Coding	3.0
AOT	252	Medical Systems & Procedures	3.0
		Social Science Elective */+	3.0
		Humanities/Fine Arts Elective *	3.0

### Total credit hours

**66.0**

\* General Education Course

\*\*Speech Elective (choose one)

SPC	205	Public Speaking	3.0
SPC	208	Intercultural Communication	3.0
SPC	209	Interpersonal Communication (recommended)	3.0

\*\*\*Math Elective — MAT 155 or higher college math

\*/+ Social Science Elective

PSY	201	General Psychology	3.0
		or	
SOC	101	Introduction to Sociology (recommended)	

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Medical Clerical Certificate in Applied Science

## Mission Statement

The mission of the Medical Clerical certificate curriculum is to train students for employment in medical offices, working in medical clerical positions, or in other business areas. The Medical Clerical program will prepare the student with specialized technical, as well as communication and interpersonal skills, needed to succeed as an entry-level medical clerical employee.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

- This program develops specialized skills needed to become a general office professional in the medical field or other business offices.
- Requires a minimum grade of "C" in all AOT, AHS, HIM, and BIO courses.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Graduates of this certificate are eligible to obtain the Physician Practice Specialist certificate by completing the requirements for that program.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

AOT	101	Introduction to Keyboarding (first half)	2.0
AOT	106	Keyboarding Lab I (second half)	1.0
AOT	167	Information Processing Applications	3.0
ENG	101	English Composition I*	3.0

### Second Semester - Spring

AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
AOT	163	Word Processing	3.0

### Third Semester - Summer

AHS	102	Medical Terminology	3.0
AOT	133	Professional Development	3.0
AOT	161	Records Management	3.0

### Fourth Semester - Fall

AOT	234	Administrative Office Communications	3.0
BIO	110	General Anatomy & Physiology*	3.0

### Fifth Semester - Spring

AOT	252	Medical Systems & Procedures	3.0
HIM	103	Introduction to Health Information and Coding	3.0

**Total credit hours** **39.0**

\*General education course

Visit [http://gvltec.edu/gainful-employment/CAS\\_MC7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MC7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Physician Practice Specialist Certificate in Applied Science

## Mission Statement

The purpose of the Physician Practice Specialist certificate program is to provide graduates of the Medical Clerical certificate program with the opportunity for on-the-job training in an internship or work experience in a medical practice or hospital setting.

## Entrance Requirements:

Acceptable placement test score(s), plus completion of the Medical Clerical certificate program within the last five years

## Type of Program:

Day or evening

- This program provides graduates of the Medical Clerical certificate program with training in customer service and basic principles of management. It also provides an opportunity for on-the-job training in a medical facility through the completion of an internship or practical work experience in a medical associate practice.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- A physical exam is required in order to be prepared for the internship course (AOT 271). Students should complete the exam within six months prior to scheduling the internship course as a series of Hepatitis vaccines is required.
- A current SLED background check is required.
- Completion of other training and orientation activities is required by students who intern in a hospital setting.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

AOT 260	Office Word Processing Applications	3.0
AOT 261	Office Spreadsheet Application	3.0
MGT 101	Principles of Management	3.0
MKT 130	Customer Service Principles	3.0

### Second Semester

MGT 201	Human Resource Management	3.0
AOT 271	SCWE in Administrative Office Technology	4.0

### Total credit hours

**19.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_PPS6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PPS6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Aircraft Maintenance Technology

## Aircraft Maintenance Technology Associate in Applied Science

### Mission Statement

The program provides students with the technical, mechanical, and academic skills required to become certified aircraft maintenance technicians.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED; no physical or mental disabilities that would endanger the student or others, i.e., fainting, seizures, dizziness, impaired hearing or vision, etc.

### Type of Program:

Day or evening

### Professional Credentials:

FAA Airframe and Powerplant Technician Certification (subject to passing exam)

### Employment Opportunities:

General aviation, commercial airlines, corporate aviation, aircraft manufacturers, contract repair facilities, aviation-related maintenance activities

- This program, offered at the South Carolina Technology and Aviation Center (formerly Donaldson Center), is approved by the Federal Aviation Administration as well as the Veterans Administration. The program provides students with the technical, mechanical and academic skills required to become aircraft maintenance technicians. Successful completion qualifies students to take the FAA airframe and powerplant certification exams.
- Articulation for a bachelor's degree (Aviation Maintenance Management) is offered through Embry-Riddle Aeronautical University.

### Recommended Program Schedule

#### First Semester - Fall

ACM 101	General Regulations	2.0
ACM 102	Aviation Sciences	3.0
ACM 105	Basic Aircraft Electricity	4.0
ACM 110	Aircraft Drawings	1.0
ACM 115	Ground Handling and Servicing	3.0
ACM 120	Materials and Corrosion Control	4.0

#### Second Semester - Spring

ACM 125	Wood Structures, Coverings, and Finishes	2.0
ACM 130	Sheet Metal Layout and Repair	4.0
ACM 140	Bonded Structures and Welding	3.0
ACM 150	Assembly and Rigging	3.0
CPT 170	Microcomputer Applications	3.0

#### Third Semester - Summer

ACM 155	Aircraft Environmental Systems	3.0
ACM 165	Hydraulic and Pneumatic Systems	3.0
ACM 167	Landing Gear Systems	3.0
ACM 170	Aircraft Electrical Systems	4.0

#### Fourth Semester - Fall

ACM 160	Utility and Warning Systems	3.0
ACM 172	Aircraft Fuel Systems	1.0
ACM 174	Airframe Inspection	1.0
ACM 205	Ignition and Starting Systems	3.0
ACM 224	Turbine Engine Overhaul	4.0
	Social Sciences Elective*	3.0

#### Fifth Semester - Spring

ACM 201	Lubricating Systems	2.0
ACM 210	Reciprocating Engine Overhaul	4.0
ACM 234	Propellers and Components	4.0
ACM 240	Engine Electrical, Instrumentation, and Fire Protection	3.0
ENG 101	English Composition I*	3.0



**Sixth Semester - Summer**

ACM	226	Engine Inspection	1.0
ACM	245	Powerplant Fuel Systems	4.0
ACM	250	Induction, Cooling, and Exhaust	3.0
SPC	205	Public Speaking*	3.0
MAT	170	Algebra, Geometry, & Trigonometry I*/+ or	3.0
MAT	155	Contemporary Mathematics* or higher math	
		Humanities Elective*	3.0

**Total credit hours****93.0**

\*General Education course (may be taken in any semester)

+Recommend MAT 110 if placement allows.

Note: See your advisor for recommended evening schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# General Technology Associate in Applied Science Avionics Maintenance Technology Career Path

## Mission Statement

The Associate in Applied Science General Technology degree program offers students the opportunity to design a program of study to meet their individual needs.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED; no physical or mental disabilities that would endanger the student or others, i.e., fainting, seizures, dizziness, impaired hearing or vision, etc.

## Type of Program:

Day or evening

## Professional Credentials:

FAA Airframe and Powerplant Technician Certification (subject to passing exam)

## Employment Opportunities:

Positions as avionics technicians, avionics installers, electrical installers and avionics repairmen at local aircraft maintenance repair facilities and nationwide opportunities at aircraft repair stations such as Boeing, Lockheed and Gulfstream facilities.

- This program prepares the student for the certification exams required by the Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) to become certified avionics maintenance technicians. Instruction includes installation, maintenance, troubleshooting and calibration of systems related to navigation, communication, power generation and other critical electrical, electronic and ancillary systems required to keep aircraft flying safely.
- The following is an example of a career path in Avionics Maintenance Technology. Students complete course work in at least two technical areas, as well as general education courses. Students should work with their advisor for recommended course schedules.

Note: Students may only earn **one** General Technology Degree.

## General Education Requirements

ENG	101	English Composition I*	3.0
SPC	205	Public Speaking*	3.0
MAT	155	Contemporary Mathematics*	3.0
		or	
MAT	170	Algebra, Geometry, & Trigonometry I* (or higher math)	3.0
		Humanities Elective*	3.0
		Behavioral/Social Science Elective*	3.0

## Primary Technical Specialty

AVT	101	Basic Electricity for Avionics	4.0
AVT	105	Aircraft Electricity for Avionics	4.0
AVT	110	Aircraft Electronic Circuits	4.0
AVT	115	Aircraft Digital Circuits	3.0
AVT	120	Aviation Electronic Communications	4.0
AVT	125	Aviation Data Communications	3.0
AVT	140	Avionics Standard Practices	3.0
AVT	145	Avionics Circuit Repair	3.0
AVT	150	Aircraft Navigation Systems	3.0
AVT	155	Aircraft Pulse Systems	3.0
AVT	160	Aircraft Radar Systems	3.0
AVT	165	Avionics General Regulations	2.0
AVT	170	Avionics Program and Test Review	1.0

## Secondary Technical Specialty

ACM	101	General Regulations	2.0
ACM	102	Aviation Sciences	3.0
ACM	110	Aircraft Drawings	1.0
ACM	115	Ground Handling and Servicing	3.0
ACM	120	Materials and Corrosion Control	4.0

## Additional Required Hours

CPT	170	Microcomputer Applications	3.0
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## Total credit hours

**71.0**

\*General education course

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Aviation Airframe Structure/Systems Certificate in Applied Science

## Mission Statement

This certificate introduces all airframe-related subjects to all aircraft maintenance technicians. Topics include wood structures, sheet metal, bonded structures, assembly and rigging, environmental systems, utility and warning, hydraulics and pneumatics, landing gear, airframe electrical, airframe fuel systems, and airframe inspection.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

General aviation, contract repair facilities and aviation-related maintenance activities

## Recommended Program Schedule

### First Semester - Spring

ACM 125	Wood Structures, Coverings, and Finishes	2.0
ACM 130	Sheet Metal Layout and Repair	4.0
ACM 140	Bonded Structures and Welding	3.0
ACM 150	Assembly and Rigging	3.0

### Second Semester - Summer

ACM 155	Aircraft Environmental Systems	3.0
ACM 165	Hydraulic and Pneumatic Systems	3.0
ACM 167	Landing Gear Systems	3.0
ACM 170	Aircraft Electrical Systems	4.0

### Third Semester - Fall

ACM 160	Utility and Warning Systems	3.0
ACM 172	Aircraft Fuel Systems	1.0
ACM 174	Airframe Inspection	1.0

## Total credit hours

**30.0**

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_AAS7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_AAS7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Aviation Fundamentals Certificate in Applied Science

**Mission Statement:**

This certificate introduces general aviation subjects related to all aircraft maintenance. Topics include mechanic privileges, limitations and forms documentation; math and physics; basic electricity; aircraft drawing; ground handling and servicing; and materials and corrosion control.

**Entrance Requirements:**

Acceptable placement test score(s); plus high school diploma or GED

**Type of Program:**

Day or evening

**Employment Opportunities:**

General aviation, contract repair facilities and aviation-related maintenance activities

**Recommended Program Schedule*****First Semester - Fall***

ACM 101	General Regulations	2.0
ACM 102	Aviation Sciences	3.0
ACM 105	Basic Aircraft Electricity	4.0
ACM 110	Aircraft Drawings	1.0
ACM 115	Ground Handling and Servicing	3.0
ACM 120	Materials and Corrosion Control	4.0

**Total credit hours****17.0**

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_AVF6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_AVF6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Aviation Powerplant Theory/Systems Certificate in Applied Science

## Mission Statement

This certificate introduces Powerplant-related subjects to aircraft maintenance technicians. Topics include lubrication, ignition and starting systems, turbine and reciprocating engines, propellers, electrical, instruments, fire protection, fuel systems and inspections.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

General aviation, contract repair facilities and aviation-related maintenance activities

## Recommended Program Schedule

### First Semester - Fall

ACM 205	Ignition and Starting Systems	3.0
ACM 224	Turbine Engine Overhaul	4.0

### Second Semester - Spring

ACM 201	Lubricating Systems	2.0
ACM 210	Reciprocating Engine Overhaul	4.0
ACM 234	Propellers and Components	4.0
ACM 240	Engine Electrical, Instrumentation, and Fire Protection	3.0

### Third Semester - Summer

ACM 226	Engine Inspection	1.0
ACM 245	Powerplant Fuel Systems	4.0
ACM 250	Induction, Cooling, and Exhaust	3.0
ACM 273	Airframe and Powerplant Capstone	4.0

## Total credit hours

**32.0**

Note: Please see your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_APT7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_APT7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Avionics Maintenance Technology Certificate in Applied Science

## Mission Statement:

The Avionics Technology Certificate prepares students for employment as Avionics Maintenance Professionals. The program positions the graduates to make immediate contributions upon being placed with an employer. The graduate will have diverse skills and competencies derived from the Avionics Technology Program.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

Positions as avionics technicians, avionics installers, electrical installers and avionics repairmen at local aircraft maintenance repair facilities and nationwide opportunities at aircraft repair stations such as Boeing, Lockheed and Gulfstream facilities.

- This program prepares the student for the certification exams required by the Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) to become certified avionics maintenance technicians. Instruction includes installation, maintenance, troubleshooting and calibration of systems related to navigation, communication, power generation and other critical electrical, electronic and ancillary systems required to keep aircraft flying safely.

## Recommended Program Schedule

### First Semester – Fall

AVT 101	Basic Electricity for Avionics	4.0
AVT 105	Aircraft Electricity for Avionics	4.0
AVT 110	Aircraft Electronic Circuits	4.0
AVT 115	Aircraft Digital Circuits	3.0

### Second Semester – Spring

AVT 120	Aviation Electronic Communications	4.0
AVT 125	Aviation Data Communications	3.0
AVT 140	Avionics Standard Practices	3.0
AVT 145	Avionics Circuit Repair	3.0

### Third Semester – Summer

AVT 150	Aircraft Navigation Systems	3.0
AVT 155	Aircraft Pulse Systems	3.0
AVT 160	Aircraft Radar Systems	3.0
AVT 165	Avionics General Regulations	2.0
AVT 170	Avionics Program and Test Review	1.0

**Total credit hours: 40.0**

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Animal Studies

## Veterinary Technology Phase I

### Entrance Requirements:

Acceptable test scores for placement into ENG 101 and MAT 120; plus high school diploma or GED

### Type of Program:

Day and evening (Currently, only general education courses are offered in the evening)

### Type of Degree:

An Associate of Applied Science degree will be awarded by TCTC upon successful completion of all program requirements outlined on TCTC's website. ([http://tctc.catalog.acalog.com/preview\\_program.php?catoid=6&poid=2046](http://tctc.catalog.acalog.com/preview_program.php?catoid=6&poid=2046))

- Veterinary Technology is a career dedicated to the health and well being of animals. Licensed veterinary technicians provide professional and technical support to veterinarians, biologists, researchers, and industry. As a member of the veterinary health care team, the licensed veterinary technician provides many aspects of patient care to include anesthesia and surgical support, diagnostic imaging, and laboratory procedures.
- Greenville Technical College (GTC), in cooperation with Tri-County Technical College (TCTC), offers the first phase of the Associate of Applied Science degree in Veterinary Technology. The second phase of the program is offered at Tri-County Technical College. The actual degree is awarded by TCTC upon successful completion of all program requirements, including both phase one and phase two requirements. Upon completion of Phase I (at GTC) and Phase II (at TCTC), students are expected to take state and national licensing exams to become Licensed Veterinary Technicians (LVT).
- Tri-County Technical College will accept 12 students from Greenville Technical College who complete the outlined phase I courses and meet all other program requirements. Students accepted into Phase II of the program will be placed in day or evening classes at Tri-County Technical College based on availability, taking into consideration student preference. It is the student's responsibility to apply to Phase II at Tri-County Technical College for consideration of acceptance into the Veterinary Technology Program at Tri-County Technical College.
- The Veterinary Technology program at TCTC is fully accredited by the American Veterinary Medical Association (AVMA), 1931 N. Meacham Road, Suite 100, Schaumburg, Illinois 60173-4360. Telephone: 847-925-8070, Fax, 847-925-1329, and is sanctioned by the South Carolina Association of Veterinarians.
- **Financial Aid Considerations:** For students who receive financial aid, it is very important that you contact the primary advisor for additional information. The primary advisor at GTC for the Veterinary Technology Program is Erin Bouchillon. [Erin.bouchillon@gvltec.edu](mailto:Erin.bouchillon@gvltec.edu)
- A crime free criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.
- The VET courses at Greenville Technical College are offered at the Northwest Campus only. The general education courses may be available at other campuses and through distant education.
- Students may contact their advisor for recommended schedules.
- Students must meet with the program director of the Veterinary Technology program at Tri-County Technical College prior to acceptance into Phase II of the program.
- A grade of "C" or higher must be earned for all courses in Phase I and Phase II.
- BIO 101 must be completed with a grade of "C" or higher prior to entry into fall classes.
- GPA of 2.0 or higher (GTC cumulative GPA will supersede all other GPA's)

### Recommended Schedule

#### Spring or Summer Semester

VET 103	Veterinary Medical Terminology†	2.0
VET 105	Orientation to Veterinary Technology†	1.0

#### Fall Semester

ENG 101	English Composition I*	3.0
VET 101	Animal Breeds and Husbandry	3.0
VET 104	Veterinary Anatomy & Physiology	3.0
VET 150	Clinical Techniques I	3.0
	Humanities Elective*/††	3.0

#### Spring Semester

BIO 225	Microbiology*	4.0
VET 140	Veterinary Pharmacology	2.0
VET 152	Clinical Pathology	4.0
VET 116	Radiology and Parasitology	3.0
MAT 120	Probability and Statistics*	3.0

\*General Education course

†VET 103 and VET 105 must be taken spring or summer semester prior to entry into fall classes.

††A University Transfer Humanities course may be selected from the following: Foreign Language, History, Philosophy, Humanities, Art, Literature, or Music.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Professional Grooming and Animal Care Certificate in Applied Science

## Mission Statement:

The mission of the Small Animal Care program is to promote optimum care of animals by educating students in animal esthetics and its relation to the overall health and wellbeing of canines. Our faculty and staff strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Day

## Employment Opportunities:

Grooming salons and spas, veterinary practices, kennels, pet shops and mobile grooming business

- Students are trained in breed specific and mixed breed dog grooming, as well as foundational procedures, skills, and techniques which are necessary for a career within the canine grooming industry. Students are prepared for entry-level positions working in grooming businesses or establishing their own grooming business.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- This program is located at the Northwest Campus. Students should see an advisor at the Northwest campus to register for classes.
- Students must attend an Animal Studies Department Career Talk, preferably before beginning the program, but otherwise within the first semester. (Career Talk valid for two years.)
- Students must purchase required supplies and uniforms.
- Students must be able to attend all clinical and work internship experiences.
- A crime-free criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.

## Recommended Program Schedule

### *First Semester - Fall or Summer*

VET 107	Small Animal Care and Welfare I	4.0
VET 132	Feline Breeds and Terminology	2.0
VET 133	Basic Pet Grooming	3.0

### *Second Semester - Spring or Fall*

VET 108	Small Animal Care and Welfare II	4.0
VET 134	Intermediate Pet Grooming	3.0
VET 172	Portfolio and Related Topics	3.0

### *Third Semester- Summer or Spring*

VET 135	Advanced Pet Grooming	4.0
VET 162	Clinical Techniques of Pet Grooming	3.0
VET 165	SCWE in Animal Care	2.0

**Total credit hours** **28.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_SAC6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SAC6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Veterinary Assistant Certificate in Applied Science

## Mission Statement:

The mission of the Veterinary Assistant program is to promote optimum care of animals by educating students in the many aspects of animal welfare including laws, legislation, and organizations in addition to training our students in the fundamentals of assisting in the veterinary care of animal companions. Our faculty and staff will strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day

## Employment Opportunities:

Animal shelters, private veterinary practices, humane societies, animal hospitals, laboratories, veterinary care facilities

- This program trains the student for entry-level positions in kennels, veterinary offices, shelters, and animal hospitals.
- Students will be trained in the areas of nutrition, veterinary services, pharmacological applications, handling procedures, and ethical practices.
- This program is located at the Northwest Campus. Students should see an advisor at the Northwest Campus to register for classes.
- Students must attend an Animal Studies Department Career Talk before beginning program preferably, but within the first semester. (Career Talk valid for two years.)
- Students must be able to attend all supervised work internship experiences.
- Students must purchase required supplies and uniforms.
- A crime-free criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.

## Recommended Program Schedule

### First Semester - Fall

VET 106	Small Animal Behavior/Kennel Management	4.0
VET 111	Introduction to Veterinary Medical Terminology	3.0
VET 151	Veterinary Assisting I	3.0
VET 242	Veterinary Law, Ethics and Client Relations	3.0

### Second Semester - Spring

VET 114	Pharmacy Skills	4.0
VET 117	Animal Nutrition	2.0
VET 166	SCWE in Veterinary Practice	2.0
VET 251	Veterinary Assisting II	2.0

## Total credit hours

**23.0**

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_VET7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_VET7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Architectural Engineering Technology

## Architectural Engineering Technology Associate in Applied Science

### Mission Statement:

Graduates of the Architectural Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction industry vendors, sub-contractors and design build contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building of residential and commercial facilities and will be equipped with the ability to create basic construction documents. Students will be prepared for CAD drafting and limited code analysis in an office environment.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day or evening

### Employment Opportunities:

Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

- This program trains students to convert preliminary designs from architects and engineers into working drawings and specifications, as well as plan, supervise, and estimate preliminary costs of construction projects.
- Graduates may continue their training for two or more years at four-year institutions offering Bachelor of Engineering Technology programs.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

### Recommended Program Schedule

(\* \*See Note: Developmental Studies, COL 103 & EGR 102)

#### First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
AET	111	Architectural Computer Graphics I	3.0
CET	120	Construction Materials	3.0
MAT	110	College Algebra*	3.0
CPT	170	Microcomputer Applications	3.0

#### Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
AET	120	Architectural Graphics II	3.0
AET	125	Revit Architecture	2.0
ENG	101	English Composition I*	3.0
PHY	201	Physics I*	4.0

#### Third Semester - Summer

AET	150	Preliminary Project Estimating	2.0
CET	103	Construction Surveying	2.0
ART	101	Art History and Appreciation*	3.0
MAT	111	College Trigonometry*	3.0

#### Fourth Semester - Fall

AET	221	Architectural Computer Graphics II	4.0
CET	115	Mechanical and Electrical Systems	2.0
EGR	194	Statics & Strength of Materials	4.0
SPC	205	Public Speaking*	3.0



**Fifth Semester - Spring**

AET	201	Building Systems II (or department head-approved elective)	3.0
AET	231	Architectural Computer Graphics III	4.0
CET	220	Concrete and Steel Design	3.0
PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology*	

**Total credit hours****72.0**

\*General Education course

Note: Please contact your advisor for recommended evening schedules.

\*\* The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students who are taking prerequisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students taking MAT 101.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Architecture Engineering Technology Transfer Track to Clemson University School of Architecture

## Mission Statement:

Graduates of the Architectural Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction industry vendors, sub-contractors, and design build contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building of residential and commercial facilities and will be equipped with the ability to create basic construction documents. Students will be prepared for CAD drafting and limited code analysis in an office environment.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

- Additional criteria are as follows:
  - ❑ The students' cumulative grade point ratio must be 2.8 or higher. A grade of "C" or better is necessary in all courses applied toward a bachelor's degree.
  - ❑ The student must achieve the minimum score on the South Carolina Education Entrance Examination and forward the scores to Clemson University.
  - ❑ Each student at Greenville Tech who intends to follow this program must sign the "Student Transfer Agreement" document before completing 30 credit hours at Greenville Tech.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- Graduates may also continue their education at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

## Recommended Program Schedule

(\*\*See Note: Developmental Studies, COL 103 & EGR 102)

### First Semester - Fall

AET 105	Construction Documents	3.0	<b>Clemson Univ.</b> (CSM 204)
AET 110	Architectural Graphics I	3.0	(ARCH 101)
AET 111	Architectural Computer Graphics	3.0	(+ ARCH 151)
CET 120	Construction Materials	3.0	(CSM 203)
MAT 140	Analytical Geometry & Calculus I*	4.0	(MTHSC 106)
CPT 170	Microcomputer Applications	3.0	(CPSC 120)

### Second Semester - Spring

ARV 110	Computer Graphics I (Photoshop)	3.0	(+ ARCH 151)
AET 101	Building Systems I	3.0	(Elective)
AET 103	International Building and Residential Codes	3.0	(CSM 205)
AET 120	Architectural Graphics II	3.0	(Elective)
AET 125	Revit Architecture	2.0	No transfer credit
ENG 101	English Composition I*	3.0	(ENGL 101)

### Third Semester - Summer

ENG 102	English Composition II*	3.0	(ENGL 103)
PHY 201	Physics I*	4.0	(PHYS 207/209)
CET 103	Construction Surveying	2.0	(AGM 221)
ART 101	Art History and Appreciation*	3.0	(AAH 210)

**Submit Transfer Application to Clemson School of Architecture  
(Complete 30 semester hours including ENG 102, MAT 140, and PHY 201)**

**Other possible transfer courses that will complete your AET degree:**

### Fourth Semester - Fall (if continuing AET degree)

AET 221	Architectural Computer Graphics II	4.0	No transfer credit
CET 115	Mechanical and Electrical Systems	2.0	(Elective)
EGR 194	Statics & Strengths of Materials	4.0	(CSM 201)
SPC 205	Public Speaking*	3.0	(COMM 250)

**Fifth Semester - Spring (if continuing AET degree)**

AET	201	Building Systems II (or department head-approved elective)	3.0	No transfer credit
AET	231	Architectural Computer Graphics III	4.0	(Elective)
CET	220	Concrete and Steel Design	3.0	(CSM 202)
PSY	201	General Psychology*	3.0	(PSYCH 201)
		or		
SOC	101	Introduction to Sociology*	3.0	(SOC 201)

**Sixth Semester - Summer (if continuing AET degree)**

AET	150	Preliminary Project Estimating	2.0	No transfer credit
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**Seventh Semester - Fall**

Enroll at Clemson School of Architecture as a Sophomore

+ AET 111 plus ARV 110 are equivalent to ARCH 101

(\*See Note: Developmental Studies, COL 103 & EGR 102)

**\* General Education course**

**\*\*NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses:

COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the five Humanities/SS electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

**NOTE:** Please contact program advisor for recommended evening schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Auto Body Repair

## Auto Body Repair Associate in Applied Science

### Mission Statement:

The Auto Body Department at Greenville Technical College is dedicated to the training of students to meet the ever changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer, and independent companies.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

### Type of Program:

Daytime only

### Professional Credentials:

ASE Automotive Service Excellence Technician (subject to passing exam); I-CAR Pro Level I certificate for Refinishing and Non-Structural (subject to passing exam); I-CAR Welding Certification Steel and Aluminum (subject to passing hands on assessment)

### Employment Opportunities:

Automotive body repair technician, estimator, refinish technician, shop foreman, shop manager, service advisor, parts specialist, shop owner.

- This program consists of unibody/full frame structural repair, welding, estimating, automotive electricity, air conditioning, restraints and refinishing.

### Recommended Program Schedule

#### First Semester - Fall

ABR 104	Auto Body Fundamentals	3.0
ABR 105	Structural Measuring and Analysis	3.0
ABR 106	Non-Structural Plastics and Metal Repairs	3.0
ABR 107	Refinishing Fundamentals	3.0
MAT 170	Algebra, Geometry and Trigonometry*	3.0

#### Second Semester – Spring

ABR 102	MIG Welding	3.0
ABR 115	Structural Repair Planning and Correction	3.0
ABR 116	Non-Structural Panel Replacement and Trim	3.0
ABR 117	Refinishing Application Processes	3.0
PSY 103	Human Relations*	3.0

#### Third Semester – Summer

ABR 127	Refinishing Color Tinting and Blending	3.0
ABR 114	Estimating Fundamentals	3.0
ABR 135	Structural Sectioning and Frame Replacement	3.0
ENG 165	Professional Communications*	3.0

#### Fourth Semester – Fall

ABR 126	Non-Structural Advanced Materials	3.0
ABR 124	Advanced Estimating Procedures	3.0
ABR 142	Auto Body Mechanical Systems	3.0
ABR 143	Auto Body Electricity	3.0
PHS 111	Conceptual Physics*	3.0

#### Fifth Semester – Fall

ABR 132	Shop Management Concepts	3.0
ABR 136	Metal Shaping and Fabrication	3.0
ABR 137	Advanced Refinishing Processes	3.0
ABR 144	Heating, Cooling, and Air Conditioning	3.0
HSS 105	Technology and Culture*	3.0

### Total credit hours

**72.0**

\*General education course

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Auto Body Repair Certificate in Applied Science

## Mission Statement:

The Auto Body Repair Department at Greenville Technical College is dedicated to the training of students to meet the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer, and independent companies. The certificate program provides the students with the needed theory and hands-on experience to obtain employment in the auto body repair industry.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Day

## Professional Credential:

I-CAR Pro Level I certificate for Refinishing and Non-Structural (subject to passing exam)

## Employment Opportunities:

Automotive body repair technician, estimator, refinish technician, aviation refinish technician, customer advisor, parts specialist

- This program consists of unibody/full frame structural repair, sheet metal repair, welding, estimating, and refinishing

## Recommended Program Schedule

### First Semester - Fall

ABR 104	Auto Body Fundamentals	3.0
ABR 105	Structural Measuring and Analysis	3.0
ABR 106	Non-Structural Plastics and Metal Repairs	3.0
ABR 107	Refinishing Fundamentals	3.0

### Second Semester - Spring

ABR 102	MIG Welding	3.0
ABR 115	Structural Repair Planning and Correction	3.0
ABR 116	Non-Structural Panel Replacement and Trim	3.0
ABR 117	Refinishing Application Processes	3.0

### Third Semester - Summer

ABR 114	Estimating Fundamentals	3.0
ABR 127	Refinishing Color Tinting and Blending	3.0
ABR 135	Structural Sectioning and Frame Replacement	3.0

## Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_ABR7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ABR7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Automotive Technology

## Automotive Technology Associate in Applied Science Automotive Service Training Program (ASTP)

### Mission Statement:

The Automotive Service Training Program (ASTP) is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. The ASTP program is certified by The National Automotive Technicians Education Foundation (NATEF). The graduates of the ASTP program are encouraged to take the Automotive Service Excellence (ASE) test in all eight areas of study after completion of the program. The ASTP program prepares graduates for employment in dealerships and service centers.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED.

### Type of Program:

Day

### Professional Credential:

Automotive Service Excellence Technician (subject to passing exam)

### Employment Opportunities:

Automotive service technician with a dealer or independent service organization

- This program trains students in the testing, diagnosis, and servicing of motor vehicles.

### Recommended Program Schedule

#### First Semester - Fall

AUT	122	Suspension and Alignment	4.0
AUT	132	Automotive Electricity	4.0
AUT	159	Tools, Equipment and Reference Manuals	3.0
COL	205	Leadership Seminar	3.0

#### Second Semester - Spring

AUT	103	Engine Reconditioning	4.0
AUT	112	Braking Systems	4.0
AUT	231	Automotive Electronics	4.0
MAT	170	Algebra, Geometry and Trigonometry	3.0

#### Third Semester - Summer

AUT	149	Ignition and Fuel Systems	4.0
AUT	157	Shop Management and Supervision	3.0
AUT	241	Automotive Air Conditioning	4.0
ENG	165	Professional Communications	3.0

#### Fourth Semester - Fall

AUT	116	Manual Transmission and Axle	4.0
AUT	232	Automotive Accessories	2.0
AUT	247	Electronic Fuel Systems	4.0
HSS	105	Technology and Culture	3.0
		General Education Elective	3.0

#### Fifth Semester - Spring

AUT	107	Advanced Engine Repair	4.0
AUT	152	Automatic Transmission Overhaul	4.0
AUT	268	Special Topics in Automotive	3.0
		or	
CWE	113	Cooperative Work Experience I	
PSY	103	Human Relations	3.0

### Total credit hours

**73.0**

\*General education course

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Automotive Technology Specialization General Motors Automotive Service Educational Program (ASEP)

## Entrance Requirements:

- Acceptable placement test score(s), plus high school diploma or equivalent.
- Student must be placed in an ASEP approved co-op upon program entry.
- Student must pass drug test for employer and have a good driving record.
- Student must interview with the program director.

## Employment Opportunities:

Automotive service technician in a GM dealer or participating AC/Delco repair facility.

- This specialization trains students in the testing, diagnosis, and servicing of General Motors vehicles.
- This is the only General Motors Automotive Service Educational Program in South Carolina.

## Recommended Program Schedule

### First Semester - Fall

AUT 122	Suspension and Alignment	4.0
AUT 132	Automotive Electricity	4.0
AUT 159	Tools, Equipment and Reference Manuals	3.0
CWE 111	Cooperative Work Experience I**	1.0
COL 205	Leadership Seminar	3.0

### Second Semester - Spring

AUT 103	Engine Reconditioning	4.0
AUT 112	Braking Systems	4.0
AUT 231	Automotive Electronics	4.0
CWE 121	Cooperative Work Experience II**	1.0
MAT 170	Algebra, Geometry and Trigonometry	3.0

### Third Semester - Summer

AUT 157	Shop Management and Supervision	3.0
AUT 241	Automotive Air Conditioning	4.0
ENG 165	Professional Communications	3.0
CWE 131	Cooperative Work Experience III**	1.0

### Fourth Semester - Fall

AUT 116	Manual Transmission and Axle	4.0
AUT 149	Ignition and Fuel Systems	4.0
AUT 152	Automatic Transmission Overhaul	4.0
HSS 105	Technology and Culture	3.0
CWE 211	Cooperative Work Experience IV**	1.0

### Fifth Semester - Spring

AUT 107	Advanced Engine Repair	4.0
AUT 232	Automotive Accessories	2.0
AUT 247	Electronic Fuel Systems	4.0
CWE 221	Cooperative Work Experience V**	1.0
PSY 103	Human Relations	3.0
	Education Elective	3.0

## Total credit hours

**75.0**

\*General Education course

\*\*Requires a co-op working at a qualifying dealership or shop

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Automotive Medium and Light Repair Certificate in Applied Science

*(Federal financial aid is not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.)*

## **Mission Statement:**

The purpose of this program is to train entry-level technicians for the after-sale, routine maintenance sector of the automotive service industry. The program is designed to train technicians to perform basic maintenance items such as tires, fluid services, brakes, steering and suspension repairs, and multi-point inspections.

## **Entrance Requirements:**

Acceptable placement test score(s); plus high school diploma or GED.

## **Type of Program:**

Day

## **Employment Opportunities:**

Dealership fast lanes, tire stores, light maintenance service centers, independent garages

## **Recommended Program Schedule**

### ***First Semester - Fall***

AUT	159	Tools, Equipment and Service Manuals	3.0
AUT	132	Automotive Electricity	4.0
AUT	122	Suspension and Alignment	4.0
COL	205	Leadership Seminar	3.0

### ***Second Semester - Spring***

AUT	103	Engine Reconditioning	4.0
AUT	231	Automotive Electronics	4.0
AUT	112	Braking Systems	4.0

### ***Third Semester - Summer***

AUT	149	Ignition and Fuel Systems	4.0
AUT	157	Shop Management and Supervision	3.0
		or	
CWE	113	Cooperative Work Experience	
AUT	241	Automotive Air Conditioning	4.0

**Total credit hours** **37.0**

# Motorsports Performance Engines Certificate in Applied Science

**Mission Statement:**

The purpose of this certificate is to train students in the skills required for proper performance engine building, setup, and testing.

**Entrance Requirements:**

Acceptable placement test score(s); plus high school diploma or GED

**Type of Program:**

Day (summer semester only)

**Employment Opportunities:**

Race teams or performance shops

AUT	103	Engine Reconditioning	4.0
MST	123	High Performance Engines	3.0
MST	223	High Performance Engine Testing and Tuning	3.0

**Total credit hours****10.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_MSP6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MSP6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Race Chassis Building & Setup Certificate in Applied Science

**Mission Statement:**

The purpose of this program is to train students the fabrication skills associated with chassis building.

**Entrance Requirements:**

Acceptable placement test score(s); plus high school diploma or GED.

**Type of Program:**

Day

**Employment Opportunities:**

Race teams or chassis builders/fabricators

**Recommended Program Schedule*****First Semester - Fall***

MST 101	Introduction to Motorsports	3.0
MST 103	Motorsports Welding	3.0
MST 130	Motorsports Marketing	3.0
MST 135	Motorsports History	3.0

***Second Semester - Spring***

MST 102	Motorsports Operations	3.0
MST 124	Race Chassis Fabrication	3.0
MST 125	Race Tires, Shocks, and Chassis Setup	3.0
MST 224	Advanced Race Chassis and Body Fabrication	3.0

**Total credit hours****24.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_RCB6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_RCB6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Building Construction Technology

## Building Construction Technology Diploma in Applied Science

### Mission Statement:

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

### Type of Program:

Day or evening

### Professional Credentials:

Builder's License (subject to passing exam)

### Employment Opportunities:

All building industries, projects, self employment

- This program teaches the fundamentals of the carpentry trade, as well as the basic procedures of cabinetmaking.
- An Associate Degree in Applied Science with a major in General Technology is available to graduates of the diploma program.

### Recommended Program Schedule

#### First Semester - Fall

BCT 101	Introduction to Building Construction	5.0
BCT 102	Fundamentals of Building Construction	4.0
BCT 113	Fundamentals of Construction Prints	4.0
BCT 131	Estimating/Quantity Takeoff	2.0
MAT 170	Algebra, Geometry, & Trigonometry I*	3.0

#### Second Semester - Spring

BCT 103	Construction Site Layout	4.0
BCT 115	Construction Safety and Equipment	2.0
BCT 201	Principles of Roof Construction	4.0
BCT 231	Construction Labor and Expediting	3.0
ENG 165	Professional Communications*	3.0

#### Third Semester - Summer

BCT 116	Residential Building Exam Prep	1.0
BCT 203	Exterior & Interior Finishes	5.0
BCT 209	Construction Project Management	3.0
BCT 221	Construction Building Codes	3.0
	Social Science Elective*	3.0

### Total credit hours

**49.0**

\*General Education course

Note: Please contact your advisor for evening schedules

Visit [http://gvltec.edu/gainful-employment/DAS\\_CAR1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_CAR1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Building Construction Technology Certificate in Applied Science

## Mission Statement:

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required.

## Type of Program:

Day or evening

## Professional Credentials:

Builder's License (subject to passing exam)

## Employment Opportunities:

All building industries, projects, self employment

- This program teaches the fundamentals of the building trade, as well as the basic procedures of cabinetmaking.

## Recommended Program Schedule

### First Semester - Fall

BCT 101	Introduction to Building Construction	5.0
BCT 102	Fundamentals of Building Construction	4.0
BCT 113	Fundamentals of Construction Prints	4.0
BCT 131	Estimating/Quantity Takeoff	2.0

### Second Semester - Spring

BCT 103	Construction Site Layout	4.0
BCT 115	Construction Safety and Equipment	2.0
BCT 201	Principles of Roof Construction	4.0
BCT 231	Construction Labor and Expediting	3.0

### Third Semester - Summer

BCT 203	Exterior & Interior Finishes	5.0
BCT 209	Construction Project Management	3.0
BCT 221	Construction Building Codes	3.0
BCT 116	Residential Building Exam Prep	1.0

**Total credit hours** **40.0**

Note: Please contact your advisor for evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_CAR7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CAR7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Masonry Certificate in Applied Science

## Mission Statement:

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required.

## Type of Program:

Day or evening

## Employment Opportunities:

Residential/commercial, construction, self employment

- This program will provide students with the knowledge, skills, and abilities necessary to work in the construction industry as a mason.

## Recommended Program Schedule

### First Semester - Fall

MSY 101	Masonry Fundamentals	5.0
MSY 102	Advanced Masonry	5.0

### Second Semester - Spring

MSY 110	Masonry Construction I	5.0
MSY 111	Masonry Construction II	4.0

### Third Semester - Summer

MSY 112	Brick Masonry	4.0
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## Total credit hours

**23.0**

Note: Please contact your advisor for evening schedules

Visit [http://gvltec.edu/gainful-employment/CAS\\_MSY6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MSY6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Plumbing Certificate in Applied Science

## Mission Statement:

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required.

## Type of Program:

Evening

## Employment Opportunities:

Residential/commercial, construction, self employment

- This program will provide students with the knowledge, skills, and abilities necessary to work in the construction industry as a plumber.
- This certificate program is an open-end, close-end format; students may begin any semester.

## Recommended Program Schedule

### First Semester

BCT 153	Plumbing Repairs	3.0
BCT 154	Plumbing Tests and Connections	3.0

### Second Semester

BCT 119	Plumbing Inspector Certification	1.0
BCT 152	Residential Plumbing	5.0

### Third Semester

BCT 150	Plumbing	5.0
BCT 151	Introduction to Residential Plumbing	3.0

### Total credit hours

**20.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_PLB6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PLB6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Computed Tomography

## Computed Tomography Certificate in Applied Science

### **Mission Statement:**

To provide well trained and knowledgeable, entry-level CT technologists to meet the needs of the medical community.

### **Entrance Requirements:**

Current certification as a radiologic technologist, radiation therapist, or nuclear medicine technologist (ARRT or NMTCB registered). State certification is required, if applicable.

### **Type of Program:**

Full-time, distance education (online with clinical component)

### **Professional Credentials:**

Registered Computed Tomography Technologist (subject to passing ARRT registry exam)

### **Employment Opportunities:**

Hospitals, outpatient imaging centers, radiation therapy centers, mobile imaging, sales, applications

- This program prepares the post-graduate registered technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body for diagnostic testing, radiation therapy treatment planning, and nuclear medicine PET scanning.
- The Computed Tomography program is a full-time, one-semester program consisting of online didactic courses and clinical requirements performed, if possible, close to the student's home at a local clinical site.
- The clinical component is designed to meet clinical competency requirements of the American Registry of Radiologic Technologist (ARRT).
- Upon successful completion of the program, the student may sit for the ARRT Advanced Registry in Computed Tomography.
- Recent graduates of a radiography, nuclear medicine, and/or radiation therapy program may apply to the program but are required to pass the ARRT registry exam for their discipline no later than four weeks after beginning the Computed Tomography program.
- Prior to acceptance into the program, the student must
  - Be a registered radiologic technologist (ARRT), radiation therapist (ARRT), or registered nuclear medicine technologist (ARRT or NMTCB) or registry eligible.
  - Have state certification in radiography, nuclear medicine, or radiation therapy in the state of employment or location of the clinical rotation site.
  - Have earned a grade of "C" or higher in Anatomy and Physiology I and II.
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements.
- General admissions requirements:
  - Submit a Greenville Tech application with appropriate application fee.
  - Provide a completed Greenville Tech physical exam form completed by a physician, physician's assistant, or nurse practitioner documenting current immunization requirements.
  - Submit a copy of current ARRT card and state certification if applicable.
  - Submit a copy of current CPR card.
  - Submit official college transcripts documenting completion of a radiography, nuclear medicine, and/or radiation therapy program.
  - View an online Career Talk Session for the Computed Tomography program.
  - Complete Pre-Clinical Orientation.
  - A crime-free criminal background check is required.
  - Students must be able to attend all clinical experiences.
  - A negative 10-panel drug screen is required.
- Students must maintain a grade of "C" or higher in all required courses to remain in the program.
- Up to three courses may be taken by non-program registered technologists for continuing education.
- Registered radiologic technologists employed full-time in computed tomography may exempt the clinical component of the program with appropriate documentation and permission of the program coordinator.



## Recommended Program Schedule

### ***Fall Semester***

AHS 206	Cross-Sectional Anatomy for Medical Imaging	2.0
RAD 103	Introduction to Computed Tomography	2.0
RAD 120	Principles of Computed Tomography	3.0
RAD 135	Computed Tomography Body and Musculoskeletal Protocols	2.0
RAD 140	CT Clinical Applications I	6.0
RAD 145	CT Physics and Instrumentation	3.0

### **Total credit hours**

**18.0**

Students are required to attend a two-hour online class and an average of 18 hours of clinical experience weekly. Students must complete 270 hours of clinical experience for the Computed Tomography program.

Visit [http://gvltec.edu/gainful-employment/CAS\\_CTO6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CTO6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Computer Technology

## Computer Technology Associate in Applied Science

### Mission Statement

The Associate of Applied Science Computer Technology degree program prepares students for entry-level computer technology positions. Emphasis throughout the program's duration is placed on effective computer and communication skills.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, or online

### Employment Opportunities:

Technology services companies, internet service providers, insurance companies, hospitals, manufacturing firms, software development companies, and other business and industry.

- The Computer Technology Associate in Applied Science degree allows students to select one of the following concentrations:
  - Network Administration**
  - Programming**
  - Systems Administration**
- Students will be awarded one degree in one of the three concentrations.
- The **Network Administration Concentration** trains students in computer technical support, router configuration and security, network systems administration, Voice over IP (VoIP), and network security.
- The **Programming Concentration** trains students to design and develop web and mobile applications using object-oriented languages and databases, including Microsoft C#, SQL, and ASP, Java, HTML5, CSS, JavaScript, and PHP.
- The **Systems Administration Concentration** trains students to install, configure, secure, and maintain computer hardware including data center servers and business workstations using Microsoft and Linux operating systems, as well as cloud technologies used for virtualization and data center management.
- This program requires a minimum grade of "C" in all CPT and IST courses.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Many variables can affect this plan, and not every course is offered every semester. CPT Department students should see their academic advisor to map out their own personalized progression toward graduation.

### Recommended Program Schedule for the Network Administration Concentration

#### First Semester

CPT	113	Information Systems	3.0
IST	220	Data Communications	3.0
CPT	257	Operating Systems	3.0
MAT	103	Quantitative Reasoning *	3.0
		or	
MAT	109	College Algebra with Modeling *	
		or	
MAT	120	Probability and Statistics *	
		or higher college transferable math *	
ENG	101	English Composition I *	3.0

#### Second Semester

IST	201	Cisco Networking Concepts	3.0
CPT	170	Microcomputer Applications	3.0
CPT	209	Computer Systems Management	3.0
CPT	230	C# Programming I	3.0
SPC	205	Public Speaking *	3.0
		or	
SPC	209	Interpersonal Communications *	

#### Third Semester

IST	202	Cisco Router Configuration	3.0
IST	226	Internet Programming	3.0
CPT	267	Technical Support Concepts	3.0
IST	272	Relational Database	3.0

**Fourth Semester**

IST	203	Advanced Cisco Router Configuration	3.0
IST	295	Fundamentals of Voice Over IP (VoIP)	3.0
IST	266	Internet and Firewall Security	3.0
CPT	264	Systems and Procedures	3.0
		Humanities/Fine Arts Elective *	3.0

**Fifth Semester**

IST	204	Cisco Troubleshooting	3.0
		Technical Elective **	3.0
CPT	275	Computer Technology Senior Project	3.0
		Social Science Elective *	3.0

**Total credit hours** **69.0**

\* General education course

\*\* Student must choose one CPT/IST elective from one of the other two concentrations

**Recommended Program Schedule for the Programming Concentration****First Semester**

CPT	113	Information Systems	3.0
IST	220	Data Communications	3.0
CPT	257	Operating Systems	3.0
MAT	103	Quantitative Reasoning *	3.0
		or	
MAT	109	College Algebra with Modeling *	
		or	
MAT	120	Probability and Statistics *	
		or higher college transferable math *	
ENG	101	English Composition I *	3.0

**Second Semester**

IST	226	Internet Programming	3.0
CPT	230	C# Programming I	3.0
CPT	209	Computer Systems Management	3.0
CPT	170	Microcomputer Applications	3.0
SPC	205	Public Speaking *	3.0
		or	
SPC	209	Interpersonal Communications *	

**Third Semester**

		Programming Elective #1 ***	3.0
		Programming Elective #2 ***	3.0
CPT	267	Technical Support Concepts	3.0
IST	272	Relational Database	3.0

**Fourth Semester**

		Programming Elective #3 ***	3.0
		Advanced Programming Elective #1 ****	3.0
IST	266	Internet and Firewall Security	3.0
CPT	264	Systems and Procedures	3.0
		Humanities/Fine Arts Elective *	3.0

**Fifth Semester**

		Advanced Programming Elective #2 ****	3.0
		Technical Elective **	3.0
CPT	275	Computer Technology Senior Project	3.0
		Social Science Elective *	3.0

**Total credit hours** **69.0**

\* General education course

\*\* Student must choose one CPT/IST elective from one of the other two concentration

\*\*\* Programming Electives:

CPT	236	Introduction to JAVA Programming	3.0
CPT	239	Active Server Pages	3.0
CPT	283	PHP Programming I	3.0
IST	239	DTML and JavaScript	3.0

*** Advanced Programming Electives:			
CPT	231	C# Programming II	3.0
CPT	237	Advanced JAVA Programming	3.0
IST	235	Handheld Computer Programming (Android)	3.0
IST	278	Database Programming	3.0

### Recommended Program Schedule for the Systems Administration Concentration

#### First Semester

CPT	113	Information Systems	3.0
IST	220	Data Communications	3.0
CPT	257	Operating Systems	3.0
MAT	103	Quantitative Reasoning *	3.0
		or	
MAT	109	College Algebra with Modeling *	
		or	
MAT	120	Probability and Statistics *	
		or higher college transferable math *	
ENG	101	English Composition I *	3.0

#### Second Semester

IST	190	Linux Essentials	3.0
CPT	170	Microcomputer Applications	3.0
CPT	209	Computer Systems Management	3.0
CPT	230	C# Programming I	3.0
SPC	205	Public Speaking *	3.0
		or	
SPC	209	Interpersonal Communications *	

#### Third Semester

IST	257	LAN Network Server Technologies	3.0
IST	226	Internet Programming	3.0
CPT	267	Technical Support Concepts	3.0
IST	272	Relational Database	3.0

#### Fourth Semester

IST	258	LAN Directory Services	3.0
IST	191	Linux Systems Administration	3.0
IST	266	Internet and Firewall Security	3.0
CPT	264	Systems and Procedures	3.0
		Humanities/Fine Arts Elective *	3.0

#### Fifth Semester

IST	198	Cloud Essentials	3.0
		Technical Elective **	3.0
CPT	275	Computer Technology Senior Project	3.0
		Social Science Elective *	3.0

**Total credit hours** **69.0**

\* General education course

\*\* Student must choose one CPT/IST elective from one of the other two concentrations

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Cisco Routing/Network Configuration Certificate in Applied Science

## Mission Statement

The mission of the Cisco Routing/Network Configuration Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Cisco network administrators. The curriculum offers a web-based curriculum that incorporates intensive hands-on labs and performance based testing and assessment.

## Entrance Requirements:

Acceptable placement test score(s), plus department head approval based upon documentation of at least two years of network work experience. (High school students who have successfully completed courses at a Cisco local academy may also be eligible.)

## Type of Program:

Day or evening

## Employment Opportunities:

Information technology, insurance, manufacturing, retail and service companies that rely on network connectivity to produce products or provide services

- This program provides students with the knowledge and skills to prepare for occupations in the field of local and wide area networks. Students learn network connectivity concepts, standards and protocols used to connect network devices. In addition, students learn how to use Cisco IOS software in a lab environment and how to install networking hardware and software in routers, switches and other network equipment.
- This program uses state-of-the-art Cisco networking equipment.
- This program requires a minimum grade of "C" in all courses.
- As a Cisco Network Academy, all course materials, including tests, are developed and maintained by Cisco.
- A competency test may be required to waive prerequisite CPT courses where equivalent transfer credits or documented work experience do not exist.
- Credits earned in this program may be applied to other curricula in Computer Technology.
- Students should meet with their academic advisor to map out a personalized progression toward graduation.

## Required Courses

IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0

**Total credit hours** **12.0**

Note: Please contact your advisor for evening schedules

Visit [http://gvltec.edu/gainful-employment/CAS\\_CRN6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CRN6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Microsoft Network Technician Certificate in Applied Science

## Mission Statement

The mission of the Microsoft Network Technician Certificate program at Greenville Technical College is to provide students with the skills required to successfully implement, manage and troubleshoot Microsoft Desktop and Server operating systems.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, or online

- The program is designed to provide students with technical abilities in the areas of network administration and support. Students will become knowledgeable of the various network media types, topologies, protocols and standards. Courses will provide students with entry-level skills necessary to help manage and troubleshoot system environments that are running on the Microsoft Windows network operating system.
- This program requires a minimum grade of "C" in all courses.
- The courses in this program will prepare students for the CompTIA A+ and Network + certification exams as well as several Microsoft certification exams including the Microsoft Certified Systems Administrator (MSCA) and Microsoft Certified Desktop Support Technician (MCDST) exams.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0

### Second Semester

IST	257	LAN Network Server Technologies	3.0
IST	258	LAN Directory Services	3.0

### Third Semester

CPT	267	Technical Support Concepts	3.0
IST	266	Internet and Firewall Security	3.0

### Total credit hours

**21.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_MNA7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MNA7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Construction Engineering Technology

## Construction Engineering Technology Associate in Applied Science

### Mission Statement:

Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities. Students will be prepared for limited site supervision, estimating, scheduling, and assistant project management in a construction office.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day only

### Employment Opportunities:

Construction companies, estimating firms, highway departments, builders, architectural/engineering firms

- This program prepares students for limited site supervision, contracting, estimating, scheduling, and assistant project management in a construction office.
- Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- Graduates may continue their education toward a Bachelor of Science degree at Clemson University or at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

### Recommended Program Schedule

(\*\*See Note: Developmental Studies, COL 103, and EGR 102)

#### First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
CET	120	Construction Materials	3.0
ENG	101	English Composition I*	3.0
MAT	110	College Algebra*	3.0

#### Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
CET	103	Construction Surveying	2.0
PHY	201	Physics I*	4.0
CPT	170	Microcomputer Applications	3.0
SPC	205	Public Speaking*	3.0

#### Third Semester - Summer

ART	101	Art History and Appreciation*	3.0
MAT	111	College Trigonometry	3.0
ECO	211	Microeconomics*	3.0
		or	
PSY	201	General Psychology*	
		or	
SOC	101	Introduction to Sociology*	

#### Fourth Semester - Fall

CET	115	Mechanical and Electrical Systems	2.0
CET	232	Construction Estimating I	4.0
CET	234	Construction Estimating II	4.0
EGR	194	Statics & Strength of Materials	4.0

**Fifth Semester - Spring**

AET	201	Building Systems II (or department head-approved elective)	3.0
CET	220	Concrete and Steel Design	3.0
CET	236	Computerized Construction Estimating	4.0
CET	238	Construction Planning & Scheduling	2.0
CET	254	Construction Senior Project	5.0

**Total credit hours****73.0**

\*General Education course

Note: Please contact your advisor for recommended evening schedules.

\*\* The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Construction Engineering Technology Associate in Applied Science with Transfer to Clemson University Construction Science and Management

## Mission Statement:

Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms.

Graduates will have gained knowledge in the building, operation, and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities.

Students will be prepared for limited site supervision, estimating, scheduling, and assistant project management in a construction office.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day only

## Employment Opportunities:

Construction companies estimating firms, highway departments, builders, architectural/engineering firms

- Graduates of Greenville Tech's Associate Degree in Construction Engineering Technology who meet all of the below listed criteria may apply for transfer to Clemson University and major in the Bachelor of Science in Construction Science and Management Degree Program. The criteria are as follows:
  - The student will have received the Associate in Applied Science Degree with a major in Construction Engineering Technology (two-year transfer option) from Greenville Tech.
  - The student must complete a Student Agreement (see advisor) and satisfy the current required courses agreed on between Greenville Tech's CET Department and Clemson's Construction Science and Management Department.
  - The students' cumulative grade point ratio must be 2.8 or higher. A grade of "C," or better, is necessary in all courses applied toward a bachelor's degree.
  - The student must achieve the minimum score on the South Carolina Education Entrance Examination and forward the scores to Clemson University.
  - Each student at Greenville Tech who intends to follow this program must sign the "Student Transfer Agreement" document before completing 30 credit hours at Greenville Tech. The dean of the Engineering Technology Division at Greenville Tech and the dean of the College of Architecture, Arts and Humanities at Clemson University must also sign this agreement.
- This program prepares students for limited site supervision, contracting, estimating, scheduling, and assistant project management in a construction office.
- Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- Graduates may continue their education toward a Bachelor of Science degree at Clemson University in Construction Science Management by following the GTC/CU articulation agreement.
- Graduates may also continue their education at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

## Recommended Program Schedule

(\*\*See Note: Developmental Studies, COL 103, and EGR 102)

### First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
CET	120	Construction Materials	3.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0
ACC	101	Accounting Principles I*	3.0

### Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
CET	103	Construction Surveying	2.0
CPT	170	Microcomputer Applications	3.0
SPC	205	Public Speaking*	3.0
PHY	201	Physics I*	4.0

**Third Semester - Summer**

ART 101	Art History and Appreciation*	3.0
ECO 211	Microeconomics*	3.0
ENG 102	English Composition II*	3.0
PHY 202	Physics II*	4.0

**Fourth Semester - Fall**

CET 115	Mechanical and Electrical Systems	2.0
CET 232	Construction Estimating I	4.0
CET 234	Construction Estimating II	4.0
ECO 210	Macroeconomics*	3.0
EGR 194	Statics & Strength of Materials	4.0

**Fifth Semester - Spring**

AET 201	Building Systems II (or department head-approved elective)	3.0
CET 220	Concrete and Steel Design	3.0
CET 236	Computerized Construction Estimating	4.0
CET 238	Construction Planning & Scheduling	2.0
CET 254	Construction Senior Project	5.0

**Sixth Semester - Summer**

ENG 20x	(200-level literature course)*	3.0
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**Total credit hours****87.0**

\*General Education course

Note: Please contact your advisor for recommended evening schedules.

\*\* The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Solar Technician Certificate in Applied Science

## Mission Statement:

Graduates of the Construction Engineering Technology Solar Certificate will be prepared with the technical skills necessary to enter careers with solar companies, contractors, and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of solar systems and will be equipped with the ability to participate in solar construction activities. Students will be prepared for the fundamental knowledge requirement for the North American Board of Energy Practitioners Entry Level Exam.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day

## Employment Opportunities:

With the changing economy and emphasis on renewable energy systems, employment is expected to grow in solar installation and sales companies, utility companies, city, county, and state governments, as well as engineering, construction, electrical and plumbing companies incorporating solar.

- This program provides students with the skills to work as a solar technician. The skill sets included in this training match the outcomes for NABCEP (North American Board of Certified Energy Practitioners) and should qualify the students to take and pass the NABCEP Entry Level Exam. This status will qualify students to become employed in the Solar Industry and further their skills while being employed and strive to become a NABCEP Certified Installer. The advanced solar classes will be offered as demand indicates the need to provide students with a broader knowledge for accomplishing NABCEP Installer Certification (PV and Thermal). Students could augment this certificate with general education courses and courses from other programs and earn a General Technology associate degree.

## Recommended Program Schedule

### First Semester - Fall

SOL 101	Solar Building Fundamentals	3.0
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### Second Semester - Spring

SOL 120	Basic Solar Energy Technology	3.0
ENG 165	Professional Communications*	3.0

### Third Semester - Summer

SOL 201	Solar Photovoltaic Systems	4.0
SOL 202	Solar Thermal Systems	4.0

### Fourth Semester - Fall

SOL 220	Solar Photovoltaic Design and Installation	4.0
SOL 230	Solar Thermal Design And Installation	4.0

<b>Total credit hours</b>	<b>25.0</b>
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Visit [http://gvltec.edu/gainful-employment/CAS\\_SOL7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SOL7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Cosmetology

## Cosmetology Diploma in Applied Science 1500 Clock Hours

*(Federal financial aid not available for the diploma program. South Carolina residents may receive Lottery funds, if eligible.)*

### Mission Statement:

To prepare students in the field of Cosmetology by exceeding the standards set by the state of South Carolina and providing individualized instruction and focused training in technical, business, communication, and service skills. The department educates students so that they demonstrate the professionalism necessary to gain and maintain employment.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Day

### Employment Opportunities:

Salon stylist; editorial or session stylist; educator; stylist for film, TV, or theater; product development; retail; management

- All courses must be passed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology.
- Must pass the South Carolina State Board of Cosmetology to work as a cosmetologist.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

				Clock Hours	
<b>First Semester (day program)</b>					
ENG	165	Professional Communications	3.0	n/a	
		or			
ENG	101	English Composition I			
MAT	155	Contemporary Mathematics	3.0	n/a	
PSY	103	Human Relations	3.0	n/a	
COS	114	Hair Shaping	4.0	180	
MKT	101	Marketing	3.0	45	
<b>NOTE:</b> These courses are prerequisites to all other COS courses and must successfully be completed before taking any other COS course.					
<b>Second Semester</b>					
COS	110	Scalp and Hair Care	3.0	150	
COS	206	Chemical Hair Waving	3.0	150	
COS	210	Hair Coloring	3.0	150	
MKT	130	Customer Service	3.0	45	
<b>Third Semester</b>					
BAF	101	Personal Finance	3.0	45	
COS	120	Manikin Practice	3.0	150	
COS	220	Clinical Practice I	3.0	150	
MKT	120	Sales Principles	3.0	45	
<b>Fourth Semester</b>					
COS	106	Facials and Makeup	3.0	105	
COS	108	Nail Care	3.0	105	
COS	222	Clinical Practice II	3.0	150	
COS	232	Cosmetology State Board Preparation	3.0	45	
<b>Total credit hours</b>			<b>52.0</b>	<b>1500</b>	

Visit [http://gvltec.edu/gainful-employment/DAS\\_COS1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_COS1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# General Technology

## Associate in Applied Science

### Cosmetology, Marketing, and Business Management/ Entrepreneurship Career Path

Federal Financial Aid is available for the General Technology degree

#### Entrance Requirements:

Acceptable placement test score(s)

**NOTE: Students must meet with the academic program director for the Cosmetology Program to determine specific roadmap for completion.**

#### Type of Program:

Day

#### Employment Opportunities:

Salon stylist; editorial or session stylist; educator; stylist for film, TV, or theater; product development; retail; management

- This degree will prepare students in the field of cosmetology by exceeding the standards set by the state of South Carolina and providing individualized instruction and focused training in technical, business, communication, and service skills. The business component of this degree delivers an emphasis on entrepreneurship and salon management.
- A grade of "C" or higher in all courses is required.
- Must pass the South Carolina State Board of Cosmetology to work as a cosmetologist.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule; however, many variables may affect this plan, and it is important to note that not every course is offered every semester. Please see your advisor for approval and to map out your own personalized progression toward graduation.

#### Recommended Program Schedule

##### First Semester

ENG 165	Professional Communications or	3.0
ENG 101	English Composition I	
MAT 155	Contemporary Mathematics	3.0
PSY 103	Human Relations	3.0
COS 114	Hair Shaping	4.0
MKT 101	Marketing	3.0

*NOTE: These courses are prerequisites to all other COS courses and must successfully be completed before taking any other COS course.*

##### Second Semester

COS 110	Scalp and Hair Care	3.0
COS 206	Chemical Hair Waving	3.0
COS 210	Hair Coloring	3.0
MKT 130	Customer Service	3.0

##### Third Semester

BAF 101	Personal Finance	3.0
COS 120	Manikin Practice	3.0
COS 220	Clinical Practice I	3.0
MKT 120	Sales Principles	3.0

##### Fourth Semester

COS 106	Facials and Makeup	3.0
COS 108	Nail Care	3.0
COS 222	Clinical Practice II	3.0
COS 232	Cosmetology State Board Preparation	3.0

##### Fifth Semester

SPC 209	Interpersonal Communications	3.0
ART 101	Art History or	3.0
THE 101	Introduction to Theater	3.0
BUS 110	Entrepreneurship	3.0

**Total credit hours** **61.0**

Visit [www.gvltec.edu/gainful-employment/DAS\\_COS1/Gedt.html](http://www.gvltec.edu/gainful-employment/DAS_COS1/Gedt.html) for important information about the educational debt, earnings and graduation rates of students who attend this program.

# Esthetics

## Certificate in Applied Science

### 450 Clock Hours

#### Mission Statement

To prepare students in the field of Esthetics by exceeding the standards set by the state of South Carolina and providing individualized instruction and focused training in technical, business, communication, and service skills. The department educates students so that they demonstrate the professionalism necessary to gain and maintain employment.

#### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

#### Type of Program:

Day

#### Employment opportunities

Spa, beauty salon, dermatologist office

- Must pass the South Carolina State Board of Cosmetology to work as an esthetician.
- All courses must be completed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology.
- Program may be entered during fall or spring semester.
- Listed below are the courses for this certificate, which are designed to be taken together as a full-time schedule.

#### Recommended Program Schedule (one semester course offered fall and spring semesters)

			Clock Hours	
COS 151	Dermatology	3.0	75	
COS 156	Fundamentals of Massage	2.0	90	
COS 221	Facial Practice I	2.0	90	
COS 165	Business Practice	3.0	105	
COS 223	Facial Practice II	2.0	90	
<b>Total credit hours</b>			<b>12.0</b>	<b>450</b>

Visit [http://gvltec.edu/gainful-employment/CAS\\_ESTH6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ESTH6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Criminal Justice

## Criminal Justice Technology Associate in Applied Science

### Mission Statement

The mission of GTC's Criminal Justice program is to provide quality education for its students to become competent employees in various entry level positions relevant to criminal justice. The Department seeks to provide students the tools to work effectively, advance their chosen career, and maintain high ethical standards in their professions.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, and online (limited)

### Employment Opportunities:

Law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation  
and juvenile justice agencies

- This program is both theoretical and practical and pertains to all areas of the criminal justice profession.
- The Criminal Justice Technology program is designed to provide students with a strong academic foundation in the Criminal Justice System for entry-level positions in a variety of career fields
- All criminal justice courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another.
- Please be aware that jobs in this field often require a criminal background check. If you have any questions, please see a faculty member in the department before enrolling in this program.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester - Fall

CPT	170	Microcomputer Applications	3.0
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	140	Criminal Justice Report Writing	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics* (or higher college transferable math)	3.0

#### Second Semester - Spring

CRJ	115	Criminal Law I	3.0
CRJ	210	The Juvenile and the Law	3.0
CRJ	224	Police and Community Relations	3.0
PSC	201	American Government*	3.0
SOC	101	Introduction to Sociology*	3.0
ENG	105	Editing Academic Writing	1.0

#### Third Semester - Fall

CRJ	125	Criminology	3.0
CRJ	230	Criminal Investigations	3.0
CRJ	236	Criminal Evidence	3.0
SPC	205	Public Speaking*	3.0
		Humanities Elective*/+ (choose one from list below)	3.0/4.0

#### Fourth Semester - Spring

CRJ	102	Introduction to Security	3.0
CRJ	130	Police Administration	3.0
CRJ	222	Ethics in Criminal Justice	3.0
CRJ	242	Correctional Systems	3.0
		Elective** (choose one from list below)	3.0

### Total credit hours

**61.0/62.0**

\*General Education course

(Some classes are not offered every semester.)



**+Humanities Electives:**

HIS	202	American History 1877 to Present	3.0
HSS	295	Leadership Through the Humanities	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
REL	201	Religions of the World	3.0
SPA	102	Elementary Spanish II	4.0

**\*\*CRJ Electives:**

COL	205	Leadership Seminar	3.0
CRJ	233	Cyber Crime and the Law	3.0
CRJ	235	Practical Crime Scene Investigations	3.0
CRJ	250	Criminal Justice Internship I	3.0

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Culinary Arts Technology

## Culinary Arts Technology Associate in Applied Science

### Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day

### Employment Opportunities:

Restaurants, hotels, cruise lines, resorts, clubs, and institutional settings

Students entering the Culinary Arts Technology Associate in Applied Science Degree program will choose one of two options: Culinary Arts or Baking and Pastry Arts concentration. Certificates are available as well so students also have the option to complete a certificate in one of these specialty areas.

**The Culinary Arts degree** trains students in basic skills, methods and techniques in all aspects of food preparation. This program is designed to provide students the skills that will enable them to obtain a position in the food production industry to include a la carte, catering, buffet preparation and display of foods. This concentration teaches the art of preparing food and enables graduates to advance into executive roles in the industry. Focus is also concentrated in areas of food and beverage management, purchasing, sanitation, marketing cost control, law, and nutrition.

**The Baking and Pastry Arts Concentration** trains students in basic cooking methods and techniques with a stronger concentration of baking and pastry. Students develop skills in baking breads, cakes, cookies, pies, and tarts, as well as the art of presentation. This concentration teaches students sugar work, chocolate work, and enables graduates the opportunity to excel in industry as bakers, decorators, and pastry chefs. Focus is also concentrated in areas of food and beverage management, purchasing, sanitation, marketing cost control, law, and nutrition.

- The Culinary Arts concentration is an accredited program by the American Culinary Federation Educational Foundation Accrediting Commission (ACFEFAC). Graduates are eligible for the Certified Culinarian designation, which can lead to sous chef, lead line chef, lead line supervisor or executive chef positions.
- A grade of "C" or higher in all courses is required.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 170 or by passing the exemption exam at a cost to be assessed by the college.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester

CPT	170	Microcomputer Applications	3.0
CUL	101	Principles of Food Production I	3.0
CUL	155	Sanitation	3.0
HOS	140	The Hospitality Industry	3.0
		College Level Math Elective*	3.0
		or	
		Biological/Physical Science Elective*	

#### Second Semester

BKP	120	Bakeshop Production	3.0
CUL	102	Principles of Food Production II	3.0
CUL	103	Nutrition	3.0
		or	
BIO	240	Nutrition	
ENG	165	Professional Communications*	3.0
		or	
ENG	101	English Composition I*	
		Humanities/Fine Arts Elective*	3.0

#### Third Semester

HOS 160	Purchasing for Hospitality	3.0
	CUL Elective**/+ (for CUL track)	3.0
	BKP elective+ (for BKP track)	
	Social Science Elective*	3.0
	BKP/CUL Elective**/+	3.0

**Fourth Semester**

CUL 145	Dining Room Operations	3.0
CUL 235	Menu Planning	3.0
HOS 171	Food and Beverage Controls	3.0
SPC 209	Interpersonal Communication*	3.0
	or	
SPC 205	Public Speaking*	
	BKP/CUL Elective**/+	3.0

**Fifth Semester**

HOS 256	Hospitality Management Concepts	3.0
	or	
MGT 101	Principles of Management	
	or	
MGT 150	Fundamentals of Supervision	
HOS 245	Hospitality Marketing	3.0
	or	
MKT 101	Marketing	
	or	
MKT 130	Customer Service Principles	
HOS 265	Hotel, Restaurant, and Travel Law	3.0
	BKP/CUL Elective**/+	3.0

**Total credit hours** **69.0**

\* General Education course  
 Recommend:  
 MAT155 or MAT 170  
 HSS 295 or SPA 102 (prerequisite SPA 101 or exemption test for SPA 101)  
 PSY 103 or PSY 201

**Culinary AAS students must select one of the following tracks in order to meet graduation requirements:**

**\*\*Culinary Arts Concentration:**

- Required: CUL 108 and CUL 225
- Two electives from the following: BKP 121, BKP 182, BKP 183, BKP 220, CUL 110, HOS 130, HOS 264, HOS 299, CWE 113

**+Baking and Pastry Arts Concentration:**

- Required: BKP 121, BKP 182, BKP 183, BKP 220

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Baking and Pastry Arts Certificate in Applied Science

## Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day

## Employment Opportunities:

Restaurants, catering businesses, self-employment, private clubs, hotels, and bakeries

- This program provides students with a certificate dedicated to the skills required for employment within a confectionary setting, including restaurants, hotels, clubs and retail bakeries.
- Credits earned in this program may be applied to other curricula offered by the department to include Culinary Arts Technology.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

BKP	120	Bakeshop Production	3.0
CPT	170	Microcomputer Applications	3.0
CUL	155	Sanitation	3.0
HOS	160	Purchasing for Hospitality	3.0

### Second Semester

BKP	121	Cake Decorating and Finishing Techniques	3.0
BKP	182	Artisan Breads	3.0
HOS	171	Food and Beverage Controls	3.0

### Third Semester

BKP	183	Plated Desserts	3.0
BKP	220	Advanced Bakeshop	3.0
HOS	256	Hospitality Management Concepts	3.0

## Total credit hours:

**30.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_BPA7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_BPA7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Culinary Education Certificate in Applied Science

## Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day

## Employment Opportunities:

Restaurants, hospital systems, school systems, hotels, motels, private clubs, and caterers

- This program prepares kitchen staff for certification with the American Culinary Federation. This certificate will prepare students with the essential requirements for advanced production classes in the Culinary Arts Technology associate degree program.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

CPT 170	Microcomputer Applications	3.0
CUL 101	Principles of Food Production I	3.0
CUL 155	Sanitation	3.0

### Second Semester

CUL 102	Principles of Food Production II	3.0
HOS 256	Hospitality Management Concepts	3.0

### Third Semester

CUL 103	Nutrition	3.0
	or	
BIO 240	Nutrition	
CUL 225	Buffet Organization (summer only)	4.0

### Fourth Semester

BKP 120	Bakeshop Production	3.0
CUL 108	Food Production Techniques	3.0

### Total credit hours

**28.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_CED7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CED7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Sustainable Agriculture Certificate in Applied Science

*(Federal financial aid not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.)*

## Mission Statement

This program will prepare students for positions in agribusiness. Students will learn to successfully work for, manage, or operate an agricultural business. The program is designed to strengthen our local food system and economy by providing knowledgeable and skilled employees.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day

## Employment Opportunities:

Farms; Agribusinesses; Environmental, Health, and Government Organizations; Entrepreneurs; and Food Processing and Packaging Businesses

- This certificate will prepare students with the essential requirements for sustainable agriculture and the factors that influence farm management and agricultural policies, sustainable crop production, environmental strategies, equipment farm safety, basic farm structure construction and maintenance, and management to include marketing and communication and business plan development.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule; however, many variables may affect this plan, and it is important to note that not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

AGR 201	Introduction to Sustainable Agriculture	3.0
AGR 202	Soils	4.0
AGR 204	Introduction to Plant Sciences	3.0
AGR 208	Introduction to Agricultural Economics	3.0

### Second Semester

AGR 205	Pest Management	3.0
AGR 206	Basic Farm Maintenance	4.0
AGR 209	Introduction to Agricultural Marketing	3.0
AGR 211	Applied Agricultural Calculations	3.0
AGR 214	SCWE in Sustainable Agriculture I	3.0

### Third Semester

AGR 215	SCWE in Sustainable Agriculture II	3.0
HRT 139	Plant Propagation	3.0
	or	
AGR 203	Introduction to Animal Studies	4.0

## Total credit hours

**35.0/36.0**

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# General Technology

## Associate in Applied Science

### Sustainable Agriculture and Small Business Management/ Entrepreneurship Career Path

(Federal Financial Aid for the General Technology degree in Associate in Applied Science is approved by the U.S. Department of Education.)

#### Entrance Requirements:

Acceptable placement scores

**NOTE: Students must meet with the academic program director for the Sustainable Agriculture Program to determine specific roadmap for completion.**

#### Type of Program:

Day

#### Employment Opportunities:

Farms; Agribusinesses; Environmental, Health, and Government Organizations; Entrepreneurs; and Food Processing and Packaging Businesses

- This degree will prepare students with the essential requirements for sustainable agriculture and the factors that influence farm management and agricultural policies, sustainable crop production, environmental strategies, equipment farm safety, basic farm structure construction and maintenance, and management to include marketing and communication and business plan development. The business component of this degree delivers an emphasis on entrepreneurship.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule; however, many variables may affect this plan, and it is important to note that not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

#### Recommended Program Schedule

##### First Semester

ENG 101	English Composition I*	3.0
MAT 120	Probability & Statistics*	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0
AGR 202	Soils	4.0
AGR 204	Introduction to Plant Sciences	3.0

##### Second Semester

CPT 170	Microcomputer Applications	3.0
BUS 110	Entrepreneurship	3.0
AGR 205	Pest Management	3.0
AGR 206	Basic Farm Maintenance	4.0
AGR 214	SCWE in Sustainable Agriculture I	3.0

##### Third Semester

AGR 203	Introduction to Animal Studies	4.0
	or	
HRT 139	Plant Propagation	3.0
AGR 215	SCWE in Sustainable Agriculture II	3.0

##### Fourth Semester

BUS 121	Business Law	3.0
MGT 101	Principles of Management	3.0
ACC 101	Accounting Principles	3.0
AGR 208	Introduction to Agricultural Economics	3.0
	College Transferable Humanities*	3.0

##### Fifth Semester

PSY 201	General Psychology*	3.0
SPC 205	Public Speaking*	
	or	
SPC 209	Interpersonal Communication	
AGR 209	Introduction to Agriculture Marketing	3.0
AGR 211	Applied Agriculture Calculations	3.0

#### Total credit hours

**65.0/66.0**

\*General Education course

# Dental

## Dental Hygiene Associate in Applied Science

### Mission Statement:

The mission of Greenville Technical College Dental Hygiene program is to graduate students that will become licensed dental professionals who demonstrate the ability to function as a member of a dental team in the delivery of care. Graduates will be clinically skilled and competent entry level dental hygienists that instill a respect for the dental hygiene profession and have a desire for continued professional development and community service.

### Type of Program:

Phase I: Day, night; Phase II: Day (some courses require evenings)

### Professional Credentials:

Registered Dental Hygienist (subject to passing National Boards and State or Regional licensure exam)

### Program Accreditation:

Commission on Accreditation, American Dental Association

### Employment Opportunities:

Dental offices, public health departments, sales, education, research

- This program trains students to educate patients on proper oral health care procedures, maintain patient recall systems, and expose and process x-rays. Community service is a major component.
- The program is designed as a One-Plus-One program. Phase I includes most of the general education and related course work and may be completed at Greenville Tech or at any articulating college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, which includes all of the dental hygiene course work. Applications for Phase II must be postmarked no later than May 1. Students are selected based on a weighted admission criteria and the top 28 students are offered admission.
- Phase II is located at Greenville Tech's Barton Campus and a variety of off-campus clinical facilities. Students must be eligible to go to each off-campus site based on each site's criteria.
- Students from articulating colleges must be able to travel to and/or locate accommodations near Greenville Tech's Barton Campus.
- Graduates are eligible to sit for the Dental Hygiene National Board exam and a regional or state practical exam.
- **Phase I admission requirements:**
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements **excluding** the physical exam. The physical exam must be completed once a seat is offered and be within six months of the Phase II start date.
  - Attend a Career Talk session for the major within a year prior to being accepted into Phase II.
  - Take the TEAS test.
- **Phase II admission requirements:**
  - Meet all requirements for Phase I.
  - Complete a weighted admissions form by the designated date. Students are selected based on a "weighted admissions policy" and space availability. Once accepted, a \$100 non-refundable deposit is required to hold the seat.
  - Attain a minimum technical GPA of 3.0 in all Phase I courses.
  - All Phase I courses must be passed with a minimum grade of "C" on the first or second attempt. BIO prefix courses may not be more than five years old
  - Submit a physical exam form (see details in Health and Wellness admissions requirements).
  - Submit proof of current American Heart Association Health Care Providers course in CPR once accepted into Phase II.
  - A crime-free criminal background check and a negative drug screen are required before beginning the clinical phase.
  - Be prepared to purchase required supplies, instruments and uniforms.

### Recommended Program Schedule for traditional Dental Hygiene (two-year program)

#### PHASE I

##### First Semester - Fall

MAT	120	Probability & Statistics*	3.0
BIO	210	Anatomy & Physiology I*	4.0
CHM	105	General Organic & Biochemistry*	4.0
ENG	101	English Composition I*	3.0

##### Second Semester - Spring

BIO	225	Microbiology*	4.0
BIO	211	Anatomy & Physiology II*	4.0
PSY	201	General Psychology*	3.0
SPC	205	Public Speaking*	3.0

**PHASE II (Requires acceptance into the program.)*****Third Semester - Fall***

AHS 113	Head & Neck Anatomy	1.0
DHG 115	Medical and Dental Emergencies	2.0
DHG 121	Dental Radiography	3.0
DHG 125	Tooth Morphology & Histology	2.0
DHG 161	Clinical Dental Hygiene Foundations	4.0

***Fourth Semester - Spring***

DHG 122	Office Management for the Dental Hygienist	2.0
DHG 140	General and Oral Pathology	2.0
DHG 165	Clinical Dental Hygiene I	5.0
DHG 244	Dental Materials	3.0
DHG 143	Dental Pharmacology	2.0

***Fifth Semester - Summer***

DHG 141	Periodontology	2.0
DHG 175	Clinical Dental Hygiene II	5.0
DHG 241	Integrated Dental Hygiene I	1.0

***Sixth Semester - Fall***

DHG 232	Community Oral Health Outreach	2.0
DHG 255	Clinical Dental Hygiene III	5.0
BIO 240	Nutrition†	3.0
SOC 101	Introduction to Sociology†	3.0

***Seventh Semester - Spring***

DHG 242	Integrated Dental Hygiene II	1.0
DHG 265	Clinical Dental Hygiene IV	5.0
HSS 295	Leadership Through the Humanities†	3.0

**Total credit hours****84.0**

\* General Education course - students must take prior to acceptance to Phase II.

† Denotes general education classes that may be taken during or prior to the beginning of Phase II. Most successful candidates take these classes while they are taking Phase I to gain the points associated with the grades earned in those classes.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Expanded Duty Dental Assisting Diploma in Applied Science

## Mission Statement:

The primary mission of the GTC Expanded Duty Dental Assistant program is to provide nationally certified expanded duty dental assistants to serve the dental community. Graduates are expected to assume responsibility for personal and professional growth and to enhance knowledge and skills through continued education and lifelong learning.

## Entrance Requirements:

Acceptable placement test score(s)

Must successfully complete all developmental courses indicated in placement testing.

TEAS: All applicants must complete the TEAS test.

## Type of Program:

Day (some evening classes/clinics required)

## Professional Credentials:

Certified Dental Assistant (subject to passing Dental Assisting National Board exam)

## Program Accreditation:

Commission on Dental Accreditation (CODA)

## Employment Opportunities:

Dental offices, public health departments, dental schools

- This program prepares students to work as clinical assistants, receiving and preparing patients for dental treatment; assisting chair side, taking x-rays, making temporary crowns, and pouring/trimming impressions for study models. The program also includes office management skills, appointing patients, maintaining patients' records on the computer and via files, filing, and client services.
- Prior to acceptance students must
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements.
  - Apply for program admission from January 15-May 1 of each year. Seats are awarded to the most highly-qualified applicants based upon weighted criteria and on a space-available basis.
  - Attend a Career Talk session for the major within one year of application and program orientation after acceptance.
- Upon acceptance, a \$100 non-refundable deposit is required to hold the seat.
- A crime-free criminal background check and a negative 10-panel drug screen are required before beginning class experience.
- Students must be able to attend all clinical experiences.
- Students must sit for and pass the Dental Assisting National Board (DANB) for certification as a certified dental assistant (CDA). At the end of each semester, one portion of the DANB must be passed to continue in the program. Examinations must be taken prior to the end of each semester. Students are responsible for exam fees each semester.
- Completion of all of the general education courses with grades of A or B will earn the student higher points toward the weighted admission to the program.
- A grade of "C" or higher is required in every course, as well as completion of all three sections of DANB to earn the EDDA diploma.
- Students must purchase supply kits and uniforms.
- This is a diploma program that leads to national CDA certification upon successful completion of the program and the certification exam.

## Recommended Program Schedule

### Pre-program courses

BIO	112	Basic Anatomy & Physiology*/t	4.0
ENG	101	English Composition I*	3.0
SOC	101	Introduction to Sociology*	3.0
COL	105	Freshman Seminar**	3.0
		or	
HSS	295	Leadership Through the Humanities**	

### First Semester - Fall

DAT	115	Ethics and Professionalism (Online)	1.0
DAT	154	Clinical Procedures I	4.0
DHG	125	Tooth Morphology & Histology	2.0
DHG	244	Dental Materials	3.0
DAT	116	Fundamentals of Dental Medicine	3.0
SPC	205	Public Speaking*/**	3.0

(SPC 208 and SPC 209 are also acceptable for this program)

### Second Semester - Spring

DAT	121	Dental Health Education	2.0
DAT	122	Dental Office Management	2.0
DAT	160	Expanded Functions/Specialties	2.0
DAT	175	Introduction to Clinical Experience	5.0
DHG	121	Dental Radiography	3.0



**Third Semester - Summer**

DAT 177 Dental Office Experience

7.0

**Total credit hours**

**50.0**

\* General Education course

It is strongly recommended that the five (5) general education courses be taken prior to applying to the Dental Assisting program. Points will be assigned for the completion of these courses that will facilitate entry into the program.

†The combination of the higher level BIO 210 and BIO 211 or BIO 215 and BIO 216 will substitute for BIO 112, if the student has successfully completed these courses with a grade of "C" or better.

\*\* For students who also intend to apply to the Dental Hygiene program, HSS 295 should be taken in place of COL 105 and SPC 205 should be taken for the Speech requirement.

Visit [http://gvltec.edu/gainful-employment/DAS\\_EDD1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_EDD1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Diagnostic Medical Sonography

## Diagnostic Medical Sonography Associate in Applied Science

### **Mission Statement:**

The mission of the Diagnostic Medical Sonography program is to meet the needs of the area by providing a pool of qualified graduates for entry level positions in sonography.

### **Entrance Requirements:**

Acceptable placement test score(s)

### **Type of Program:**

Phase I: Day, evening, or weekend; Phase II: Day

### **Professional Credentials:**

Diagnostic Medical Sonographer (subject to passing national certification exam)

### **Program Accreditation:**

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210.2350, [www.caahep.org](http://www.caahep.org)

Joint Review Committee on Educational in Diagnostic Medical Sonography (JRCDMS), 6021 University Boulevard, Suite 500 Ellicott City, MD 21043; Email address: [jrcdms@intersocietal.org](mailto:jrcdms@intersocietal.org); (443) 973-3251

### **Employment Opportunities:**

Hospitals, clinics, physician offices, and outpatient imaging centers.

- Diagnostic Medical Sonography is a technical science that deals with the use of ultrasound for diagnostic purposes in medicine. Sonographers, also known as ultrasound technologists, use high frequency sound waves to image structures within the body.
- The sonographer is responsible for the production of diagnostic images and is a technical assistant to the physician radiologist. Additional information on the profession can be found at the following web site: [www.sdms.org/career](http://www.sdms.org/career)
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students may apply to Phase II, which includes all Diagnostic Medical Sonography course work.
- Didactic courses are taught on the Barton Campus with clinical training at various clinical affiliates located throughout the Upstate of South Carolina and Western North Carolina.
- Clinical assignments are required in Phase II. Students will be responsible for transportation to their clinical sites.
- Upon successful completion of the program, students will be eligible to take the national certification examination through the American Registry of Diagnostic Medical Sonography (ARDMS) in the areas of Physics & Instrumentation, OB/GYN, and Abdomen. To obtain the RDMS credential, an individual must pass the Ultrasound Physics and Instrumentation examination in addition to at least one other exam component.
- **Phase I admission requirements:**
  - All individuals seeking to enter the Diagnostic Medical Sonography program must meet the requirements outlined in the Health and Wellness admission requirements as stated in the college catalog (excluding physical exam).
  - High school level biology and physics are strongly encouraged. Keyboarding skills are also recommended.
  - Complete a Career Talk session (online) for this major within two years prior to consideration for acceptance into Phase II (required).
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Acceptable placement test scores.
  - BIO 210 and BIO 211 must be completed no more than five (5) years prior to beginning Phase II. Students who exceed the five-year limit must take BIO 211 as a refresher.
  - Physics must be completed no more than 5 years prior to beginning Phase II. The refresher for Physics is PHY 201 or RAD 107.
  - Must obtain a minimum grade of "C" or higher with a minimum technical GPA of 2.50. Technical GPA is computed using the 10 general education courses that comprise Phase I.
- **Application process for Phase II:**
  - Students who anticipate completing all Phase I courses with the appropriate grades and technical GPA are eligible to submit a Weighted Admissions Form for entry into Phase II.
  - Weighted Admission Forms should be stamped and submitted in Building 120 Room 218 between January 1 and May 1. Late applications will not be accepted.
  - Students are selected based upon a weighted admissions process. If students are equal in points, selection is based upon the student's technical GPA. Should there be a tie in points and GPA, the time stamp on the Weighted Admissions will be used.
  - Students who complete all general education courses with the appropriate grade by the end of the spring term will be considered first. Students who complete the general education courses during the summer will be seated only if space is available.
  - A maximum of 15 students will be accepted.
  - A negative 10-panel drug screen and an acceptable criminal background check are required for all students accepted into Phase II.
  - Students must be able to attend all clinical experiences.
  - Documentation of CPR for the Healthcare Provider certification, through the American Heart Association, must be maintained throughout Phase II.

- ❑ Accepted students must submit a physical exam form completed by licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
- ❑ Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
- ❑ If accepted to Phase II, submit Intent Form along with \$100 non-refundable deposit to secure seat in program.
- ❑ Have a crime-free background for seven years prior to entering Phase II. Some Convictions greater than seven years old may prevent entry into and through the program.

## Recommended Program Schedule

### PHASE I

#### **First Semester - Summer**

ENG 101	English Composition I*	3.0
AHS 102	Medical Terminology	3.0

#### **Second Semester - Fall**

BIO 210	Anatomy & Physiology I*/+	4.0
MAT 110	College Algebra */**	3.0
PSY 201	General Psychology*	3.0
SPC	Speech Course* (SPC 200 or SPC 205 or SPC 209)	3.0

#### **Third Semester - Spring**

BIO 211	Anatomy & Physiology II*/+	4.0
RAD 107	Physics for Medical Imaging or	3.0
PHY 201	Physics I*	4.0
CPT 170	Microcomputer Applications College transferable Humanities*	3.0 3.0

### PHASE II

#### **Fourth Semester - Fall**

DMS 101	Ultrasound Physics & Instrumentation	2.0
DMS 105	Sonographic Anatomy of the Abdomen	4.0
DMS 117	Gynecology	2.0
DMS 164	Introduction to Clinical Education	2.0
DMS 104	Patient Care for Sonography	2.0

#### **Fifth Semester - Spring**

DMS 102	Ultrasound Physics & Instrumentation II	3.0
DMS 116	Abdominal Ultrasound	4.0
DMS 119	Embryology and First Trimester Ultrasound	2.0
DMS 165	Clinical Education II	8.0

#### **Sixth Semester - Summer**

DMS 166	Advanced Clinical Education	7.0
DMS 200	Seminars in Sonography	2.0

#### **Seventh Semester - Fall**

DMS 124	OB/GYN Sonography II	2.0
DMS 130	Selected Topics in Sonography	2.0
DMS 167	Imaging Practicum	8.0

#### **Total credit hours**

**82.0/83.0**

\* General Education course — complete these courses (or equivalent) as prerequisite requirements with a grade of “C” or higher.

\*\*MAT 120 will NOT be accepted in lieu of MAT 110.

+Anatomy and Physiology courses must be either BIO 210/211 or the BIO 215/216 combination. BIO 211 must be completed no more than five (5) years prior to beginning Phase II.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Diesel Equipment Technology

## Diesel Equipment Technology Certificate in Applied Science

### Mission Statement:

The Diesel Technology certificate is designed to prepare graduates with the necessary technical skills to become a diesel heavy equipment mechanic. The student will receive a well-rounded education including basic knowledge and mechanical theories with significant hands-on experience. Graduates will have a solid foundation of knowledge to confidently execute the well-acclaimed ASE certifications.

### Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required.

### Type of Program:

Day or evening

### Professional Credentials:

ASE Automotive Service Excellence Technician (subject to passing exam)

### Employment Opportunities:

Truck repair shops, fleet service, heavy equipment repair centers

- This program provides students with an understanding of diesel equipment systems with emphasis on "over-the-road trucks."

### Recommended Program Schedule

#### *First Semester - Fall*

DHM 107	Diesel Equipment Service & Diagnosis	3.0
DHM 173	Electrical Systems I	3.0
DHM 255	Air Brake Systems	3.0
DHM 273	Electrical Systems II	3.0

#### *Second Semester - Spring*

DHM 101	Introduction to Diesel Engines	4.0
DHM 108	Diesel Engine Tune-Up	2.0
DHM 121	Introduction to Diagnostic Testing	2.0
DHM 125	Diesel Fuel Systems	3.0
DHM 265	Hydraulic Systems	3.0

#### *Third Semester - Summer*

DHM 251	Suspension and Steering	3.0
DHM 151	Drive Trains	4.0
DHM 232	Heating, Cooling, and Air Conditioning Systems	3.0

**Total credit hours** **36.0**

Note: Please contact your advisor for evening schedules

Visit [http://gvltec.edu/gainful-employment/CAS\\_DEM7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_DEM7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Diesel Engine Performance Certificate in Applied Science

## Mission Statement:

The Diesel Engine Performance certificate is designed to prepare graduates with the necessary technical skills to become a diesel heavy equipment mechanic. The student will specialize in overhaul procedures, timing adjustments, turbocharger matching, exhaust tuning diagnostics, and on-board computer reprogramming. Graduates will have a solid foundation of knowledge to confidently execute the well-acclaimed ASE certifications related to engine performance.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED required (or department head approval)

## Type of Program:

Evening

## Employment Opportunities:

Truck repair, fleet service, heavy equipment

- This program provides students with hands-on experience in overhaul procedures, timing adjustments, turbocharger matching, exhaust tuning diagnostics, and on-board computer reprogramming experience necessary to succeed in today's diesel engine performance field.

## Recommended Program Schedule

### First Semester - Fall

DHM 125	Diesel Fuel Systems*	3.0
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### Second Semester - Spring

DHM 101	Introduction to Diesel Engines*	4.0
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### Third Semester - Fall

DHM 105	Diesel Engines I	3.0
DHM 205	Diesel Engines II	3.0
DHM 216	Medium Diesel Engines	3.0
DHM 225	Electronic Fuel Systems	3.0

## Total credit hours

**19.0**

\*Courses marked with an asterisk are prerequisite courses. Students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Heavy Equipment Auxiliary Systems Certificate in Applied Science

## Mission Statement:

The mission of the Heavy Equipment Auxiliary Systems Certificate is to enhance the study and practices of students in additional and exterior units that are crucial to the diesel industry, such as machine hydraulics and auxiliary power units and trailers, to be in compliance with federal and state regulations.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED required (or department head approval)

## Type of Program:

Evening

## Employment Opportunities:

Truck repair shops, fleet service, heavy equipment repair centers

- This certificate will provide students with hands-on experience in diagnostic, repair, and installation procedures for heavy equipment auxiliary systems.

## Recommended Program Schedule

### First Semester - Spring

DHM 101	Introduction to Diesel Engines*	4.0
DHM 121	Introduction to Diagnostic Testing*	2.0
DHM 255	Air Brake Systems*	3.0
DHM 260	Fluid Power Systems*	2.0

### Second Semester - Summer

DHM 231	Diesel Air Conditioning*	2.0
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### Third Semester - Spring

DHM 262	ABS and TCS Brake Systems*	2.0
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### Fourth Semester - Summer

DHM 271	Auxiliary Power Units	2.0
DHM 265	Hydraulic Systems	3.0
DHM 272	Trailer Technology	4.0

## Total credit hours

**24.0**

\*Courses marked with an asterisk are prerequisite courses. Students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Heavy Equipment Chassis Systems Certificate in Applied Science

## Mission Statement:

The Heavy Equipment Chassis Systems Certificate is designed to prepare students with the necessary technical skills to become a heavy equipment chassis systems mechanic. Students will specialize in the procedures to remove and replace/repair various components of a heavy equipment chassis system within state and federal regulations for safe operation of a heavy vehicle. Graduates will have a solid foundation of knowledge to confidently execute the well acclaimed ASE (Automotive Service of Excellence) certifications related to chassis systems.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED required (or department head approval)

## Type of Program:

Evening

## Employment Opportunities:

Truck repair shops, fleet service, heavy equipment repair centers

- This program provides students with hands-on experience in procedures to remove and repair/replace components of a heavy equipment chassis system to include power train components, front and rear end suspension components, and braking and traction control systems. Students will learn how to ensure compliance with state and federal regulations for safe operation of a heavy vehicle.

## Recommended Program Schedule

### First Semester – Spring

DHM 121	Introduction to Diagnostic Testing*	2.0
DHM 151	Drive Trains*	4.0
DHM 255	Air Brake Systems*	3.0

### Second Semester – Summer

DHM 171	Introduction to Heavy Equipment Welding*	3.0
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### Third Semester - Spring

DHM 155	Power Trains	3.0
DHM 251	Suspension and Steering	3.0
DHM 258	Chassis and Frame Alignment	4.0
DHM 262	ABS and TCS Brake Systems	2.0

## Total credit hours

**24.0**

\*Courses marked with an asterisk are prerequisite courses. Students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Early Care and Education

## Early Care and Education Associate in Applied Science

### Mission Statement

This program gives students an understanding of the needs of young children and prepares them to implement quality pre-school programming. An introduction to administration of programs for young children is also included.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, and limited online

### Employment Opportunities:

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, public school teacher assistant, self-employment.

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal record check in compliance with S.C. Code Section 20-7-2725.
  - Documentation of freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- The associate degree alone does not grant teacher licensure or teacher certification.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester - Fall

ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth & Development I**	3.0
ENG 101	English Composition I*	3.0
MAT 155	Contemporary Mathematics*	3.0

#### Second Semester - Spring

ECD 108	Family & Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 203	Growth & Development II**	3.0
CPT 170	Microcomputer Applications	3.0

#### Third Semester - Summer

SPC 205	Public Speaking*	3.0
PSY 201	General Psychology*	3.0
ECD 105	Guidance - Classroom Management	3.0

#### Fourth Semester - Fall

ECD 107	Exceptional Children	3.0
ECD 131	Language Arts**	3.0
ECD 133	Science & Math Concepts	3.0
ECD 252	Diversity Issues in Early Care & Education	3.0

#### Fifth Semester - Spring

ECD 109	Administration and Supervision	3.0
ECD 135	Health, Safety & Nutrition	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development**	3.0
ECD 237	Methods and Materials	3.0

#### Sixth Semester - Summer

ECD 201	Principles of Ethics and Leadership	3.0
ECD 243	Supervised Field Experience I**	3.0
	Humanities Requirement*	3.0

### Total credit hours

**66.0**

\*General Education course

\*\*Indicates course with required lab hours in the Greenville Technical College Child Development Center

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Child Care Management Certificate in Applied Science

## Mission Statement

This program gives students a basic understanding of the needs of young children and the basic skills needed to manage a child care center. An introduction to administration of programs for young children is also included.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, and limited online

## Employment Opportunities:

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment.

- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

ECD 101	Introduction to Early Childhood	3.0
ECD 105	Guidance - Classroom Management	3.0
ECD 107	Exceptional Children	3.0
ECD 201	Principles of Ethics & Leadership in Early Care and Education	3.0

### Second Semester - Spring

ECD 108	Family & Community Relations	3.0
ECD 109	Administration & Supervision	3.0
ECD 135	Health, Safety, & Nutrition	3.0
PSY 103	Human Relations*	3.0
	Elective** (choose one from list below)	3.0

### Total credit hours

**27.0**

\*General Education course

\*\*Electives:

BUS 110	Entrepreneurship	3.0
MGT 101	Principles of Management	3.0
MGT 150	Fundamentals of Supervision	3.0
MKT 101	Marketing	3.0

Visit [http://gvltec.edu/gainful-employment/CAS\\_CCM7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CCM7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Early Childhood Development Certificate in Applied Science

## Mission Statement

This program gives students a basic understanding of the needs of young children and prepares them to implement quality pre-school programming.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, and limited online

## Employment Opportunities:

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment.

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with S.C. Code Section 20-7-2725.
  - Documentation of freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

ECD 102	Growth & Development I**	3.0
ECD 105	Guidance - Classroom Management	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts**	3.0
ECD 133	Science & Math Concepts	3.0

### Second Semester - Spring

ECD 101	Introduction to Early Childhood	3.0
ECD 132	Creative Experiences	3.0
ECD 203	Growth & Development II**	3.0
ECD 135	Health, Safety, & Nutrition	3.0

**Total credit hours** **27.0**

\*General Education course

\*\*Indicates course with required lab hours in the Greenville Technical College Child Development Center

Visit [http://gvltec.edu/gainful-employment/CAS\\_ECD7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ECD7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Early Childhood Special Education Certificate in Applied Science

## Mission Statement

This program will prepare early childhood educators to work with preschool children who are not developing in a typical manner in one or more than one domain of development.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, and limited online

## Employment Opportunities:

Centers for children with special needs, child care centers, preschools, Head Start and Early Head Start programs, child development centers.

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with the S.C. Code Section 20-7-2725.
  - Documentation of freedom from TB, signed by health care provider.
- All courses may be completed online, with the exception of the elective, which indicates a course with required lab hours in a designated program
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

ECD 107	Exceptional Children	3.0
ECD 135	Health, Safety & Nutrition	3.0
	Elective*	3.0

### Second Semester - Spring

ECD 108	Family and Community Relations	3.0
ECD 259	Behavior Management for Special Needs	3.0
ECD 260	Methods of Teaching Special Needs Students	3.0

### Third Semester - Summer

ECD 210	Early Childhood Intervention	3.0
ECD 254	Facilitation and Environmental Management for Early Childhood Special Education	3.0
	Elective*	

## Total credit hours

**24.0**

### \*Lab Elective (choose one)

ECD 257	Supervised Field Experience in Early Childhood Special Education
	or
ECD 280	Registered Behavior Technician

Visit [http://gvltec.edu/gainful-employment/CAS\\_ECSE7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ECSE7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Electronics Engineering Technology

## Electronics Engineering Technology Associate in Applied Science

### Mission Statement:

An electronics engineering technician develops, troubleshoots, maintains, programs, tests, calibrates, documents, designs, constructs, and installs electronic systems in a professional manner.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day or evening

### Employment Opportunities:

Power companies, manufacturing, computer and service industries

- This program educates students to work with engineers in designing or evaluating new products as well as troubleshooting and repairing electronics equipment, including computer equipment.
- Graduates may continue their education toward a Bachelor of Engineering Technology degree at a South Carolina state university or other out-of-state colleges offering a BSEET degree.
- Graduates may continue their education at the University of South Carolina-Upstate for a Bachelor of Science degree in Engineering Technology Management under a 2+2 cooperative agreement.
- Students with engineering transfer credit(s) may substitute the courses as listed below for the EET course on the same line.
- This program is accredited by the Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology (ABET)

### First Semester

EGR	130	Engineering Technology Applications and Programming (or EGR 269***)	3.0
EET	111	DC Circuits (or ECE 221†)	4.0
EET	172	Electronic Drafting (or EGR 275)	2.0
ENG	101	English Composition I*	3.0
MAT	110	College Algebra*	3.0

### Second Semester

EET	112	AC Circuits (or ECE 222†)	4.0
EET	145	Digital Circuits (or ECE 211†)	4.0
MAT	111	College Trigonometry*	3.0
PHY	201	Physics I (or PHY 221)*	4.0

### Third Semester

EET	131	Active Devices	4.0
EET	227	Electrical Machinery	3.0
SPC	205	Public Speaking*	3.0

### Fourth Semester

EET	141	Electronic Circuits	4.0
EET	233	Control Systems	4.0
EET	251	Microprocessor Fundamentals (or ECE 212†) Humanities elective*	4.0 3.0

**Fifth Semester**

CHM	110	College Chemistry I*	4.0
		or	
PHY	202	Physics II (PHY 222)*	
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	273	Electronics Senior Project	1.0
		Social/Behavioral Science elective*	3.0

**Total credit hours****69.0**

\*General Education course

Note: Please contact your advisor for evening schedules.

\*\* The course schedule listed above is designed for students who place into ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students who are taking prerequisite courses for ENG 101 and MAT 110 should contact the EET academic program director for recommended courses.

\*\*\*Students who substitute EGR 269 for EGR 130 must take an additional credit hour to meet the total hours required for graduation.

†Students who substitute ECE classes for EET classes will need to take additional credit hours in a technical elective to meet the total hours for graduation.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Emergency Medical Technology

## Emergency Medical Technology Associate in Applied Science

### Mission Statement:

The mission of the Greenville Technical College EMT Department is to prepare entry-level paramedics in the cognitive, psychomotor, and affective domains in accordance with the highest professional standards and by using the latest advances in health care technology. Through charismatic instruction, our faculty will instill in students personal attributes of compassion, character, and integrity. Faculty are committed to achieving and maintaining the highest standards ethically, academically, professionally, and personally while serving as models of exemplary leadership within the medical community.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day and evening

### Professional Credentials:

EMT and Paramedic subject to passing exam by the National Registry of EMTs, BCLS, ACLS, PALS, PHTLS, and AMLS

### Program Accreditation:

The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

**Commission on Accreditation of Allied Health Educational Programs (CAAHEP)**, 1361 Park St., Clearwater, FL, 33756 (727) 210-2350, [www.caahep.org](http://www.caahep.org)

**Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.** (CoAEMSP) 8301 Lakeview Parkway Suite 111-312. Rowlett, TX 75088. Phone: 214-703-8445. Fax: 214-703-8992 [www.coaemsp.org](http://www.coaemsp.org)

### Employment Opportunities:

Emergency medical services, industry, hospitals

- This program covers all aspects of the paramedic profession and is designed to integrate both theory and practical “hands-on” educational experiences. The flexibility of the curriculum allows the student to enter the profession at two levels (EMT and Paramedic) and continue their education while working.
- Prior to acceptance into the EMT program, students must meet college entrance requirements.
- Acceptance into the Paramedic program is determined by a weighted admission process.
  - Attend a Career Talk session for the program. (Career Talk is valid for two years).
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Meet criteria on SAT, ACT, or college placement tests (ASSET/COMPASS) to be placed into ENG 101 and MAT 101 or provide proof of transfer credit for both.
  - Be 18 years of age or have permission from the department head.
  - Have a high school diploma or GED approved by, and on file, in the Admissions Office.
  - Complete a health physical and all required vaccinations.
  - Have a negative 10-panel drug screen for clinical and internship eligibility. Random drug screens may be performed throughout the program.
  - Have a crime-free criminal background check for clinical and internship eligibility.
  - Be able to attend all internship and clinical experiences.
- The associate degree Paramedic program is five semesters in length.
- EMT students will be admitted in fall and spring semesters to complete EMS 105 and 106. Those who intend to progress through the Paramedic program must also successfully complete BIO 210 and apply for acceptance through the weighted admissions process. Successful completion is a grade of “C” or better. All BIO coursework must be within five years.
- The remaining Paramedic program requirements (offered in semesters 2 – 5) begin each spring semester.
- Weighted admissions process: Submit a weighted admissions form for spring. Paramedic enrollment is September 15 through November 15. Students with the highest scores will receive an admissions letter and intent form.
- Program orientation is required prior to class start date. Students will be notified in advance of orientation date and time.
- A grade of “C” or better is required in all coursework to complete the program.

### Recommended Program Schedule

#### First Semester - Fall

EMS	105	Emergency Medical Care I	4.0
EMS	106	Emergency Medical Care II	4.0
ENG	101	English composition I*	3.0
BIO	210	Anatomy & Physiology I **/**	4.0

**Second Semester - Spring**

EMS 150	Introduction to Advanced Care	5.0
EMS 151	Paramedic Clinical I	2.0
BIO 211	Anatomy & Physiology II*/#	4.0
PSY 201	General Psychology*	3.0

**Third Semester - Summer**

EMS 230	Advanced Emergency Medical Care I	5.0
EMS 231	Paramedic Clinical II	2.0
EMS 232	Paramedic Internship I	2.0
SPC 205	Public Speaking*	3.0
	Humanities elective**/+	3.0

**Fourth Semester - Fall**

EMS 240	Advanced Emergency Medical Care II	5.0
EMS 241	Paramedic Clinical III	2.0
EMS 242	Paramedic Internship II	2.0
MAT 120	Probability & Statistics*	3.0

**Fifth Semester - Spring**

EMS 270	NREMT Review Course	4.0
EMS 271	Advanced Emergency Operations	4.0
EMS 272	Paramedic Capstone	4.0

**Total credit hours****68.0**

\* General Education course

\*\* Must be college transferable

+ See General Education course listing in the GTC College Catalog.

\*\*\* BIO 210 Anatomy & Physiology I must be completed prior to starting 2<sup>nd</sup> semester courses.

# BIO 211 Anatomy & Physiology II must be completed prior to starting 5<sup>th</sup> semester courses.

- The day paramedic program will start each year in the spring.
- EMS 105 & 106 will be taught during the day in the fall semester and in the evening in the spring semester.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Emergency Medical Technician Certificate in Applied Science

## Mission Statement:

The mission of the Greenville Technical College EMT Department is to prepare entry-level EMTs in the cognitive, psychomotor, and affective domains in accordance with the highest professional standards and by using the latest advances in health care technology. Through charismatic instruction, our faculty will instill in students personal attributes of compassion, character, and integrity. Faculty are committed to achieving and maintaining the highest standards ethically, academically, professionally, and personally while serving as models of exemplary leadership within the medical community.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day and evening

## Employment Opportunities:

Emergency medical services, industry, hospitals

- This program will prepare students to pass the EMT licensure exam and become a certified EMT. Upon completion of this program, students will have the knowledge and skills needed to assess, stabilize, and provide pre-hospital emergency medical care to critically ill and injured patients.

## Recommended Program Schedule

EMS 105	Emergency Medical Care I	4.0
EMS 106	Emergency Medical Care II	4.0

## Total credit hours

**8.0**

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Post-Initial Paramedic Training

## Prerequisite:

Currently certified paramedic, RN, or other health care provider certification or by permission of the department head.

- In order to enroll for EMS 225, students must have
  - A minimum of two years of documented ALS experience
  - Current certifications in BCLS, ACLS, PALS, and PHTLS(or equivalent) (Documentation required)
  - A letter of recommendation from provider's medical director or supervisor
  - A brief resumé and copy of employee health and immunization records, including TB

## Post-Initial Paramedic Training Courses:

EMS 115	International Trauma Life Support (ITLS)	1.0
EMS 116	Advanced Cardiac Life Support (ACLS)	1.0
EMS 117	Pediatric Advanced Life Support (PALS)	1.0
EMS 118	Advanced Medical Life Support (AMLS)	1.0
EMS 200	Paramedic Refresher	2.0
EMS 225	Critical Care Transport Paramedic	4.0

# Engineering Design Technology

## Engineering Design Technology Associate in Applied Science

### Program Mission Statement:

The mission of the Engineering Design Technology program is to provide the Upstate of South Carolina with professionally prepared entry-level CAD design technicians capable of making significant contributions to the progress of business and industry in the area.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day or evening

### Employment Opportunities:

Manufacturing, industrial, engineering, mechanical contractors, design & build

- This program trains students to transform design and engineering solutions into 2-D drawings, 3-D models, and specifications using state-of-the-art CAD software, such that the product can be manufactured.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking EGR 130 or by passing the exemption exam at a cost to be assessed by the college.

### Recommended Program Schedule (^^See Note: Developmental Studies)

#### First Semester - Fall

ENG 101	English Composition I*	3.0
EGR 130	Engineering Technology Applications & Programming	3.0
MAT 110	College Algebra*	3.0
EGT 110	Engineering Graphics I	4.0
	Social/Behavioral Elective**	3.0

#### Second Semester - Spring

EGT 115	Engineering Graphics II	4.0
EGR 210	Introduction to Engineering CAD	3.0
EGR 175	Manufacturing Processes	3.0
PHY 201	Physics I*	4.0
MAT 111	College Trigonometry*	3.0

#### Third Semester - Summer

EGT 119	Geometrics	3.0
EGT 127	Descriptive Geometry for Drafters	3.0
SPC 205	Public Speaking	3.0

#### Fourth Semester - Fall

EGR 275	Introduction to Engineering/Computer Graphics	3.0
EGT 210	Engineering Graphics III	4.0
EGT 215	Mechanical Drawing Applications	4.0
EGR 170	Engineering Materials	3.0
EGR 194	Statics & Strengths of Materials	4.0

#### Fifth Semester - Spring

EGT 220	Structural & Piping Applications	4.0
EGR 255	Engineering Technology Senior Systems Project #	2.0
	or	
CWE	Cooperative Work Experience #	(6.0)
EGT 252	Advanced CAD	3.0
	Humanities Elective***	3.0
	Technical Elective++	3.0

**Total credit hours** **75.0**

# Department head approval required (two course minimum)

\*General Education course

#### \*\*Approved Social/Behavioral Electives

ECO 211	Microeconomics*	3.0
PSY 201	General Psychology*	3.0
SOC 101	Introduction to Sociology*	3.0

**\*\*\*Approved Humanities Electives**

ART	101	Art History and Appreciation*	3.0
FRE	102	Elementary French II*	4.0
GER	102	Elementary German II*	4.0
HIS	101	Western Civilization to 1689*	3.0
HIS	102	Western Civilization Post 1689*	3.0
HIS	104	World History I*	3.0
HIS	105	World History II*	3.0
HIS	106	Introduction to African History*	3.0
HIS	115	African-American History*	3.0
HIS	201	American History: Discovery to 1877*	3.0
HIS	202	American History: 1877 to Present*	3.0
HSS	105	Technology and Culture*	3.0
HSS	295	Leadership through Humanities*	3.0
MUS	105	Music Appreciation*	3.0
PHI	101	Introduction to Philosophy*	3.0
PHI	110	Ethics	3.0
REL	101	Introduction to Religion*	3.0
REL	201	Religions of the World*	3.0
SPA	102	Elementary Spanish II*	4.0
SPA	201	Intermediate Spanish I*	3.0
THE	101	Introduction to Theatre*	3.0

**++Technical Electives**

CET	220	Concrete and Steel Design	3.0
EET	227	Electrical Machinery	3.0
EGT	245	Principles of Parametric CAD	3.0
EGT	251	Principles of CAD	3.0
MET	211	Strength of Materials	4.0
MET	213	Dynamics	3.0
MET	214	Fluid Mechanics	3.0
MET	226	Applied Heat Principles	4.0
MTT	211	Die Theory	3.0
MTT	245	Rapid Prototype Setup & Operations	3.0

++Other technical electives may be approved upon review by the EGT department head.

^^Note: Developmental Studies:

The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Note: Please contact your advisor for recommended evening schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# 3-D Modeling CAD Design Certificate in Applied Science

## Mission Statement:

The mission of the 3-D Modeling CAD Design certificate is to provide students with a foundation of industrial 3-D Solid Modeling CAD skills, along with rapid prototyping, in order to contribute in the work place as a CAD design technician.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Manufacturing, engineering companies, product design and machine design companies.

- This program will train students in the use of Solid Works and CATIA CAD software, which will be utilized by local companies in the machine design, automotive, and aerospace industries.

## Recommended Program Schedule

### First Semester

EGR 130	Engineering Technology Applications & Programming	3.0
EGR 210	Introduction to Engineering CAD	3.0
EGT 110	Engineering Graphics I*	4.0

### Second Semester

EGT 115	Engineering Graphics II	4.0
EGR 275	Introduction to Engineering/Computer Graphics	3.0

### Third Semester

EGT 245	Principles of Parametric CAD	3.0
EGT 252	Advanced CAD	3.0

### Total credit hours

**23.0**

\* EGT 110 requires placement into RDG 032 and placement into MAT 101.  
Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_CCD6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CCD6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Drafting & CAD Design Fundamentals Certificate in Applied Science

## Mission Statement:

The mission of the Drafting & CAD Design Fundamentals certificate is to provide students with the basic skills of 2-D industrial drafting & CAD, along with manufacturing practices, in order to contribute in the work place as an entry-level CAD technician.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Manufacturing, engineering companies, product design and machine design companies.

- This program is designed to provide basic manual and computer-aided drafting skills training.

## Recommended Program Schedule

### First Semester

EGR 130	Engineering Technology Applications & Programming	3.0
EGR 210	Introduction to Engineering CAD	3.0
EGT 110	Engineering Graphics I*	4.0

### Second Semester

EGT 115	Engineering Graphics II	4.0
EGR 175	Manufacturing Processes	3.0

### Third Semester

EGT 119	Geometrics	3.0
EGT 127	Descriptive Geometry for Drafters	3.0

### Total credit hours

**23.0**

\* EGT 110 requires placement into RDG 032 and placement into MAT 101.

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_DCF6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_DCF6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Engineering Transfer Tracks

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## Engineering Transfer Tracks

Courses offered within the recommended engineering transfer tracks provide access and transfer to bachelor's degree programs in engineering. Students may choose a program from among five areas that provides a two-year sequence typical of university-level engineering requirements:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Mechanical Engineering

Students following a recommended engineering transfer track may earn the Associate in Science degree upon completion of 60 credit hours meeting Associate in Science degree requirements. Additional hours recommended for engineering transfer tracks are 10 - 19 semester hours, depending on the track. Students completing the recommended engineering transfer track do not earn an additional certificate, diploma or degree.

Students planning to pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for this track is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to major in engineering at a four-year institution has been made. Engineering Technology faculty and academic advising staff serving the Engineering Technology Division will be an excellent resource for students considering this academic option.

Greenville Technical College has an Engineering Transfer Articulation Agreement with Clemson University. Students planning to pursue a bachelor's degree in engineering must complete an "Intent to Participate" form before completing thirty (30) credit hours. Students must contact their academic advisor to complete the form.

High school preparation for engineering should include a strong emphasis on mathematics, science and basic English skills. Students not meeting the requirements for entry into MAT 140 and ENG 101 will have preparatory work to complete and may need more than five semesters to finish the engineering transfer course sequence.

# Chemical Engineering Track

## Related Areas:

Electrical Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering Technology, Mechanical Engineering Technology

- This program is for students who want to receive their engineering education at an institute that is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(\*See Note: Developmental Studies, COL 103 & EGR 102)

### First Semester - Fall

CHM 110	College Chemistry I*	4.0
EGR 269	Engineering Disciplines and Skills	2.0
ENG 101	English Composition I*	3.0
MAT 140	Analytical Geometry & Calculus I*	4.0
	Humanities/Social Science Elective*/**	3.0

### Second Semester - Spring

CHM 111	College Chemistry II*	4.0
EGR 270	Introduction to Engineering	3.0
MAT 141	Analytical Geometry & Calculus II*	4.0
PHY 221	University Physics I*	4.0

### Third Semester - Summer

ENG 102	English Composition II*	3.0
EGR 275	Introduction to Engineering/Computer Graphics	3.0
PHY 222	University Physics II*	4.0

### Fourth Semester - Fall

CHM 211	Organic Chemistry I*	4.0
ECE 221	Introduction to Electrical Engineering I	3.0
MAT 240	Analytical Geometry & Calculus III*	4.0
SPC 205	Public Speaking*+	3.0
	Humanities/Social Science Elective*/**	3.0

### Fifth Semester - Spring

CHM 212	Organic Chemistry II*	4.0
MAT 242	Differential Equations	4.0
	Two Humanities/Social Science Electives*/**	3.0

\* General Education course

+ Clemson no longer requires public speaking for Chemical Engineering majors

**NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

**NOTE:** Please contact program advisor for recommended evening schedules.

# Civil Engineering Track

## Related Areas:

Mechanical Engineering, Environmental Engineering, Architecture, Surveying, Geomatics Technology, Construction Engineering Technology, Mechanical Engineering Technology, Architecture Engineering Technology, Construction Science Management

- This program is for students who want to receive their engineering education at an institute that is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(\**See Note: Developmental Studies, COL 103, and EGR 102*)

### First Semester - Fall

CHM 110	College Chemistry I*	4.0
ENG 101	English Composition I*	3.0
EGR 269	Engineering Disciplines and Skills	2.0
	Humanities/Social Science Elective*/**	3.0
MAT 140	Analytical Geometry & Calculus I*	4.0

### Second Semester - Spring

CHM 111	College Chemistry II*+	4.0
EGR 270	Introduction to Engineering	3.0
MAT 141	Analytical Geometry & Calculus II*	4.0
PHY 221	University Physics I*	4.0

### Third Semester - Summer

ENG 102	English Composition II*	3.0
PHY 222	University Physics II*	4.0
EGR 210	Introduction to Engineering CAD (AutoCAD)	3.0

### Fourth Semester - Fall

EGR 260	Engineering Statics	3.0
MAT 240	Analytical Geometry & Calculus III*	4.0
EGR 285	Engineering Surveying I***	3.0
EGR 295	Engineering Surveying I Lab***	1.0
	Humanities/Social Science Elective*/**	3.0

### Fifth Semester - Spring

EGR 262	Engineering Dynamics	3.0
MAT 242	Differential Equations	4.0
SPC 205	Public Speaking*	3.0
	Humanities Elective*/**	3.0
	Social Science Elective*/**	3.0

\* General Education course

+ Clemson no longer accepts CHM 111 for Civil Engineering majors.

**NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

\*\*\* Required by the Citadel, may or may not be required or accepted in transfer at other four-year engineering colleges.

**NOTE:** Please contact program advisor for recommended evening schedules.

# Computer Engineering Track

## Related Areas:

Electrical Engineering, Electronics Engineering Technology, Computer Programming Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(\*\*See Note: Developmental Studies, COL 103 & EGR 102)

### First Semester - Fall

CHM 110	College Chemistry I*	4.0
EGR 269	Engineering Disciplines and Skills	2.0
ENG 101	English Composition I*	3.0
MAT 140	Analytical Geometry & Calculus I*	4.0
	Humanities/Social Science Elective**/**	3.0

### Second Semester - Spring

ECE 211	Introduction to Computer Engineering I	3.0
EGR 270	Introduction to Engineering	3.0
ENG 102	English Composition II*	3.0
MAT 141	Analytical Geometry & Calculus II*	4.0
PHY 221	University Physics I*	4.0

### Third Semester - Summer

ECE 212	Introduction to Computer Engineering II	3.0
PHY 222	University Physics II*	4.0
	Elective***	3.0

### Fourth Semester - Fall

CPT 234	C Programming I	3.0
ECE 221	Introduction to Electrical Engineering I	3.0
MAT 240	Analytical Geometry & Calculus III	4.0
SPC 205	Public Speaking*	3.0
	Social Science Elective**/**	3.0

### Fifth Semester - Spring

ECE 205	Electrical & Computer Lab I	3.0
ECE 222	Introduction to Electrical Engineering II	3.0
MAT 242	Differential Equations*	4.0
	Humanities Elective**/**	3.0
	Social Science Elective**/**	3.0

\* General Education course

**NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

**NOTE:** Please contact your advisor for recommended evening schedules.

\*\*\*See Page 74; "Other Transfer Hours" and contact your advisor.

# Electrical Engineering Track

## Related Areas:

Electrical/Electronics Engineering, Computer Engineering, Computer Integrated Manufacturing, Electro-Mechanical Engineering, Biomedical Engineering, Electrical Engineering Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(\* \*\*See Note: Developmental Studies, COL 103 & EGR 102)

### First Semester - Fall

CHM 110	College Chemistry I*	4.0
EGR 269	Engineering Disciplines & Skills	2.0
ENG 101	English Composition I*	3.0
MAT 140	Analytical Geometry & Calculus I*	4.0
	Humanities/Social Science Elective*/**	3.0

### Second Semester - Spring

ECE 211	Introduction to Computer Engineering I	3.0
EGR 270	Introduction to Engineering	3.0
ENG 102	English Composition II*	3.0
MAT 141	Analytical Geometry & Calculus II*	4.0
PHY 221	University Physics I*	4.0

### Third Semester - Summer

ECE 212	Introduction to Computer Engineering II	3.0
PHY 222	University Physics II*	4.0
SPC 205	Public Speaking*	3.0

### Fourth Semester - Fall

ECE 221	Introduction to Electrical Engineering I	3.0
CPT 234	C Programming I	3.0
CHM 111	College Chemistry II*	4.0
MAT 240	Analytical Geometry & Calculus III*	4.0
	Humanities/Social Science Elective*/**	3.0

### Fifth Semester - Spring

ECE 205	Electrical & Computer Lab I	3.0
ECE 222	Introduction to Electrical Engineering II	3.0
MAT 242	Differential Equations*	4.0
	Humanities Elective*/**	3.0
	Social Science Elective*/**	3.0

\* General Education course

**NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses:

COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

**NOTE:** Please contact program advisor for recommended evening schedules.



# Mechanical Engineering Track

## Related Areas:

Automotive Engineering, Civil Engineering, Electro-Mechanical Engineering, Mechanical Engineering Technology, Robotics, Architecture, Architectural Engineering Technology, Construction Engineering Technology, Construction Science Management, Engineering Graphics Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(\**See Note: Developmental Studies, COL 103 & EGR 102*)

### First Semester - Fall

CHM 110	College Chemistry I*	4.0
EGR 269	Engineering Disciplines & Skills	2.0
ENG 101	English Composition I*	3.0
MAT 140	Analytical Geometry & Calculus I *	4.0
	Humanities/Social Science Elective */**	3.0

### Second Semester - Spring

EGR 270	Introduction to Engineering	3.0
MAT 141	Analytical Geometry & Calculus II*	4.0
PHY 221	University Physics I*	4.0
ENG 102	English Composition II*	3.0

### Third Semester - Summer

EGR 275	Introduction to Engineering/Computer Graphics	3.0
PHY 222	University Physics II*	4.0
	Humanities/Social Science Elective */**	3.0
SPC 205	Public Speaking*+	3.0

### Fourth Semester - Fall

ECE 221	Introduction to Electrical Engineering I	3.0
EGR 260	Engineering Statics	3.0
EGR 206	Introduction to Material Science	3.0
MAT 240	Analytical Geometry & Calculus III*	4.0
	Humanities/Social Science Elective */**	3.0

### Fifth Semester - Spring

EGR 262	Engineering Dynamics	3.0
MAT 242	Differential Equations*	4.0
EGR 203	Fluid and Thermal Systems	3.0
EGR 204	Mechanics of Materials	3.0
ENG 2##	Literature Elective	3.0

\* General Education course

+ Clemson no longer requires public speaking for Mechanical Engineering Majors

**NOTE:** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

**NOTE:** See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/Social Science electives to be a literature course; one Humanities course that meets Cultural Awareness understanding; and one Social Science course that meets Science and Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

NOTE: Please contact program advisor for recommended evening schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Fire Service Technology

## Fire Science Technology Associate in Applied Science

### Mission Statement:

Greenville Technical College's Associate of Applied Science degree in Fire Science provides instruction in fire prevention methodology, fire detection systems, fire codes, fire investigation, rescue, safety and salvage procedures, hazardous materials, and fire behavior and extinguishment. This program assists in qualifying firefighters for management positions within fire service.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Day, evening, or online

### Employment Opportunities:

Fire departments, industrial fire brigades

### Recommended Program Schedule

#### First Semester – Fall

COL 111	E-Learning Success***	1.0
ENG 101	English Composition I*	3.0
FST 102	Firefighter I - Basic+	3.0
MAT 155	Contemporary Mathematics* (or higher level math) Social Science elective* (recommend PSC 215)	3.0 3.0

#### Second Semester – Spring

FST 103	Firefighter I - Advanced+	5.0
FST 104	Firefighter II+	3.0
FST 105	Occupational Safety and Health for the Emergency Services Humanities elective*	3.0 3.0

#### Third Semester - Summer

EMS 105	Emergency Medical Care I <sup>^</sup> **	4.0
EMS 106	Emergency Medical Care II <sup>^</sup> **	4.0
FST 106	Building Construction for Fire Protection	3.0
FST 107	Fire Investigator	3.0
FST 108	Fire Protection Systems	3.0
FST 109	Fire Service Hydraulics & Water Supply	3.0

#### Fourth Semester – Fall

FST 201	Legal Aspects of the Fire Service	3.0
FST 202	Fire Administration	3.0
FST 203	Fire Prevention	3.0
FST 204	Principles of Emergency Services	3.0

#### Fifth Semester – Spring

FST 206	Leadership and Ethics	3.0
FST 207	Strategy and Tactics	3.0
FST 208	Fire Behavior & Combustion	3.0
SPC 205	Public Speaking*	3.0

### Total credit hours

**71.0**

\*General education course

\*\***Note:** EMS 105 and EMS 106 may be taken the summer before beginning the certificate or the summer after completing the certificate.

+SCFA courses may be substituted per articulation agreement

<sup>^</sup> Current EMT-Basic National Registry certification will meet the requirement for EMS 105 & 106.

\*\*\* COL 111 is a prerequisite for FST 105

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Fire Service Technology Certificate in Applied Science

## Mission Statement:

The mission of the Fire Service Technology program is to meet the needs of the fire service by educating and training individuals to the National Fire Protection Association (NFPA) 1001 *Standard for Firefighter Professional Qualifications: Firefighter I & II*. Upon successful completion of the program, the student is prepared to sit for the International Fire Service Accreditation Congress (IFSAC) written certification examination for Firefighter I & II.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day, evening

## Employment Opportunities:

Fire departments, industry fire brigades

- This program is designed for the student who is considering a career in fire service or is currently working as a paid firefighter or volunteer firefighter. Because of the nature of the training, the student must provide a physician's statement clearing him/her to wear a respirator and stating that there are no restrictions on the student's ability to perform the training necessary in the firefighter program. This form is available on the Greenville Tech website. The student will be responsible for providing a portion of the personal protective equipment (firefighter boots, gloves, and lash hood); other tools and equipment will be provided by the college.
- Fire Service Technology courses are offered once per year and begin in the fall.

## Recommended Program Schedule

### First Semester - Fall

COL 111	E - Learning Success**	1.0
FST 102	Firefighter I - Basic+	3.0
ENG 101	English Composition I*	3.0
MAT 155	Contemporary Mathematics* (or higher level math)	3.0

### Second Semester - Spring

FST 103	Firefighter I - Advanced+	5.0
FST 104	Firefighter II +	3.0
FST 105	Occupational Safety and Health for the Emergency Services	3.0

### Third Semester - Summer

EMS 105	Emergency Medical Care I <sup>^</sup> **	4.0
EMS 106	Emergency Medical Care II <sup>^</sup> **	4.0

## Total credit hours

**29.0**

\*General education course

\*\***Note:** EMS 105 and EMS 106 may be taken the summer before beginning the certificate or the summer after completing the certificate.

+ SCFA courses may be substituted per articulation agreement.

<sup>^</sup>Current EMT-Basic National Registry certification will meet the requirement for EMS 105 & 106.

\*\* COL 111 is a prerequisite for FST 105.

Visit [http://gvltec.edu/gainful-employment/CAS\\_FST7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_FST7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# General Technology

## General Technology Associate in Applied Science

The Associate in Applied Science General Technology degree program offers students the opportunity to design a program of study to meet their individual needs. The General Technology degree prepares students for unique positions in the workplace for which specialized degree programs do not currently exist. It is intended to be used to meet customized, industry-specific needs and/or unique academic and career goals identified by the student.

This degree requires advance coordination between the student and a program's department head to determine a specific plan of study according to the degree outline presented below. The major courses (primary and secondary technical specialties), the general education courses, and the additional credit hours must total a minimum of 60 credit hours and may not exceed 84 credit hours.

### Major Courses Required

33.0

The required core consists of a primary and a secondary technical specialty.

- Primary Technical Specialty – minimum of 21 credit hours in a single content area from an approved degree, diploma, or technical education certificate program offered at the college.
- Secondary Technical Specialty – minimum of 12 credit hours in one of two options:
  - 12 credit hours from an approved degree, diploma, or technical education certificate program offered at the college, or
  - 12 credit hours from a mix of credits awarded for coursework from any program, military training, experiential learning, and/or testing. The mix of credits must complement the primary technical specialty.

### General Education Courses Required

15.0

For the General Technology degree completion, the general education component must include at least one course from each of the following areas:

- Mathematics/Natural Sciences
- Social/Behavioral Science
- Humanities/Fine Arts
- Oral Communications
- Written Communications

**NOTE:** If ENG 165 is used to meet the oral and written communication requirements, the degree will require an additional general education course to meet the minimum of 15 semester hours for this category. CPT 170 may not be used as a general education course.

### Additional Hours Required

12.0 - 36.0

- The student will work with a program advisor to choose electives that meet industry and student needs. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Courses in this section may include credits awarded for military training, experiential learning, and testing.

### Changes in the Academic Roadmap Agreement:

- Any changes in the academic roadmap agreement for the program of study will require an updated academic roadmap agreement approved by the department head of the primary technical specialty.
- If the change involves changing the primary or secondary technical specialty, the student may lose eligibility for federal financial aid such as the Federal Pell Grant or Federal Direct Student Loan Program. Federal financial aid will only pay for courses that are required for graduation. It is the student's responsibility to meet with a counselor in the Financial Aid office prior to making changes to the General Technology roadmap.
- If the student receives an award such as a certificate from one or both of the technical specialties and elects to revise the academic roadmap agreement for the General Technology degree by adding one or more technical specialties, all previously attempted credits and grades from the academic program in which the certificate was awarded, will continue to be calculated into Standards of Academic Progress. This could cause a student to lose federal financial aid eligibility.
- Students may only graduate from one General Technology degree program regardless of the primary and secondary technical specialties.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Health Information Management

## Health Information Management Associate in Applied Science

### Mission Statement:

The mission of the Health Information Management program at Greenville Technical College is to provide our graduates with the skills and knowledge needed by our community of employers to perform the many and varied functions required of Health Information Management professionals.

### Type of Program:

Phase I: Day, evening, weekend, or online, full time or part time; Phase II: Day with online component (full time - fall start only); online (part time - spring or fall start)

### Professional Credentials:

Registered Health Information Technician (RHIT) subject to passing national certifying examination administered by the American Health Information Management Association

### Program Accreditation:

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

### Employment Opportunities:

Acute care facilities, ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term health care facilities, insurance companies, law practices

- This program represents a continuum of practice concerned with health-related information and the management of systems to collect, store, process, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health care services.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work and may be completed at Greenville Tech or any articulating college, or other regionally accredited institution. Students may apply for Phase II as they near completion of Phase I courses. Phase II includes all of the Health Information course work.
- Phase II is available at Greenville Tech's Benson Campus and online.
- Professional Practice Experience clinical assignments are required in Phase II and may require travel outside the Greer/Greenville area. The Health Information Management program includes two Professional Practice Experience courses: HIM 163 and HIM 164. The Professional Practice Experience courses require that students spend 40 hours in a health care setting. Professional Practice Experiences are arranged by the program faculty and are completed during normal business hours., Monday through Friday. Students are expected to be able to travel to and arrange accommodations for the Professional Practice Experience assignments if needed.
- **Phase II eligibility requirements:**
  - Have completed CPT 101 or CPT 170 within five years of anticipated entrance into Phase II.**
  - Phase I (general education) course work must be completed before the final acceptance into Phase II.
  - Students must be enrolled in or registered for remaining Phase I course work upon applying to Phase II.
  - Have completed Health Information Career Talk (available online).
  - Attain a minimum cumulative technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a grade of "C" or higher.
  - Complete and submit the weighted admission form for Phase II designating your intent for the program type; day with online component, or online only. The weighted admission form is available online and must be submitted during the published window period. Instructions for completion and submission of this printable form are included on the application.
- Phase II Admissions Requirements:
  - Attend the mandatory HIM new student orientation at the Benson Campus.
  - Submit a physical exam form with documentation of required immunization. (See details in Health and Wellness admission requirements.)
  - Submit a signed criminal background release form.
  - Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page [www.gvltec.edu/him](http://www.gvltec.edu/him).
- Before beginning the Professional Practice Experience, clinical students must
  - Have a negative 10-panel drug screen.
  - Have a crime-free criminal background report.
  - Attend mandatory Professional Practice Experience Orientation for HIM 163 at the Benson Campus.
  - Be able to attend all Professional Practice Experience clinical experiences.

## Recommended Program Schedule

### PHASE I

#### **First Semester - Fall**

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I*	4.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	120	Probability and Statistics* <b>or higher math</b>	3.0

#### **Second Semester - Spring**

AHS	147	Clinical Pharmacology** (Online only)	3.0
BIO	211	Anatomy & Physiology II*	4.0
ENG	102	English Composition II*	3.0
PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology	
SPC	205	Public Speaking*	3.0
		Humanities Elective*	3.0

### PHASE II - Full time progression will vary from online progression

#### **Third Semester - Fall**

##### **(Traditional full time day with online component format)**

HIM	216	Coding and Classification I	3.0
HIM	110	Health Information Science I	3.0
HIM	115	Medical Records and the Law (online only)	2.0
HIM	135	Medical Pathology (online only)	3.0
HIM	163	Supervised Clinical Practice I	3.0

#### **Fourth Semester - Spring**

HIM	130	Billing and Reimbursement	3.0
HIM	215	Registries and Statistics	3.0
HIM	225	Coding and Classification II	3.0
HIM	265	Supervisory Principles	3.0
HIM	266	Computers in Healthcare	3.0

#### **Fifth Semester - Summer**

HIM	141	Current Procedural Terminology II	3.0
HIM	227	Senior Professional Competencies	3.0
HIM	120	Health Information Science II	3.0
HIM	164	Supervised Clinical Practice II	3.0

#### **Total credit hours**

**76.0**

\*General Education course

\*\*Students enrolled in the online curriculum will take this class in Phase II

Note: Please contact your assigned HIM advisor for other program and progression options.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Cancer Data Management Certificate in Applied Science

*(Federal financial aid not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.)*

## **Mission Statement:**

The mission of the Cancer Data Management program at Greenville Technical College is to provide our graduates with the skills and knowledge required by our community of employers to perform the many and varied functions required of cancer registries.

## **Entrance Requirements:**

To enroll in this certificate program, students must have a minimum of an associate degree. Students who do not have an associate degree must also be enrolled in the General Technical associate degree with a concentration in either Health Information Management or Information Systems Technology.

## **Type of Program:**

Online coursework and a 160 hour practicum in a Cancer Data Management setting

## **Professional Credentials:**

Upon completion of the Cancer Data Management Certificate, students with an Associate's Degree are eligible to write the National Cancer Registrars Association (NCRA) Council on Certification examination for certification as a Certified Tumor Registrar (CTR).

## **Program Accreditation:**

The Cancer Data Management Certificate in Applied Science program at Greenville Technical College is accredited by the National Cancer Registrars Association.

## **Employment Opportunities:**

Working in a Cancer Registry Program or organizations or companies that support cancer registration.

- Cancer registry careers involve collecting, managing and analyzing incidences of cancer in hospital-based and population-based registries. Data is collected for research, quality management, cancer program development, prevention and surveillance, survival and outcome. Cancer registries comply with established reporting standards and accreditation standards for cancer registration. Examples of day to day responsibilities include
  - Collecting cancer data for clinical outcomes and research
  - Preparing reports for physicians and administrators
  - Tracking patient treatment plans
  - Ensuring data meets state and national standards
  - Enforcing patient privacy to prevent violations
- Cancer Data Management (CDM) course work is available online only. The Cancer Data Management certificate includes one practicum course (CDM 260). The practicum course requires that students spend 160 hours in a CDM setting. CDM Practicum clinical assignments are required in Phase II and may require travel outside the Greenville area. Students are expected to be able to travel to, and arrange accommodations for, the CDM Practicum. CDM Practicums are arranged by the program faculty and are completed during normal business hours, Monday through Friday.
- Eligibility Requirements:
  - Completion of the CDM Career Talk
  - Attain a minimum cumulative GPA of 2.50 and pass all courses with a "C" or better
  - Complete the mandatory CDM new student orientation
  - Submit a physical exam form with documentation of required immunizations. (See details in Health and Wellness admission requirements.)
  - Submit a signed criminal background release form
- Before beginning the practicum, students must
  - Have a negative 10 panel drug screen
  - Have a crime free criminal background report
  - Complete the mandatory CDM practicum orientation.

## Recommended Program Schedule

### **First Semester**

AHS	102	Medical Terminology	3.0
CDM	110	Cancer Registry Management I	3.0
CDM	120	Cancer Disease Management	3.0
HIM	110	Health Information Science I	3.0

### **Second Semester**

BIO	210	Anatomy and Physiology I	4.0
CDM	130	Abstracting Principles and Practices I	2.0
CDM	220	Oncology Coding and Staging Systems	3.0

### **Third Semester**

BIO	211	Anatomy and Physiology II	4.0
CDM	230	Abstracting Principles and Practices II	2.0
CDM	210	Cancer Registry Management II	3.0
HIM	135	Medical Pathology	3.0

### **Fourth Semester**

CDM	250	Cancer Statistics and Epidemiology	3.0
CDM	260	Cancer Data Management Practicum	4.0

**Total credit hours** **40.0**

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# General Technology

## Associate in Applied Science

### Health Information Management Systems Technology Career Path

#### Entrance Requirements

Acceptable placement test score(s)

**NOTE: Students must meet with the academic program director or department head to determine specific roadmap for completion.**

#### Type of Program:

Phase I: Day, evening, weekend or online, full or part time.

Phase II: HIM and IST course work, as scheduled by the college (face-to-face or online). CDM course work available online and 160 hour practicum in a CDM setting.

- This degree provides a choice of either a Health Information Management (HIM) or Information Systems Technology (IST) concentration.
- This program is designed as a One-Plus-One program. Phase I includes general education and related course work and may be completed at Greenville Tech, any articulating college, or other regionally accredited institution. Students may apply for Phase II via weighted admission as they near completion of Phase I courses. Phase II includes all Cancer Data Management and other related coursework, and a practicum.
- Phase II Cancer Data Management course work is available online only. The CDM Practicum course requires that students spend 160 hours in a CDM setting. The Cancer Data Management program includes one Practicum course. (CDM 260). CDM Practicum clinical assignments are required in Phase II and may require travel outside the Greenville area. Students are expected to be able to travel to and arrange accommodations for the CDM Practicum. CDM Practicums are arranged by the program faculty and are completed during normal business hours, Monday – Friday.

#### Health Information Management Concentration

##### Recommended Program Schedule

##### Phase I

##### **First Semester**

AHS 102	Medical Terminology	3.0
BIO 210	Anatomy and Physiology I	4.0
CPT 170	Microcomputer Applications	3.0
ENG 101	English Composition I	3.0

##### **Second Semester**

SPC 205	Public Speaking	3.0
BIO 211	Anatomy and Physiology II	4.0
MAT 120	Probability and Statistics*	3.0
PSY 201	General Psychology	3.0

##### Phase II

##### **Third Semester**

CDM 110	Cancer Registry Management I	3.0
CDM 120	Cancer Disease Management	3.0
HIM 110	Health Information Science I	3.0
HIM 115	Medical Records and the Law	2.0
HIM 266	Computers in Healthcare	3.0

##### **Fourth Semester**

AHS 147	Clinical Pharmacology	3.0
CDM 220	Oncology Coding and Staging Systems	3.0
CDM 130	Abstracting Principles and Practices I	2.0

##### **Fifth Semester**

HIM 135	Medical Pathology	3.0
HIM 265	Supervisory Principles	3.0
	College Transferable Humanities	3.0
CDM 210	Cancer Registry Management	3.0
CDM 230	Abstracting Principles and Practices II	2.0

##### **Sixth Semester**

CDM 250	Cancer Statistics and Epidemiology	3.0
CDM 260	CDM Practicum	4.0

**Total credit hours**

**69.0**

## Information Systems Concentration

### Phase I

#### **First Semester**

ENG 101	English Composition I	3.0
CPT 170	Microcomputer Applications	3.0
AHS 102	Medical Terminology	3.0
BIO 210	Anatomy and Physiology I	4.0

#### **Second Semester**

SPC 205	Public Speaking	3.0
BIO 211	Anatomy and Physiology II	4.0
MAT 120	Probability and Statistics*	3.0
PSY 201	General Psychology	3.0
IST 226	Internet Programming	3.0

### Phase II

#### **Third Semester**

HIM 110	Health Information Science I	3.0
CDM 110	Cancer Registry Management I	3.0
CDM 120	Cancer Disease Management	3.0
IST 272	Relational Database*	3.0

#### **Fourth Semester**

CDM 220	Oncology Coding and Staging Systems	3.0
CDM 130	Abstracting Principles and Practices I	2.0
IST 278	Database Programming*	3.0

#### **Fifth Semester**

AHS 147	Clinical Pharmacology	3.0
HIM 135	Medical Pathology	3.0
	College Transferable Humanities	3.0
CDM 210	Cancer Registry Management	3.0
CDM 230	Abstracting Principles and Practices II	2.0

#### **Sixth Semester**

CDM 250	Cancer Statistics and Epidemiology	3.0
CDM 260	CDM Practicum	4.0

#### **Total credit hours**

**70.0**

\*MAT 120 must be completed prior to enrolling in IST 272 or IST 278

# Heating, Ventilation, Air Conditioning/Refrigeration

## Air Conditioning/Refrigeration Technology Diploma in Applied Science

### Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This diploma provides the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED. Students may enter this program any semester with department head approval.

### Type of Program:

Day or evening

### Professional Credentials:

EPA Technician (subject to passing EPA exam)

### Employment Opportunities:

Installation and servicing of all types of heating and air conditioning and refrigeration equipment

- This program trains students to install and service heat pumps, gas, oil, electric equipment, and commercial refrigeration units.
- Each student must take one of the following industry competency exams to complete this diploma:
  - Residential Air Conditioning & Heating
  - Light Commercial Air Conditioning & Heating
  - Commercial Refrigeration
- An Associate Degree in Applied Science with a major in General Technology is available to graduates of this diploma program.

### Recommended Program Schedule

#### First Semester

ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0
MAT 155	Contemporary Mathematics*+	3.0
	or	
MAT 170	Algebra, Geometry, and Trigonometry I*	

#### Second Semester

ACR 110	Heating Fundamentals	4.0
ACR 120	Basic Air Conditioning	4.0
ACR 131	Commercial Refrigeration	4.0
ACR 140	Automatic Controls	3.0
ENG 165	Professional Communications*++	3.0

#### Third Semester

ACR 150	Basic Sheet Metal	2.0
ACR 160	Service Customer Relations	3.0
ACR 210	Heat Pumps	4.0
PSY 103	Human Relations*	3.0

### Total credit hours

**45.0**

**Note:** See your advisor for recommended evening schedules.

Course rotation may differ based on the semester that the student enters into the program.

\*Required General Education course

Required General Education course may be substituted each semester with advisor approval.

+Take MAT 110 if placement allows.

++Take ENG 101 and SPC 205 if placement allows.

Visit [http://gvltec.edu/gainful-employment/DAS\\_ACR1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_ACR1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Air Conditioning/Refrigeration Technician Certificate in Applied Science

## Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This certificate provides the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required. Students may enter this certificate any semester with department head approval.

## Type of Program:

Day or evening

## Professional Credentials:

EPA Technician Certification (subject to passing EPA exam)

## Employment Opportunities:

Installation and servicing of all types of heating and air conditioning and refrigeration equipment

- This program trains students to install and service heat pumps, gas, oil, electric equipment, and commercial refrigeration units.
- Each student must take one of the following industry competency exams to complete this certificate:
  - Residential Air Conditioning & Heating
  - Light Commercial Air Conditioning & Heating
  - Commercial Refrigeration

## Recommended Program Schedule

### First Semester

ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0

### Second Semester

ACR 110	Heating Fundamentals	4.0
ACR 120	Basic Air Conditioning	4.0
ACR 131	Commercial Refrigeration	4.0
ACR 140	Automatic Controls	3.0

### Third Semester

ACR 150	Basic Sheet Metal	2.0
ACR 160	Service Customer Relations	3.0
ACR 210	Heat Pumps	4.0

**Total credit hours** **36.0**

**Note:** See your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_ACR7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ACR7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Beginning Electricity & Refrigeration Certificate in Applied Science

## Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This certificate is the first step to provide the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required. Students may enter this certificate any semester with department head approval.

## Type of Program:

Day or evening

## Professional Credentials:

EPA Technician Certification (subject to passing EPA exam)

- This program trains students as beginning HVAC helpers and/or mechanics.

## Recommended Program Schedule

### First Semester

ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0

### Total credit hours

**12.0**

**Note:** Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_BER6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_BER6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Human Services

## Human Services Associate in Applied Science

### Mission Statement

The mission of the Human Services Department is to provide students with course work, skills, and practical experience that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, limited online

### Employment Opportunities:

Public, non-profit, and private health and human service agencies

- This program prepares graduates for entry into any one of many helping professions. It is designed to provide the necessary theoretical and practical skills to enable graduates to provide basic human service care. This program is of interest to those who wish to provide direct (non-medical) care and to those who are interested in counseling, social work, psychology, or public agency administration.
- Technical standards apply to all courses.
- All Human Services courses must be completed with a "C" or better in order to count toward graduation.
- Criminal background check is a course requirement of HUS 231.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Please note that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your progression toward graduation.

### Recommended Program Schedule

#### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
HUS	101	Introduction to Human Services	3.0
HUS	102	Personal & Professional Development in Helping Professions	3.0
PSY	201	General Psychology*	3.0

#### Second Semester

ENG	102	English Composition II*	3.0
HUS	209	Case Management	3.0
HUS	231	Counseling Techniques	3.0
SOC	101	Introduction to Sociology*	3.0
MAT	120	Probability and Statistics*+ (or higher university transfer math)	3.0

#### Third Semester

BIO	101	Biological Science I*^ (or any 4 credit lab science)	4.0
HUS	204	Introduction to Social Work*	3.0
HUS	237	Crisis Intervention	3.0
SPC	205	Public Speaking* (or other SPC course)	3.0
		Humanities Elective*	3.0
		Human Services Elective**	3.0

#### Fourth Semester

HUS	150	Supervised Field Placement I	3.0
HUS	241	The Counseling Relationship	3.0
PSY	203	Human Growth and Development*	3.0
		Human Services Elective***	3.0
		Human Services Elective**	3.0

### Total credit hours

**64.0**

**Electives:**

\*\*Three Human Services electives selected from the following list:

HUS 205	Gerontology	3.0
HUS 206	Death and Dying	3.0
HUS 208	Alcohol and Drug Abuse	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 217	Addictions Counseling	3.0
HUS 220	Diversity Issues in Human Service Practice	3.0
HUS 235	Group Dynamics	3.0
HUS 251	Supervised Field Placement II	4.0
HUS 260	Human Services Special Topics	3.0

\*\*\*One of the three Human Services electives may be chosen from the following list:

ANT	Any ANT course	3.0
IDS 206	Special Topics in International Studies	1.0
HSS 295	Leadership Through the Humanities	3.0
MKT 123	Event Planning and Promotion	3.0
PSY	Any PSY course 200 level or above	3.0
SOC	Any SOC course 200 level or above	3.0

\*General Education course

+ MAT 155 Contemporary Mathematics may be substituted for MAT 120 by students who do not plan to transfer to a four-year university. Please consult with HUS faculty.

^BIO 105 Principles of Biology may be substituted for BIO 101. Please consult with HUS faculty.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Industrial Electricity

## Industrial Electricity Certificate in Applied Science

### Mission Statement:

The mission of the Industrial Electricity certificate program is to train a student to be an entry-level electrician. He or she should be able to take voltage, current, and other electrical measures.

### Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required

### Type of Program:

Evening

### Professional Credentials:

State Journeyman's License (subject to passing exam)

### Employment Opportunities:

Electrical construction, repair, and plant maintenance

- This program prepares students for entry-level electrician positions, including residential wiring, as well as commercial/industrial applications.
- This program is located at Greenville Tech's Barton Campus.

### Recommended Program Schedule

#### *First Semester - Fall*

EEM 105	Basic Electricity	2.0
EEM 215	DC/AC Machines	3.0

#### *Second Semester - Spring*

EEM 140	National Electrical Code	3.0
EEM 151	Motor Controls I	4.0

#### *Third Semester - Summer*

EEM 165	Residential/Commercial Wiring	4.0
EEM 166	Commercial/Industrial Wiring	4.0

**Total credit hours** **20.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_ELT7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ELT7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Machine Tool Technology

## Machine Tool Technology Associate in Applied Science

### Mission Statement:

The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

### Type of Program:

Day or evening

### Employment Opportunities:

Large and small machine shops and manufacturing companies

- This program trains students in shaping metal by using hand tools and machine tools such as milling machines, engine lathes, surface grinders, drill presses and CNC equipment
- This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprentice Program.

### Recommended Program Schedule

#### First Semester – Fall

MTT 105	Machine Tool Math Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0

#### Second Semester – Spring

MAT 170	Algebra, Geometry, and Trigonometry I*/+	3.0
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 141	Metals and Heat Treatment	3.0

#### Third Semester – Summer

MTT 126	Machine Tool Practice III	4.0
MTT 241	Jigs and Fixtures	2.0
	Humanities/Fine Arts elective**	3.0
	Social Science elective**	3.0

#### Fourth Semester – Fall

MTT 211	Die Theory	3.0
MTT 222	Tool and Die Making Practice I	4.0
ENG 165	Professional Communications*/+++	3.0
	General Education course***/+++	3.0

#### Fifth Semester – Spring

MTT 224	Tool and Die Making Practice II	4.0
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
MTT 258	CNC Machine Tool CAM	3.0

#### Sixth Semester – Summer

MTT 145	Machining of Metals	3.0
MTT 252	CNC Setup and Operations	4.0
CPT 170	Microcomputer Applications	3.0

### Total credit hours

**74.0**

\*General Education course

+ MAT 110 recommended if placement allows

++ ENG 101 recommended if placement allows

+++ SPC 205 recommended if placement allows

\*\* See faculty advisor for specific elective recommendations.

\*\*\* If taking ENG 101, SPC 205 is required.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science

## Mission Statement:

The mission of the Machine Tool Technology program at Greenville Technical College is to provide the college's local service area with a pool of skilled entry-level Machinist, Tool Makers, CNC Operators and CNC Programmers. The program will graduate students who can enter the workforce with little supervision and will be trained on equipment that is current with industry.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

Large and small machine shops, job shops, and manufacturing companies.

- This program teaches machine controls, setting of tools, machine limits and capabilities; creating, editing and debugging high-tech machine programs; focuses on writing programs both manually and utilizing high-end CAD/CAM software; and teaches the basics of 3-axis machining and turning centers all the way up to multi-axis machining and turning centers. This program will also teach the basics of Rapid Prototyping.
- This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprenticeship Program.

## Recommended Program Schedule

### First Semester – Fall

MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0
MTT 105	Machine Tool Math Applications	3.0

### Second Semester – Spring

MTT 124	Machine Tool Practice II	4.0
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
MTT 258	CNC Machine Tool CAM	3.0

### Third Semester – Summer

MTT 252	CNC Setup and Operations	4.0
MTT 254	CNC Programming I	3.0
MTT 145	Machining of Metals	3.0

### Fourth Semester – Fall

MTT 253	CNC Programming and Operations	3.0
MTT 255	CNC Programming II	3.0
MAT 170	Algebra, Geometry & Trigonometry I*	3.0
ENG 165	Professional Communications*	3.0

### Fifth Semester – Spring

MTT 260	Advanced Multi-Axis Programming and Operations I	4.0
	Humanities/Fine Arts elective**	3.0
	Social Science elective**	3.0
	General Education course**	3.0

### Sixth Semester – Summer

MTT 241	Jigs and Fixtures I	2.0
MTT 245	Rapid Prototype Setup and Operations	3.0
MTT 261	Advanced Multi-Axis Programming and Operations II	4.0

## Total credit hours

**70.0**

\*General Education course

\*\* See faculty advisor for specific elective recommendations.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Advanced CNC Programmer Certificate in Applied Science

## Mission Statement:

The mission of the Machine Tool Technology program at Greenville Technical College is to provide the college's local service area with a pool of skilled entry-level Machinists, Toolmakers, CNC Operators, and CNC Programmers. The programs will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

Large and small machine shops, manufacturing companies.

- This advanced program is a continuation of the CNC Programmer certificate and focuses on multi-axis machining centers, advanced multi-axis lathes with live tooling, and four-axis EDM programming. High end CAD/CAM software will be utilized for programming.
- Prerequisite for this program is the CNC Programmer Certificate or equivalent experience..

## Recommended Program Schedule

### First Semester – Fall

MTT 241	Jigs and Fixtures I	2.0
MTT 255	CNC Programming II	3.0

### Second Semester – Spring

MTT 245	Rapid Prototype Setup and Operations	3.0
MTT 260	Advanced Multi-Axis Programming and Operations I	4.0

### Third Semester – Summer

MTT 261	Advanced Multi-Axis Programming and Operations II	4.0
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## Total credit hours

**16.0**

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_ACNC6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_ACNC6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Basic Machine Operations Certificate in Applied Science

## **Mission Statement:**

The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

## **Entrance Requirements:**

Acceptable placement test score(s), plus high school diploma or GED

## **Type of Program:**

Day or evening

## **Employment Opportunities:**

Large and small machine shops, manufacturing companies

- This program trains students in basic machine tool operations and the use of precision measuring instruments for entry-level production machine operator positions.

## **Recommended Program Schedule**

### ***First Semester - Fall***

MTT 105	Machine Tool Math Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0

### ***Second Semester - Spring***

MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0

**Total credit hours** **20.0**

Note: Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_BMO6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_BMO6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# CNC Machine Operator Certificate in Applied Science

## **Mission Statement:**

The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

## **Entrance Requirements:**

Acceptable placement test score(s), plus high school diploma or GED

## **Type of Program:**

Day or evening

## **Employment Opportunities:**

Large and small machine shops, manufacturing companies

- This program teaches machine controls, setting tools and machine limits and capabilities.

## **Recommended Program Schedule**

### ***First Semester - Fall***

MTT 105	Machine Tool Math Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0

### ***Second Semester - Spring***

MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0

### ***Third Semester - Summer***

MTT 145	Machining of Metals	3.0
MTT 252	CNC Setup and Operations	4.0

### ***Fourth Semester - Fall***

MTT 253	CNC Programming and Operations	3.0
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## **Total credit hours**

**29.0**

**Note:** Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_CN6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CN6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# CNC Programmer Certificate in Applied Science

## Mission Statement:

The mission of the Machine Tool Technology program is to provide the college's local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

Large and small machine shops, manufacturing companies

- This certificate focuses on creating, editing, and debugging high-tech machine programs.

## Recommended Program Schedule

### First Semester - Fall

MTT 105	Machine Tool Math Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0

### Second Semester - Spring

MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
MTT 258	Machine Tool CAM	3.0

### Third Semester - Summer

MTT 145	Machining of Metals	3.0
MTT 252	CNC Setup and Operations	4.0
MTT 254	CNC Programming I	3.0

### Fourth Semester - Fall

MTT 253	CNC Programming & Operations	3.0
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## Total credit hours

**35.0**

**Note:** Please contact your advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_CNC7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_CNC7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Magnetic Resonance Imaging

## Magnetic Resonance Imaging Certificate in Applied Science

### Mission Statement:

To provide well trained and knowledgeable, entry-level MRI technologists to meet the needs of the medical community.

### Entrance Requirements:

Registered Technologist (American Registry of Radiologic Technologists)

### Type of Program:

Weekday/Online (weekday clinical component)

### Professional Credentials:

Registered Magnetic Resonance Technologist (subject to passing national certification exam)

### Employment Opportunities:

Hospitals, private diagnostic offices, mobile imaging companies, sales, applications

- This program prepares students to use high-field magnet and radio-frequency waves to obtain cross-sectional anatomical images of the human body.
- Greenville Tech offers a two-semester (nine-month) certificate program. This is a post-graduate program for the two year credentialed radiographer.
- Upon completion of the program, an individual will be prepared to challenge the ARRT Advanced Registry in Magnetic Resonance Imaging.
- Didactic courses will be taught online with various clinical sites being utilized.
- Prior to acceptance students must
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements.
  - Hold credentials with the American Registry of Radiologic Technologists (ARRT) in either radiography, nuclear medicine, or radiation therapy, and submit a photocopy.
  - New graduates are eligible for application, but are required to pass the ARRT Radiography exam within four weeks of the start of the program.
  - Have earned at least a grade of "C" in Anatomy and Physiology.
  - Forward an official copy of college transcript and proof of high school graduation.
  - Have a physical examination by a licensed, practicing physician indicating good physical and mental health and current immunization history (form available from advisor).
  - View an online Career Talk Session for the major.
  - Submit a CPR card from the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer course. CPR must remain current throughout the program..
  - Submit an acceptable criminal background check.
  - Submit a negative 10-panel drug screen.
  - Complete Program Orientation (scheduled for accepted students every August)
  - Complete Pre-Clinical Orientation
- Students must obtain grade of "C" or higher in all program courses to continue in the program.
- Students are required to attend a three-hour online class one day/week and an average of 18 hours of clinical experience weekly.
- Students must complete a total of 495 hours of clinical experience for the MRI program.

### Recommended Program Schedule

#### First Semester - Fall

AHS	206	Cross-sectional Anatomy for Medical Imaging	2.0
MRI	101	Introduction to MRI	1.0
MRI	102	MRI Patient Care	1.0
MRI	111	MRI Physics	5.0
MRI	140	MR Imaging of the Head & Neck	2.0
MRI	152	MRI Clinical Practicum I	6.0

#### Second Semester - Spring

MRI	121	Advanced MR Imaging Techniques	5.0
MRI	141	MR Imaging of the Spine & Musculoskeletal System	2.0
MRI	142	MR Imaging of the Thorax	2.0
MRI	143	MR Imaging of the Abdomen and Pelvis	2.0
MRI	162	MRI Clinical Practicum II	5.0

### Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_MRI7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MRI7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Management

## Management Associate in Applied Science

### Mission Statement

The mission of the Management program is to provide students with a foundation in management skills that will prepare them for entry-level managerial positions. This is accomplished through a varied curriculum which includes the application of critical thinking, decision-making, leadership skills, professional communication skills, and cultural diversity.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening or partially online

### Employment Opportunities:

Industry, restaurants, retail stores, service companies

- This program trains students in planning, organizing, leading and controlling techniques and prepares them to fill entry-level managerial positions.
- This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS, LOG, and MGT.
- Most courses are a prerequisite for another course in the program. Students must earn a "C" or higher in prerequisite course before enrolling in higher level courses. Check the course descriptions in the catalog or with an advisor for additional information.
- Management Decision-Making (MGT 240) should be taken in the last semester of the program, as it is the capstone course.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics*/^ or	3.0
MAT	120	Probability and Statistics*	
MKT	101	Marketing	3.0

#### Second Semester

ACC	101	Accounting Principles I	3.0
ECO	105	Introduction to Economic Principles* or	3.0
ECO	210	Macroeconomics* or	
ECO	211	Microeconomics*	
MGT	101	Principles of Management	3.0
SPC	205	Public Speaking*	3.0

#### Third Semester

ACC	102	Accounting Principles II	3.0
BUS	121	Business Law	3.0
LOG	215	Supply Chain Management	3.0
MGT	150	Fundamentals of Supervision	3.0

#### Fourth Semester

BUS	105	Business Economic Applications	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0
CPT	270	Advanced Microcomputer Applications	3.0



**Fifth Semester**

BUS	250	Introduction to International Business	3.0
		Humanities elective *# (see list below)	3.0/4.0
MGT	240	Management Decision-Making	3.0
MGT	270	Managerial Communications	3.0
		Elective (Chosen from list below) **	3.0/4.0

**Total credit hours****63.0/65.0**

\*General Education course

#Choose one of the following Humanities Electives:

FRE	102	Elementary French II	4.0
GER	102	Elementary German II	4.0
HSS	295	Leadership Through the Humanities (recommended)	3.0
HIS	105	World History II	3.0
HIS	122	History, Technology, and Society	3.0
HIS	202	American History: 1877 to Present*	3.0
PHI	105	Introduction to Logic*	3.0
PHI	110	Ethics*	3.0
REL	201	Religions of the World	3.0
SPA	102	Elementary Spanish II	4.0

Note: Please contact your advisor for assistance with scheduling.

**\*\*Electives:**

ACC	245	Accounting Applications	3.0
AOT	101	Introduction to Keyboarding	2.0
AOT	106	Keyboarding Lab I	1.0
BAF	101	Personal Finance	3.0
BUS	110	Entrepreneurship	3.0
BUS	136	Compensation and Benefits Analysis	3.0
BUS	220	Business Ethics	3.0
BUS	230	Purchasing	3.0
BUS	270	SCWE in Business	3.0
COL	205	Leadership Seminar	3.0
CWE	111-268	Cooperative Work Experience I-IX	1-8 SHC
ECO	210	Macroeconomics*	3.0
ECO	211	Microeconomics*	3.0
ENG	102	English Composition II	3.0
FRE	101	Elementary French I	4.0
GEO	102	World Geography	3.0
GER	101	Elementary German I	4.0
LOG	250	Advanced Global Logistics	3.0
LOG	260	Processes in Supply Chain Management	3.0
MGT	210	Employee Selection and Retention	3.0
MGT	255	Organizational Behavior	3.0
MKT	111	Media Relations	3.0
MKT	120	Sales Principles	3.0
MKT	123	Event Planning and Promotion	3.0
MKT	130	Customer Service Principles	3.0
MKT	240	Advertising	3.0
MKT	245	Promotional Strategies	3.0
MKT	268	Marketing Research	3.0
PSC	201	American Government	3.0
PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SPA	101	Elementary Spanish I	4.0

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Human Resource Management Certificate in Applied Science

## Mission Statement

The mission of the Human Resource Management Certificate in Applied Science is to prepare students for an entry-level position in the human resource management field.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Available online, partially day and evening

- This program will provide the opportunity for students to enhance their skills in the field of human resource management.
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS and MGT.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MGT	101	Principles of Management	3.0

### Second Semester

BUS	121	Business Law	3.0
MGT	150	Fundamentals of Supervision	3.0
MGT	201	Human Resource Management	3.0

### Third Semester

PSY	201	General Psychology*	3.0
MGT	210	Employee Selection and Retention	3.0
MGT	270	Managerial Communications	3.0

### Fourth Semester

BUS	220	Business Ethics	3.0
MGT	255	Organizational Behavior	3.0
BUS	136	Compensation and Benefits Analysis	3.0

### Total credit hours

**36.0**

\*General education course

**Note:** Please contact your advisor for assistance with scheduling.

Visit [http://gvltec.edu/gainful-employment/CAS\\_HUM7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_HUM7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Small Business Management/Entrepreneurship Certificate in Applied Science

## Mission Statement

The mission of the Small Business Management/Entrepreneurship Certificate in Applied Science is to provide students with the foundation to start and/or manage a small business.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, or partially online

## Employment Opportunities:

Small business owners and aspiring entrepreneurs

- This program provides students with the foundation for starting and/or managing a small business.
- Basic knowledge of Microsoft Excel is suggested before enrolling in BUS 110 (Entrepreneurship) and MGT 120 (Small Business Management).
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS and MGT.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MGT	101	Principles of Management	3.0
MAT	155	Contemporary Mathematics	3.0
		or	
MAT	120	Probability and Statistics	

### Second Semester

ACC	101	Accounting Principles I	3.0
BUS	110	Entrepreneurship	3.0
BUS	121	Business Law	3.0
MKT	101	Marketing	3.0

### Third Semester

ACC	150	Payroll Accounting	3.0
ECO	105	Introduction to Economics	3.0
		or	
ECO	210	Macroeconomics*	
		or	
ECO	211	Microeconomics*	
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0

### Fourth Semester

BUS	120	Business Plan	3.0
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### Total credit hours

**39.0**

\*General education course

^MAT 103 or MAT 120 are recommended

**Note:** Please contact your advisor for assistance with scheduling.

Visit [http://gvltec.edu/gainful-employment/CAS\\_SBE7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SBE7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Marketing

## Marketing Associate in Applied Science

### Mission Statement

To provide an enjoyable and rewarding learning experience that positions our marketing students to pursue viable business careers and be well prepared to avail of continued education opportunities.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, or online

### Employment Opportunities:

Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service companies, marketing research, tourism, sports marketing, media relations

- This program prepares students for immediate job functions with a major emphasis on the application of marketing skills in actual work situations.
- This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics* (or higher college math)	3.0
MKT	101	Marketing	3.0

#### Second Semester

ACC	101	Accounting Principles I	3.0
MKT	130	Customer Service Principles	3.0
SPC	205	Public Speaking*	3.0
MGT	101	Principles of Management	3.0

#### Third Semester

MGT	270	Managerial Communications	3.0
MKT	120	Sales Principles	3.0
MKT	240	Advertising	3.0
ECO	105	Introduction to Economic Principles*	3.0
	or		
ECO	210	Macroeconomics*	
	or		
ECO	211	Microeconomics*	

#### Fourth Semester

MKT	245	Promotional Strategies	3.0
MKT	268	Marketing Research	3.0
BUS	121	Business Law I	3.0
		Humanities/Fine Arts Elective	3.0/4.0

**Fifth Semester**

BUS 250	Introduction to International Business	3.0
MKT 260	Marketing Management	3.0
	Elective (choose from list below) **	3.0
	Elective (choose from list below) **	3.0

**Total credit hours****60.0**

\*General Education course

**Note:** Please contact your advisor for recommended evening, part time, or online course schedules.

\*\* Electives:

AOT 101	Introduction to Keyboarding	2.0
AOT 106	Keyboarding Lab I	1.0
ARV 110	Computer Graphics	3.0
ARV 121	Design	3.0
BAF 101	Personal Finance	3.0
BUS 110	Entrepreneurship	3.0
BUS 270	SCWE in Business	3.0
COL 205	Leadership Seminar	3.0
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
ENG 102	English Composition II	3.0
HSS 295	Leadership Through the Humanities	3.0
MAT 110	College Algebra	3.0
MAT 120	Probability & Statistics	3.0
MGT 120	Small Business Management	3.0
MGT 150	Fundamentals of Supervision	3.0
MKT 111	Media Relations	3.0
MKT 123	Event Planning and Promotion	3.0

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Marketing Communications Certificate in Applied Science

## Mission Statement

To provide students with a basic and practical introduction to the concept of Marketing that will enhance their career opportunities and facilitate the pursuance of additional degree programs.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, or online

## Employment Opportunities:

Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service Industry.

- The purpose of this certificate is to provide students with a basic understanding of marketing.
- All courses in this certificate apply to the Marketing Associate in Applied Science degree.
- Listed below is the ideal grouping of courses in order by semester. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

ENG 101	English Composition I*	3.0
CPT 170	Microcomputer Applications	3.0
MKT 101	Marketing	3.0

### Second Semester - Spring

MKT 120	Sales Principles	3.0
MKT 130	Customer Service Principles	3.0
MKT 240	Advertising	3.0

### Total credit hours

**18.0**

\*General Education course

**Note:** Please contact your advisor for recommended evening, part time or online course schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_MKC7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MKC7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Marketing in the Non-Profit Sector Certificate in Applied Science

## Mission Statement

To provide students an opportunity to pursue career positions in the non-profit marketing and business sector.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, or online

## Employment Opportunities:

Non-profit organizations, event planning, government agencies, and political campaigns

- This program will prepare students for a business career as a director or marketing specialist in the non-profit service sector.
- All courses in this certificate apply to the Marketing Associate in Applied Science degree.
- Listed below is the ideal grouping of courses in order by semester. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester - Fall

MKT 120	Sales Principles	3.0
MKT 123	Event Planning and Promotion	3.0
MKT 240	Advertising	3.0

### Second Semester - Spring

BUS 270	SCWE in Business	3.0
MKT 111	Media Relations	3.0
MKT 245	Promotional Strategies	3.0

## Total credit hours

**18.0**

**Note:** Please contact your advisor for recommended evening, part-time, or online course schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_MNPS6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MNPS6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Massage Therapy

## Massage Therapy Certificate in Applied Science

### Mission Statement:

The mission of the Massage Therapy Certificate program at Greenville Technical College is to offer a stable, reliable, high quality, affordable program to train students in basic therapeutic massage techniques; to educate them about the wellness model and how the human body is affected by massage; to prepare them for their role in the health care community; and to promote professionalism, caring, high ethical conduct, and continuing education among all massage therapists. All faculty associated with the program will maintain high standards of personal and professional integrity.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

### Type of Program:

Day or evening (evening program will require some Saturdays)

### Type of Degree:

Certificate and/or Associate of Applied Science\*\*

### Professional Credentials:

Licensed Massage/Bodywork Therapist must be 18 yrs. (17 yrs. with parental approval form) of age or older; subject to passing massage program and state recognized national licensure exam.

### Employment Opportunities:

Private practice, physical fitness facilities, hotels/resorts, sports medicine clinics, hospitals and other health care facilities, spas, and cruise ships

- This program is offered at Greenville Tech's Benson Campus (Fall Start) and Northwest Campus (Spring Start).
- This program prepares students for entry-level positions as professional massage therapists.
- This program consists of 630 contact hours (24 credit hours).
- Graduates of this program are eligible to take the Federation of State Massage Therapy Boards licensure exam (MBLEx), as required for SC Massage/Bodywork licensure. Fees for the exam are included as a course fee in MTH 124.
- Acceptance requires that students attend a Massage Therapy Career Talk session and provide documentation of having received a professional massage.
- Technical standards (physical and mental requirements) for the program are also covered in the Massage Therapy Career Talk session.
- This program is offered in two different tracks. Students must choose one sequence to follow through completion of the program:
  - Full-time Day Program (2 semesters) (Fall or Spring start)
  - Evening Program (5 semesters and will require Saturday hours) (Fall start only)
- Once admitted to the program, students must
  - Attend New Massage Therapy Student orientation. (Students accepted into the program will be notified of date and time.)
  - Have a criminal background report with no violent or sexual related offenses. Some criminal offenses older than 7 years may prevent admission into and progression through the program.
  - Have a negative 10-panel drug screen report.
- To complete this certificate program, students must maintain a minimum grade of "C" in all courses.

### Recommended Program Schedule for fall start day students:

#### First Semester - Fall

MTH 120	Introduction to Massage	4.0
MTH 121	Principles of Massage I	4.0
MTH 136	Kinesiology for Massage Therapy	2.0
MTH 137	Anatomy & Physiology for Massage Therapy I	2.0

#### Second Semester - Spring

MTH 122	Principles of Massage II	4.0
MTH 123	Massage Clinical I	3.0
MTH 124	Massage Business Application	3.0
MTH 139	Anatomy & Physiology for Massage Therapy III	2.0

**Total credit hours** **24.0**

\*General education course

**Note:** Please contact department for fall evening and day start programs or spring start day program schedules. See *layout* link on Massage Therapy webpage on the Greenville Technical College web site: [www.gvltec.edu/massage/](http://www.gvltec.edu/massage/).

The massage department also offers several electives to enhance the massage student's education. These courses are optional for the Massage Therapy certificate program and are electives for the Associate of Applied Science General Technology degree:

MTH 106	Applications & Spa Treatments Practical experience in the application of spa treatments.	2.0
MTH 108	Introduction to Aromatherapy Introduction to basic aromatherapy skills.	1.0
MTH 129	Principles of Massage IV	4.0
MTH 130	Aromatherapy I Part 1 of professional level aromatherapy.	2.0
MTH 132	Massage Therapy Seminar (ex., Hot Stone/Qigong/Meditation) See program faculty to verify specific topics per semester.	1.0
MTH 133	Massage Clinical II	2.0
MTH 140	Aromatherapy II Part 2 of professional level aromatherapy	4.0
MTH 142	Sports Massage Practical experience in Sports Massage (emphasis on fall sports).	1.0
MTH 143	Applied Massage Therapy for Athletes Massage techniques for athletes participating in collegiate sports.	1.0
MTH 144	Somatic Emotional Release The study of the client/therapist mind/body awareness.	1.0
MTH 146	Polarity Therapy Practical application and philosophy behind Polarity Therapy.	1.0

**\*\*NOTE: Students must meet with the Department Head of the Wellness and Fitness program to determine specific roadmap for the General Technology degree completion.**

Visit [http://gvltec.edu/gainful-employment/CAS\\_MT6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MT6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Mechanical Engineering Technology

## Mechanical Engineering Technology Associate in Applied Science

### Mission Statement:

The Mechanical Engineering Technology program will equip graduates to use their knowledge and training to provide technical support and/or quality design to manufacturing/engineering processes for their employer and encourage staying abreast of changing technologies through continued lifelong learning.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Day or evening

- The MET program is accredited by the Engineering Technology Accreditation Commission, (ETAC) of ABET ( the Accreditation Board for Engineering and Technology) (ABET).
- The MET Department has a 2+2 cooperative agreement with the University of South Carolina-Upstate for students to complete a Bachelor of Science in Engineering Technology Management.
- The MET Department has a cooperative agreement with Western Carolina University for students to complete a Bachelor of Science in Engineering Technology.
- The body of knowledge covered in the Certified Manufacturing Technologist (CMfgT) examination, which is included in the certification program of the Society of Manufacturing Engineer's (SME) Manufacturing Engineering Certification Institute (MECI) may be covered.
- Transferring to a four-year engineering technology program — If a student desires to pursue a Bachelor of Science in Engineering Technology from a four-year university, it is recommended he/she pursue schools that have ETAC/ABET accreditation in the program of interest. This should simplify the acceptance of all or the majority of the course work, taken at Greenville Tech to other institutions with ETAC/ABET accredited programs.
- Transferring to a four-year engineering program — If a student wishes to pursue a bachelor of science in engineering from a four-year university, it is recommended he or she pursue schools that have EAC (Engineering Accreditation Commission)/ABET accreditation in the program of interest. About one-half (11 of 24) of the MET program's courses are either the same, or closely related to, the engineering courses that are a part of the Associate of Science Degree with an Engineering Transfer Track. The primary difference is that the engineering courses in the transfer program are based on calculus, while the courses in the MET program are based primarily on algebra and trigonometry. Therefore, any student who is considering pursuing a bachelor of science degree in engineering may wish to consider taking the calculus-based courses instead. Substitutable courses are identified in **bold in parentheses** in the course listing below. In addition, required general education courses, such as English Composition I (ENG 101), and many of the social science and humanities electives, should transfer to the four-year college or university of interest as well. Keep in mind that if there is any desire to transfer to another college or university, the student should discuss transfer requirements early in his or her academic career with a representative from the college or university to which he or she plans to transfer. It is also important to share this information with the student's MET advisor at Greenville Tech.

### Recommended Program Schedule

#### First Semester - Fall

EGR 130	Engineering Technology Applications and Programming ( <b>EGR 269***</b> )	3.0
EGR 170	Engineering Materials (EGR 206)	3.0
EGT 110	Engineering Graphics I	4.0
MAT 110	College Algebra	3.0
<b>ENG 101</b>	<b>English Composition I</b>	<b>3.0</b>

#### Second Semester - Spring

EGR 175	Manufacturing Processes	3.0
EGR 275	Introduction to Engineering/Computer Graphics (Solid Works)	
	or	
EGR 210	Introduction to Engineering CAD (AutoCAD)	3.0
MAT 111	Trigonometry	3.0
PHY 201	Physics I ( <b>PHY 221</b> )	4.0
SPC 205	Public Speaking	3.0

#### Third Semester - Summer

EET 227	Electrical Machinery	3.0
EGR 194	Statics & Strength of Materials ( <b>EGR 260</b> )	4.0
PHY 202	Physics II ( <b>PHY 222</b> )	4.0
	or	
CHM 110	College Chemistry I	
QAT 109	Introduction to Metrology	1.0

**Fourth Semester - Fall**

<b>MAT 140</b>	<b>Analytical Geometry &amp; Calculus I</b>	4.0 or 3.0
	or	
MAT 120	Probability & Statistics	
MET 211	Strength of Materials (EGR 204***)	4.0
MET 214	Fluid Mechanics	3.0
MET 235	Manufacturing Engineering Principles	2.0
	Technical Elective I*	3.0

**Fifth Semester - Spring**

MET 231	Machine Design	4.0
EGR 255	Engineering Technology Senior Systems Project	<b>2.0</b>
	Technical Elective II*	3.0
	Humanities Elective	3.0
	Social Science Elective	3.0

**Total credit hours****74.0**

Courses in **BOLD**, (11 of 24) above, usually transfer to Clemson or University of South Carolina.

\*Department Head Approved co-op may be used to substitute for up to three (3) hours of technical electives.

**Note:** Cooperative education is highly recommended by the department. Technical electives may come from any Engineering Technology program or department head approval required for an industrial technology course.

\*\*The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the college placement.

\*\*\*Students who substitute EGR 269 for EGR 130 and/or EGR 204 for MET 211 must take an additional credit hour for each to meet the total hours required for graduation.

Note: Please contact your advisor for evening schedules

Visit <http://www.gvltec.edu/met/> for important information about the educational costs, earnings and graduation rates of students who completed the aforementioned program.

# Mechatronics Technology

## Mechatronics Technology Associate in Applied Science

### Mission Statement:

The Industrial Maintenance Technology program combines the technologies areas of Mechatronics Certificates I and II with additional general educational requirements to ensure a well-rounded graduate. The student will develop basic foundational skills and understanding in electronics, electrical control systems, hydraulics and pneumatics, mechanical power systems, AC/DC motors and drive systems, programmable logic controllers, robotics, and troubleshooting strategies.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Day or evening

- This program is designed to teach the skills required by mechatronics technicians for the 21st century's high-tech world of automated manufacturing. This is an inter-disciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by national and international high-tech industries throughout the Upstate and globally.
- Courses taken under the Mechatronics I and Mechatronics II certificates may be applied toward the associate degree program
- This program requires a minimum grade of "C" in all concentration courses.

### Recommended Program Schedule

#### First Semester - Fall

IMT 112	Hand Tool Operations	3.0
EEM 117	AC /DC Circuits I	4.0
MAT 170	Algebra, Geometry, and Trigonometry I */†	3.0

#### Second Semester - Spring

AMT 105	Robotics & Automated Controls I	3.0
EEM 118	AC / DC Circuits II	4.0
EEM 271	Sensors and System Interfacing	2.0
IMT 131	Hydraulics and Pneumatics	4.0

#### Third Semester - Summer

EEM 201	Electronic Devices I	3.0
IMT 104	Schematics	2.0
IMT 161	Mechanical Power Applications	4.0
	Humanities Elective*	3.0

#### Fourth Semester - Fall

AMT 205	Robotics and Automated Controls II	3.0
EEM 221	DC/AC Drives	3.0
EEM 251	Programmable Controllers	3.0
ENG 165	Professional Communications*/**	3.0

#### Fifth Semester - Spring

EEM 252	Programmable Controllers Applications	3.0
IMT 170	Statistical Process Control	3.0
PHS 111	Conceptual Physics*	3.0
WLD 108	Gas Metal Arc Welding I	4.0

#### Sixth Semester - Summer

EEM 274	Technical/Systems Troubleshooting	4.0
IMT 105	Mechanical Sketching	2.0
	Social Sciences Elective*	3.0

### Total credit hours

**69.0**

\*General Education course.

†Recommend MAT 110 in lieu of MAT 170, if placement allows. A minimum grade of "C" is required.

\*\*Recommend ENG 101 and SPC 205 in lieu of ENG 165, if placement allows.

**Note:** Please contact your faculty advisor for recommended evening schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Mechatronics I

## Certificate in Applied Science

### Mission Statement:

The Mechatronics Level 1 Certificate develops basic foundational skills and understanding in electrical, mechanical, fluid power and automation control commonly found in the industrial manufacturing environment.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

### Type of Program:

Day or evening

- This program is designed to teach the skills required for the mechatronics technician in the 21<sup>st</sup> century's high-tech world of automated manufacturing. The program trains students in industrial environments using electrical, electronic, and mechanical applications to identify and troubleshoot Mechatronics systems and repair automated manufacturing equipment, programmable logic controllers (PLCs), and robotics. This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by high-tech industries.
- Courses taken under this certificate can be applied toward the associate degree program.
- This program requires a minimum grade of "C" in all concentration courses.

### Recommended Program Schedule

#### First Semester - Fall

CPT 170	Microcomputer Applications	3.0
EEM 117	AC/DC Circuits I	4.0
IMT 112	Hand Tool Operations	3.0
MAT 170	Algebra, Geometry, and Trigonometry*/**	3.0

#### Second Semester - Spring

AMT 105	Robotics & Automated Control I	3.0
EEM 118	AC/DC Circuits II	4.0
EEM 271	Sensors & System Interfacing	2.0
IMT 131	Hydraulics & Pneumatics	4.0

#### Third Semester - Summer

IMT 104	Schematics	2.0
IMT 105	Mechanical Sketching	2.0
IMT 161	Mechanical Power Applications	4.0

### Total credit hours

**34.0**

\*General Education course.

**Note:** Please contact your faculty advisor for recommended evening schedules.

\*\* Recommend MAT 110 in lieu of MAT 170, if placement allows. A minimum grade of a "C" is required.

Visit [http://gvltec.edu/gainful-employment/CAS\\_MECA7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MECA7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Mechatronics II

## Certificate in Applied Science

### Mission Statement:

The Mechatronics Level 2 Certificate builds on the Level 1 Certificate. The program will provide students with knowledge in the industrial automated manufacturing technology area. The student will develop basic foundational skills and understanding in electronics, robotics, motors, motor drives, and programmable logic controllers. In addition, basic troubleshooting strategies will be developed on an automated manufacturing line.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Day or evening

- This certificate further develops students completing Mechatronics I as well as advanced students already working in industry in areas such as, but not limited to, robotics, PLC and applications, sensors and controllers, troubleshooting, and process controls.
- This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by high-tech industries.
- Courses taken in this certificate can be applied toward the associate degree program.
- This program requires a minimum grade of "C" in all concentration courses.

### Recommended Program Schedule

#### **First Semester – Fall**

AMT 205	Robotics & Automated Control II	3.0
EEM 201	Electronic Devices I	3.0
EEM 221	DC/AC Drives	3.0
EEM 251	Programmable Controllers	3.0

#### **Second Semester – Spring**

EEM 252	Programmable Controllers Applications	3.0
IMT 170	Statistical Process Control	3.0
WLD 108	Gas Metal Arc Welding I	4.0

#### **Third Semester – Summer**

EEM 274	Technical/Systems Troubleshooting	4.0
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**Total credit hours** **26.0**

**Note:** Please contact your faculty advisor for recommended evening schedules.

Visit [http://gvltec.edu/gainful-employment/CAS\\_MECEB7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_MECEB7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Production Technology Associate I Certificate in Applied Science

## Mission Statement:

The mission of the Production Technology Associate I Certificate is to provide the Upstate of South Carolina with professionally prepared entry-level production technicians capable of making significant contributions to the progress of manufacturing facilities in the area.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day or evening

## Employment Opportunities:

Production associates at manufacturing facilities

- The Production Technology Associate I certificate provides students with the knowledge necessary for employment as an entry-level production technician in a manufacturing facility.

## Recommended Program Schedule

### First Semester – Fall

AMT 106	Manufacturing Workplace Skills	3.0
AMT 110	Survey of Manufacturing Processes	3.0
EEM 107	Industrial Computer Techniques	2.0
IMT 171	MSSC Certification I	1.0
IMT 172	MSSC Certification II	1.0
IMT 173	MSSC Certification III	1.0
IMT 174	MSSC Certification IV	1.0

### Second Semester – Spring

IMT 112	Hand Tool Operations	3.0
MAT 155	Contemporary Mathematics	3.0

## Total credit hours

**18.0**

Note: Please contact your advisor for evening schedules

Visit [http://gvltec.edu/gainful-employment/CAS\\_PTCA6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PTCA6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Medical Assistant

## Medical Assistant Certificate in Applied Science

*(Federal financial aid not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.)*

### **Mission Statement:**

The mission of the GTC Medical Assistant program is to prepare students to successfully function as entry-level medical assistants upon program completion. We strive to instill devotion to professionalism, critical thinking, and lifelong learning, while providing our graduates with the skills and knowledge required by medical practices, laboratories, and multi-specialty health clinics.

### **Entrance Requirements:**

Acceptable placement test score(s); plus high school diploma or GED

### **Type of Program:**

Day or evening – Students must choose either the day or evening option upon entry into the major. The evening program is offered on a part-time basis and will require an additional term to complete. \*\*

### **Professional Credentials:**

Recommended: Certified Medical Assistant – CMA (AAMA) (subject to passing national certification exam)

Other professional medical assistant credentials are available to graduates.

### **Program Accreditation:**

The Medical Assistant Program at Greenville Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. ([www.maerb.com](http://www.maerb.com))

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: (727) 210-2350

[www.caahep.org](http://www.caahep.org)

### **Employment Opportunities:**

Physician's offices, hospital-based outpatient clinics, ambulatory surgery centers, and laboratories.

- This program prepares students to become versatile healthcare professionals who work under the supervision of a physician within medical practices. Unique to this profession is the ability to perform both administrative duties (including filing insurance, billing and coding, and patient scheduling) and clinical duties (such as obtaining vital signs and patient histories, assisting with exams and sterile procedures, performing EKGs, PFTs and other screenings, collecting and processing CLIA-waived laboratory specimens and providing patient education).
- Students are admitted in the fall for day courses and in the spring for evening courses.
- The program has specific admission requirements that are listed below.
- Students:
  - Must meet college admission requirements
  - Must attend a Medical Assistant Career Talk within two years prior to applying for program admission
  - Must complete all prerequisites with a grade of "C" or better and a technical GPA of 2.5 or higher to be eligible for admission into the program
  - Must submit a weighted admission form by the appropriate due dates.
- Acceptance into the Medical Assistant Program requires
  - Students must attend the mandatory program orientation
  - A non-refundable \$100 application fee to secure seat in program
  - A negative 10-panel drug screen
  - A crime-free criminal background report which is required for mandatory practicum experiences
  - Documentation of current Healthcare Provider BLS/CPR certification
  - Completion and documentation of a current physical exam and required immunizations.
  - Attestation to required program Technical Standards
  - A signed statement of understanding regarding policies, procedures, and requirements of the program.
- Students will be required to demonstrate competency in applicable knowledge, behavior, and skills throughout the program. Failure to achieve satisfactory exam and assignment scores or demonstrate skills competency will prevent completion of the program.
- Unpaid practical experience is a component of this major. Students may not be compensated in any form for practical experiences. Students are responsible for their own transportation to and from the practicum sites. Students must be able to attend all required practicum hours.
- Practicum experience typically requires daytime attendance, from Monday to Friday, for 2-3 weeks in a row. Practicum occurs within the following courses: MED 107 and MED 156.
- Prior to practicum placement, students are responsible for completing all required Healthstream training modules and ensuring all practicum-specific requirements and certifications are completed.
- Successful completion of all core cognitive, psychomotor, and affective competencies is required to pass all MED courses. Competencies must be completed in full prior to practicum placement.
- A minimum grade of "C" is required to successfully pass MED courses.
- Program-specific uniforms and student IDs are required to be worn to all MED courses and practicums.
- A stethoscope and a functioning watch with a second hand is required for MED 112, 113, 114 and 156.

**Prerequisite courses:**

Prior to entry into the Medical Assistant courses, students must complete the following prerequisites with a technical GPA of 2.5 or higher and a grade of "C" or better in all individual courses:

AHS	102	Medical Terminology	3.0
BIO	112	Basic Anatomy & Physiology*	4.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0

**Recommended Program Schedule*****First Semester - Fall***

MED	102	Introduction to the Medical Assistant Profession	2.0
MED	104	Medical Assisting Administrative Procedures	4.0
MED	107	Medical Office Management	4.0

***Second Semester - Spring***

MED	112	Medical Assisting Pharmacology	2.0
MED	113	Basic Medical Laboratory Techniques	3.0
MED	114	Medical Assisting Clinical Procedures	4.0

***Third Semester - Summer***

MED	156	Clinical Experience I	6.0
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**Total credit hours** **38.0**

\* General Education course

Note: Please see your advisor for the evening program schedule.  
Visit [www.gvltec.edu/medical-assistant](http://www.gvltec.edu/medical-assistant) for published annual program outcomes.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Medical Laboratory Technology

## Medical Laboratory Technology Associate in Applied Science

### Mission Statement:

The mission of the Medical Laboratory Technology program is to provide the highest quality learning opportunities, primarily to the residents of Greenville County. Specifically, the program strives to produce graduates who are proficient in the entry level skills required of a medical laboratory technician. In addition to specific technical skills, graduates have opportunities to acquire competence in critical thinking, problem solving, written and oral communication, computing, teamwork, and other skills that enhance their professional careers. Upon completion of the MLT program, students are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take a national certification exam. The majority of graduates become employed in a clinical laboratory setting.

### Entrance Requirements:

Acceptable placement test score(s), 19 ACT or 920 SAT; high school algebra, biology & chemistry are strongly recommended

### Type of Program:

Day

### Professional Credentials:

Medical Laboratory Technician (subject to passing external certification exam)

### Program Accreditation:

National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018; (773) 714-8880

### Employment Opportunities:

Hospitals, private offices, blood centers, industrial/pharmaceutical labs

- This program trains students to analyze human blood, body fluids, or tissue samples to detect and diagnose diseases using microscopes, blood analyzers, and other scientific equipment.
- Prior to acceptance students must
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements.
  - Have completed CHM 100 or CHM 110 with a grade of "C" or higher.
  - Be eligible for enrollment in MAT 120.
  - Have completed ENG 101 with a grade of "C" or better.
  - Have completed BIO 216 (or BIO 210 and BIO 211) with a grade of "C" or better.
  - Have a cumulative GPA of 2.5 for related courses already taken.
  - Complete a Career Talk session for the major within the last two years.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Submit a completed MLT Weighted Admission form between May 15 and June 15. Students are selected based on a weighted admissions process. Students with the highest scores will receive an admissions letter and intent form. To reserve a seat, students must pay a \$100 non-refundable deposit. Formal acceptance is contingent upon a crime free criminal background check and a negative drug screening. The program only admits students each fall.
    - Have a negative 10-panel drug screen.
    - Have a crime-free criminal background check.
- Students must be able to attend all clinical experiences.
- Graduates are eligible to sit for the national registry examinations.
- This program is located on Greenville Tech's Northwest Campus.

### Recommended Program Schedule

#### First Semester - Summer

BIO 216	Physiology*	4.0
ENG 101	English Composition I*	3.0
MAT 120 <sup>1</sup>	Probability & Statistics*	3.0

#### Second Semester - Fall

MLT 101	Introduction to Medical Laboratory Technology	2.0
MLT 130	Clinical Chemistry	4.0
MLT 115	Immunology	3.0
MLT 105	Medical Microbiology	4.0

#### Third Semester - Spring

MLT 120	Immunohematology	4.0
MLT 110	Hematology	4.0
MLT 230	Advanced Clinical Chemistry	4.0
MLT 205	Advanced Microbiology	4.0

#### Fourth Semester - Summer

MLT 108	Urinalysis and Body Fluids	3.0
MLT 210	Advanced Hematology	4.0
MLT 241	Medical Laboratory Transition	3.0



**Fifth Semester - Fall**

MLT	251	Clinical Experience I	5.0
MLT	252	Clinical Experience II	5.0
SPC	205 <sup>2</sup>	Public Speaking*	3.0
		Humanities/Fine Arts course <sup>3</sup>	3.0

**Sixth Semester - Spring**

PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology	
MLT	253	Clinical Experience III	5.0
MLT	254	Clinical Experience IV	5.0

**Total credit hours****78.0**

*This is an ideal plan for taking the required courses. Specific class schedules and progression through the program depend on the varying circumstances of the individual.*

<sup>1</sup> MAT 109 (College Algebra with Modeling) or 110 (College Algebra) may be substituted for MAT 120.

<sup>2</sup> SPC 200 or 209 may be substituted for SPC 205.

<sup>3</sup> It is strongly recommended that **one** of the following courses be selected for the 3 hour Humanities elective; SPA 102 or 201; PHI 110; REL 101 **NOTE:** Entry level foreign language courses (SPA 101, FRE 101, or GER 101 are not acceptable.)

**Note:** In addition to the courses listed above, students must also complete CHM 100 (or higher) as a pre-requisite for submitting a weighted admission form for MLT.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Nursing

## Nursing Associate in Applied Science

### Mission Statement:

The Nursing Department is committed to providing excellence in nursing education that fosters the development of professional nurses. Faculty, as both nurses and educators, believe that nurses provide services to improve, maintain, and restore the health and well-being of individuals, families, and communities.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day — Please note that this program requires one semester of general education courses prior to beginning two years of clinical work. **NOTE:** Due to the competitive program admission process, it is recommended that all general education courses be completed prior to application to the NUR program. This can add to the overall length of the program.

### Professional Credentials:

Registered Nurse (subject to passing exam)

### Program Accreditation:

South Carolina Department of Labor, Licensing and Regulation, State Board of Nursing for South Carolina, Synergy Business Park, Kingstree Building, 110 Centerview Dr., Suite 202, Columbia, SC 29210 (803) 896-4550  
Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
(404) 975-5000, [www.acenursing.org](http://www.acenursing.org)

### Employment Opportunities:

Hospitals, nursing homes, clinics, physicians' offices, home health agencies, industrial nursing

- This program covers all aspects of the nursing profession and is designed to integrate both theory and practical "hands-on" educational experiences.
- In order to be eligible for seating into the program, students must meet college admission requirements and
  - Attend Career Talk (current within two years).
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Meet criteria on SAT, ACT, or college placement tests, and have completed ENG 101, MAT 120, BIO 210 and PSY 201.
  - Have a technical GPA of 2.50.
- Students are admitted fall, spring, and summer semesters.
- Seating Process: Submit a weighted admission form between the dates of Mar. 15 – May 15 for potential admission into the August, October or January class. Submit a weighted admission form between the dates of July 15 — Sept. 15 for potential admission into the March or May class.
  - Students with the highest scores will receive an admissions letter, an intent form used to pay the \$100 deposit, a criminal background information sheet, and physical exam with detailed written requirements.
  - To reserve a seat, students must pay \$100 non-refundable deposit, complete the physical exam form (physical may not be more than 12 months prior to beginning NUR courses), and complete criminal background information sheet by due date set in admission letter. Program completion is contingent upon a crime-free criminal background check and a negative drug screening.
- The following general education classes may be taken with NUR courses or prior to entering the NUR program: BIO 211 Anatomy & Physiology II; BIO 225 Microbiology; SPC 205 Public Speaking; and a university transferable humanities course (see catalog description of a university transferable humanities).
- A grade of "C" or higher is required in all related general education courses.
- A grade of "C" or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program. Biophysical science courses may be repeated one time only to achieve a passing grade.
- Students are encouraged to consider general education courses that transfer to BSN completion programs and Post RN Specialty courses, which may enhance employability.
- Students must have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical, and documentation of required immunizations as a course requirement for NUR 139.
- A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
- A crime-free criminal background check is required for clinical experiences. Students must be able to attend all clinical experiences.
- Any student who has ever been convicted of a crime or felony must contact the South Carolina Board of Nursing for further instructions related to state licensure.
- NUR courses are seven weeks in length.
- Students will be required to take comprehensive competency exams for theory and skills throughout and at the end of the nursing program. Failure to achieve satisfactory scores or demonstrate skills competency may affect progression in nursing courses, progression through the nursing curriculum, and graduation.
- Students who have been accepted into the college but not yet accepted into the Nursing Program will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

## Recommended Course Schedule

**Note: Due to the required Pre-Nursing courses and the weighted admission process, the program length will be longer than two years.**

### Pre-Nursing Courses

MAT	120	Probability and Statistics*	3.0
BIO	210	Anatomy and Physiology I*	4.0
PSY	201	General Psychology*	3.0
ENG	101	English Composition I*	3.0

### Phase I

BIO	211	Anatomy and Physiology II*	4.0
NUR	139	Introduction to Nursing Concepts#	3.0
NUR	141	Pharmacological Therapies I#	2.0
		NUR 139 & NUR 141 taken concurrently	
NUR	143	Basic Care and Comfort#	3.0
NUR	144	Pharmacological Therapies II#	1.0
		NUR 143 & NUR 144 taken concurrently	

### Phase II

BIO	225	Microbiology*	4.0
NUR	145	Physiological Adaptation and Risk Reduction I#	4.0
NUR	146	Physiological Adaptation and Risk Reduction II#	4.0
NUR	156	Physiological Adaptation and Risk Reduction III#	4.0

### Phase III

SPC	205	Public Speaking*	3.0
NUR	239	Mental Health Nursing Concepts#	4.0
NUR	241	Health Promotion and Risk Reduction — Maternal/Child#	4.0
NUR	243	Health Promotion and Risk Reduction — Children#	4.0

### Phase IV

NUR	253	Physiological Integrity#	4.0
NUR	256	Management of Care#	4.0
		Humanities Elective*/**	3.0
		BSN Prerequisites (Optional)	

### Total credit hours

**68.0**

\*General Education course

\*\*Must be college transferable

# All nursing courses are seven weeks in length.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# For students who hold a South Carolina LPN license:

- Prior to acceptance students must
  - Meet college admissions requirements.
  - Meet program eligibility requirements including
    - △ Be a graduate of a state board approved Practical Nursing program.
    - △ Hold an active South Carolina LPN license.
    - △ Be employed within the past six months in an acute care or long-term care facility as a practicing nurse in a relevant job.
    - △ Have current letters of recommendation from a school of nursing and/or current employer.
    - △ Have attended Career Talk (current within two years).
    - △ Have attended a pre-admission interview.
  - Meet program admissions requirements including
    - △ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
  - Biophysical science courses may be repeated only one time to achieve a passing grade.
  - BIO 216 may be taken to validate an expired Biology 210 and Biology 211.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set-up testing.
  - Students will receive 21 hrs. of credit for Phase I and Phase II of the ADN program and can enter Phase III after successfully completing NUR 190, NUR 201 and NUR 230.
- Prior to entering clinical the student will:
  - Have evidence of valid healthcare provider CPR certification.
  - Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - Have a crime-free criminal background check. Students must be able to attend all clinical experiences.
  - Have a current physical exam and all required testing and Immunizations.
  - Have completed OSHA requirements via Healthstream.
- Students who have been accepted into the college but not yet accepted into the Nursing Program will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

## Required General Education courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
ENG	101	English Composition I*	3.0
MAT	120	Probability & Statistics*	3.0
PSY	201	General Psychology**	3.0
SPC	205	Public Speaking**	3.0
		Humanities Elective**	3.0

## Phase I and Phase II additional requirements

NUR	190	Fundamental Nursing and Patient Care Skills#	1.0
NUR	230	Physical Assessment#	3.0
NUR	201	Transition Nursing#	3.0

## Recommended Program Schedule

### Phase III

NUR	239	Mental Health Nursing Concepts#	4.0
NUR	241	Health Promotion and Risk Reduction — Maternal/Child#	4.0
NUR	243	Health Promotion and Risk Reduction — Children #	4.0
NUR	253	Physiological Integrity#	4.0
NUR	256	Management of Care#	4.0

## Total credit hours

**53.0**

\*General Education course

\*\*Must be college transferable

# All nursing courses are seven weeks in length.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# For students who hold an active SC paramedic license and an associate degree:

- Prior to acceptance students must
  - Meet college admissions requirements.
  - Meet program eligibility requirements including
    - △ Be a graduate of an associate degree program from a regionally accredited college.
    - △ Be a graduate of a state-approved Paramedic program.
    - △ Hold an active South Carolina Paramedic license.
    - △ Be employed within the past 6 months as a paramedic in a relevant job.
    - △ Have current letters of recommendation from a paramedic school and/or current employer.
    - △ Have attended Career Talk (current within two years).
    - △ Have attended a pre-admission interview.
  - Meet program admissions requirements including
    - △ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
    - △ Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
  - Biophysical science courses may be repeated one time only to achieve a passing grade.
  - BIO 216 may be taken to validate an expired Biology 210 and Biology 211.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set-up testing.
  - Students will receive 21 hrs. of credit for Phase I and Phase II of the ADN program and can enter Phase III after successful completion of NUR 190, NUR 201, and NUR 230.
- Prior to entering clinicals, the student will
  - Have evidence of valid healthcare provider CPR certification.
  - Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - Have a crime-free criminal background check. Students must be able to attend all clinical experiences.
  - Have a current physical exam and all required testing and Immunizations.
  - Have completed OSHA requirements via Healthstream.
- Students who have been accepted into the college but not yet accepted into the Nursing Program will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

## Required General Education courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
MAT	120	Probability & Statistics*	3.0
ENG	101	English Composition I*	3.0
SPC	205	Public Speaking*	3.0
PSY	201	General Psychology**/**	3.0
		Humanities Elective**/**	3.0

## Recommended Program Schedule

NUR	190	Fundamental Nursing and Patient Care Skills#	1.0
NUR	201	Transition Nursing#	3.0
NUR	230	Physical Assessment#	3.0

### Phase III

NUR	239	Mental Health Nursing Concepts#	4.0
NUR	241	Health Promotion and Risk Reduction — Maternal/Child#	4.0
NUR	243	Health Promotion and Risk Reduction — Children#	4.0
NUR	253	Physiological Integrity#	4.0
NUR	256	Management of Care#	4.0

## Total credit hours

**54.0**

\*General Education course

\*\*Must be college transferable

# All nursing courses are seven weeks in length.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# For students who are certified respiratory therapists:

- Prior to acceptance students must
  - Meet college admissions requirements.
  - Meet program eligibility requirements including
    - △ Be a graduate of an associate degree program from a regionally accredited college.
    - △ Be a graduate of state-approved Respiratory Therapy program.
    - △ Hold an active South Carolina respiratory therapist license.
    - △ Be employed within 6 months as a respiratory therapist in a relevant job.
    - △ Have current letters of recommendation from a respiratory therapy school and/or current employer.
    - △ Have attended Career Talk (current within two years).
    - △ Have attended a pre-admission interview
  - Meet program admissions requirements including
    - △ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
  - Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
  - Biophysical science courses may be repeated one time only to achieve a passing grade.
  - BIO 216 may be taken to validate an expired Biology 210 and Biology 211.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Take the PN Comprehensive Exam and remediate unsuccessful areas of content. Remediation due the day of Nursing Orientation. Contact (864) 250-8705 to set-up testing.
  - Students will receive credit for Phase I and Phase II of the ADN program and can enter Phase III after successful completion of NUR 201, NUR 230, and NUR 190.
- Prior to entering clinicals, the student will:
  - Have evidence of valid healthcare provider CPR certification.
  - Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - Have a crime-free criminal background check. Students must be able to attend all clinical experiences.
  - Have a current physical exam and all required testing and Immunizations.
  - Have completed OSHA requirements via Healthstream.
- Students who have been accepted into the college but not yet accepted into the Nursing Program will be considered Pre-Nursing and will be coded as Associate of Science majors. See assigned advisor for questions regarding this matter.

## Required General Education courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
MAT	120	Probability & Statistics*	3.0
ENG	101	English Composition I*	3.0
SPC	205	Public Speaking*/**	3.0
PSY	201	General Psychology*/**	3.0
		Humanities Elective*/**	3.0

## Recommended Program Schedule

NUR	230	Physical Assessment#	3.0
NUR	190	Fundamental Nursing and Patient Care Skills#	1.0
NUR	201	Transition Nursing#	3.0

### Phase III

NUR	239	Mental Health Nursing Concepts#	4.0
NUR	241	Health Promotion and Risk Reduction — Maternal/Child#	4.0
NUR	243	Health Promotion and Risk Reduction — Children#	4.0
NUR	253	Physiological Integrity#	4.0
NUR	256	Management of Care#	4.0

\*General Education course

\*\*Must be college transferable

# All nursing courses are seven weeks in length.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Patient Care Technician Certificate in Applied Science

## Mission Statement:

The Patient Care Technician program has designed a curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their identified scope of practice and to promote, protect, and improve the health of the diverse community. Further, it is the mission of the Patient Care Technician Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs. The student will graduate with the necessary skills to function as an entry-level patient care technician.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED. Must be 18 years old.

## Type of Program:

Day or evening

## Employment Opportunities:

Hospitals, doctors' offices, medical clinics, nursing homes, home health

- This program provides students with the knowledge and skills to prepare for a position as a patient care technician, which is an unlicensed, assistive person working under the direction and supervision of a registered nurse.
- The program is offered in day and evening formats and is completed in one semester. See advisor for specific details of class schedules.
- Students completing the Patient Care Technician Program receive points on the weighted admission form for Nursing and other health care programs offered at GTC.
- Students must have evidence of valid healthcare provider CPR certification, preclinical orientation and completed health physical including required immunizations prior to starting the PCT program.
- A crime-free criminal background check is required for clinical experiences.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required. Random drug screens may be performed throughout the program.
- To register for the PCT program, students must pay \$100 non-refundable deposit.
- After registering for the PCT program, students are required to attend a scheduled mandatory orientation meeting.

## Recommended Program Schedule

### Required courses:

NUR	151	Basic Patient Care I	3.0
NUR	152	Basic Patient Care II	3.0
NUR	153	PCT Clinical Experiences	2.0
AHS	142	Phlebotomy	2.0

### Total credit hours

**10.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_PCT6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PCT6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Post RN Specialty Courses

## Mission Statement:

Post RN Specialty Courses are designed to facilitate the development of competence necessary to meet the needs of patients with critical conditions. The courses provide basic knowledge and skills necessary for safe, competent and effective nursing practice in critical care and other specialty units as well as telemetry and monitored areas.

## Prerequisite:

Registered nurse or permission of instructor. Contact Nursing Specialties (864) 250-8216 for enrollment information. Online registration is not available.

## Courses Offered:

Day

## Employment Opportunities:

Critical care units, oncology units, operating rooms, home health agencies, urology units, obstetrical units, ER, trauma areas, telemetry and monitored areas

## Post RN courses:

NUR 230	Physical Assessment**	3.0
NUR 247	Critical Care I**	3.0
NUR 248	Critical Care II**	2.0
NUR 250	Critical Care Cardiovascular	2.0
NUR 260	Dysrhythmia Interpretation**	2.0
NUR 261	Pediatric Dysrhythmia Interpretation	1.0
NUR 254	Basic Arrhythmia and Cardiovascular Nursing	3.0

\*\*Note: Many of the Nursing Specialties courses can be taken by students while in the Associate Degree Nursing program and can be used as transfer credit or to enhance employability.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Occupational Therapy Assistant

## Occupational Therapy Assistant Associate in Applied Science

### Mission Statement:

The mission of the Occupational Therapy Assistant program, in conjunction with Greenville Technical College's mission, is to offer a quality post-secondary program that is accessible and drives personal and economic growth through learning. The program faculty is committed to assisting students from diverse backgrounds in achievement of the skills, knowledge, and professional behaviors necessary for successful employment as an occupational therapy assistant in a variety of health care settings. Greenville Technical College's OTA program strives to graduate competent individuals who are able to perform as entry-level, state licensed and nationally certified occupational therapy assistants, while upholding the ethical standards and values of the profession.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

**Phase I:** Day, evening, or weekend; full-time or part time for academic course work

**Phase II:** Full-time or part-time day for academic coursework and full-time day for fieldwork affiliations.

### Professional Credentials:

Certified Occupational Therapy Assistant (COTA) (subject to passing national exam)

### Program Accreditation:

Accreditation Council for Occupational Therapy Education (ACOTE)

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814-3449

[www.aota.org](http://www.aota.org) or [www.acoteonline.org](http://www.acoteonline.org)

(301)652-AOTA (or 2682)

FAX: (240)762-5140

### Employment Opportunities:

Hospitals, clinics, rehabilitation centers, schools, home health care, mental health facilities, long-term care facilities, private practice, industrial consulting, and research

- The Occupational Therapy Assistant program prepares students for entry-level practice in the field of occupational therapy. Occupational therapy assistants, under the supervision of occupational therapists, help people of all ages regain, develop, or master everyday skills in order to live independent, productive, and meaningful lives.
- This program is designed as a One-Plus-One program. Phase I includes all general education and related coursework that may be completed at Greenville Technical College or any articulating college. Students who anticipate completing all Phase I courses with the appropriate grades and technical GPA are eligible to submit Weighted Admissions Form for entry into Phase II.
- **Phase II of the OTA program is only available at Greenville Tech's Benson Campus.**
  - Students from articulating colleges must be able to travel to and/or locate accommodations near the Benson Campus.
  - Fieldwork course assignments during Phase II must be completed within 18 months of completion of academic preparation and may require students to travel and arrange temporary accommodations away from home.
- Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Most states require licensure in order to practice; however state licenses are usually based on the results of the NBCOT Certification Examination.
- **Phase I requirements:**
  - Complete Greenville Tech application packet and submit application fee.
  - Submit all high school transcripts or GED and official college transcripts, if applicable.
  - Achieve acceptable placement score for Phase I courses.
  - Strongly recommend that students meet with a Health & Wellness advisor to plan course progression.
- **Phase II admission requirements:**
  - Attend a Career Talk session for the OTA program within 2 years of admission to Phase II.
  - Meet all of the requirements for Phase I.
  - Attain a minimum cumulative GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of "C" or higher on the first or second attempt.
  - OTA program applicants are required to complete the Test of Essential Academic Skills (TEAS) prior to submitting a weighted admissions form for program admission. Scores from the TEAS test will be used in the point calculations on the Weighted Admissions form.
  - Students are selected for OTA Program Phase II admission based upon weighted admissions score. Students who complete all general education courses with the appropriate grade by the end of the fall term will be considered first. Students who complete the general education courses during the spring will be seated only when space is available. Students with the highest weighted admission score are accepted into Phase II based on space availability. Weighted admission criteria can be obtained at Career Talk session and at [www.gvltec.edu/OTA](http://www.gvltec.edu/OTA).

• **After acceptance into Phase II of the OTA program, students will be required to**

- Attend OTA Program new student orientation.
- Have a negative 10-panel drug screen.
- Complete the Healthstream online preclinical orientation.
- Submit documentation of current Healthcare Provider CPR certification.
- Have a crime-free criminal background report.
- Submit documentation of current physical exam and required immunizations.
- Be able to attend all fieldwork affiliations on a full-time basis during scheduled fieldwork affiliation dates.

**Recommended Program Schedule\*\***

**PHASE I**

**First Semester**

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0
BIO	210	Anatomy & Physiology I	4.0

**Second Semester**

BIO	211	Anatomy & Physiology II*	4.0
PSY	203	Human Growth and Development	3.0

**Third Semester**

PSY	212	Abnormal Psychology	3.0
MAT	109	College Algebra with Modeling *	3.0
		or	
MAT	110	College Algebra*	
		or	
MAT	120	Probability and Statistics *	
		or higher college transferable math *	
SPC	205	Public Speaking *	3.0
		or	
SPC	209	Interpersonal Communications *	
		Humanities elective	3.0

**Total Phase I**

**32.0**

**PHASE II**

**Summer**

OTA	103	Introduction to Occupational Therapy	2.0
OTA	163	Psycho-Social Aspects of Occupational Therapy	2.0
OTA	200	Introduction to Kinesiology	3.0

**Fall**

OTA	130	Therapeutic Media I	1.0
OTA	131	Occupational Performance I	3.0
OTA	153	Clinical Applications I	5.0
OTA	203	Kinesiology for Occupational Therapy	3.0

**Spring**

OTA	135	Therapeutic Media II	1.0
OTA	136	Occupational Performance II	3.0
OTA	140	Clinical Introduction	1.0
OTA	245	Occupational Therapy Management	2.0
OTA	253	Clinical Applications II	5.0

**Summer**

OTA	260	Clinical V	7.0
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**Fall**

OTA	268	Clinical VI	7.0
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**Total Phase II**

**45.0**

**Total credit hours**

**77.0**

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Paralegal

## Paralegal Associate in Applied Science

### Mission Statement

The mission of this American Bar Association-approved Paralegal Program is to provide quality education for students to become competent paralegals so that they can assist attorneys in the effective delivery of legal services. The Department educates students in order to provide them tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day and evening

### Employment Opportunities:

Private law firms, corporate legal departments, public legal agencies, insurance companies, financial institutions, and governmental agencies

- This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.
- This program is approved by the American Bar Association (ABA), is an institutional member of the American Association for Paralegal Education (AAfPE) and is a sustaining member of the South Carolina Upstate Paralegal Association (SCUPA).
- Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).
- Many of the courses in this program, particularly in the final two semesters, have prerequisites. All Paralegal courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another. Please check with an advisor to be certain classes are taken in the proper order.
- Please be aware that jobs in this field often require a criminal background check. If you have any questions, please see a faculty member in the department before enrolling in this program.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.
- All paralegal courses require placement into, or successful completion of, ENG 101.
- This program accepts limited transfers from other paralegal programs; those credits must be earned at an accredited and ABA-approved program; transfers are also subject to rules of currency and quality based upon an analysis by the department head, whose decision is final.

### Recommended Program Schedule

#### First Semester - Fall

ENG 101	English Composition I*	3.0
LEG 135	Introduction to Law & Ethics (mandatory first semester)	3.0
CPT 170	Microcomputer Applications	3.0
LEG 230	Legal Writing	3.0

#### Second Semester - Spring

MAT 155	Contemporary Mathematics* (or other college transferable math)	3.0
LEG 120	Torts	3.0
LEG 132	Legal Bibliography	3.0
SPC 205	Public Speaking*	3.0
	or	
SPC 209	Interpersonal Communication* (SPC 209 recommended)	

#### Third Semester - Summer

BIO 110	General Anatomy & Physiology	3.0
	or	
BIO 215	Anatomy	4.0
LEG 121	Business Law	3.0
LEG 213	Family Law	3.0
	Humanities* (recommend HIS 202, HIS 228, or REL 201)	3.0

#### Fourth Semester - Fall

LEG 201	Civil Litigation I	3.0
LEG 214	Property Law	3.0
LEG 233	Wills, Trusts, and Probate	3.0
LEG 240	Claims Investigation	3.0

**Fifth Semester - Spring**

LEG	202	Civil Litigation II	3.0
LEG	262	Litigation Applications)	3.0
LEG	270	Paralegal Certification Preparation	3.0
PSC	201	American Government	3.0
		LEG Elective** (choose from list)	3.0

**Total credit hours****63.0/64.0**

\*General Education course

Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

**\*\*Paralegal Electives**

LEG	122	Business Law II	3.0
LEG	212	Workers' Compensation	3.0
LEG	234	Title Examination Procedures I	3.0
LEG	250	Internship for Paralegal	3.0

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



## Students who possess a bachelor's degree:

- One-year track for graduates of a regionally accredited college or university.
- All students must take CPT 170 unless it is transferred in or passed by exemption exam.

### Recommended Program Schedule

#### **First Semester - Fall**

BIO 110	General Anatomy & Physiology	3.0
	or	
BIO 215	Anatomy	4.0
LEG 120	Torts	3.0
LEG 132	Legal Bibliography	3.0
LEG 135	Introduction to Law & Ethics (mandatory first semester)	3.0
LEG 230	Legal Writing	3.0

#### **Second Semester - Spring**

LEG 121	Business Law I	3.0
LEG 214	Property Law	3.0
LEG 213	Family Law	3.0
LEG 240	Claims Investigation	3.0
LEG 201	Civil Litigation I	3.0

#### **Third Semester - Summer**

LEG 202	Civil Litigation II	3.0
LEG 233	Wills, Trusts, and Probate	3.0
LEG 262	Litigation Applications	3.0
LEG 270	Paralegal Certification Preparation	3.0
	LEG Elective** (choose from list)	3.0

#### **Total credit hours**

**46.0**

\*General Education course

Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

#### **\*\*Paralegal Electives:**

LEG 122	Business Law II	3.0
LEG 212	Workers' Compensation	3.0
LEG 234	Title Examinations Procedures I	3.0
LEG 250	Internship for Paralegal	3.0

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## Paralegal Student Learning Outcomes:

**Outcome 1:**

Students will analyze and apply the ethical requirements of a paralegal.

**Outcome 2:**

Students will demonstrate the ability to communicate in oral and written forms as it relates to professional duties within the legal system.

**Outcome 3:**

Students will describe, evaluate, and interpret substantive and procedural law.

**Outcome 4:**

Students will demonstrate the professional technical skills necessary to assist an attorney in the practice of law.

**Outcome 5:**

Students will demonstrate teamwork and cooperation skills necessary to assist an attorney in the practice of law.

# Personal Trainer

## Personal Trainer Certificate in Applied Science

### Mission Statement:

Our goal is to equip our graduates with a skill set that will make them among the most qualified and competitive personal trainers in the southeastern United States.

### Entrance Requirements:

Acceptable placement test score(s) (placement Into RDG 100), plus high school diploma or GED

### Type of Program:

Day only

### Professional Credentials:

Upon successful completion of program requirements, students are prepared to sit for the American College of Sports Medicine (ACSM) Certified Personal Trainer exam and receive a voucher to register for the exam for free for up to one year after program completion.

### Employment Opportunities:

Private practice, physical fitness facilities, resorts, wellness centers, parks and recreation programs

- This program prepares students for entry-level employment opportunities as personal trainers.
- This program is located at Greenville Tech's Benson Campus.
- Certificate students may begin the two semester day program in the fall and spring semesters. The curriculum is a "package"; all first semester courses must be taken together, and all second semester courses must be taken together in the subsequent semester (students starting in spring must complete the certificate in summer.)
- To complete program requirements, students must obtain a minimum grade of "C" in all courses.
- Prior to registration, students are required to attend a Career Talk for this program. Prior to beginning classes, students must attend a Program Acceptance Meeting.
- Once admitted to the program, students must have a negative 10-panel drug screen report and pass a background check to continue in the program.
- Students will have the opportunity to become CPR/AED certified before program completion.

### Semester Program Schedule (Two)

#### First Semester

SFT 104	Anatomy & Physiology for Fitness Professionals <sup>1</sup>	3.0
SFT 109	Lifetime Fitness & Wellness	3.0
SFT 125	Personal Training Techniques	3.0
SFT 105	Fitness Assessment & Exercise Program Design	3.0

#### Second Semester

SFT 110	Weight Training Theory & Application	3.0
SFT 202	Internship for the Personal Trainer	3.0
SFT 101	Introduction to Exercise Physiology	3.0
SFT 107	Nutrition for Fitness & Training	3.0

#### Total credit hours

**24.0**

<sup>1</sup> Students who intend to complete the associate degree option must take BIO 210 and BIO 211 in addition to SFT 104.

**\*\*NOTE: General Technology Associate in Applied Science Degree is also available. Students must meet with the department head of the Wellness and Fitness Department to determine specific roadmap for completion.**

Visit [http://gvltec.edu/gainful-employment/CAS\\_PT7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PT7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Pharmacy Technician

## Pharmacy Technician Diploma in Applied Science

### Mission Statement:

The mission of the Pharmacy Technician program is to educate future pharmacy technicians to advance and promote the best and safest uses of medication for the community at large.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day

### Professional Credentials:

Certified Pharmacy Technician (subject to meeting the state's requirements)

### Program Accreditation:

American Society of Health-System Pharmacists (ASHP)

### Employment Opportunities:

Hospitals, rehabilitation centers, private practice, home health care, schools, specialty prescription pharmacies, nursing homes, retail pharmacies

- This program prepares students to transcribe physician's medication orders, fill and deliver medication orders, as well as assist with ordering and maintaining over-the-counter medications.
- Admission requirements include
  - Admission into the program will be based on weighted admissions.
  - Pre-program admission requirements for entrance after fall of 2011:
    - Δ Completion of all general education courses prior to starting the Pharmacy program
    - Δ Place into MAT 155
    - Δ Place into ENG 101
    - Δ Attend Career Talk for the major within the past two years
- After acceptance into the program, before beginning clinical course work, student must
  - Submit a physical exam with documentation of required immunization.
  - Have a crime-free criminal background check.
  - Submit to and have a negative 10-panel drug screen.
  - Be able to attend all clinical experiences. Professional pharmacy practicums are required to complete the Pharmacy Technician program. These practicum assignments may require travel out of the Greenville/Greer area. Travel is the responsibility of the student. The Pharmacy Technician program requires the completion of three professional practicums. PHM 152 is completed in the Spring Semester and consists of 90 hours in a retail pharmacy setting. PHM 173 and PHM 175 are typically completed in the Summer Semester. The total number of practicum hours required is 180 hours. Practicums are completed during normal business hours of the facility in which the student is assigned.
  - Complete a preclinical orientation (Healthstream). Registration with South Carolina State Board of Pharmacy.
  - Complete valid healthcare provider CPR.

### Recommended Program Schedule

#### Semester 1 - Fall

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I*	3.0
PSY	201	General Psychology*	3.0

#### Semester 2 - Spring

CPT	170	Microcomputer Applications	3.0
BIO	112	Anatomy & Physiology*	4.0
SPC	209	Interpersonal Communication*	3.0

#### Semester 3 - Fall

PHM	101	Introduction to Pharmacy	3.0
PHM	114	Therapeutic Agents I	3.0
PHM	202	Pharmacological Anatomy & Physiology	4.0
PHM	112	Pharmacy Math	2.0

#### Semester 4 - Fall

PHM	110	Pharmacy Practice	4.0
PHM	124	Therapeutic Agents II	3.0
PHM	113	Pharmacy Technician Math	3.0
PHM	152	Pharmacy Technician Practicum I	2.0

**Semester 5 – Summer**

PHM 175	Pharmacy Technician Practicum	3.0
PHM 173	Pharmacy Technician Practicum III	3.0
PHM 250	Special Topics in Pharmacy	3.0

**Total credit hours****52.0**

\*General Education course

Visit [http://gvltec.edu/gainful-employment/DAS\\_PHM1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_PHM1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Pharmacy Technician Certificate in Applied Science

## Mission Statement:

To provide the experienced, registered pharmacy technician the opportunity to complete the educational requirement necessary to become a state-certified pharmacy technician in an expedient and thorough manner.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day

## Professional Credentials:

Certified Pharmacy Technician (subject to meeting state requirements)

## Program Accreditation:

American Society of Health-System Pharmacists (ASHP)

## Employment Opportunities:

Hospitals, rehabilitation centers, private practice, home health care, schools, specialty prescription pharmacies, nursing homes, retail pharmacies

- Admission requirements include
  - Students must hold an active registration and be in good standing with the SC Pharmacy Technician Registration.
  - Students must hold an active certification and be in good standing with the National Pharmacy Technician Certification Board (PTCB).
  - Students must have worked at least 1,500 hours as a pharmacy technician (current within two years). Hours must be verified with employer.
  - Students must attend a Career Talk session for the major within the past two years.
- Program requirements include
  - Students are required to complete and pass a physical, including documentation of required immunizations.
  - Students are required to have a crime-free criminal background.
  - Students are required to have a negative 10-panel drug screen.
  - Students must be able to attend all clinical experiences.
  - Students must complete a preclinical orientation (Healthstream).
  - Students must complete valid healthcare provider CPR

## Recommended Program Schedule

### First Semester - Fall

PHM 101	Introduction to Pharmacy	3.0
PHM 112	Pharmacy Math	2.0
PHM 114	Therapeutic Agents I	3.0
PHM 152	Pharmacy Technician Practicum I	2.0

### Second Semester - Spring

PHM 110	Pharmacy Practice	4.0
PHM 113	Pharmacy Technician Math	3.0
PHM 124	Therapeutic Agents II	3.0
PHM 164	Pharmacy Technician Practicum II	4.0

**Total credit hours** **24.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_PHAR7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_PHAR7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Physical Therapist Assistant

## Physical Therapist Assistant Associate in Applied Science

### Mission Statement:

The mission of the Greenville Technical College Physical Therapist Assistant program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions who demonstrate knowledge, competence, professionalism and effective communication skills to enable them to participate successfully as members of an evolving health care community. Our commitment is to provide the highest quality educational opportunities available for students who desire to become physical therapist assistants. The faculty is committed to helping each student achieve his or her fullest potential through a rigorous academic curriculum and individualized clinical experiences. We believe in developing strong partnerships between the health care community and the academic program. We value life-long learning and commitment to continuing education. Through role modeling and mentoring, we encourage our students to participate in professional organizations and community service activities.

### Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

### Type of Program:

Phase I: Day, evening, online or weekend; Phase II: Day, with some evening labs required at FDTC expansion campus location

### Professional Credentials:

Physical Therapist Assistant (subject to passing national licensure exam)

### Program Accreditation:

The Physical Therapist Assistant program at Greenville Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; (703) 706-3245; email: accreditation@apta.org; website: www.capteonline.org.

### Employment Opportunities:

Hospitals, rehabilitation centers, schools, home health care, private practice

- The Physical Therapist Assistant program prepares students to become licensed to work in the field of physical therapy, a key member of the health care profession. Physical therapist assistants work under the supervision of licensed physical therapists to provide physical therapy interventions that reduce physical disability, pain, movement dysfunction, and promote optimal health and function.
- This program is designed as a One-Plus-One program. Phase I includes all of the required general education and related courses that may be taken at Greenville Technical College or any articulating or regionally accredited college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, the final four semesters (full-time enrollment) or six semesters (part-time enrollment) of academic and clinical physical therapist assistant coursework.
- Phase II courses are taught at either Greenville Tech's Benson Campus located in Greer, SC or the FDTC PTA Expansion Program located at the Florence-Darlington Technical College's Health Sciences Campus PTA Expansion Program
- Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home.
- Graduates of this program must pass a national licensure exam to practice as a physical therapist assistant.
- **Phase I Admission Requirements:**
  - Complete Greenville Tech application packet and submit application fee.
  - Submit all high school transcripts or GED and official college transcripts, if applicable.
  - Achieve acceptable ASSET or COMPASS score for placement into Phase I courses.
  - Attend Career Talk advising seminar before the March 31 deadline for the year submitting Phase II PTA Weighted Admission Application.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Meet with a PTA program advisor to plan course progression.
- **Phase II Admission Requirements:**
  - Complete all of the admissions requirements of Phase I.
  - Submit a completed PTA Program Phase II Weighted Admission Packet to the PTA program director by March 31 of the year students anticipate admission into Phase II. Students must indicate which campus location (Benson or FDTC) to which they are applying. Application can be found on the PTA advising website: [www.gvltec.edu/pta](http://www.gvltec.edu/pta)
  - Attain a minimum cumulative technical GPA of 2.50 for all 10 required Phase I courses, passing all Phase I courses with a minimum grade of "C" by the second attempt, (this includes W, WF, D or F grades) by the end of the spring semester before entering Phase II the following fall.
- Students are selected for PTA Program Phase II admission based upon competitive Weighted Admissions score ranking. Students with the highest scores are accepted on a space availability basis. Weighted admission criteria can be obtained at a Career Talk session. Minimum Weighted Admission Score to be considered for admission is 158/263.

- After acceptance into Phase II, before beginning clinical coursework, students will be required to
  - ❑ Submit a non-refundable \$100 dollar deposit, applied toward Phase II tuition, to secure seat in Phase II for the Fall Semester.
  - ❑ Attend new PTA program student orientation.
  - ❑ Have a negative 10-panel drug screen report.
  - ❑ Have a crime-free criminal background report.
  - ❑ Submit a physical exam with documentation of required immunizations.
  - ❑ Submit documentation of current Healthcare Provider CPR certification.
  - ❑ Complete a Healthstream medical orientation unit.
  - ❑ Be able to attend all clinical experiences, which require driving to and from clinical sites.
  - ❑ Pass the PTA Program Physical Competency Assessment. Form located on [www.gvltec.edu/PTA/](http://www.gvltec.edu/PTA/) under the link, "Is PTA Right for You?"
- BIO 150 must be completed within five years of admission to Phase II and is offered only at GTC or York Technical College.

## Recommended Program Schedule

### PHASE I

#### **First Semester - Fall (Full Time)**

ENG 101	English Composition I*	3.0
AHS 102	Medical Terminology	3.0
PSY 201	General Psychology*	3.0
BIO 210	Anatomy & Physiology I*	4.0
MAT 120	Probability and Statistics*	3.0

#### **Second Semester - Spring (Full Time)**

PSY 203	Human Growth & Development*	3.0
SPC 205	Public Speaking*/†	3.0
BIO 150	Anatomy Review for Kinesiology*	1.0
BIO 211	Anatomy & Physiology I*	4.0
	Humanities Elective*	3.0

### PHASE II

#### **Third Semester - Fall (Full Time)**

PTH 102	Introduction to Physical Therapy Intervention	2.0
PTH 105	Introduction to Kinesiology	3.0
PTH 115	Pathology for Physical Therapist Assistants	3.0
PTH 118	Physical Agents & Modalities	4.0

#### **Fourth Semester - Spring (Full Time)**

PTH 101	Physical Therapy Professional Preparation	2.0
PTH 220	Patient Assessment Techniques	4.0
PTH 226	Therapeutic Exercises	3.0
PTH 270	Special Topics in Physical Therapy	3.0
PTH 234	Clinical Education I	3.0

#### **Fifth Semester - Summer (Part Time)**

PTH 242	Orthopedic Management	4.0
PTH 246	Neuromuscular Rehabilitation	5.0

#### **Sixth Semester - Fall (Part Time)**

PTH 264	Clinical Education II	5.0
PTH 274	Clinical Education III	5.0

**Total credit hours** **76.0** -

\* General Education courses

†Although SPC 205 is preferred, SPC 200 or SPC 209 will be accepted.

All courses listed under first and second semester are required prior to acceptance into Phase II.

This information is valid for 2016-2017 academic year at GTC.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Radiologic Technology

## Radiologic Technology Associate in Applied Science

### Mission Statement:

The mission of the Greenville Technical College Radiologic Technical Program is to graduate well trained, entry-level Radiologic Technologists who are prepared to successfully demonstrate professional behavior, patient centered care, clinical competence, effective communication and critical thinking skills to function as a member of the health care team.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

**Phase I:** Day, evening or weekend; **Phase II:** Day (some evening and weekend clinicals required)

### Professional Credentials:

Registered Radiologic Technologist (subject to passing national certification exam)

### Program Accreditation:

Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone: (312) 704-5300; Fax: (312) 704-5304, E-mail: mail@jrcert.org

### Employment Opportunities:

Hospitals, clinics, health departments, doctor's offices, outpatient imaging centers

- This program instructs students in the production of diagnostic images, patient care and management, and as a technical assistant to radiologists.
- The Student Learning Outcomes and Program Goals of the Radiologic Technology program are
  - The student will graduate with the necessary skills to function effectively as an entry-level radiographer.
  - The student will provide quality patient care.
  - The student will effectively communicate in a professional manner.
  - The student will demonstrate critical thinking and problem solving skills.
  - The student will be able to model professional behaviors that are appropriate for the academic and healthcare environment.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students apply to Phase II, which includes all of the Radiologic Technology course work.
- Clinical assignments are required in Phase II and may require evening or weekend time periods. Transportation is the responsibility of the student.
- Graduates are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists.
- Phase I admission requirements:
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements, excluding the physical exam.
  - High school level biology, physics, and chemistry are strongly encouraged.
  - Attend a Career Talk session for the major within two years prior to consideration for acceptance into Phase II.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
  - Acceptable ASSET or COMPASS score. Test scores must meet the criteria to be placed into ENG 101 and MAT 109/120.
- Phase II admission requirements:
  - Meet all of the requirements of Phase I.
  - Complete and submit the Weighted Admission Form with supporting documentation for Phase II prior to May 1.
  - Attain a minimum technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of "C" on the first or second attempt.
  - Complete all Phase I courses by the end of spring semester prior to fall start of Phase II. BIO 210 and BIO 211 must be completed within five (5) years of applying for Phase II.
  - If accepted to Phase II, submit Intent Form along with \$100.00 non-refundable deposit to secure seat in program.
  - Submit a physical exam form completed by licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations once admitted into Phase II.
  - Have a crime-free background for seven years prior to entering Phase II. Some convictions greater than seven years old may prevent progression through the program.
  - Students must be able to participate in all clinical experiences within the Greenville Hospital System in order to complete clinical competency.
  - A negative 10-panel drug screen will be required.
  - Students are selected based upon weighted admissions criteria.
  - Submit documentation of current CPR certification for the Health Care Provider through the American Heart Association or Professional Rescuer through the American Red Cross (must be maintained throughout Phase II) once admitted into this program.
  - Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.

## Recommended Program Schedule

### PHASE I

#### *First Semester - Fall*

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I*	4.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	110	College Algebra* (or higher college transferrable algebra)	

#### *Second Semester - Spring*

BIO	211	Anatomy & Physiology II*	4.0
SOC	101	Introduction to Sociology*	3.0
SPC	205	Public Speaking*	3.0
		College Transferable Humanities Elective*	3.0

### PHASE II (begins each Fall Semester)

#### *Block I - Fall*

RAD	101	Introduction to Radiography	2.0
RAD	102	Radiology Patient Care Procedures	2.0
RAD	111	Introduction to Radiographic Physics	2.0
RAD	112	Radiographic Imaging Fundamentals	2.0
RAD	130	Radiographic Procedures I	3.0
RAD	152	Applied Radiography I	2.0

#### *Block II - Spring*

RAD	114	Radiographic Imaging Fundamentals II	2.0
RAD	136	Radiographic Procedures II	3.0
RAD	160	Clinical Applications II	6.0
RAD	236	Radiography Seminar II	2.0

#### *Block III - Summer*

RAD	201	Radiation Biology	2.0
RAD	175	Applied Radiography III	5.0
RAD	230	Radiographic Procedures III	3.0

#### *Block IV - Fall*

RAD	103	Introduction to Computed Tomography	2.0
RAD	205	Radiographic Pathology	2.0
RAD	268	Advanced Radiography II	8.0

#### *Block V - Spring*

RAD	225	Selected Radiographic Topics	2.0
RAD	278	Advanced Radiography III	8.0
RAD	283	Imaging Practicum**	3.0

#### **Total credit hours**

**84.0**

\* General Education course

\*\*Optional course for students seeking an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

**Note:** Please contact your advisor for other program options.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Respiratory Care

## Respiratory Care Associate in Applied Science

### Mission Statement:

The philosophy of the educational approach of the Greenville Technical College Respiratory Care program is one of professional development. The respiratory therapist fills the role of a responsible health care practitioner in a growing and rapidly changing medical field of both acute and chronic patient care. Growth and commitment to optimum respiratory care is the foremost goal. The other primary objective of this program is to fill the need for respiratory therapists and to build and maintain a progressive respiratory care profession for the members of the community.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day

### Professional Credentials:

Certified Respiratory Therapist (CRT); Registered Respiratory Therapist (RRT)

### Program Accreditation:

Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817)283-2835; [www.coarc.com](http://www.coarc.com)

### Employment Opportunities:

Hospitals, sales, home health care, management, physician offices, and pulmonary rehabilitation

- This program trains students to treat patients with difficulty breathing because of problems affecting the cardiopulmonary (heart-lung) system.
- The Respiratory Care program is located at the Barton Campus.
- The Respiratory Care program is a Phase I/Phase II program.
- Pre-Program/Phase I Admission Requirements:
  - Must meet college admission requirements.
  - Test scores must meet the criteria to be placed into ENG 101 and MAT 120.
  - Complete Online Career Talk.
  - Take the TEAS entrance exam at College Testing Center in Admissions and Registration Center.
- Phase II Admission Requirements:
  - Completed all Phase I courses with a grade of "C" or better.
  - Have a 2.50 technical GPA for Phase I courses.
  - Weighted admission forms are accepted between January 15 and May 15. Students with the highest scores will receive an admission letter, intent form and physical exam form. Formal acceptance is contingent upon a crime-free criminal background check and a negative drug screening.
- After acceptance into Phase II, before beginning clinical coursework, students will be required to:
  - Submit a non-refundable \$100 deposit, applied toward Phase II tuition, to secure seat in Phase II for the fall semester.
  - Attend a new student orientation for the Respiratory Care program.
  - Be able to attend all clinical experiences, which require driving to and from clinical sites.
  - Have a crime-free background for seven years prior to entering Phase II. Some convictions greater than seven years old may prevent progression through the program.
  - Submit to drug screening prior to attending clinical in Phase II. Must have a negative 10-panel drug screen. Students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience.
  - Submit a physical exam form (not older than 12 months prior to entering RES program) with documentation of required immunizations.
  - Submit documentation of current Healthcare provider CPR certification.
- Students must pass an exit examination in order to complete their requirements for graduation.
- Graduates are eligible to take the advanced registry examination (RRT) upon successful completion of the entry-level examination CRT offered by the National Board for Respiratory Care (NBRC).

### Recommended Program Schedule

#### PHASE I

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy and Physiology II*	4.0
BIO	225	Microbiology*	4.0
ENG	101	English Composition I*	3.0
MAT	120	Probability and Statistics*	3.0
PSY	201	Introduction to Psychology*	3.0
		Humanities Elective*	3.0/4.0

**PHASE II CLINICAL****First Semester - Fall**

RES 101	Introduction to Respiratory Care	3.0
RES 121	Respiratory Skills I	4.0
RES 152	Clinical Applications II	3.0
RES 246	Respiratory Pharmacology	2.0

**Second Semester - Spring**

RES 111	Pathophysiology	2.0
RES 131	Respiratory Skills II	4.0
RES 154	Clinical Applications II	4.0
RES 232	Respiratory Therapeutics	2.0

**Third Semester - Summer**

RES 141	Respiratory Skills III	3.0
RES 236	Cardiopulmonary Diagnostics	3.0
RES 241	Respiratory Care Transition	1.0
RES 265	Advanced Clinical Applications I	3.0

**Fourth Semester - Fall**

RES 204	Neonatal/Pediatric Care	3.0
RES 242	Advanced Respiratory Care Transition	1.0
RES 244	Advanced Respiratory Skills I	4.0
RES 275	Advanced Clinical Practice	5.0

**Fifth Semester - Spring**

RES 207	Management in Respiratory Care	2.0
RES 249	Comprehensive Applications	2.0
RES 251	Clinical Applications III	8.0

**Total credit hours****83.0**

\* General Education course

Note: Please contact your advisor for other program options.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.



# Supply Chain Management

## Supply Chain Management Associate in Applied Science

### Mission Statement

The mission of the Supply Chain Management program is to prepare students for an entry level position in the supply chain management field.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, and partially online

### Employment Opportunities:

Manufacturing and service industries, hospital systems, governmental agencies

- This program concentrates on multiple aspects of the supply chain management process and its role in adding value and providing a competitive advantage for organizations.
- This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS, LOG, and MGT.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

### Recommended Program Schedule

#### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MAT	120	Probability and Statistics* (or higher math)	3.0
MGT	101	Principles of Management	3.0

#### Second Semester

ACC	101	Accounting Principles I	3.0
CPT	270	Advanced Microcomputer Applications	3.0
ECO	105	Introduction to Economic Principles*	3.0
		or	
ECO	210	Macroeconomics*	
		or	
ECO	211	Microeconomics*	
LOG	215	Supply Chain Management	3.0

#### Third Semester

BUS	105	Business Economic Applications	3.0
		Humanities elective# (see list below)	3.0
SPC	205	Public Speaking*	3.0
MKT	101	Marketing	3.0

#### Fourth Semester

BUS	121	Business Law	3.0
LOG	245	Production Planning Processes (Offered in the fall semester online)	3.0
LOG	250	Advanced Global Logistics	3.0
		Elective (see list below)**	3.0

**Fifth Semester**

BUS	230	Purchasing (Offered in the spring semester online)	3.0
LOG	240	Purchasing Logistics (offered in the spring semester online)	3.0
LOG	260	Processes in Supply Chain (offered in the spring semester evenings)	3.0
		Elective (see list below)**	3.0

**Total credit hours** **60.0**

\*General Education course

#Choose one of the following Humanities Electives:

FRE	102	Elementary French II	4.0
GER	102	Elementary German II	4.0
HSS	295	Leadership Through the Humanities (recommended)	3.0
HIS	105	World History II	3.0
HIS	122	History, Technology, and Society	3.0
HIS	202	American History: 1877 to Present*	3.0
PHI	105	Introduction to Logic*	3.0
PHI	110	Ethics*	3.0
REL	201	Religions of the World	3.0
SPA	102	Elementary Spanish II	4.0

Note: Please contact your advisor for assistance with scheduling.

**\*\*Approved Electives**

ACC	102	Accounting Principles II	3.0
BAF	101	Personal Finance	3.0
BUS	220	Business Ethics	3.0
BUS	250	Introduction to International Business	3.0
BUS	270	SCWE in Business	3.0
COL	205	Leadership Seminar	3.0
CWE	111-268	Cooperative Work Experience	1-8 SHC
ECO	210	Macroeconomics*	3.0
ECO	211	Microeconomics*	3.0
ENG	102	English Composition II	3.0
FRE	101	Elementary French I	4.0
GEO	102	World Geography	3.0
GER	101	Elementary German I	4.0
MGT	201	Human Resource Management	3.0
MGT	270	Managerial Communications	3.0
PSC	201	American Government	3.0
PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SPA	101	Elementary Spanish I	4.0

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# Enterprise Resource Planning Certificate in Applied Science

(Federal financial aid is not available for this program pending approval from the U.S. Department of Education. South Carolina residents may receive Lottery funds.)

## Mission Statement

To provide graduates with the skills and knowledge required by business and industry to perform the many and varied functions required by manufacturers, industry, health care, etc. This program prepares students for a career in supply chain management, logistics, purchasing, etc.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day, evening, and partially online,

## Employment Opportunities:

Manufacturing and service industries, hospital systems, governmental agencies

- All courses in this certificate apply to the Supply Chain Management in Applied Science degree.
- This program will apply and demonstrate business process integration using Systems, Applications and Products in Data Processing (SAP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

ENG 101	English Composition I*	3.0
MGT 101	Principles of Management	3.0

### Second Semester

LOG 215	Supply Chain Management	3.0
LOG 250	Advanced Global Logistics	3.0

### Third Semester

BUS 230	Purchasing	3.0
LOG 260	Processes in Supply Chain Management	3.0

### Total credit hours

**18.0**

\*General Education course

**Note:** Please contact your advisor for recommended evening, part-time, or online course schedules.

Visit [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment) for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Surgical Technology

## Surgical Technology Diploma in Applied Science

### **Mission Statement:**

The Surgical Technology Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate surgical technologists will be able to provide competent care to individuals, families, and communities. Competent care encompasses the promotion of health and wellness, knowledge in health care policy, promotion of advocacy, utilization and participation in competency-based education, and application of leadership skills in a variety of health care settings.

### **Entrance Requirements:**

Acceptable placement test score(s)

### **Type of Program:**

Day

### **Professional Credentials:**

Certified Surgical Technologist (subject to passing exam)

### **Program Accreditation:**

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

### **Employment Opportunities:**

Hospitals, surgical centers, obstetrical care, veterinarians' offices, private surgeons' offices, physician's offices, sterile processing departments and GI labs

- This program prepares students to pass instruments, sutures, and sponges and to assist in surgery.
- In order to be eligible for seating into the program, students must meet college admission requirements and
  - Attend CareerTalk (current within two years).
  - Take the TEAS entrance exam at the College Testing Center in Admissions and Registration Center.
  - Meet criteria on college placement tests to be placed into ENG 101 and MAT 155 and meet reading requirement, or transferred ENG 101 and/or MAT 155 or exited all developmental courses (Reading, English, Math).
  - Have a technical GPA of 2.5.
- Students are admitted in the Fall Semester.
- Seating Process:
  - Submit a weighted admission form between the dates of February 1 – May 15 for potential admission into fall classes. Students with the highest scores will receive an admissions letter, intent form, and physical exam form. A student may receive a sterile processing seat if scores are not adequate for the diploma seat. Upon successful completion of the sterile processing certificate and diploma related courses, the student may be eligible to continue in the diploma program.
  - To reserve a seat, students must pay \$100 non-refundable deposit and submit a completed physical prior to the deadline stated in the acceptance letter. (The physical exam may not be older than 12 months prior to beginning SUR courses.)
- The following general education courses must be taken prior to starting Surgical Technology (SUR) courses: AHS 102 Medical Terminology, BIO 112 Basic Anatomy and Physiology, or BIO 210 Anatomy and Physiology I and BIO 211 Anatomy and Physiology II.
- The following courses must be taken with the SUR courses according to the curriculum display or prior to the SUR courses: MAT 155 Contemporary Mathematics; ENG 101 English Composition I; PSY 103 Human Relations or PSY 201 General Psychology.
- A grade of "C" or higher is required in all related courses.
- A grade of "C" or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Surgical Technology program. Biophysical science courses may be repeated one time only to achieve a passing grade. Biophysical science courses must be completed the summer prior to the fall semester to be accepted into the program for fall.
- Students must have evidence of valid healthcare provider CPR certification, preclinical requirements, and health requirements prior to beginning clinical rotations.
- A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
- A crime-free criminal background check is required for clinical experiences. Students must be able to attend all clinical experiences.
- Students will be required to successfully complete the sterile processing certification to progress to the second semester of the Surgical Technology program.
- Graduates are eligible to sit for the National Board of Surgical Technology and Surgical Assisting Certified Surgical Technologist (CST) Exam.

## Recommended Program Schedule

### **First Semester - Summer**

AHS	102	Medical Terminology	3.0
BIO	112	Basic Anatomy & Physiology*	4.0

### **Second Semester - Fall**

MAT	155	Contemporary Mathematics*	3.0
SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	123	Sterile Processing Technology	3.0

### **Third Semester - Spring**

ENG	101	English Composition I*	3.0
SUR	103	Surgical Procedures I	4.0
SUR	104	Surgical Procedures II	4.0
SUR	110	Introduction to Surgical Practicum	5.0

### **Fourth Semester - Summer**

PSY	103	Human Relations*	3.0
		or	
PSY	201	General Psychology*	
SUR	111	Basic Surgical Practicum	7.0
SUR	120	Surgical Seminar	2.0

### **Total credit hours**

**51.0**

\*General Education course

Visit [http://gvltec.edu/gainful-employment/DAS\\_SUR1/Gedt.html](http://gvltec.edu/gainful-employment/DAS_SUR1/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Sterile Processing Technology Certificate in Applied Science

## Mission Statement:

Greenville Technical College is a large urban college with students from diverse socioeconomic and educational backgrounds. The college is dedicated to excellence, flexibility, accessibility, comprehensiveness, leadership and community. As a part of the college, the Department of Surgical Technology has designed a Sterile Processing Technology curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their role and to promote, protect, and improve the health of the diverse community. The faculty is committed to competency-based education and supports the philosophy and mission of the college to prepare graduates who are adaptable to change and ready to face the challenges of the health care workplaces of the future. Further, it is the mission of the Sterile Processing Technology Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs.

## Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

## Type of Program:

Day

## Professional Credentials:

Certified Registered Central Sterile Technician (subject to passing the exam)

## Employment Opportunities:

Sterile processing departments, hospitals, surgical centers, obstetrical care offices, veterinarians' offices, physician's offices, and dentists' offices

- This program teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution.
- In order to be eligible for seating into the program, students must
  - Meet college admissions requirements and have a high school diploma or GED.
  - Meet the specific program requirements outlined in Health and Wellness admissions requirements.
  - Attend Career Talk (current within two years).
  - Take the TEAS entrance exam at the College Testing Center in Admissions and Registration Center.
  - Have a negative 10-panel drug screen. Random drug screens may also be performed throughout the program.
  - Have a crime-free criminal background. Students must be able to attend all clinical experiences.
- Students are admitted in the Fall Semester.
- Seating process:
  - Submit a weighted admission form between the dates of February 1 – May 15 for potential admission into fall classes. After the seats are awarded to the diploma students with the highest points, the remainder of the seats are assigned as sterile processing seats based on the remaining top points.
  - To reserve a seat, students must pay \$100 non-refundable deposit and submit a completed physical prior to the deadline stated in the acceptance letter. (The physical exam may not be older than 12 months prior to beginning Surgical Processing courses.)
- Students must have evidence of valid healthcare provider CPR certification, preclinical requirements, and health requirements prior to beginning clinical rotations.
- Students who successfully complete the program and complete 400 hands-on hours in the sterile processing department with documentation are eligible to sit for the Certified Sterile Technician Certification Exam, and upon passing would become certified registered central sterile technicians (CRCST).
- The student must achieve a final average of 78% to complete the course.
- Progression into the Surgical Technology diploma program requirements include
  - Completion of all Surgical Technology diploma requirements up to this point.
  - A grade of "C" or higher in all program and general education courses.
- Advanced placement into the surgical technology diploma program will be allowed within the following 12 months of exiting the certificate program if the following are completed:
  - Validation of knowledge and skills for SUR 101, SUR 102, and SUR 123
  - All clinical participation component requirements are current.

## Recommended Program Schedule

### First Semester - Fall

SUR 101	Introduction to Surgical Technology	5.0
SUR 102	Applied Surgical Technology	5.0
SUR 123	Sterile Processing Technology	3.0

### Total credit hours

13.0

Visit [http://gvltec.edu/gainful-employment/CAS\\_SP6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SP6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Truck Driver Training

## Truck Driver Training Certificate in Applied Science

### Mission Statement:

The Truck Driver Training Department will provide a high-quality credit program and education for entry-level commercial drivers, to meet industry needs, in a modern, comfortable facility with contemporary vehicles and equipment, delivered by a well-qualified faculty and staff focused on student success.

### Entrance Requirements:

Students must be a U.S citizen or be a permanent legal resident; command of the English language, be able to read on at least a 10th grade reading level; have a valid driver's license, that is not currently suspended or pending a suspension; no felony convictions involving a motor vehicle; the ability to pass a DOT medical physical and drug screen.; and acceptable placement test score(s); a high school diploma or GED not required.

### Type of Program:

Day or night

### Professional Credentials:

Class A CDL (subject to passing exam)

### Employment Opportunities:

Trucking companies and individual trucking operators

- This program, offered at the SC Technology and Aviation Center (formerly Donaldson Center), trains truck drivers in long haul, short haul and local operations, basics for over-the-road travel, and the rules and regulations of the Department of Transportation.
- Prior to acceptance students must
  - Interview with a faculty member prior to registration.
  - Be a United States citizen or a legal permanent resident.
  - Hold a valid driver's license with a good driving record.
  - Be at least 18 years of age to drive locally and at least 21 years of age to drive interstate.
  - Have no felony convictions involving a motor vehicle.
  - Be able to pass a physical examination set by the Department of Transportation in which the student must have 20/40 vision in each eye with or without glasses, no defects or disease that would interfere with safe driving, no addictions to alcohol or drugs of any form, and be able to pass drug screening. This physical must be done two weeks prior to training.
  - Meet with department head to discuss physical requirements of the program and job opportunities, if over 60 years of age.
- This program runs nine weeks and can be completed in less than one semester.

### Program Schedule

#### First Semester

TDR 101	Introduction to Truck Driver Training	5.0
TDR 102	Fundamentals of Truck Driver Training	4.0
TDR 103	Preparation for the CDL Examination	3.0

#### Total credit hours

**12.0**

Visit [http://gvltec.edu/gainful-employment/CAS\\_TDR6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_TDR6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Visual Arts

## Visual Arts

### Mission Statement:

The Visual Arts Department provides the strongest Problem Oriented Project Based Learning (POPBL) experiences for student growth and success in the visual arts community.

### Entrance Requirements:

Acceptable placement test score(s)

### Type of Program:

Day, evening, and online

### Type of Degrees:

Associate in Arts Transfer Tracks: Art Education, Fine Arts, Graphic Design, Photography, and Web Site Design

Certificate in Arts: Fine Arts, Graphic Design, Photography, and Web Site Design

### Employment Opportunities:

Employment is typically found in advertising, graphic design, professional photography, public relations, and web site design.

Students in the Visual Arts program at Greenville Technical College typically seek an Associate in Arts (A.A) degree by completing specific programs of study. The transfer process for each college/university is specific and leaves little opportunity for error. It is imperative that students discuss curriculum and transfer requirements with their assigned academic advisor and with the transfer advisor at the four-year institutions of their choice.

Visual Arts also offers Certificates in Arts. Each certificate includes eleven courses of study emphasizing advanced training for each area, but these certificates do not require humanities/social sciences/math courses included in the Associate in Arts degree. Students may pursue both the Associate in Arts degree and one or more of the Certificate in Arts. Students entering these programs typically have a strong interest in art, but usually have very little or no formal training. Students build both their confidence and their portfolios while participating in rigorous problem-solving and conceptual assignments. Successful graduates of the programs are assured of having the necessary skills for a wide range of career opportunities in visual arts related professions. We do not train students to become simply the technicians or implementers of technology, instead our teaching and learning process facilitates students' understanding of education being a lifelong development.

Students planning to pursue a bachelor's degree in any of the aforementioned areas are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for each college/university is specific and leaves little opportunity for error. It is imperative that students discuss curriculum and transfer requirements with their assigned academic advisor and with the transfer advisor at the four-year institution of their choice. Students should begin discussions as soon as the choice to major in the visual and performing arts at the four-year institution has been made. Visual Arts faculty/staff are the best resource for students.

In addition to the general education courses as required for the Associate of Arts degree, courses for completion of the degree may be selected from the list given for each transfer track. Depending on the transfer track selected, the courses listed may fulfill Humanities and/or Other Hour requirements. To meet prerequisite requirements, a faculty advisor should be consulted to ensure that courses are completed in the proper sequence.

## Certificate in Arts

### Fine Arts

ARV	121	Design	3.0
ARV	110	Computer Graphics I	3.0
ART	111	Basic Drawing I	3.0
ARV	122	3-Dimensional Design I	3.0
ARV	244	Sculpture I	3.0
ART	112	Basic Drawing II	3.0
ART	211	Introduction to Painting	3.0
ART	207	Printmaking	3.0
ARV	241	Painting II	3.0
ART	202	Ceramics	3.0
ARV	280	Visual Arts Exit Portfolio	3.0

### Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CA\\_FAR7/Gedt.html](http://gvltec.edu/gainful-employment/CA_FAR7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

## Graphic Design

ARV 121	Design	3.0
ARV 110	Computer Graphics I	3.0
ARV 210	Computer Graphics II	3.0
ART 111	Basic Drawing I	3.0
ARV 227	Web Site Design I	3.0
ARV 114	Photography I	3.0
ART 200	Type Designing	3.0
ART 210	History of Graphic Design	3.0
ARV 217	Computer Imagery	3.0
ARV 230	Visual Arts Business Procedures	3.0
ARV 280	Visual Arts Exit Portfolio	3.0

### Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CA\\_GRD7/Gedt.html](http://gvltec.edu/gainful-employment/CA_GRD7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

## Photography

ARV 121	Design	3.0
ARV 110	Computer Graphics I	3.0
ARV 114	Photography I	3.0
ARV 210	Computer Graphics II	3.0
ARV 230	Visual Arts Business Procedures	3.0
ART 106	History of Photography I	3.0
ARV 212	Digital Photography	3.0
ARV 214	Photography II	3.0
ART 290	Photojournalism	3.0
ARV 215	Photography III	3.0
ARV 280	Visual Arts Exit Portfolio	3.0

### Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CA\\_PHO7/Gedt.html](http://gvltec.edu/gainful-employment/CA_PHO7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

## Web Site Design

ARV 121	Design	3.0
ARV 110	Computer Graphics I	3.0
ARV 227	Web Site Design I	3.0
ARV 114	Photography I	3.0
ART 111	Basic Drawing I	3.0
ARV 230	Visual Arts Business Procedures	3.0
ARV 212	Digital Photography	3.0
ARV 228	Web Site Design II	3.0
ARV 276	Studio Practicum I	3.0
ARV 210	Computer Graphics II	3.0
ARV 280	Visual Arts Exit Portfolio	3.0

### Total credit hours

**33.0**

Visit [http://gvltec.edu/gainful-employment/CA\\_WSD7/Gedt.html](http://gvltec.edu/gainful-employment/CA_WSD7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Transfer Tracks

## Art Education Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ART	111	Basic Drawing I
ARV	122	3-Dimensional Design I
ART	107	History of Early Western Art
ART	292	Foundations for Art Education
ARV	244	Sculpture I
ART	112	Basic Drawing II
ART	211	Introduction to Painting
ART	108	History of Western Art
ART	207	Printmaking
ARV	241	Painting II
ART	208	Art Since 1945
ART	202	Ceramics

## Fine Arts Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ART	111	Basic Drawing I
ARV	122	3-Dimensional Design I
ART	107	History of Early Western Art
ARV	244	Sculpture I
ARV	230	Visual Arts Business Procedures
ART	112	Basic Drawing II
ART	108	History of Western Art
ART	211	Introduction to Painting
ART	207	Printmaking
ART	208	Art Since 1945
ARV	241	Painting II
ART	202	Ceramics
ARV	280	Visual Arts Exit Portfolio

## Graphic Design Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ARV	210	Computer Graphics II
ART	111	Basic Drawing I
ART	107	History of Early Western Art
ARV	227	Web Site Design I
ARV	114	Photography I
ART	200	Type Designing
ART	210	History of Graphic Design
ARV	217	Computer Imagery
ARV	230	Visual Arts Business Procedures
ART	108	History of Western Art
ARV	280	Visual Arts Exit Portfolio

## Photography Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ART	101	Art History and Appreciation
ARV	114	Photography I
ARV	210	Computer Graphics II
ARV	230	Visual Arts Business Procedures
ART	106	History of Photography
ARV	212	Digital Photography
ARV	214	Photography II
ART	208	Art Since 1945
ART	290	Photojournalism
ARV	215	Photography III
ARV	280	Visual Arts Exit Portfolio

## Web Site Design Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ARV	227	Web Site Design I
ARV	114	Photography I
ART	107	History of Early Western Art
ART	111	Basic Drawing I
ARV	230	Visual Arts Business Procedures
ARV	212	Digital Photography
ARV	228	Web Site Design II
ART	108	History of Western Art
ARV	276	Studio Practicum I
ART	210	History of Graphic Design
ARV	210	Computer Graphics II
ART	208	Art Since 1945

# Welding

## Welding Certificate in Applied Science

### Mission Statement:

Using the modular formatted (NCCER) and Contren Learning Series books, students are taught blueprint reading, welding and cutting of carbon and stainless steel plate and pipe, using oxygen/acetylene cutting, plasma cutting, and the SMAW, GTAW and GMAW welding processes. This course is taught to the National Welding Codes, to include the American Welding Society of Mechanical Engineers, Section IX (ASME). This course prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding, and construction pipe welding.

### Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required.

### Type of Program:

Day, evening, or weekend

### Professional Credentials:

Certified Welder (subject to passing exam)

### Employment Opportunities:

Self-employed, sheet metal fabrication, construction, plant maintenance, auto body welding, and all other types of welding industry

- Using the modular formatted (NCCER) and Contren Learning Series books, students are taught blueprint reading, welding and cutting of carbon and stainless steel plate and pipe, using oxygen/acetylene cutting, plasma cutting, and the SMAW, GTAW and GMAW welding processes. This course is taught to the National Welding Codes, to include the American Society of Mechanical Engineers, Section IX (ASME) and the American Welding Society (AWS).
- This program prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding, and construction pipe welding.
- With the exception of WLD 103, WLD 110, and WLD 141, which are only offered online, all classes in this program are located at Greenville Tech's Barton and Brashier campuses.

### Recommended Program Schedule

#### First Semester - Fall

WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I*	1.0
WLD 110	Welding Safety & Health*	1.0
WLD 111	Arc Welding I	4.0
WLD 132	Inert Gas Welding Ferrous	4.0

#### Second Semester - Spring

WLD 113	Arc Welding II	4.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 154	Pipe Fitting and Welding	4.0
WLD 160	Fabrication Welding	3.0

#### Third Semester - Summer

WLD 108	Gas Metal Arc Welding I	4.0
WLD 115	Arc Welding III	4.0
WLD 208	Advanced Pipe Welding	3.0
WLD 141	Weld Quality*	2.0

### Total credit hours

**38.0**

**Note:** Please contact your advisor for recommended evening schedules.

\*Online class

Visit [http://gvltec.edu/gainful-employment/CAS\\_WLD7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_WLD7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.



# Robotic Welding Fundamentals Certificate in Applied Science

## Mission Statement:

This program trains students in the fundamentals of basic robotic welding, pipe fitting, and print reading.

## Entrance Requirements:

Acceptable placement test score(s); high school diploma or GED not required

## Type of Program:

Day or evening

## Employment Opportunities:

Sheet metal fabrication, construction, maintenance welding and all types of welding industry

- With the exception of WLD 103 and WLD 110, which are only offered online, all classes in this program are located at Greenville Tech's Brashier and Center for Manufacturing Innovation (CMI) campuses.

## Recommended Program Schedule

### First Semester - Fall

MAT 155	Contemporary Mathematics	3.0
WLD 108	Gas Metal Arc Welding I	4.0
WLD 110	Welding Safety and Health*	1.0
WLD 235	Robotic Welding I	2.0

### Second Semester - Spring

WLD 103	Print Reading I*	1.0
WLD 132	Inert Gas Welding Ferrous	4.0
WLD 240	Robotic Welding and Manufacturing	4.0

## Total credit hours

**19.0**

**Note:** Please contact your advisor for recommended evening schedules.

\*Online class

Visit [http://gvltec.edu/gainful-employment/CAS\\_WF7/Gedt.html](http://gvltec.edu/gainful-employment/CAS_WF7/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# Specialized Welding Certificate in Applied Science

**Mission Statement:**

This program trains students in plate, mild steel pipe, and stainless steel pipe welding using the GMAW and the GTAW welding techniques.

**Entrance Requirements:**

Acceptable placement test score(s); high school diploma or GED not required.

**Type of Program:**

Day or evening

**Professional Credentials:**

Certified Welder (subject to passing exam)

**Employment Opportunities:**

Sheet metal fabrication, construction, maintenance welding and all types of welding industry

- This program trains students in plate, mild steel pipe, and stainless pipe welding using the GMAW and the GTAW welding techniques.
- Students must have completed WLD 108, WLD 132, and/or be currently employed in the welding field.
- With the exception of WLD 110, which is only offered online, all classes in this program are located at Greenville Tech's Brashier Campus.

**Recommended Program Schedule****First Semester**

WLD 110	Welding Safety and Health*	1.0
WLD 135	Inert Gas Welding of Aluminum	4.0
WLD 150	Specialized Welding	4.0
WLD 152	Tungsten Arc Welding	4.0
WLD 208	Advanced Pipe Welding	3.0

**Total credit hours****16.0**

**Note:** Please contact your advisor for recommended evening schedules.

\*Online class

Visit [http://gvltec.edu/gainful-employment/CAS\\_SWL6/Gedt.html](http://gvltec.edu/gainful-employment/CAS_SWL6/Gedt.html) for important information about the educational debt, earnings, and graduation rates of students who attended this program.

# General Education Courses

This is a listing of approved general education courses used at Greenville Tech. Courses that appear with an asterisk (\*) appear on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. **Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.** Please consult with an academic advisor or counselor regarding a plan of study.

## English Communications – Written

* ENG 101	English Composition I
* ENG 102	English Composition II
ENG 165	Professional Communications

## English Communications – Oral

SPC 200	Introduction to Speech Communication
* SPC 205	Public Speaking
SPC 208	Intercultural Communication
SPC 209	Interpersonal Communication

## Humanities

* ART 101	Art History & Appreciation
* ART 105	Film As Art
* ENG 201	American Literature I
* ENG 202	American Literature II
* ENG 205	English Literature I
* ENG 206	English Literature II
* ENG 208	World Literature I
* ENG 209	World Literature II
ENG 213	Short Fiction
ENG 228	Studies in Film Genre
* ENG 230	Women in Literature
ENG 231	Middle Eastern Literature
ENG 234	Survey in Minority Literature
ENG 238	Creative Writing
* FRE 101	Elementary French I
* FRE 102	Elementary French II
* GER 101	Elementary German I
* GER 102	Elementary German II
* HIS 101	Western Civilization to 1689
* HIS 102	Western Civilization Post 1689
HIS 104	World History I
HIS 105	World History II
HIS 106	Introduction to African History
HIS 107	Introduction to the Middle East
HIS 108	Introduction to East Asian Civilization
HIS 115	African-American History
HIS 122	History, Technology, and Society
* HIS 201	American History: Discovery to 1877
* HIS 202	American History: 1877 to Present
HIS 220	American Studies I
HSS 105	Technology and Culture
HSS 295	Leadership Through the Humanities
JOU 101	Introduction to Journalism
* MUS 105	Music Appreciation
MUS 110	Fundamentals of Music
PHI 101	Introduction to Philosophy
* PHI 105	Introduction to Logic
* PHI 110	Ethics
REL 101	Introduction to Religion
REL 201	Religions of the World
* SPA 101	Elementary Spanish I
* SPA 102	Elementary Spanish II
* SPA 201	Intermediate Spanish I
* SPA 202	Intermediate Spanish II
* THE 101	Introduction to Theatre
THE 105	Fundamentals of Acting

## Mathematics

	MAT 103	Quantitative Reasoning
	MAT 109	College Algebra with Modeling
*	MAT 110	College Algebra
*	MAT 111	College Trigonometry
*	MAT 120	Probability & Statistics
*	MAT 122	Finite College Mathematics
*	MAT 130	Elementary Calculus
*	MAT 140	Analytical Geometry & Calculus I
*	MAT 141	Analytical Geometry & Calculus II
	MAT 155	Contemporary Mathematics
	MAT 170	Algebra, Geometry & Trigonometry I
	MAT 211	Math for Elementary Education I
	MAT 212	Math for Elementary Education II
	MAT 215	Geometry
	MAT 220	Advanced Statistics
	MAT 230	Basic Multivariable Calculus
*	MAT 240	Analytical Geometry & Calculus III
*	MAT 242	Differential Equations

## Sciences – Biological and Physical

*	AST 101	Solar System Astronomy
*	AST 102	Stellar Astronomy
*	BIO 101	Biological Science I
*	BIO 102	Biological Science II
	BIO 105	Principles of Biology
	BIO 110	General Anatomy & Physiology
	BIO 112	Basic Anatomy & Physiology
	BIO 115	Basic Microbiology
	BIO 201	Zoology
	BIO 202	Botany
	BIO 203	General Genetics
	BIO 205	Ecology
	BIO 206	Ecology Laboratory
	BIO 209	Principles of Environmental Science
*	BIO 210	Anatomy & Physiology I
*	BIO 211	Anatomy & Physiology II
	BIO 215	Anatomy
	BIO 216	Physiology
*	BIO 225	Microbiology
	BIO 240	Nutrition
	BIO 241	Clinical Nutrition
	CHM 105	General Organic & Biochemistry
	CHM 106	Contemporary Chemistry I
*	CHM 110	College Chemistry I
*	CHM 111	College Chemistry II
*	CHM 211	Organic Chemistry I
*	CHM 212	Organic Chemistry II
	EVT 201	Environmental Science
	PHS 101	Physical Science I
	PHS 102	Physical Science II
	PHS 111	Conceptual Physics
*	PHY 201	Physics

*	PHY	202	Physics II
*	PHY	221	University Physics I
*	PHY	222	University Physics II
<b>Social Sciences</b>			
*	ANT	101	General Anthropology
	ANT	202	Cultural Anthropology
	ANT	203	Physical Anthropology and Archeology
	ECO	105	Introduction to Economic Principles
*	ECO	210	Macroeconomics
*	ECO	211	Microeconomics
*	GEO	101	Introduction to Geography
*	GEO	102	World Geography
	PSC	101	Topics for Model U.N.
*	PSC	201	American Government
	PSC	205	Politics & Government
	PSC	206	Politics of the Middle East
*	PSC	215	State & Local Government
	PSC	220	Introduction to International Relations

	PSY	103	Human Relations
*	PSY	201	General Psychology
*	PSY	203	Human Growth & Development
*	PSY	208	Human Sexuality
*	PSY	212	Abnormal Psychology
	PSY	225	Social Psychology
*	SOC	101	Introduction to Sociology
*	SOC	205	Social Problems
	SOC	215	Ethnicity and Minority Issues
	SOC	225	Gender Issues

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

# Explanation of Terms Used in Course Descriptions

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The South Carolina Technical College System requires that courses at every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses (CAC).

## **Course Listings:**

Descriptions of all courses in this catalog are arranged alphabetically and numerically. The semester(s) the course is offered is listed in italics under each course title; not all courses are taught every semester. The college reserves the right to withdraw any course with insufficient enrollment. In addition, the college publishes class schedules every semester listing the courses that will be offered on the Greenville Tech website: [www.gvltec.edu](http://www.gvltec.edu).

## **Course Identification:**

Each course in this catalog is identified with a three-letter prefix, a number, and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the course subject.

## **Course Hours and Credits:**

Following the prefix, numbers, and course title are numbers that indicate lecture, laboratory, and credit hours. The number of lecture hours and/or the number of laboratory hours combine to make up the total “contact” hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member and represent the total amount of class hours to be met within the timeframe the course is taught. The contact hours are the sum of the first two numbers shown. The last number shown is the credit hours received for the course.

## **Course Descriptions:**

The course description of the course is the official state CAC description. In a few cases, the college has added to the state CAC description to provide students with more information about the course, as taught by Greenville Tech.

## **Prerequisites:**

Prerequisites are **required** before enrolling in a course and must be **completed with a grade of “C” or higher**. In some cases, students may exempt the prerequisite via placement scores or acceptable prior college credit. Some prerequisites specify “approval” or “permission,” which means receiving permission from the instructor, department head or division dean. Courses that include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student’s prior experience.

## **Co-requisites:**

Co-requisites are courses that are taken during the same semester. Most co-requisites are recommended; however, some may be required.

## **Transferable Courses:**

If a course is marked with an asterisk (\*), the course appears on the Commission of Higher Education’s Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. **Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.**

# Course Descriptions

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## **ABR 102 Mig Welding (2-3-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

## **ABR 104 Auto Body Fundamentals (2-3-3)**

*Offered Fall Semester*

This course is a basic study of fundamental issues important for an entry-level auto body technician. Topics include an introduction to safety, tools, and equipment, as well as career exploration opportunities.

## **ABR 105 Structural Measuring and Analysis (2-3-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an introduction to modern vehicle designs and their engineered safety features. Emphasis is placed on vehicle damage analysis and three-dimensional measuring.

## **ABR 106 Non-Structural Plastic and Metal Repairs (2-3-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of plastic repair procedures and metal straightening techniques.

## **ABR 107 Refinishing Fundamentals (2-3-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of refinishing preparation techniques in the automotive industry. Emphasis is placed on the application of undercoats and detailing processes.

## **ABR 114 Estimating Fundamentals (2-3-3)**

*Offered Summer Semester*

Prerequisites: ABR 105, ABR 106, ABR 107

This course is a study of basic estimating principles to include vehicle identification, electronic estimating systems, damage analysis, and processing of information relating to insurance claims.

## **ABR 115 Structural Repair Planning and Correction (2-3-3)**

*Offered Spring Semester*

Prerequisite: ABR 105

This course is the study of repair planning and methods for making corrective structural pulls to late model, collision-damaged vehicles. Emphasis is placed on the straightening of unibody, space-frame, and full-frame vehicles.

## **ABR 116 Non-Structural Panel Replacement and Trim (2-3-3)**

*Offered Spring Semester*

Prerequisite: ABR 106

This course is a study of the assembly and disassembly of automotive replacement panels to include welded, bonded, and bolted panels.

## **ABR 117 Refinishing Application Processes (2-3-3)**

*Offered Spring Semester*

Prerequisite: ABR 107

This course is a study of mixing and applying automotive topcoats, to include spray gun set-up, mixing equipment, and spraying equipment for solvent and waterborne refinishes.

## **ABR 124 Advanced Estimating Procedures (2-3-3)**

*Offered Fall Semester*

Prerequisites: ABR 114, MAT 170

This course is an in-depth review of computerized estimating systems, digital photography, and vehicle scheduling processes as they relate to automotive estimating.

## **ABR 126 Non-Structural Advanced Materials (2-3-3)**

*Offered Fall Semester*

Prerequisites: ABR 102, ABR 116

This course is an exploration of non-traditional vehicle materials and the repair processes that accompany them.

## **ABR 127 Refinishing Color Tinting and Blending (2-3-3)**

*Offered Summer Semester*

Prerequisite: ABR 117

This course is a study of finish matching techniques to include color theory, tinting, and blending as they apply to today's automotive finishes.



**ABR 132 Shop Management Concepts (2-3-3)**

*Offered Spring Semester*

Prerequisites: ENG 165, ABR 124

This course covers basic leadership skills and automotive shop management procedures.

**ABR 135 Structural Sectioning and Frame Replacement (2-3-3)**

*Offered Summer Semester*

Prerequisites: ABR 102, ABR 115

This course covers the various sectioning procedures used in the repair of today's vehicles as they relate to structural components of the vehicle.

**ABR 136 Metal Shaping and Fabrication (2-3-3)**

*Offered Spring Semester*

Prerequisites: ABR 126, MAT 170

This course covers metal shaping and fabrication of vehicle parts using metal forming equipment.

**ABR 137 Advanced Refinishing Processes (2-3-3)**

*Offered Spring Semester*

Prerequisites: ABR 127, MAT 170

This course covers the use of specialty finishes and custom paint applications.

**ABR 142 Mechanical Systems (2-3-3)**

*Offered Fall Semester*

Prerequisite: MAT 170

This course is a study of braking, steering, and suspension systems as they relate to returning a vehicle to pre-accident condition.

**ABR 143 Auto Body Electrical Systems (2-3-3)**

*Offered Fall Semester*

Prerequisite: MAT 170

This course is an exploration of basic circuitry and electrical problems associated with collision-damaged vehicles.

**ABR 144 Heating, Cooling, and Air Conditioning Systems (2-3-3)**

*Offered Spring Semester*

Prerequisites: ABR 142, ABR 143

This course is an introduction to engine heating and cooling systems used in modern vehicles. Other topics include the automotive air conditioning system.

**ACC 101 Accounting Principles I (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into ENG 101 and satisfactory completion of MAT 101 or MAT 155

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. An introduction to accounting theory is included in this course.

**ACC 102 Accounting Principles II (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ACC 101

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. The corporate form of business, as well as equity and debt financing, are included.

**ACC 124 Individual Tax Procedures (3-0-3)**

*Offered Fall Semester*

Prerequisite: ACC 101

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.

**ACC 150 Payroll Accounting (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: ACC 101 and AOT 261 or CPT 170

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.

**ACC 201 Intermediate Accounting I (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ACC 101

This course explores fundamental processes of accounting theory, including the preparation of financial statements.

**ACC 202 Intermediate Accounting II (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: ACC 201

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

**ACC 224 Business Taxation (3-0-3)**

*Offered Spring Semester*

Prerequisite: ACC 124

This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and limited liability company. Some form preparation is required.

**ACC 230 Cost Accounting I (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: ACC 102

This course is a study of the accounting principles involved in job order cost systems with a focus on information needed by manufacturing and service organizations. Included in this course is a study of financial information needed by managers for decision making, how this information is delivered, and how it is used within business organizations.

**ACC 245 Accounting Applications (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ACC 101, CPT 170

This course introduces microcomputer accounting using database software and/or electronic spreadsheets. This course utilizes electronic spreadsheets for maintaining and presenting financial data.

**ACC 246 Integrated Accounting Software (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ACC 101, CPT 170

This course includes the use of pre-designed integrated accounting software for accounting problems. The course introduces the student to integrated accounting software for recording transactions and preparing financial statements.

**ACC 275 Selected Topics in Accounting (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ACC 201

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

**ACM 101 General Regulations (2-0-2)**

This course covers FAA regulations that pertain to the mechanics and the maintenance of aircraft engines and airframes, technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

**ACM 102 Aviation Sciences (3-0-3)**

This course is the study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications.

**ACM 105 Basic Aircraft Electricity (3-4-4)**

This course covers basic electricity, including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, batteries and their maintenance.

**ACM 110 Aircraft Drawings (1-1-1)**

This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft and interpret graphs and charts.

**ACM 115 Ground Handling & Servicing (2-4-3)**

This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpretation and application of aircraft weight and balance procedures.

**ACM 120 Materials & Corrosion Control (3-5-4)**

This course covers nondestructive testing, identification and selection of aircraft hardware and materials, use of hand tools and use of power and precision measuring tools, identification and use of cleaning materials, identification and treatment of aircraft corrosion.

**ACM 125 Wood Structure, Coverings & Finishes (2-1.5-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures: selection, application and maintenance of aircraft fabric and fiberglass covering; and selection, application and maintenance of aircraft finishes, trim and lettering.

**ACM 130 Sheet Metal Layout & Repair (3-5-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the principles of sheet metal layout, bending, rivet installations, structural inspection and repair methods for aircraft.

**ACM 140 Bonded Structures & Welding (2-4-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers inspection, service and repair of metal and composite aircraft structures, including laminated, honeycomb and plastic materials, interior furnishings and access openings. Types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium also are included.

**ACM 150 Assembly & Rigging (2-4-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed/rotor-wing aircraft, balancing and rigging of flight control surfaces are also included.

**ACM 155 Aircraft Environmental Systems (3-1-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

**ACM 160 Utility & Warning Systems (3-1.5-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 105, ACM 120

This course covers the principles of inspection, troubleshooting, servicing and repair of instrument systems; communication and navigation systems; and landing gear antiskid indicating and warning systems.

**ACM 165 Hydraulics & Pneumatic Systems (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power, identification and selection of aircraft hydraulic fluids, servicing, troubleshooting, inspection and repair of hydraulic and pneumatic power systems and components are also covered in this course.

**ACM 167 Landing Gear Systems (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are covered in this course.

**ACM 170 Aircraft Electrical Systems (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 105, ACM 120

This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

**ACM 172 Aircraft Fuel Systems (1-1.5-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers maintenance of aircraft fuel systems, including inspection, service and repair principles for fuel system components; pressure fuel systems; quantity indicating systems; pressure and temperature systems; dump systems; troubleshooting; and fuel management procedures.

**ACM 174 Airframe Inspection (1-1.5-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records and suggested methods for performing systematic inspection procedures.

**ACM 201 Lubricating Systems (2-1-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are also covered.

**ACM 205 Ignition & Starting Systems (2-4-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 105, ACM 120

This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for the inspection, servicing, repair and/or overhaul of magnetos, spark plugs, ignition harnesses, switches and turbine engine pneumatic starting systems. ACM starting systems are also included.

**ACM 210 Reciprocating Engine Overhaul (3-4.5-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

**ACM 224 Turbine Engine Overhaul (3-5-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, adjustment, hot section, inspection and overhaul.

**ACM 226 Engine Inspection (1-2-1)**

This course covers the procedures necessary for powerplant inspection to the conformity of the manufacturer's and FAA requirements.

**ACM 234 Propellers & Components (3-5-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the theory, installation, inspection, servicing, maintenance, repair and the principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization and the use of propeller lubricants for reciprocating and turbo propeller engines.

**ACM 240 Engine Electrical, Instrumentation & Fire Protection (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 105, ACM 120

This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls, switches, protective devices and temperature, pressure, RPM indicating and fire protection systems.

**ACM 245 Powerplant Fuel Systems (3-4-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the inspection, troubleshooting, servicing, repair and overhaul of powerplant fuel metering systems, including warning indicators, pressure and rate of flow instruments and carburetor overhaul.

**ACM 250 Induction, Cooling & Exhaust (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACM 101, ACM 120

This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

**ACM 265 Introduction to Aircraft Maintenance (2-3-3)**

*Offered Spring and Summer Semesters*

This course is the study of basic electricity, AC/DC circuits, hand tools, precision measuring tools, maintenance manuals, aircraft hardware, and fasteners. Topics also include selection of torque procedures, safety wiring, non-destructive inspection methods, and safety.

**ACM 273 Airframe and Powerplant Capstone (4-1-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Department head approval

This course provides a review and preparation for the written, oral, and practical portions of the FAA (Federal Aviation Administration) Airframe and Powerplant certification exams. The course is designed for the advanced airframe and powerplant student to reinforce and apply the skills needed to be successful in obtaining FAA certification.

**ACR 101 Fundamentals of Refrigeration (3-6-5)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the refrigeration cycle, refrigerants, pressure temperature relationships and system components.

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

*Offered Fall, Spring, and Summer Semesters*

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

**ACR 106 Basic Electricity for HVAC/R (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

**ACR 110 Heating Fundamentals (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the basic concepts of oil, gas and electric heat, their components and operation.

**ACR 120 Basic Air Conditioning (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACR 101, ACR 106

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

**ACR 122 Principles of Air Conditioning (4-3-5)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ACR 101

This course is a study of the air cycle, psychometrics, load estimating and equipment selection.

**ACR 131 Commercial Refrigeration (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ACR 101

This course is a study of maintenance and repair of commercial refrigeration systems.

**ACR 140 Automatic Controls (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ACR 106

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

**ACR 150 Basic Sheet Metal (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the tools and procedures required in the fabrication of duct work.

**ACR 160 Service Customer Relations (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course covers how to deal with different types of customers, selling techniques and correct record keeping.

**ACR 206 Advanced Electricity for HVAC/R (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ACR 140

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

**ACR 210 Heat Pumps (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACR 101, ACR 106

Pre- or Co-requisite: ACR 140

This course is a study of theory and operational principles of the heat pump.

**ACR 220 Advanced Air Conditioning (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACR 101, ACR 106, ACR 210

This course is an advanced study of air conditioning systems.

**ACR 240 Advanced Automatic Controls (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACR 106, ACR 140

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

**AET 101 Building Systems I (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: CET 120, AET 110, AET 105

This course is a study of fundamental concepts of design and construction techniques in residential, commercial and industrial building.

**AET 103 International Building and Residential Codes (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: AET 105, AET 110, CET 120

This course is an introduction to the international building codes and the international residential codes, as well as local code requirements.

**AET 105 Construction Documents (2-3-3)**

*Offered Fall and Spring Semesters*

This course covers the interpretation of residential, commercial, and industrial building construction documents, including construction specifications, general conditions, and construction industry symbols. Building construction terminology, contracts, and the bidding process are also covered.

**AET 110 Architectural Graphics I (2-3-3)**

*Offered Fall and Spring Semesters*

This course is an introduction to the skills of architectural manual drafting. This course also includes development of drawing/visualization skills.



**AET 111 Architectural Computer Graphics I (2-3-3)**

*Offered Fall and Spring Semesters*

Co-requisite: CPT 170 or EGR 130 (required)

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

**AET 120 Architectural Graphics II (1-6-3)**

*Offered Spring Semester*

Prerequisites: AET 105, AET 110, AET 111, CET 120

Co-requisite: AET 125 (required)

This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects.

**AET 125 Revit Architecture (1-3-2)**

*Offered Spring and Summer Semesters*

Prerequisites: CPT placement score or successful completion of COL 107; plus placement into MAT 101 or higher and placement into RDG 100

This course is an introduction to Revit Architecture software and the study of Building Information Modeling (BIM). Content includes the analysis of 3D building components that are assembled together to form an entire building.

**AET 150 Preliminary Project Estimating (1-3-2)**

*Offered Summer Semester*

Prerequisites: AET 101, AET 120

This course covers basic construction estimating concepts with a main focus on square footage costs and preliminary budget estimating procedures.

**AET 201 Building Systems II (2-3-3)**

*Offered Spring Semester*

Prerequisite: AET 101

This course covers mechanical systems, electrical systems and code requirements for residential, commercial and industrial buildings. Included in the course are structural concepts, cladding systems, concrete, masonry, roofing and steel systems.

**AET 221 Architectural Computer Graphics II (2-6-4)**

*Offered Fall Semester*

Prerequisites: AET 101, AET 103, AET 120, AET 125

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool will be produced.

**AET 231 Architectural Computer Graphics III (2-6-4)**

*Offered Spring Semester*

Prerequisite: AET 221

This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

**AGR 201 Introduction to Sustainable Agriculture (3-0-3)**

*Offered Fall Semester*

Prerequisite: RDG 100

This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices.

**AGR 202 Soils (3-3-4)**

*Offered Fall Semester*

This course introduces land resources, soil formation, classification, and mineralogy, and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients and fertilization are discussed, along with applications of soil properties in relation to plant growth. The course will be taught with an emphasis on understanding the complex community of living organisms that make up soil, as well as the relationship between soil and food safety.

**AGR 203 Introduction to Animal Science (3-3-4)**

*Offered Summer Semester*

This course is a survey of animal industries and their role and importance to man and society from past to present. Labs will examine the basic principles in the handling of livestock and techniques of farm animal production. Emphasis will be placed on small farm animals.

**AGR 204 Introduction to Plant Sciences (3-0-3)**

*Offered Fall Semester*

This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the United States. The class will highlight growing methods for animal forages and heirloom crops of economic importance to South Carolina.



**AGR 205 Pest Management (3-0-3)**

*Offered Spring Semester*

Students will study major pests (weeds, insects and disease) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies. The relationship between pests and diseases and the quality and safety of produce will be emphasized.

**AGR 206 Basic Farm Maintenance (2-6-4)**

*Offered Spring Semester*

This course is a study of practical techniques for basic maintenance and repair in an agricultural environment. Students will learn applications and uses of hand tools, basic metal work and machinery maintenance.

**AGR 208 Introduction to Agricultural Economics (3-0-3)**

*Offered Fall Semester*

This course is a study of agricultural economics principles. Topics include the application of these principles to the solution of agricultural economics, farm organization, land economics farm prices, government farm policies and farm business problems related to national/international economies. Students will be introduced to the organizations and agencies that can provide assistance to farmers and will be taught how to work with those agencies to maximize benefits.

**AGR 209 Introduction to Agriculture Marketing (3-0-3)**

*Offered Spring Semester*

This is a technical course of marketing methods, practices and policies in agriculture. The course emphasizes the management applications of marketing techniques in an agricultural environment. Emphasis will also be placed on communication principles for direct marketing and sales opportunities, such as social media, e-newsletters, farmers' markets, restaurant sales, and Community Supported Agriculture.

**AGR 211 Applied Agriculture Calculations (3-0-3)**

*Offered Spring Semester*

Prerequisite: MAT 101

This course is a study of basic mathematical applications in crop and livestock production, agribusiness and financial management. Mastery of these concepts will assist students in understanding the importance of such application in the agricultural industry. Students will be required to write a business plan as part of the course emphasis on farm profitability.

**AGR 214 SCWE in Sustainable Agriculture I (1-8-3)**

*Offered Fall Semester*

This course is an introductory supervised comprehensive work experience in the sustainable agriculture industry. Students will be matched with farms that meet their mutual interests and will work under the supervision of the instructor/employer.

**AGR 215 SCWE in Sustainable Agriculture II (1-8-3)**

*Offered Spring Semester*

This course is an intermediate supervised comprehensive work experience in the sustainable agriculture industry. Students will continue to work on an assigned farm and will complete more advanced tasks with increasing independence while still under the supervision of the instructor/employer.

**AHS 102 Medical Terminology (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. This course is highly recommended for students entering health-related curriculums.

**AHS 113 Head & Neck Anatomy (0-3-1)**

*Offered Fall Semester*

Prerequisites: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: DHG 115, DHG 121, DHG 161 (required)

This course provides a detailed study of the structures of the head and neck with special emphasis on structure as it pertains to the study of dental science. This course also includes specifics related to Infiltration Anesthesia (specific innervation of each tooth and effects of anesthesia on each region of the mouth).

**AHS 116 Patient Care Relations (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

This course includes a study of the psychological and emotional effects of illness, hospitalization and recuperation upon the patient, others, and health care providers.

**AHS 119 Health Careers (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Instructor permission

This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care.

**AHS 142 Phlebotomy (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 151, NUR 152

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

**AHS 147 Clinical Pharmacology (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210 or BIO 215

This course covers a broad spectrum of drugs, their classification, physical and chemical properties, usage, and contraindications in clinical settings.

**AHS 206 Cross-sectional Anatomy for Medical Imaging (2-0-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210, BIO 211, and permission of instructor

This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities, such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.

**AHS 299 Research in Health Sciences (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic in the Health Sciences discipline using the application of practical research methods. The course is designed for students in a Health Sciences program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**AMT 101 Automated Manufacturing Overview (2-0-2)**

*Offered Spring Semester*

This course is a survey of automated manufacturing concepts. Topics include hardware components of automated systems and elements of robotic operations.

**AMT 105 Robotics and Automated Control I (1-6-3)**

*Offered Spring Semester*

Prerequisite: EEM 117

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

**AMT 106 Manufacturing Workplace Skills (3-0-3)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

**AMT 110 Survey of Manufacturing Processes (3-0-3)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

**AMT 205 Robotics and Automated Control II (2-3-3)**

*Offered Summer Semester*

Prerequisite: AMT 105

This course covers installation, testing, troubleshooting, and repairing of automated systems.

**AMT 220 Concepts of Lean Manufacturing (3-0-3)**

*Offered Fall Semester*

Prerequisites: AMT 101, AMT 110, EEM 107

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. Sampling, inspection, quantitative analysis, statistical process control, Six Sigma, and ISO 9000 will also be covered.

**ANT 101 General Anthropology (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archaeology and ethnology.

**ANT 202 Cultural Anthropology (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods, and data of socio-cultural anthropology and anthropological linguistics.

**ANT 203 Physical Anthropology and Archaeology (3-0-3)**

*Offered Fall Semester*

Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor

This course includes an exploration of human origins, human evolution, human prehistory, and cultural existence from its less complex forms to early civilizations. The course also includes an introduction to the concepts, methods, and data of physical, biological, and archaeological anthropology.

**AOT 101 Introduction to Keyboarding (2-0-2)**

*Offered Fall, Spring, and Summer Semesters*

Pre- or Co-requisite: AOT 106 (required)

This is an introductory course in touch keyboarding and basic formatting techniques. AOT 106 is a required co-requisite for this class and will be offered in the second half of the semester. (It is possible to exempt any keyboarding class by passing an exemption exam administered by the Administrative Office Technology department.)

**AOT 105 Keyboarding (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 101, AOT 106

This course focuses on the mastery of touch keyboarding. Keyboarding skill will be developed in using the alphabetic and numeric keyboards with an emphasis on proper keyboarding techniques, speed, and accuracy. Students must complete AOT 101 and AOT 106 before taking this class. It is possible to exempt any keyboarding class by passing an exemption exam administered by the Administrative Office Technology department.

**AOT 106 Keyboarding Lab I (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Pre- or Co-requisite: AOT 101 (required)

This lab focuses on improving keyboarding speed and accuracy. Students must complete AOT 101 (during the first half of the semester) before taking this class. (It is possible to exempt any keyboarding class by passing an exemption exam administered by the Administrative Office Technology department.)

**AOT 133 Professional Development (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: AOT 167 or CPT 170

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management. Course is taught Online only.

**AOT 134 Office Communications (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: ENG 101

This course is a study of grammar, punctuation, and written communication skills for the office environment.

**AOT 143 Office Systems and Procedures (3-0-3)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: AOT 234

This course emphasizes procedures and applications used in the office environment.

**AOT 161 Records Management (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: AOT 167 or CPT 170

This course emphasizes records management functions and various types of storage methods, technology, and procedures. Both manual and electronic records information management systems are included.

**AOT 162 Basic Information Processing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory test placement

Co-requisites: AOT 101, AOT 106, AOT 167 (required)

This is an entry level course to introduce the user to basic computer information processing software applications. Note: Microsoft Windows and Outlook are covered. Course is taught Online only.

**AOT 163 Word Processing (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: AOT 167 or CPT 170

Pre- or Co-requisite: AOT 106 (required)

This course introduces the concepts of word processing. Students will develop document formatting skills as well as skills using the basic functions of Microsoft Word.

**AOT 167 Information Processing Applications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT placement score or successful completion of COL 107; or placement into MAT 101 or higher and placement into RDG 100

This course emphasizes applications and features of information processing software. In addition, the course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration. The course is taught in both blended and online formats.

**AOT 234 Administrative Office Communications (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: AOT 134, AOT 163

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective communication skills. This course integrates composition skills and grammar skills necessary in the preparation of a variety of business messages in the workplace.

**AOT 252 Medical Systems & Procedures (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: AHS 102, AOT 234, BIO 110

Pre- or Co-requisite: HIM 103 (required)

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

**AOT 254 Office Simulation (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: AOT 143, AOT 167 or CPT 170, AOT 234, AOT 260, AOT 261

This course integrates a wide variety of skills and knowledge through practical work experience in a simulated office environment. Decision-making and judgment in creating documents using Microsoft Office are included in this capstone course. Course is taught Online only.

**AOT 260 Office Word Processing Applications (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: AOT 163

This course emphasizes the concepts of word processing for information management in an office environment. Students will further develop document formatting skills, as well as skills using the intermediate and advanced functions of Microsoft Word. Course is taught Online only.

**AOT 261 Office Spreadsheet Applications (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: AOT 167 or CPT 170

This course emphasizes the concepts of spreadsheets for information management in an office environment. Students will develop skills in basic through intermediate Microsoft Excel functions. This course also covers four weeks of business math using a business calculator. Course is taught Online with class meetings.

**AOT 265 Office Desktop Publishing (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: AOT 260

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Emphasis is placed on efficient use of page layout software to create, design, and print publications. Course is taught Online only.

**AOT 271 SCWE in Administrative Office Technology (0-16-4)**

*Offered Spring and Summer Semesters*

Prerequisites: Department head approval; completion of the Medical Clerical certificate; plus AOT 260, AOT 261, MGT 101, MKT 130

Pre- or Co-requisite: MGT 201 (required)

This course integrates office skills within an approved work site related to administrative office technology. Work site is an approved medical associate practice. (*Available only to students in the Physician Practice Specialist certificate program.*)

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

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ART 105 Film As Art (3-0-3)\***

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

**ART 106 History of Photography (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course is a survey of the history of photography beginning with the emergence of the fixed image of the 1830s through contemporary trends. The emphasis of the class is the technical and aesthetic development of photography as a medium of historical and artistic expression.

**ART 107 History of Early Western Art (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ENG 101

This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture, and architecture are studied within the context of the cultural environment which produced them.

**ART 108 History of Western Art (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ART 107

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

**ART 111 Basic Drawing I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ARV 121

This course provides an introduction to the materials and the basic techniques of drawing.

**ART 112 Basic Drawing II (2-3-3)**

*Offered Fall Semester*

Prerequisite: ART 111

This course covers a study of the materials and basic techniques of drawing. Emphasis is placed on traditional and contemporary approaches to media usage and personal content development.

**ART 200 Type Designing (2-3-3)**

*Offered Fall Semester*

Prerequisites: ART 111, ARV 110

This course focuses on type as an image for visual and verbal communications generated by hand or by computer. Includes the investigation of text and display type, measurement systems, persuasive type, proportions, spacing, vocabulary, grids, visual hierarchy and the history of letterform design.

**ART 202 Ceramics (2-3-3)**

*Offered Summer Semester*

Prerequisite: ARV 121

This course is a study of the historical investigation of and introduction to design basics, techniques, and processes unique to the construction of clay forms. Projects include hand building and wheel throwing, clay mixing, firing, glazing, and embellishment.

**ART 207 Printmaking (2-3-3)**

*Offered Spring Semester*

Prerequisite: ART 111

This course covers an introduction to the processes and techniques of artistic printmaking. Projects emphasizing personal expression may include relief printing (wood and linoleum block), intaglio (etching and engraving), lithography, and monotype.

**ART 208 Art Since 1945 (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ART 101 or ART 108

This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works, and the forces that have shaped them.

**ART 210 History of Graphic Design (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: Placement into ENG 101, ARV 121

This course surveys graphic communication throughout history, from cave paintings to the development of printing through recent digital technology. Major emphasis is placed on the twentieth century and influential trends in contemporary graphic design.

**ART 211 Introduction to Painting (2-3-3)**

*Offered Fall Semester*

Prerequisite: ART 111

This course is an introduction to materials and techniques of painting. The study of composition and color will be presented through observational painting. Preparation of supports and grounds will be stressed.

**ART 267 Seminar in Photography (2-3-3)**

*Offered on a rotational basis*

Prerequisite: Permission of instructor

This course is a scheduled investigation into contemporary topics, issues, techniques, and processes of photography.

**ART 268 Seminar in Fine Arts (2-3-3)**

*Offered on a rotational basis*

Prerequisite: Permission of instructor

This course is a scheduled investigation into contemporary topics, issues, techniques, and processes of the fine arts.

**ART 290 Photojournalism (2-3-3)**

*Offered Spring Semester*

Prerequisite: ARV 114

This course will cover the principles and practices of photography as a creative tool of communication. Advanced digital capture and editing techniques will be emphasized in the course.



**ART 292 Foundations for Art Education (2-3-3)**

*Offered Spring Semester*

Prerequisite: ENG 101

This course is the study of historical, functional, theoretical, philosophical, and ethical posits of art education. It surveys standards, research, technology, diversity and legislation's impact; cognitive/artistic development; curriculum design; assessment; instructional planning and classroom management.

**ARV 110 Computer Graphics I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 032, RDG 032, MAT 032, or satisfactory placement

This course is a study of the fundamentals of computer assisted graphic design. It utilizes Macintosh operating system and applications. No computer experience is required to enroll in this course.

**ARV 114 Photography I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ARV 110, ARV 121

This course is a study of the principles, terminology, techniques, tools, and materials of basic photography. The successful student will produce quality photographic prints using digital and/or analog processes.

**ARV 121 Design (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 032, RDG 032, MAT 032, or satisfactory placement

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. This is a foundation design course required for all beginning visual arts majors.

**ARV 122 3-Dimensional Design I (2-3-3)**

*Offered Spring Semester*

Prerequisite: ARV 121

This course is a foundation design course that examines the principles, theory, techniques and materials of three-dimensional form, space and structure.

**ARV 205 Graphic Illustration (2-3-3)**

*Offered on a rotational basis*

Prerequisites: ART 111, ARV 110

This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.

**ARV 210 Computer Graphics II (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ARV 110, ARV 121

This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery. The focus of this class includes advanced Photoshop techniques of image creation and manipulation for output.

**ARV 212 Digital Photography (2-3-3)**

*Offered Fall Semester*

Prerequisite: ARV 114

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

**ARV 214 Photography II (2-3-3)**

*Offered Fall Semester*

Prerequisite: ARV 114

This course covers advanced projects in photography, including studio work. Students will work with digital single lens reflex cameras to expand on the techniques, processes, and concepts covered in the previous photography course. Emphasis is placed on advanced lighting techniques for commercial photography. Analog media may be explored upon request.

**ARV 215 Photography III (2-3-3)**

*Offered Spring Semester*

Prerequisites: ART 106, ARV 114

This course incorporates advanced projects in photography, including studio and lab work. This course will include the production of special purpose enlarged negatives, using digital techniques. Processes may include hand coloring prints, emulsion lifts, cyanotype, gum bichromate, Van Dyke and platinum/palladium.

**ARV 217 Computer Imagery (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ART 200

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Course content includes the study of the printing process and pre-press production procedures from the design stage through the finished product.



**ARV 227 Web Site Design I (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ARV 121, ARV 110

This course is an introduction to the production of an interactive world wide web site. Course content focuses on the use of creative and analytical concepts that employ Adobe Photoshop, Dreamweaver, HTML and CSS coding. The student will produce an efficient, optimized web site that meets a theoretical client's evaluated needs.

**ARV 228 Web Site Design II (2-3-3)**

*Offered Fall Semester*

Prerequisite: ARV 227

This course covers a study of advanced web site design techniques culminating in an interactive web site. Course content includes problem-solving in Dreamweaver with advanced HTML and CSS coding in multiple websites.

**ARV 230 Visual Arts Business Procedures (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisite: Placement into ENG 101

This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts. Students will create a business plan, marketing plan, and an identity package. Topics include copyright law, taxes, business plan development, workplace ethics, marketing, resumes, and interpersonal skills.

**ARV 241 Painting II (2-3-3)**

*Offered Spring Semester*

Prerequisite: ART 211

This course emphasizes personal expression in classical and modern techniques of painting. Continued study of compositional strategies and color relationships through abstract concepts and thematics will be stressed.

**ARV 244 Sculpture I (2-3-3)**

*Offered Summer Semester*

Prerequisite: ARV 121

This studio course develops skills in working with 3-dimensional traditional and nontraditional sculptural methods. Personal expression in static, installation, site specific, temporal, and conceptual sculpture is explored.

**ARV 265 Graphics Art Portfolio (1-5-1)**

*Offered on a rotational basis*

Prerequisite: Permission of instructor

This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. This course will give students both graphic design and production experience by working in a studio environment.

**ARV 266 Seminar in Graphics Art (2-3-3)**

*Offered on a rotational basis*

Prerequisite: Permission of instructor

This course offers an introduction to contemporary topics and issues in graphic design.

**ARV 276 Studio Practicum I (2-3-3)**

*Offered Spring Semester*

Prerequisite: ARV 228

This course includes advanced practical projects in graphic design, multimedia, animation, web design, photography, and/or computer imagery.

**ARV 280 Visual Arts Exit Portfolio (2-3-3)**

*Offered Summer Semester*

Prerequisite: Permission of instructor

This course covers the preparation of students' job seeking or academic placement portfolios. The course includes lectures, demonstrations and studio work. Student work is evaluated based on concept and execution. Satisfactory completion of both a portfolio and verbal presentation is required.

**AST 101 Solar System Astronomy (3-3-4)\***

*Offered Fall and Summer Semesters*

Prerequisite: MAT 102

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.

**AST 102 Stellar Astronomy (3-3-4)\***

*Offered Spring Semester*

Prerequisite: MAT 102

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.

**AUT 101 Engine Fundamentals (2-3-3)**

*Offered Fall Semester*

This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust, and cooling systems also are included.

**AUT 103 Engine Reconditioning (3-3-4)**

*Offered Fall Semester*

Prerequisite: Placement into MAT 032

This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of unit.

**AUT 107 Advanced Engine Repair (3-3-4)**

*Offered Summer Semester*

Prerequisites: AUT 149, AUT 241

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

**AUT 112 Braking Systems (3-3-4)**

*Offered Spring Semester*

Prerequisites: AUT 132, AUT 159

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Topics covered also include fundamentals of hydraulics, brake components and ABS, the relation to tractions control, and vehicle stability.

**AUT 116 Manual Transmission and Axle (3-3-4)**

*Offered Spring Semester*

Prerequisite: AUT 159

Co-requisite: MAT 170

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

**AUT 122 Suspension and Alignment (3-3-4)**

*Offered Spring Semester*

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 132 Automotive Electricity (3-3-4)**

*Offered Fall Semester*

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.

**AUT 149 Ignition and Fuel Systems (3-3-4)**

*Offered Fall Semester*

Prerequisites: AUT 103, AUT 132

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation. This course also covers fuel injection, direct injection gasoline, and distributorless ignition.

**AUT 152 Automatic Transmissions (3-3-4)**

*Offered Fall Semester*

Prerequisite: MAT 170

This course is a basic study of power flow and hydraulics, including torque converter operation.

**AUT 157 Shop Management and Supervision (2-3-3)**

*Offered Summer Semester*

Prerequisite: AUT 159

Co-requisite: ENG 165

This course covers shop management and supervision skills, including shop morale, quality control and customer relations.

**AUT 159 Tools, Equipment, and Reference Manuals (2-3-3)**

*Offered Fall Semester*

Prerequisite: Placement into MAT 032

Co-requisite: COL 205 (required)

This course is a study of the proper selection, care, and use of tools and equipment, including proper use of service and reference manuals and guides.

**AUT 231 Automotive Electronics (3-3-4)**

*Offered Spring Semester*

Prerequisite: AUT 132

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. This course will also cover starters, alternators, LAN (Local Area Network), and CAN (Control Area Network) systems.

**AUT 232 Automotive Accessories (0-6-2)**

*Offered Fall Semester*

Prerequisite: AUT 231

This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.

**AUT 241 Automotive Air Conditioning (3-3-4)**

*Offered Summer Semester*

Prerequisite: AUT 132

This course is a study of 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.

**AUT 247 Electronic Fuel Systems (3-3-4)**

*Offered Summer Semester*

Prerequisite: AUT 149

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery.

**AUT 252 Advanced Automatic Transmission (3-3-4)**

*Offered Spring Semester*

Prerequisites: AUT 132, AUT 152

This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.

**AUT 268 Special Topics in Automotives (2-3-3)**

*Offered Summer Semester*

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

**AUT 275 Alternate Technology Vehicles (2-3-3)**

*Offered Spring Semester*

Prerequisite: AUT 232

This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course. Additional topics include hybrids, light duty diesels, and 100% electric vehicles.

**AVT 101 Basic Electricity for Avionics (3-3-4)**

*Offered Fall Semester*

Prerequisite: Placement into MAT 155 or MAT 170 This course introduces the basic theories and applications of electricity. Students will construct and analyze both DC and AC circuits using electrical measuring instruments and the interpretation of electrical circuit diagrams, including Ohm's and Kirchhoff's laws.

**AVT 105 Aircraft Electricity for Avionics (3-3-4)**

*Offered Fall Semester*

This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection and extinguishing systems and anti-skid brakes.

**AVT 110 Aircraft Electronic Circuits (3-3-4)**

*Offered Fall Semester*

Prerequisite: AVT 101 or AVT 105

This course is a study of aircraft electronic circuits. Students will examine and construct basic analog electronic circuits, and solve solid state device problems. Coursework also includes the analysis, construction, testing and troubleshooting of analog circuits.

**AVT 115 Aircraft Digital Circuits (2-3-3)**

*Offered Fall Semester*

Prerequisite: AVT 110

This course emphasizes analysis, construction and troubleshooting of digital logic gate circuits and integrated circuits. Topics include number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

**AVT 120 Aviation Electronic Communications (3-3-4)**

*Offered Spring Semester*

Prerequisite: AVT 115

This course includes application of electrical theory and analysis techniques to the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.

**AVT 125 Aviation Data Communications (2-3-3)**

*Offered Spring Semester*

This course emphasizes the techniques for sending and receiving information through space. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industry standards, networks, and error detection and correction techniques.

**AVT 140 Avionics Standard Practices (2-3-3)**

*Offered Spring Semester*

This course introduces the student to electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. Topics include the use of electrical tools such as soldering equipment, and aircraft grade cable fabrication and testing equipment.

**AVT 145 Avionics Circuit Repair (2-3-3)**

*Offered Spring Semester*

This course develops the skills necessary to repair printed circuit boards. Topics include detailed drawings, chassis layout, drilling, reaming, punching, cutting, bending of metals, printed board circuit fabrication, wiring, soldering, harness and cable fabrication.

**AVT 150 Aircraft Navigation Systems (2-3-3)**

*Offered Summer Semester*

This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omni-directional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.

**AVT 155 Aircraft Pulse Systems (2-3-3)**

*Offered Summer Semester*

This course covers the operation and maintenance of air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission, signal reception and processing.

**AVT 160 Aircraft Radar Systems (2-3-3)**

*Offered Summer Semester*

This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.

**AVT 165 Avionics General Regulations (2-0-2)**

*Offered Summer Semester*

This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

**AVT 170 Avionics Program and Test Review (1-0-1)**

*Offered Summer Semester*

Prerequisite: Department head approval

This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination & NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) written exam.

**BAF 101 Personal Finance (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into ENG 100 and placement into MAT 155 or higher

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

**BCT 101 Introduction to Building Construction (3-6-5)**

*Offered Fall Semester*

This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

**BCT 102 Fundamentals of Building Construction (1-9-4)**

*Offered Fall Semester*

This course is a study of framing for residential and light commercial buildings.

**BCT 103 Construction Site Layout (1-9-4)**

*Offered Spring Semester*

This course covers location and layout of building corners, elevation and the use of appropriate tools.

**BCT 113 Fundamentals of Construction Prints (0-12-4)**

*Offered Fall Semester*

This course includes reading prints for residential and light commercial building construction.

**BCT 115 Construction Safety and Equipment (2-0-2)**

*Offered Spring Semester*

This course includes what personal protective clothing and equipment to wear, how to perform basic construction tasks safely, and how to respond to accidents if they occur.

**BCT 116 Residential Building Exam Preparation (1-0-1)**

*Offered Summer Semester*

This course prepares the student for the South Carolina residential contractor's exam. The course covers a basic review of general contracting, including documents, construction budgets, cost accounting and inspections.

**BCT 119 Plumbing Inspector Certification (1-0-1)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of the standard plumbing code (ICC) for persons responsible for ensuring plumbing installation compliance, while also preparing for examination and certification through the SBCCI as a plumbing inspector.

**BCT 131 Estimating/Quantity Take-Off (2-0-2)**

*Offered Fall Semester*

This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

**BCT 142 Fundamentals of Construction Safety (4-0-4)**

*Offered Spring Semester*

This course covers safety standards and practices as they apply to the building construction industry.

**BCT 150 Plumbing (3-6-5)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

**BCT 151 Introduction to Residential Plumbing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course covers plumbing theory as it relates to residential construction.

**BCT 152 Residential Plumbing (3-6-5)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of the plumbing methods and practices used in residential application.

**BCT 153 Plumbing Repairs (1-6-3)**

*Offered Fall, Spring, and Summer Semesters*

This course covers repair work in domestic and commercial plumbing installation.

**BCT 154 Plumbing Tests and Connections (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters.

**BCT 201 Principles of Roof Construction (1-9-4)**

*Offered Spring Semester*

This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.

**BCT 203 Exterior & Interior Finishes (1-12-5)**

*Offered Summer Semester*

This course is a study of exterior and interior finishes for residential and light commercial buildings.

**BCT 209 Construction Project Management (2-3-3)**

*Offered Summer Semester*

This is a course designed with projects using building construction skills. Students will learn techniques of scheduling materials and labor to be on the jobsite at appropriate times to meet project goals and to ensure that permits, restrictions, and surveys have been met.

**BCT 221 Construction Building Codes (3-0-3)**

*Offered Summer Semester*

This course is a study of local, state and national building code requirements as they apply to residential and commercial construction.

**BCT 231 Construction Labor and Expediting (2-3-3)**

*Offered Spring Semester*

This course is a study of the process of controlling material and labor on a job site.

**BIO 101 Biological Science I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Placement into ENG 101

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

**BIO 102 Biological Science II (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: BIO 101

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla, as well as viruses). Vertebrate animals and vascular plants are emphasized.



**BIO 105 Principles of Biology (3-3-4) (non-majors biology)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This is an introductory biology course, unifying biology concepts and principles at all levels. This course is designed for non-science majors.

**BIO 110 General Anatomy & Physiology (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into RDG 032 and placement into MAT 032

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships

**BIO 112 Basic Anatomy & Physiology (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into RDG 032 and placement into MAT 032

This course is a basic integrated study of the structure and function of the human body.

**BIO 115 Basic Microbiology (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into RDG 032 and placement into MAT 032

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

**BIO 150 Anatomy Review for Kinesiology (1-0-1)**

**(for Physical Therapist Assistant majors)**

*Offered Fall, Spring, and Summer Semesters (Online Only)*

Prerequisites: BIO 210 or BIO 215

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

**BIO 201 Zoology (3-3-4)**

*Offered Spring Semester*

Prerequisites: BIO 101 and BIO 102 or instructor permission

This course is a study of the classification, characteristics, structure, physiology, reproduction, development, evolution, and behavior of animals.

**BIO 202 Botany (3-3-4)**

*Offered Fall Semester*

Prerequisite: BIO 101

This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants.

**BIO 203 General Genetics (3-3-4)**

*Offered Spring Semester*

Prerequisite: BIO 101

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.

**BIO 205 Ecology (3-0-3)**

*Offered Fall Semester*

Prerequisite: BIO 101

Co-requisite: BIO 206 – Required (Note: BIO 205 and BIO 206 must be taken in the same semester.)

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.

**BIO 206 Ecology Lab (0-3-1)**

*Offered Fall Semester*

Prerequisite: BIO 101

Co-requisite: BIO 205 – Required (Note: BIO 205 and BIO 206 must be taken in the same semester.)

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. The majority of the labs will be in the field.

**BIO 209 Principles of Environmental Science (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: BIO 101

This course focuses on the investigation and analyses of environmental elements. Scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world will be explored. Students will analyze natural and man-made environmental problems and solutions.



**BIO 210 Anatomy & Physiology I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems will be studied.

**BIO 211 Anatomy & Physiology II (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: BIO 210

This is a continuation of BIO 210, including intensive coverage of the body as an integrated whole. All body systems will be studied.

**BIO 215 Anatomy (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)

This course is a study of the structure of the human body in relation to normal and pathologic states.

**BIO 216 Physiology (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)

This course is a study of human physiological processes in relation to homeostasis.

**BIO 225 Microbiology (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 101 or BIO 210 and placement into ENG 101

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.

**BIO 240 Nutrition (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

**BIO 241 Clinical Nutrition (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CUL 103 or BIO 240

This course is the study of diet therapy for an individual with a health problem. Topics include the etiology of the disease and the necessary diet modifications needed to aid in restoring the individual's health.

**BIO 250 Molecular Biology (3-0-3)**

*Offered Fall Semester*

Prerequisites: BIO 101, CHM 111

This course is an in-depth study of the principles that govern the structure and function of both procaryotic and eucaryotic genes. Emphasis is placed on gene structure, function, expression, and regulation.

**BIO 260 Immunology (3-0-3)**

*Offered Spring Semester*

Prerequisite: BIO 101 or BIO 210 or BIO 225

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics covered include antibody structure and function; applications of monoclonal antibodies in medicine; gene rearrangements in B and T cells; cellular cooperation and role of the MHC; tolerance; and immunopathology.

**BIO 299 Research in the Biological Sciences (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Biology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**BKP 120 Bakeshop Production (1-6-3)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: CUL 155

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

**BKP 121 Cake Decorating and Finishing Techniques (2-3-3)**

*Offered Fall or Spring Semester*

Prerequisite: BKP 120

This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeries.

**BKP 182 Artisan Breads (1-6-3)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: BKP 120

This course introduces the fundamental skills, concepts, and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

**BKP 183 Plated Desserts (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisite: BKP 120

This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.

**BKP 220 Advanced Bakeshop (1-6-3)**

*Offered Summer Semester*

Pre- or co-requisite: BKP 120

This course is a study of the preparation of advanced, classical, and international pastries. Emphasis is placed on producing quality, commercial baked goods.

**BTN 103 Introduction to Biotechnology and Laboratory Rotation I (3-3-4)**

*Offered based on need*

Prerequisite: MAT 101

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, applications, and basic laboratory skills, including preparation of buffers, sterile technique, centrifugation, spectrophotometry, autoclaving, and equipment maintenance.

**BTN 104 Biotechnology Laboratory Rotation II (3-3-4)**

*Offered based on need*

Prerequisites: BIO 101, BTN 103

This course is a study of cell culture techniques, with laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, and preservation of both animal and plant cell cultures. Students will be required to maintain a cell line for the duration of the course.

**BTN 230 Introduction to Applied Bioprocessing (3-3-4)**

*Offered based on need*

Prerequisites: BIO 101, MAT 102

This course is a study of fundamental cell biology concepts related to biomanufacturing and includes the basic principles of industrial microbiology and animal cell culture. The design and operation of fermenters and bioreactors and the use of standard procedures and practices will be emphasized. Topics include the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Recovery and purification of product following standard operating procedures and current good manufacturing practices will be covered.

**BTN 250 Research in Biotechnology I (0-9-3)**

*Offered based on need*

Prerequisites: BIO 101, BTN 103, BTN 104, MTH 102, and instructor consent

This course provides students with individually mentored research problems in various areas of biotechnology that introduce the planning, execution of research experimentation, and presentation of research findings.

**BTN 251 Biotechnology Laboratory Rotation III (0-6-2)**

*Offered based on need*

Prerequisites: BIO 101, BTN 103

Co-requisite: BIO 250 (required)

This course emphasizes molecular biology and protein chemistry techniques: nucleic acid and protein purification; electrophoresis; Northern, Western, and Southern hybridization; RFLP; plasmid purification; PCR; DNA sequencing; and cloning.

**BTN 260 Research in Biotechnology II (0-9-3)**

*Offered based on need*

Prerequisites: BTN 250 and instructor consent

This course focuses on building research skills by providing the student with advanced training in the planning and execution of research experimentation and the presentation of research findings.

**BTN 261 Biotechnology Laboratory Rotation IV (0-6-2)**

*Offered based on need*

Prerequisites: BIO 101, BTN 103

Co-requisite: BIO 260 (required)

This course involves immunoprecipitation assays, immunoblotting, and ELISAs. Additional protein chemistry techniques include spectrophotometry and chromatography (ion exchange, affinity, and HPLC chromatography).

**BTN 270 Research Internship (0-12-4)**

*Offered based on need*

Prerequisites: Permission of Instructor and BIO 250, BIO 260, BTN 103, BTN 104, BTN 251, BTN 261

This course provides an internship in which students work in a biotechnology laboratory. The academic and technical competencies learned in the classroom will be applied to real world problems and employability skills will be honed. All students are required to undertake one Research Internship. The training of student interns will be determined by the host mentor and Biotechnology program coordinator in a written agreement. The hours a student works in the company are recorded and the student presents a detailed written project upon completion of the internship. Grades will be assigned by program faculty, based on evaluations by the mentor.

**BUS 105 Business Economic Applications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACC 101; ECO 105, 210 or 211, MAT 155 or higher; MGT 101

This course includes the practical applications of economics used in marketing, retailing and management, and the study of supply/demand, market structure, price regulations and trade.

**BUS 110 Entrepreneurship (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is an introduction to the process of starting a small business, including forms of ownership and management.

**BUS 120 Business Plan (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: BUS 110, MGT 120

This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections, and identify and evaluate potential funding sources for their business.

**BUS 121 Business Law I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101 or ENG 165 and MGT 101

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.

**BUS 136 Compensation and Benefits Analysis (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: CPT 170, ENG 101, MGT 201, MGT 270

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering, and controlling compensation and benefits systems within the organization.

**BUS 220 Business Ethics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

**BUS 230 Purchasing (3-0-3)**

*Offered Fall Semester*

Prerequisite: LOG 215 or MMT 101

This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

**BUS 250 Introduction to International Business (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, MAT 101 or MAT 155, MKT 101, and MGT 101

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.

**BUS 270 SCWE in Business (0-12-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Enrollment into this course will be determined on an individual case basis.

This course includes the integration of business skills within an approved work site related to business and industry. (See advisor and/or Management Department Head regarding enrollment into this course.)

**BUS 299 Research in Business (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Business using the application of practical research methods. The course is designed for students in a Business or Public Service program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**CDM 110 Cancer Registry Management I (3-0-3)**

*Offered Fall Semester*

Prerequisite: Admission to the Cancer Data Management Program

This course provides an in-depth study of cancer registration, registry organization, types of registries, cancer registry operations, legal and ethical issues, and an overview of the standards prescribed by the different cancer registry standard-setting organizations.

**CDM 120 Cancer Disease Management (3-0-3)**

*Offered Fall Semester*

Prerequisite: Admission to the Cancer Data Management Program

This course provides an overview of oncology disease processes, types of cancer treatments, surgical and other treatment coding, and a detailed overview of the major cancer sites and clinical trial and monitoring procedures.

**CDM 130 Abstracting Principles and Practices I (2-0-2)**

*Offered Spring Semester*

Prerequisite: CDM 110

This course will introduce the principles of cancer registry abstracting, the standards for collecting individual data elements, and the identification of appropriate clinical information from medical records for data capture in the abstract. The principles introduced will be consistent with current cancer registry regulatory core data requirements.

**CDM 210 Cancer Registry Management II (3-0-3)**

*Offered Summer Semester*

Prerequisite: CDM 110

This course continues with the study of registry standard organizations, networking, policies and procedures, follow-up processes, quality, database management, informatics, and statistics and epidemiology.

**CDM 220 Oncology Coding and Staging Systems (3-0-3)**

*Offered Spring Semester*

Prerequisite: CDM 110

This course will provide an overview of oncology coding and staging systems, regulatory and accrediting organization requirements for staging, and the extent of disease concepts used by physicians and cancer surveillance organizations.

**CDM 230 Abstracting Principles and Practices II (2-0-2)**

*Offered Summer Semester*

Prerequisite: CDM 130

This course is a continuation of the principles of cancer registry abstracting and identifying appropriate clinical information from medical records for data capture in the abstract consistent with cancer registry regulatory core data requirements.

**CDM 250 Cancer Statistics and Epidemiology (3-0-3)**

*Offered Fall Semester*

Prerequisite: CDM 110

This course is an introduction to cancer statistics, principles of epidemiology, cancer surveillance, annual report preparation, presentation of cancer data, and the use of statistical data for marketing and strategic planning.

**CDM 260 Cancer Data Management Practicum (0-12-4)**

*Offered Fall Semester*

Prerequisites: CDM 110, CDM 230

This course provides hands-on experience in all aspects of registry organization and operations in a cancer registry setting. A total of 160 hours will be completed under the direct supervision of a Certified Tumor Registrar in a cancer registry setting.

**CET 103 Construction Surveying (1-3-2)**

*Offered Spring and Summer Semesters*

Prerequisite: MAT 102

This course is an introduction to surveying as used in the construction industry, building and site layout, establishing elevations, and setting batter boards, as well as other related topics.

**CET 115 Mechanical & Electrical Systems (1-3-2)**

*Offered Fall Semester*

Prerequisites: AET 101, AET 103

This course is a study of mechanical and electrical design criteria for residential and light commercial structures.

**CET 120 Construction Materials (2-3-3)**

*Offered Fall and Spring Semesters*

This course includes a study of basic materials used in construction, including research of building product specifications, as included in construction methods.

**CET 220 Concrete and Steel Design (1-6-3)**

*Offered Spring and Summer Semesters*

Prerequisite: EGR 194

This course covers the study of reinforced concrete and steel structural components.

**CET 223 Green Building Science (2-3-3)**

*Offered based on need*

Prerequisites: AET 101, AET 103, CET 115, CET 120, CPT 170

This course will introduce the "Whole Building Approach" for green/sustainable quality assurance systems, such as LEED, LEED for Homes, EarthCraft, and BPI, based upon current standards. Students will be prepared to sit for the BPI "Envelope Professional" Certification exam.

**CET 232 Construction Estimating I (3-3-4)**

*Offered Fall Semester*

Prerequisites: AET 101, AET 103, CET 103

Co-requisite: CET 234

This course covers the basic methods of estimating residential, commercial and industrial projects and the units of measure used for different building construction materials and processes.

**CET 234 Construction Estimating II (3-3-4)**

*Offered Fall Semester*

Prerequisites: AET 101, AET 103, CET 103

Co-requisite: CET 232

This course covers advanced methods of estimating residential, commercial and industrial projects, including some construction scheduling and labor estimating; also included is construction management.

**CET 236 Computerized Construction Estimating (3-3-4)**

*Offered Spring Semester*

Prerequisites: CET 115, CET 232, CET 234

Co-requisites: CET 238, CET 254

This course covers the application of computerized construction estimating procedures. Timberline estimating software is used.

**CET 238 Construction Planning & Scheduling (1-3-2)**

*Offered Spring Semester*

Prerequisites: CET 115, CET 232, CET 234

Co-requisites: CET 236, CET 254

This course covers the decision-making process involved in organizing the labor, materials, and equipment for a construction project.

**CET 254 Construction Senior Project (3-6-5)**

*Offered Spring Semester*

Prerequisites: CET 115, CET 232, CET 234

Co-requisites: CET 236, CET 238

In this course the student is issued a complete set of contract documents and is expected to compile a complete estimate for the project, including construction time schedule and total dollar allocation for materials, equipment and labor associated with the project.

**CHM 100 Introductory Chemistry (Non-Degree Credit) (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 101

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques.

**CHM 105 General Organic & Biochemistry (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CHM 100 or CHM 110

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry.

**CHM 106 Contemporary Chemistry I (3-3-4)**

*Offered Spring Semester*

Prerequisite: MAT 102

This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sections emphasize applications of basic techniques and supplement lecture topics.



**CHM 110 College Chemistry I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 109 or MAT 110, and CHM 100 (or completion of high school chemistry with a grade of "C" or higher)  
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, equilibria, and nuclear chemistry.

**CHM 111 College Chemistry II (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CHM 110

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, inorganic chemistry and an introduction to organic chemistry.

**CHM 211 Organic Chemistry I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CHM 111

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

**CHM 212 Organic Chemistry II (3-3-4)\***

*Offered Spring and Summer Semesters*

Prerequisite: CHM 211

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.

**CHM 213 Principles of Biochemistry (3-0-3)**

*Offered Spring Semester*

Prerequisite: CHM 211 or CHM 105

This course is the study of the major biochemical processes, including those related to proteins, enzymes, nucleic acids, DNA replication and transcription, carbohydrates, lipids and their associated pathways and significance.

**CHM 299 Research in Chemistry (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Chemistry using the application of practical research methods. This course is designed for students in an Associate of Arts or Associate of Sciences program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**CNC 201 Advanced CNC Wire EDM and Mill Programming (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 252 or prior learning assessment

This course is a continuation of the study of manual CNC programming and operations and will provide experience on 3-axis CNC machining centers and Wire EDM Machines. Hands-on training will cover 3-axis mill programming to include multi-level features. Training will also include Wire EDM programming for taper and multi-shape cutting in a single program.

**CNC 202 Advanced CNC 4-Axis Mill Programming (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 252 or prior learning assessment

This course covers advanced manual programming and operations on 3- and 4-axis CNC Machining Centers. Hands-on training will cover mirror image and coordinate rotation subprograms and parts with multilevel features. In addition, rotary 4th axis operations will be covered.

**CNC 203 Advanced CNC Lathe Programming (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 252 or prior learning assessment

This course covers advanced manual CNC programming and operations experience on CNC C-axis lathes. Topics covered will include external and internal operations using lathe cycles and C-axis milling and drilling operations.

**CNC 251 Intermediate CAD/CAM Design (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 254 or prior learning assessment

This course is an intermediate course in CAD/CAM design. Topics include part model creation, importing existing CAD models, and manipulating and preparing the models for CNC tool paths. Training will entail utilizing CAD/CAM software using intermediate level drawing techniques.

**CNC 252 Intermediate CAD/CAM Mill Programming (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CNC 251 or prior learning assessment

This course is an intermediate course in CAD/CAM tool path creation. Topics include creating and simulating milling tool paths and output of programs for the CNC milling machine.



**CNC 253 Intermediate CAD/CAM Lathe Programming (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: CNC 251 or prior learning assessment*

*This course is an intermediate course in CAD/CAM lathe tool path creation. Topics include creating and simulating lathe tool paths, incorporating C-Axis tool paths and output of programs for the CNC Turning Centers.*

**CNC 261 CAD/CAM C Axis CNC Lathe I (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisites: MTT 253 or CNC 201, CNC 202 CNC 203 and MTT 255 or CNC 251 CNC 252 CNC 253*

*This course is a study of intermediate CAD/CAM programming and editing of CNC C-axis lathe programs. The course also covers the setup and operation of the machines, setting of tools, machine limits, and safety.*

**CNC 262 CAD/CAM 4 Axis CNC Mill I (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisites: MTT 253 or CNC 201, CNC 202 CNC 203 and MTT 255 or CNC 251 CNC 252 CNC 253*

*This course is a study of intermediate CAD/CAM programming and editing of 4-axis milling programs. This course also covers the setup and operation of the machines, setting of tools, machine limits, and safety.*

**CNC 263 CAD/CAM C Axis CNC Lathe II (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: CNC 261*

*This course is a continued study of intermediate CAD/CAM programming and editing of complex parts on the CNC C-axis lathe machines. The course also covers the setup and operation of the machines, setting of tools, machine limits, and safety.*

**CNC 264 CAD/CAM 4 Axis CNC Mill II (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: CNC 262*

*This course is a continued study of intermediate CAD/CAM programming of complex 4-axis milling programs. This course also covers the set up and operation of the machines, setting of tools, machine limits, and safety.*

**COL 101 College Orientation (1-0-1)**

*Offered Fall and Spring Semesters*

*Prerequisite: Placement into RDG 032 or higher*

*This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.*

**COL 103 College Skills (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: Placement into RDG 032 or higher*

*This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.*

**COL 105 Freshman Seminar (3-0-3)**

*Offered Fall and Spring Semesters*

*Prerequisite: Placement into ENG 101 or higher*

*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.*

**COL 107 Computer Literacy Skills for College Success (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: Placement into RDG 032 or higher*

*This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication.*

**COL 108 Basic Graphing Calculator Skills (1-0-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: MAT 032 or satisfactory placement*

*This course includes the following topics: understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features, use basic probability and statistics functions, set up matrices, link calculators, use applications and fix error. This course is designed to acquaint students with features of the required calculators for transferable math courses and should be taken just prior to enrollment in, or concurrent with, one of those courses. Separate sections will be offered for courses utilizing the TI 83/84 and the TI 89.*

**COL 111 E-Learning Success (1-0-1)**

*Offered Fall, Spring, and Summer Semesters*

*Prerequisite: Placement into RDG 032 or higher*

*This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.*

**COL 205 Leadership Seminar (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 032 or higher

This course is a study of the foundational skills needed to assume leadership roles in academic, professional, and personal settings. Topics include information literacy, financial literacy, stress and conflict management, critical thinking, and employability skills. A portfolio will be completed.

**COS 106 Facials and Makeup (1-6-3)**

*Offered Fall and Summer Semesters*

Prerequisites: COS 120, COS 220

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

**COS 108 Nail Care (1-6-3)**

*Offered Fall and Summer Semesters*

Prerequisites: COS 120, COS 220

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

**COS 110 Scalp and Hair Care (0-10-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 114, ENG 165, MAT 155, MKT 101, PSY 103

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

**COS 114 Hair Shaping (0-12-4)**

*Offered Fall and Summer Semesters*

Prerequisite: Placement into ENG 165

Co-requisites: ENG 165, MAT 155, PSY 103

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

**COS 120 Manikin Practice (0-10-3)**

*Offered Spring and Summer Semesters*

Prerequisites: COS 110, COS 206, COS 210

This course covers cosmetology applications, including hair shaping, chemical waving, hair styling, and hair coloring.

**COS 151 Dermatology (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: COS 156, COS 165, COS 221, COS 223 (required)

This course is the study of the structure, functions, conditions and disorders of the skin.

**COS 156 Fundamentals of Massage (0-6-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: COS 151, COS 165, COS 221, COS 223 (required)

This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

**COS 165 Business Practice (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: COS 151, COS 156, COS 221, COS 223 (required)

This course covers basic salon business practices, including rules, regulations, and codes governing the practice of skin care.

**COS 206 Chemical Hair Waving (0-10-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 114, ENG 165, MAT 155, PSY 103, MKT 101

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

**COS 210 Hair Coloring (0-10-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 114, ENG 165, MAT 155, PSY 103, MKT 101

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

**COS 220 Cosmetology Clinical Practice I (0-10-3)**

*Offered Spring and Summer Semesters*

Prerequisites: COS 110, COS 206, COS 210, MKT 130

This course is an integration of cosmetology skills in a simulated salon environment.

**COS 221 Facial Practice I (0-6-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: COS 151, COS 156, COS 165, COS 223 (required)

This course is an integration of massage and facial skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Practice II (0-10-3)**

*Offered Fall and Summer Semesters*

Prerequisites: COS 120, COS 220

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

**COS 223 Facial Practice II (0-6-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: COS 151, COS 156, COS 165, COS 221 (required)

This course provides for the integration of corrective and preservative facials, massage, and makeup application skills in a simulated salon environment.

**COS 232 Cosmetology State Board Preparation (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: COS 120, COS 220, BAF 101, MKT 101, MKT 120, MKT 130

This course offers a review of curriculum and performance-based demonstrations in preparation for the State Cosmetology License Exam. Topics will address relevant concepts in science, hair care, nail care, and skin care.

**CPT 113 Information Systems (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 032 and placement into RDG 100

This course is an introduction of the principles and technologies used in modern management information systems.

**CPT 117 Introduction to Online Learning (1-0-1)**

*Offered Fall, Spring, and Summer Semesters*

This course will familiarize students with the online learning environment. Topics will include using course management tools, conducting online research effectively, and troubleshooting technical problems. **Note:** *This course is intended for the individual who plans to use an on-line learning environment for education and training.*

**CPT 170 Microcomputer Applications (3-0-3)**

*Offered Fall, Spring and Summer Semesters*

Prerequisites: CPT placement score or successful completion of COL 107; or placement into MAT 101 or higher and placement into ENG 101

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

**CPT 209 Computer Systems Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 101 or higher

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

**CPT 230 C# Programming I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 101 or CPT 170 or CPT 113 and MAT 102 or higher

This course introduces designing, coding, testing and debugging C# programs. Topics include procedural, functional and object oriented techniques; programming; IDEs; .NET; processing data; data types; I/O; decision processing; control structures; modularized coding with methods; and arrays.

**CPT 231 C# Programming II (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 230

This course focuses on advanced programming concepts for C#. Topics include advanced string and character processing, user defined classes and advanced .NET, multiform projects, inheritance and polymorphism, database processing, exception handling, and GUIs with Windows Forms.

**CPT 234 C Programming I (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: EGR 269 or CPT 170 or CPT 113

This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays, and simple pointers.

**CPT 236 Introduction to JAVA Programming (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 186 or CPT 187 or CPT 230

This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets.

**CPT 237 Advanced Java Programming (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: CPT 236

This course is a study of 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 javabean component model, network programming and server-side programming.

**CPT 239 Active Server Pages (3-0-3)**

*Offered Spring Semester*

Prerequisites: CPT 186 or CPT 187 or CPT 230 and IST 226 or IST 237

This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts and examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

**CPT 257 Operating Systems (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 101

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

**CPT 264 Systems & Procedures (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 186 or CPT 187 or CPT 230 or IST 272

This course covers the techniques of system analysis, design, development and implementation.

**CPT 267 Technical Support Concepts (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 209, CPT 257

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

**CPT 270 Advanced Microcomputer Applications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 170

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. **Note:** *MSOFFICE is used.*

**CPT 275 Computer Technology Senior Project (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CPT 264; IST 203 or IST 235 or IST 258 or IST 278; SPC 205 or SPC 209; and MAT 103 or MAT 109 or MAT 120 or higher math

This course includes the design, development, testing and implementation of an instructor-approved project.

**CPT 280 SCWE in Computer Technology (0-12-3)**

Prerequisite: Departmental Approval

This course integrates computer technology skills within an approved work site related to the computer industry.

**CPT 283 PHP Programming I (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: CPT 186 or CPT 187 or CPT 230 and IST 226 or IST 237

This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages.

**CRJ 101 Introduction to Criminal Justice (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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. Also, includes historical and sociological introduction.

**CRJ 102 Introduction to Security (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: CRJ 101

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.

**CRJ 115 Criminal Law I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CRJ 101, ENG 101

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

**CRJ 125 Criminology (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CRJ 101, SOC 101

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

**CRJ 130 Police Administration (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: CRJ 230

This course is a study of the organization, administration, and management of law enforcement agencies.

**CRJ 140 Criminal Justice Report Writing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisites: CRJ 101, ENG 101 (required)

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

**CRJ 210 The Juvenile and the Law (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: CRJ 101

This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective. Course also includes criminological perspective.

**CRJ 222 Ethics in Criminal Justice (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: CRJ 230

This course is a study of the application of ethical theories to the criminal justice profession. This is a capstone course to be taken in the student's last term.

**CRJ 224 Police Community Relations (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 101

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Also, includes police administration and structure topics.

**CRJ 230 Criminal Investigation I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 115

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

**CRJ 233 Cyber Crimes and the Law (3-0-3)**

*Offered Summer Semester*

Prerequisite: CRJ 230

This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution.

**CRJ 235 Practical Crime Scene Investigations (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: CRJ 230

This course offers practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

**CRJ 236 Criminal Evidence (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 115

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

**CRJ 242 Correctional Systems (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 101

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release.



**CRJ 250 Criminal Justice Internship I (0-9-3)**

*Offered Summer Semester*

Prerequisite: CRJ 230

This course includes practical experience in a criminal justice or private security setting.

**CUL 101 Principles of Food Production I (1-6-3)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisite: CUL 155

This course is an introductory course in food preparation including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious, quality food.

**CUL 102 Principles of Food Production II (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CUL 101, CUL 155

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

**CUL 103 Nutrition (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

**CUL 108 Food Production Techniques (0-9-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CUL 101, CUL 102, CUL 155

This course covers the techniques and procedures of quality and quantity food production, and the principles underlying the selection, composition, and preparation of major food products. The course includes extensive basic and complex recipes for practice purposes. Catering, banquet preparation, and a la carte components are included.

**CUL 110 Food Production Management (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CUL 101, CUL 102

This course covers basic food principles in a production kitchen environment. The production will include international food preparation as well as competition guidelines.

**CUL 145 Dining Room Operations (1-6-3)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: CUL 155 (required)

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service. POS operations are included.

**CUL 155 Sanitation (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course is study of local, state and national regulations governing sanitary food handling practices.

**CUL 225 Buffet Organization (2-6-4)**

*Offered Summer Semester*

Prerequisites: CUL 101, CUL 102, CUL 155

This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings, and garnishes. Buffet presentation is also included.

**CUL 235 Menu Planning (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: HOS 160

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

**CWE 101 Cooperative Work Experience Preparation (1-0-1)**

This course includes preparation for cooperative work experience. Topics include career planning, resume writing techniques, interviewing techniques, and job maintenance skills.

**CWE 111 - 268 Cooperative Work Experience I - IX (1-8 SHC)**

These courses include cooperative work experience in an approved setting.

**CWE 113-401 Cooperative Work Experience (0-15-3) (NOTE: This class is reserved for Culinary students)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CUL 101, CUL 102, CUL 155, HOS 140

Preferred co-requisites: CUL 145 or HOS 130

This course integrates culinary and hospitality skills at an approved work site related to the hospitality industry.



**DAT 115 Ethics & Professionalism (1-0-1)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The State Dental Practice Act is reviewed. (Available to Dental Hygiene students as an elective course. This course is only offered Online.)

**DAT 116 Fundamentals of Dental Medicine (3-0-3)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 115, DAT 154, DHG 125, DHG 244 (required)

This course is a study of dental office emergencies, microbiology, pharmacology, and oral pathology as related to the role of the dental assistant.

**DAT 121 Dental Health Education (1-3-2)**

*Offered Spring Semester*

Prerequisites: DAT 115, DAT 116, DAT 154, DHG 125, DHG 244

Co-requisites: DAT 122, DAT 160, DAT 174, DHG 121 (required)

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention and principles of nutrition in relationship to oral health and preventive dentistry.

**DAT 122 Dental Office Management (1-3-2)**

*Offered Spring Semester*

Prerequisites: DAT 115, DAT 116, DAT 154, DHG 125, DHG 244

Co-requisites: DAT 121, DAT 160, DAT 174, DHG 121 (required)

This course provides a study of the business aspect of a dental office and dental computer software.

**DAT 154 Clinical Procedures I (2-6-4)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program (Infection Control Online component must be completed prior to course start date.)

Co-requisites: DHG 125, DHG 244 (required)

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant's role in dental instrumentation.

**DAT 160 Expanded Duties/Specialties (1-3-2)**

*Offered Spring Semester*

Prerequisites: DAT 115, DAT 116, DAT 154, DHG 125, DHG 244

Co-requisites: DAT 121, DAT 122, DAT 174, DHG 121 (required)

This course provides practical experience in performing the expanded duties designated by the SC State Board of Dentistry for Expanded Duty Dental Assistants. In addition, the course covers an overview of dental specialties.

**DAT 175 Introduction to Clinical Experience (1-12-5)**

*Offered Spring Semester*

Prerequisites: DAT 115, DAT 116, DAT 154, DHG 125, DHG 244

Co-requisites: DAT 121, DAT 122, DAT 160, DHG 121 (required)

This course is an introduction to chairside assisting with emphasis on general practice and exposure to several dental specialties. Students will be assigned to a variety of dental practice settings and will record experiences in an online journal for faculty review. Seminars will be held to allow sharing of experiences.

**DAT 177 Dental Office Experience (2-15-7)**

*Offered Summer Semester*

Prerequisites: DAT 122, DAT 116, DAT 160, DAT 174, DHG 121

This course provides practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

**DHG 115 Medical & Dental Emergencies (2-0-2)**

*Offered Fall Semester*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

This course provides a study of the various medical/dental emergencies and appropriate treatment measures.

Additionally, it includes managing medically compromised dental patients and provides for CPR certification.

**DHG 121 Dental Radiography (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites for Dental Assisting: BIO 112, DAT 115, DAT 116, DAT 125, DAT 154, and DHG 244;

Prerequisites for Dental Hygiene: Completion of Phase I courses and admittance to the Dental Hygiene program

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.

**DHG 122 Office Management for the Dental Hygienist (1-3-2)**

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisite: DHG 165 (required)

This course provides a study of the business aspect of a dental office and dental office software for the dental hygienist.

**DHG 125 Tooth Morphology & Histology (2-0-2)**

*Offered Fall Semester*

Prerequisites for Dental Assisting: Acceptance into the Dental Assisting program;

Prerequisites for Dental Hygiene: Completion of Phase II and admittance to the Dental Hygiene program

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.

**DHG 140 General & Oral Pathology (2-0-2)**

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

**DHG 141 Periodontology (2-0-2)**

*Offered Summer Semester*

Prerequisites: DHG 140, DHG 143, DHG 165, DHG 239, DHG 244

Co-requisite: DHG 175 (required)

This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

**DHG 143 Dental Pharmacology (2-0-2)**

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: DHG 140, DHG 165, DHG 239, DHG 244 (required)

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

**DHG 161 Clinical DHG I Foundations (2-6-4)**

*Offered Fall Semester*

Prerequisites: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115 (required), DHG 121, DHG 125 (recommended)

This course completes the basic instrumentation instruction; introduces polishing and anticaries therapies; presents periodontal health assessment and introduces the clinical setting for application of dental hygiene skills for patient care.

**DHG 165 Clinical Dental Hygiene I (2-9-5)**

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: DHG 239, DHG 244 (required)

This is an introduction course to the clinical setting for application of dental hygiene skills for patient care.

**DHG 175 Clinical Dental Hygiene II (2-9-5)**

*Offered Summer Semester*

Prerequisite: DHG 165

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

**DHG 232 Community Oral Health Outreach (1-3-2)**

*Offered Fall Semester*

Prerequisites: DHG 161, DHG 165

Pre- or co-requisite: DHG 175 or DHG 255 (required)

This course provides a study of literature reviews, analysis of oral health needs, epidemiology, and prevention of oral diseases including assessment of community needs, project planning, implementation, and evaluation. Emphasis will be placed on setting-up on-going community based projects/programs to facilitate a "serving to learn" philosophy and enhancing access to oral health care for diverse populations.

**DHG 241 Integrated Dental Hygiene I (0-3-1)**

*Offered Summer Semester*

Prerequisites: AHS 113, DHG 115, DHG 143

This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

**DHG 242 Integrated Dental Hygiene II (0-3-1)**

*Offered Spring Semester*

Prerequisite: DHG 255

Co-requisite: DHG 265 (required)

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

**DHG 244 Dental Materials (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Acceptance into Dental Assisting or Dental Hygiene program

Co-requisites: For Dental Assisting: DHG 125, DAT 154; for Dental Hygiene: DHG 165, DHG 239

This course is a study of the physical and chemical properties, identification, characteristics and manipulation of dental materials.

**DHG 255 Clinical Dental Hygiene III (1-12-5)**

*Offered Fall Semester*

Prerequisite: DHG 175

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

**DHG 265 Clinical Dental Hygiene IV (1-12-5)**

*Offered Spring Semester*

Prerequisite: DHG 255

Co-requisite: DHG 242

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

**DHM 101 Introduction to Diesel Engines (3-3-4)**

*Offered Spring Semester*

This course is an introduction to diesel engine design and operation principles.

**DHM 105 Diesel Engines I (2-3-3)**

*Offered Spring Semester*

Prerequisites: DHM 101, DHM 125

This course covers the basic study of diesel engine design and operating principles.

**DHM 107 Diesel Equipment, Service & Diagnosis (2-3-3)**

*Offered Fall Semester*

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

**DHM 108 Diesel Engine Tune-Up (1-3-2)**

*Offered Spring Semester*

Prerequisite: DHM 101

This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

**DHM 121 Introduction to Diagnostic Testing (1-3-2)**

*Offered Fall and Spring Semesters*

Prerequisite: DHM 173

This course is an introduction to basic theory and practical application of diagnostic testing equipment in troubleshooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers. Students will utilize diagnostic testing equipment in a simulated environment to determine the appropriate repairs for a unit.

**DHM 125 Diesel Fuel Systems (2-3-3)**

*Offered Spring Semester*

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

**DHM 151 Drive Trains (3-3-4)**

*Offered Summer Semester*

This course is a study of the theory and repair of drive train systems.

**DHM 155 PowerTrains (2-3-3)**

*Offered Spring Semester*

This course covers the theory and repair of transmission drive shafts and differentials.

**DHM 171 Introduction to Heavy Equipment Welding (1-6-3)**

*Offered Summer Semester*

This course introduces the proper welding techniques utilized to alter a sub-frame, alter a unit, or add additional equipment to improve payload space, safety, or location.

**DHM 173 Electrical Systems I (2-3-3)**

*Offered Fall Semester*

This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

**DHM 205 Diesel Engines II (2-3-3)**

*Offered Spring Semester*

Prerequisite: DHM 105

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

**DHM 216 Medium Diesel Engines (2-3-3)**

*Offered Fall Semester*

Prerequisites: DHM 101, DHM 125

This course is the study of major manufacturers' configuration of medium diesel engines, diagnostic adjustment and settings, specific exhaust turbo performance settings, and reassembly techniques.

**DHM 225 Electronic Fuel Systems (2-3-3)**

*Offered Summer Semester*

Prerequisite: DHM 125

This course covers the theory and practical application of electronic fuel power systems.

**DHM 231 Diesel Air Conditioning (1-3-2)**

*Offered Summer Semester*

This course is a study of diesel air conditioning theory, maintenance, troubleshooting, and repair procedures.

**DHM 232 Heating, Cooling, & Air Conditioning Systems (2-3-3)**

*Offered Summer Semester*

This course is an introduction to engine heating and cooling systems used in modern trucks. Various truck and heavy equipment air conditioning systems will also be explored.

**DHM 251 Suspension and Steering (1-6-3)**

*Offered Spring Semester*

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

**DHM 255 Air Brake Systems (2-3-3)**

*Offered Spring Semester*

This course is a study of air compressors, valves, electrical controls and brake designs as applicable to modern trucks.

**DHM 258 Chassis and Frame Alignment (3-3-4)**

*Offered Spring Semester*

Prerequisites: DHM 151, DHM 171

Co-requisites: DHM 121, DHM 255

This course is a study of the principles of fabricating, heat treating, straightening, and aligning of chassis systems.

**DHM 260 Fluid Power Systems (1-3-2)**

*Offered Spring Semester*

This course introduces the principles of fluid power systems for diesel trucks and heavy equipment units. Topics include installation, routing, and set up of payload mounted equipment to the vehicle.

**DHM 262 ABS and TCS Brake Systems (1-3-2)**

*Offered Spring Semester*

Prerequisites: DHM 121, DHM 255

This course is a study of the theory and practical application of ABS (Automatic Braking Systems) and TCS (Traction Control Systems) for truck safety systems.

**DHM 265 Hydraulic Systems (2-3-3)**

*Offered Summer Semester*

This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

**DHM 271 Auxiliary Power Units (1-3-2)**

*Offered Summer Semester*

Prerequisites: DHM 101, DHM 121, DHM 231, DHM 255, DHM 260, DHM 262

This course is a study of auxiliary power units, including application, placement, installation, and diagnostics.

**DHM 272 Trailer Technology (3-3-4)**

*Offered Summer Semester*

Prerequisites: DHM 121, DHM 255, DHM 262

This course is a study of the theory and practical application of service, repair, and maintenance of common road trailer units.

**DHM 273 Electrical Systems II (2-3-3)**

*Offered Fall Semester*

Prerequisite: DHM 173

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

**DMS 101 Ultrasound Physics and Instrumentation I (2-0-2)**

*Offered Fall Semester*

Prerequisite: MAT 109 or MAT 110 or higher

This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.

**DMS 102 Ultrasound Physics and Instrumentation II (3-0-3)**

*Offered Spring Semester*

Prerequisite: DMS 101

This course is an advanced study of the fundamental principles of acoustic physics and ultrasound instrumentation to include a discussion of the major components of the ultrasound system, Doppler, spectral analysis, color-flow Doppler, color Doppler energy, ultrasound artifacts, quality assurance, and new technology.

**DMS 104 Patient Care for Sonography (1-3-2)**

*Offered Fall Semester*

Prerequisite: ENG 101

This course is a study of the techniques of proper patient care, including communication, patient assessment, infection control, patient confidentiality, cultural diversity, body mechanics, and other skills required within a sonographic lab.

**DMS 105 Sonographic Anatomy of the Abdomen (3-3-4)**

*Offered Fall Semester*

This course is a study of the abdominal structures with emphasis on sonographic imaging methods and procedures.

**DMS 116 Abdominal Ultrasound (3-3-4)**

*Offered Spring Semester*

Prerequisite: DMS 105

This course is an in-depth study of abdominal ultrasound including anatomy, physiology, and pathology. The sonographic appearance of normal anatomical structures and the more common abnormalities affecting the abdomen are also discussed. Emphasis is placed on the interpretation of clinical tests and basic scanning techniques relative to the development of a differential diagnosis.

**DMS 117 Gynecology (2-0-2)**

*Offered Fall Semester*

This course is the study of anatomy, physiology, and pathology of the female reproductive system with emphasis on sonographic imaging methods and procedures.

**DMS 119 Embryology and First Trimester Ultrasound (2-0-2)**

*Offered Spring Semester*

Prerequisite: DMS 117

This course is the study of anatomy, physiology, and pathology associated with first trimester ultrasound, including an in-depth study of the reproductive process with emphasis on sonographic imaging methods and procedures.

**DMS 124 OB/GYN Sonography II (2-0-2)**

*Offered Fall Semester*

Prerequisite: DMS 119

This course is an advanced study of the gynecological pathologic processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

**DMS 130 Selected Topics in Sonography (2-0-2)**

*Offered Fall Semester*

Prerequisite: DMS 116

This course is a study of thyroid, breast, testicular and other superficial structures of the body by ultrasound with emphasis on anatomy, physiology and pathological conditions associated with these organs.

**DMS 164 Introduction to Clinical Education (0-6-2)**

*Offered Fall Semester*

This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

**DMS 165 Clinical Education II (0-24-8)**

*Offered Spring Semester*

Prerequisite: DMS 164

This course is a supervised clinical experience and practice designed to continue the student's development of ultrasound scanning skills and techniques.

**DMS 166 Advanced Clinical Education (0-21-7)**

*Offered Summer Semester*

Prerequisite: DMS 165

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.



**DMS 167 Imaging Practicum (0-24-8)**

*Offered Fall Semester*

Prerequisite: DMS 166

This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques. This clinical course also provides an opportunity for students to explore advancements in Sonography.

**DMS 200 Seminars in Sonography (2-0-2)**

*Offered Summer Semester*

Prerequisite: DMS 101

This course is an in-depth review of ultrasound physics, anatomy, physiology, and pathology and provides test preparation for the national certification exams. Emphasis is placed on the interpretation of clinical tests and scanning techniques relative to the development of a differential diagnosis.

**ECD 101 Introduction to Early Childhood (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

**ECD 102 Growth and Development I (2-3-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

**ECD 105 Guidance-Classroom Management (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

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.

**ECD 107 Exceptional Children (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

**ECD 108 Family and Community Relations (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 100

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.

**ECD 109 Administration and Supervision (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: Placement into ENG 100

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

**ECD 131 Language Arts (2-3-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

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.

**ECD 132 Creative Experiences (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 100

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.



**ECD 133 Science and Math Concepts (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

**ECD 135 Health, Safety and Nutrition (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 100

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

**ECD 200 Curriculum Issues in Infant and Toddler Development (2-3-3)**

*Offered Spring Semester*

Prerequisite: ECD 102

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

**ECD 201 Principles of Ethics and Leadership in Early Care and Education (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

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.

**ECD 203 Growth and Development II (2-3-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 100

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

**ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)**

*Offered Spring Semester*

Prerequisites: ECD 101, ECD 102

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

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

*Offered Summer Semester*

Prerequisites: ECD 101, ECD 102

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

**ECD 210 Early Childhood Intervention (3-0-3)**

*Offered Summer Semester*

Prerequisite: ECD 107

This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive and social approaches to instruction.

**ECD 237 Methods and Materials (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 100

This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 Supervised Field Experience I (1-6-3)**

*Offered Summer Semester*

Prerequisites: ECD 102, ECD 131, ECD 132, ECD 133, ECD 200, ECD 203

This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.

**ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)**

*Offered Summer Semester*

Prerequisites: ECD 102, ECD 200

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

**ECD 252 Diversity Issues in Early Care and Education (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

**ECD 254 Facilitation and Environmental Management for Early Childhood Special Education (3-0-3)**

*Offered Summer Semester*

Prerequisite: ECD 107

This course is a study of how the environment for infants, toddlers, preschoolers, and young children with special needs can be manipulated to enhance their development, social needs, and expression of creativity and independence.

**ECD 257 Supervised Field Experience in Early Childhood Special Education (1-6-3)**

*Offered Summer Semester*

Prerequisite: ECD 260

This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed.

**ECD 259 Behavior Management for Special Needs (3-0-3)**

*Offered Spring Semester*

Prerequisite: ECD 107

This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.

**ECD 260 Methods of Teaching Special Needs Students (3-0-3)**

*Offered Spring Semester*

Prerequisite: ECD 107

This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

**ECD 280 Registered Behavior Technician (2-3-3)**

*Offered Fall Semester*

This course provides a basic foundation in the principles of applied behavior analysis and is designed to meet the standardized training requirements to apply for the Registered Behavior Technician (RBT) credential.

**ECE 205 Electrical and Computer Lab I (2-3-3)**

*Offered Spring Semester*

Prerequisite: Instructor permission required

This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.

**ECE 211 Introduction to Computer Engineering I (3-0-3)**

*Offered Spring Semester*

Prerequisite: MAT 140

This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems.

**ECE 212 Introduction to Computer Engineering II (3-0-3)**

*Offered Summer Semester*

Prerequisite: ECE 211

This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

**ECE 221 Introduction to Electrical Engineering I (3-0-3)**

*Offered Fall Semester*

Prerequisite: MAT 141

This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.

**ECE 222 Introduction to Electrical Engineering II (3-0-3)**

*Offered Spring Semester*

Prerequisite: ECE 221

This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.

**ECO 105 Introduction to Economic Principles (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 101 or MAT 155 and placement into ENG 101

This course is a study of basic micro-macro economic concepts, including economic problems and decisions. Topics include the free enterprise and other economic systems.

**ECO 210 Macroeconomics (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 101 and placement into ENG 101

This course includes the study of the fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

**ECO 211 Microeconomics (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 101 and placement into ENG 101

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulation and comparative advantage and trade.

**EDU 101 Introduction to Education (3-0-3)**

This course is a study of the history, philosophical development, organization and practices of elementary and middle school education.

**EDU 213 Instructional Development (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor permission required

This course covers teaching methods, practices, and techniques for vocational-technical education.

**EDU 230 Schools in Communities (4-0-4)**

*Offered Spring Semester*

Prerequisite: ENG 101

This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.

**EEM 105 Basic Electricity (1-3-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 100

This course is a survey of basic electrical principles, circuits and measurements.

**EEM 107 Industrial Computer Techniques (2-0-2)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

**EEM 117 AC/DC Circuits I (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 100

Pre- or Co-requisite: MAT 170 or higher

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**EEM 118 AC/DC Circuits II (3-3-4)**

*Offered Spring Semester*

Prerequisites: EEM 117, MAT 155 or higher

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

**EEM 140 National Electrical Code (3-0-3)**

*Offered Fall and Spring Semesters*

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

**EEM 151 Motor Controls I (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

**EEM 165 Residential/Commercial Wiring (3-3-4)**

*Offered Fall and Summer Semesters*

This course is a study of wiring methods and practices used in residential and commercial applications.

**EEM 166 Commercial/Industrial Wiring (3-3-4)**

*Offered Spring and Summer Semesters*

This course is a study of wiring methods and practices used in commercial and industrial applications.

**EEM 201 Electronic Devices I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: EEM 118

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**EEM 215 DC/AC Machines (1-6-3)**

*Offered Fall and Spring Semesters*

This course is a study of applications, operations and construction of DC and AC machines.

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

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: EEM 117

This course covers the principles of operation and application of DC drives and AC drives.

**EEM 251 Programmable Controllers (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: EEM 117, CPT 170 or EGR 130

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

**EEM 252 Programmable Controller Applications (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: EEM 251

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.

**EEM 271 Sensors and System Interfacing (1-3-2)**

*Offered Spring Semester*

Prerequisite: EEM 117

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

**EEM 274 Technical/Systems Troubleshooting (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AMT 205, EEM 252

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

**EET 111 DC Circuits (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into RDG 100

Co-requisite: MAT 101

This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**EET 112 AC Circuits (3-3-4)**

*Offered Spring and Summer Semesters*

Prerequisite: EET 111

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.

**EET 131 Active Devices (3-3-4)**

*Offered Summer and Fall Semesters*

Prerequisite: EET 112

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

**EET 141 Electronic Circuits (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: EET 131

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

**EET 145 Digital Circuits (3-3-4)**

*Offered Spring and Summer Semesters*

Prerequisite: Placement into MAT 101

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

**EET 172 Electronic Drafting (1-3-2)**

*Offered Fall and Spring Semesters*

This course provides students with entry level experience with drafting software used to create electronic schematics and wiring diagrams.

**EET 227 Electrical Machinery (2-3-3)**

*Offered Summer and Fall Semesters*

Prerequisite: EET 112 (or PHY 202 or PHY 222 with department head approval)

This course is a study of AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

**EET 233 Control Systems (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: EET 227

This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

**EET 235 Programmable Controllers (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisite: EET 233

This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers.

**EET 243 Data Communications (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisite: EET 145

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and de-multiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

**EET 251 Microprocessor Fundamentals (3-3-4)**

*Offered Fall and Spring semesters*

Prerequisite: EET 145

This course is a study of binary numbers; microprocessor operations, architecture, instruction sets and interfacing with operating systems; and applications in control, data acquisition, data reduction and analysis. Programs are written and tested.

**EET 273 Electronics Senior Project (0-3-1)**

*Offered Spring Semester*

Prerequisite: EET 251 or permission of academic program director

This course includes the construction and testing of an instructor-approved project. This is an opportunity for the student to do a self-paced independent research, design, and construction of a project of the individual's choice. A written report is required.

**EGR 102 Introduction to Industrial/Engineering Careers (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 100 and placement into MAT 101

Co-requisite: COL 103

This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Students will evaluate different career paths through courses, guest speakers, and site visits. Students will also assess their aptitude and abilities through standardized tests to choose a technology major that best fits their ability and personal goals.

**EGR 130 Engineering Technology Applications and Programming (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102

Co-requisite: RDG 100

This course covers the development and use of computer programs to solve engineering technology problems, including spreadsheets, databases, word processing and operating systems. Analytical problem solving using calculators and computers as preparation for physics and statics courses is also covered.

**EGR 140 Collaborative Product Development (1-6-3)**

*Offered Fall Semester*

Prerequisites: AMT 101, AMT 106, IMT 103

Co-requisite: AMT 220 (required)

This course provides insight into nonlinear product design processes in which all the people necessary to produce a product work together as a team. Effective teamwork skills, product design, and manufacturing cost estimates will be emphasized.

**EGR 170 Engineering Materials (2-3-3)**

*Offered Fall and Spring Semesters*

Co-requisites: ENG 101 and MAT 102 or suitable math placement (required)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. The mechanical properties and the classification systems of metals, ceramics, plastics and composites are



covered. Studies start with the forces that bind atoms together and proceed up through crystal structure to macroscopic properties. Includes techniques for improving the strength of materials, with heavy emphasis on the heat treatment of steel.

### **EGR 175 Manufacturing Processes (2-4-3)**

*Offered Spring and Summer Semesters*

Pre- or Co-requisites: ENG 101 and MAT 110 (prerequisite preferred)

Co-requisite: EGR 210 or EGR 275 or EGT 152 or other department head approved CAD course (required)

This course includes the processes, alternatives, and operation in the manufacturing environment. The most important methods used by modern industry to convert materials into useful shape, including numerous variants of casting, forging, rolling, extruding, pressing and sintering, molding, joining, machining and grinding. Emphasis will be placed on types of parts for which each process is best suited.

### **EGR 194 Statics and Strength of Materials (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: PHY 201

Pre- or Co-requisite: MAT 111 or MAT 179 (prerequisite preferred)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moment of inertia and friction. It also covers the stress/strain relationships in materials, centroids, shear and moment diagrams, bending stresses and shear stresses with application to size determination of components under various loading conditions.

### **EGR 203 Foundations of Fluid and Thermal Systems (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: MAT 240, PHY 222

This course is an introduction to control volumes, conservation laws of mass, momentum, and energy. Concepts of work and heat are introduced, including rate forms. Knowledge and skills will be developed that allow the solution of problems through application of conservation principles in combination with appropriate models of the behavior of pure substances. This transfer course is primarily intended for engineering students.

### **EGR 204 Mechanics of Materials (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: EGR 260, MAT 240

Co-requisites: EGR 206, MAT 242 (required)

This course is a study of the relationships between external loads on solid bodies and the resulting internal effects and dimension changes, including the derivation of rational formulas for stresses and deformations. This transfer course is primarily intended for engineering students.

### **EGR 206 Introduction to Materials Science (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CHM 110

Co-requisite: MAT 141 (required)

This course studies the relationships between a material's structure, processing, and properties (electrical, mechanical, and thermal). All levels of structure are considered from gross structures easily visible to the eye through electronic structure of atoms. This transfer course is primarily intended for engineering students.

### **EGR 210 Introduction to Engineering CAD (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 170 or EGR 130 or EGR 269, or instructor permission

Co-requisite: AET 110 or EGT 110 or EGR 285 or CET 103

This course is a study of basic computer-aided design concepts required for engineering, architectural, surveying, construction, and related industry applications. 2D and 3D AutoCAD applications are introduced in this course.

### **EGR 255 Engineering Technology Senior Systems Project (0-6-2)**

*Offered Spring Semester*

Prerequisite: EGR 194 and completion of all other technical courses in the program in which the student is majoring, plus department head approval.

This course includes an instructor-approved project which is designed, specified, constructed and tested. Students work in teams on "real world" industrial, mechanical, or manufacturing projects and solve them by applying skills learned in previous program courses.

### **EGR 260 Engineering Statics (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: PHY 221

Co-requisite: MAT 240

A pre-engineering university transfer elective. This course is an introduction to the principles of engineering mechanics as applied to force systems. The techniques of vector mathematics are employed. Both two and three-dimensional systems are studied.

### **EGR 262 Engineering Dynamics (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: EGR 260, MAT 240

A pre-engineering university transfer course. This course is an introduction to the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.



**EGR 269 Engineering Disciplines and Skills (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 111

Co-requisite: ENG 101

This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.

**EGR 270 Introduction to Engineering (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: EGR 269

Co-requisite: MAT 140

A pre-engineering university transfer course. This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. It introduces students to team problem solving and the application of computers in engineering. Advanced Excel and MATLAB will be emphasized.

**EGR 275 Introduction to Engineering/Computer Graphics (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 170 or EGR 130 or EGR 269, or permission of instructor

A pre-engineering university transfer course. This course is a study of basic graphical concepts needed for engineering applications. This course emphasizes mechanical applications utilizing 3D SolidWorks as the CAD software.

**EGR 299 Applied Research in a Technical Field (0-9-3)**

Offered Fall, Spring, and Summer semesters based on student request and permission of instructor

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic in the Engineering, Industrial, or Transportation disciplines using the application of practical research methods. The course is designed for students in an Engineering, Industrial, or Transportation program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**EGT 110 Engineering Graphics I (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 032 and placement into MAT 101

This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings.

**EGT 115 Engineering Graphics II (2-6-4)**

*Offered Spring and Summer Semesters*

Prerequisite: EGT 110

Co-requisite: EGR 275 or EGT 151

This course in engineering graphics science includes additional drawing techniques for industrial applications.

**EGT 119 Geometrics (3-0-3)**

*Offered Summer Semester*

Prerequisites: EGT 110, and EGR 175 or MTT 121

This course provides the student with an in-depth knowledge of both the interpretation of geometric dimensioning and tolerancing symbols, and the inspection techniques (conventional and X, Y, Z coordinate measuring machines) necessary to determine if parts meet the specification required by the drawing.

**EGT 123 Industrial Print Reading (1-3-2)**

*Offered Spring Semester*

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

**EGT 127 Descriptive Geometry for Drafters (3-0-3)**

*Offered Summer Semester*

Prerequisites: EGT 110, and EGT 151 or EGR 275

This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and developments.

**EGT 151 Introduction to CAD (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisite: EGT 110

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. The student will produce 2-D technical drawings using AutoCad software.

**EGT 210 Engineering Graphics III (2-6-4)**

*Offered Fall Semester*

Prerequisites: EGT 115, and EGT 151 or EGR 275

This advanced course in engineering graphics science covers the production of technical working drawings. This course is a project-based survey of basic mechanical and electrical engineering technology applications. The design process is explored with the results being presented as a set of technical drawings.

**EGT 215 Mechanical Drawing Applications (2-6-4)**

*Offered Fall Semester*

Prerequisites: EGT 115, EGT 119, and EGT 151 or EGR 275

This advanced drawing course covers industrial applications. Provides an in-depth study of the mechanical design process. This includes analysis calculations, vendor catalogs, GD&T, and the creation of a complete drawing package for manufacture of a consumer product or industrial machine.

**EGT 220 Structural & Piping Applications (2-6-4)**

*Offered Spring Semester*

Prerequisites: EGT 115, and EGT 151 or EGR 275

This advanced drawing course covers structural steel and process piping applications. These tools are used by engineers in order to design and build systems in a wide variety of commercial and industrial applications.

**EGT 245 Principles of Parametric CAD (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: EGT 151 or EGR 275 or permission of instructor

This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software. This course is an introduction to Catia 3-D CAD software.

**EGT 251 Principles of CAD (2-3-3)**

*Offered Spring Semester*

Prerequisite: EGT 151

This course includes the additional use of CAD software for production of technical drawings and related documentation.

**EGT 252 Advanced CAD (2-3-3)**

*Offered Spring Semester*

Prerequisite: EGR 275

This course covers advanced concepts of CAD software and applications. This course constitutes part two of Solid Works. Advanced features of this design software are covered.

**EMS 105 Emergency Medical Care I (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Placement into ENG 101 and MAT 101

Co-Requisite: EMS 106 (required second half)

This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

**EMS 106 Emergency Medical Care II (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: EMS 105

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

**EMS 115 International Trauma Life Support (1-1.1-1)**

*Offered Fall and Summer Semesters*

Prerequisite: Instructor consent required

This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

**EMS 116 Advanced Cardiac Life Support (1-1.1-1)**

Prerequisite: Instructor consent required

This course is designed to educate the experienced health care provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.

**EMS 117 Pediatric Advanced Life Support (1-1.1-1)**

Prerequisite: Instructor consent required

This course is designed to educate the experienced health care provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

**EMS 118 Advanced Medical Life Support (1-1.1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor consent required

This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.

**EMS 150 Introduction to Advanced Care (2-9-5)**

*Offered Spring Semester*

Prerequisites: Placement into ENG 101 and MAT 101; completion of BIO 210 and EMS 105, EMS 106 (or equivalent)

Co-requisites: EMS 151 (required); BIO 211, PSY 201 (recommended)

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

**EMS 151 Paramedic Clinical I (0-6-2)**

*Offered Spring Semester*

Prerequisites: Placement into ENG 101 and MAT 101; completion of BIO 210 and EMS 105, EMS 106 (or equivalent)

Co-requisites: EMS 150 (required); BIO 211, PSY 201 (recommended)

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.

**EMS 200 Paramedic Refresher (2-1.2-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Instructor consent required

This course is a review of knowledge and skills used by paramedics in the field. New information and technology will be introduced and discussed as necessary. Student must be a certified paramedic or have approval from the SC DHEC EMS office.

**EMS 202 EMT-Basic (2-1.2-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Must be a certified EMT-Basic or admission by permission of DHEC, department head, or program coordinator

This course is designed to further develop the knowledge and skills used by EMT-Basics in the field. Topics focus on up-to-date information and technology related to emergency medical care. Student must be a certified EMT-Basic or have approval from the SC DHEC EMS office.

**EMS 203 EMT-Intermediate (2-1.2-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Must be a certified EMT-Intermediate or admission by permission of DHEC, department head, or program coordinator

This course is designed to further develop the knowledge and skills used by EMT-Intermediates in the field. Topics focus on up-to-date information and technology related to emergency medical care.

**EMS 225 Critical Care Transport Paramedic (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisites: Currently certified Paramedic or RN with a minimum of two years documented field experience with a primary (911) emergency service or emergency/acute patient care experience for RNs. Must have current CPR, ACLS, PALS and ITLS (or equivalent) certifications.

This course exposes students to the treatment and transport of the critically ill patient. Topics include medical/legal issues, pharmacology, clinical lab values, advanced level respiratory care, and advanced cardiac care to include balloon pumps and hemodynamic line monitoring. Following the completion of the classroom portion of this program, students will be required to sit for a written certification exam and 24 hours of critical care area clinical exposure. Students who successfully complete all portions of the training will receive a course completion certificate from Greenville Technical College and Critical Care Paramedic Certificate issued by the University of Iowa.

**EMS 230 Advanced Emergency Medical Care I (2-9-5)**

*Offered Summer Semester*

Prerequisites: EMS 150, EMS 151

Co-requisites: EMS 231, EMS 232 (required)

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

**EMS 231 Paramedic Clinical II (0-6-2)**

*Offered Summer Semester*

Prerequisites: EMS 150, EMS 151

Co-requisites: EMS 230, EMS 232 (required)

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.

**EMS 232 Paramedic Internship I (0-6-2)**

*Offered Summer Semester*

Prerequisites: EMS 150, EMS 151

Co-requisites: EMS 230, EMS 231 (required)

This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.

**EMS 240 Advanced Emergency Medical Care II (2-9-5)**

*Offered Fall Semester*

Prerequisites: EMS 230, EMS 231, EMS 232

Co-requisites: EMS 241, EMS 242 (required)

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

**EMS 241 Paramedic Clinical III (0-6-2)**

*Offered Fall Semester*

Prerequisites: EMS 230, EMS 231, EMS 232

Co-requisites: EMS 240, EMS 242 (required)

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.

**EMS 242 Paramedic Internship II (0-6-2)**

*Offered Fall Semester*

Prerequisites: EMS 230, EMS 231, EMS 232

Co-requisites: EMS 240, EMS 241 (required)

This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for, and transport medical and trauma patients.

**EMS 270 NREMT Review (2-6-4)**

*Offered Spring Semester*

Prerequisites: EMS 240, EMS 241, EMS 242

Co-requisites: EMS 271, EMS 272 (required)

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.

**EMS 271 Advanced Emergency Operations (2-6-4)**

*Offered Spring Semester*

Prerequisites: EMS 240, EMS 241, EMS 242

Co-requisites: EMS 270, EMS 272 (required)

This course introduces the concepts of EMS procedures including vehicle operations, hazardous materials response, and interaction with larger teams of emergency responders.

**EMS 272 Paramedic Capstone (0-12-4)**

*Offered Spring Semester*

Prerequisites: EMS 240, EMS 241, EMS 242

Co-requisites: EMS 270, EMS 271 (required)

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

**ENG 032 Developmental English (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Satisfactory test placement

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

**ENG 100 Introduction to Composition (Non-Degree Credit) (3-0-3)**

Note: Credit for this course does not transfer and may not be counted as credit toward any degree.

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Satisfactory test placement or ENG 032

This course is a study of basic writing and different modes of composition and may include a review of usage.

**ENG 101 English Composition I (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Satisfactory placement in writing or completion of ENG 100 **and** satisfactory placement in reading or completion of RDG 100

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.

**ENG 102 English Composition II (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101

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.

**ENG 105 Editing Academic Writing (1-0-1)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into or successful completion of ENG 101

This course provides students with instruction and practice in editing their own writing for academic purposes. The course focuses on errors that interfere with communication or that cause readers to question the writer's academic competence.

**ENG 165 Professional Communications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Satisfactory test placement or ENG 100

This course develops practical written and oral professional communication skills.

**ENG 201 American Literature I (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a study of American literature from the colonial period to the Civil War.

**ENG 202 American Literature II (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a study of American literature from the Civil War to the present.

**ENG 205 English Literature I (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

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.

**ENG 206 English Literature II (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

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.

**ENG 208 World Literature I (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**ENG 209 World Literature II (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

**ENG 213 Short Fiction (3-0-3)**

*Offered Spring Semester*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a study of short fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

**ENG 228 Studies in Film Genre (3-0-3)**

*Offered Fall, Spring and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

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

*Offered Fall, Spring and Summer Semesters*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a critical study of women's writings examined from historical, social and psychological points of view.

**ENG 231 Middle Eastern Literature (3-0-3)**

*Offered Spring Semester*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a survey of the major works, genres, and writers of the Middle East. The relationships among the literature, culture, and history of the Middle East will be emphasized. Literature from the earliest writings through the contemporary period from countries ranging from Northern Africa through Iran will be surveyed.

**ENG 234 Survey in Minority Literature (3-0-3)**

*Offered Fall Semester*

Prerequisite: ENG 102

Pre- or Co-requisite: SPC 200 or SPC 205 or SPC 209

This course is a critical study of minority writings examined from historical, social and psychological points of view.



**ENG 238 Creative Writing (3-0-3)**

*Offered Fall, Spring and Summer Semesters*

Prerequisite: ENG 101

This course presents an introduction to creative writing in various genres.

**ENG 298 Research in English (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisites: ENG 101, ENG 102, and permission of instructor

The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects. This course provides students with the opportunity to go beyond program course offerings by researching a topic in more depth than programs have time for. Essentially, this course is an independent study in which the student works one-on-one or in a small group to investigate a problem or issue in the discipline.

**ESL 010 Communication I (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test

This course is a study of functions and forms of spoken English.

**ESL 011 Reading/Writing I (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 012

This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement.

**ESL 012 Grammar I (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test

This course is a general review of English grammar with writing emphasis at the sentence level.

**ESL 013 Pronunciation I (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test

This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English.

**ESL 014 Communication II (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 010

This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audio-visual media.

**ESL 015 Reading/Writing II (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 011

This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement.

**ESL 016 Grammar II (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 012

This course is a general review of English grammar with writing emphasis at the sentence to paragraph level.

**ESL 017 Pronunciation II (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 013

This course includes practice in pronunciation with emphasis on intonation, stress, and rhythm of North American English.

**ESL 018 Grammar III (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 016

This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level.

**ESL 019 Composition (0-3-1)**

Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 015

This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition.

**EVT 201 Environmental Science (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: BIO 101 or permission of department head

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

**FRE 101 Elementary French I (4-0-4)\***

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.



**FRE 102 Elementary French II (4-0-4)\***

*Offered Spring Semester*

Prerequisite: FRE 101 or permission of instructor

This course continues the development of basic language skills and includes a study of French culture.

**FST 102 Firefighter I – Basic (1-7-3)**

*Offered Fall Semester*

This course covers the initial National Fire Protection Association 1001 standards. Topics may include firefighter safety, personal protective equipment, communications, firefighter survival, fire behavior, fire service organization, hazardous materials, and command and control.

**FST 103 Firefighter I – Advanced (4-4-5)**

*Offered Spring Semester*

Prerequisite: FST 102

This course is a continuation of the National Fire Protection Association 1001 standards and remaining program requirements not covered in Firefighter I - Basic. Topics include operation and use of firefighting tools and equipment, fire classes/control, auto extraction, and a live burn.

**FST 104 Firefighter II (3-1-3)**

*Offered Spring Semester*

Prerequisite: FST 103

This course continues coverage of the National Fire Protection Association 1001 standards. Topics include basic firefighting skills and use of equipment such as hoses, flammable liquids, gas fires, construction materials, hydrant flow/operability, and remaining skills not covered in Firefighter I.

**FST 105 Occupational Safety and Health for the Emergency Services (3-0-3)**

*Offered Spring Semester*

Prerequisite: FST 102 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course covers safety and health challenges for the responder, including NFPA 1710 Standard for Fire Department Deployment, and OSHA's clarification of the Two-in-Two-Out procedures. The course prepares the student to apply OSHA regulations to real life events.

**FST 106 Building Construction for Fire Protection (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course is a study of the components of building construction that relate to fire and life safety, focusing on firefighter safety. The essential elements of construction and design of structures are shown when inspecting buildings, preplanning fire operations, and operating at emergencies.

**FST 107 Fire Investigation I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

**FST 108 Fire Protection Systems (3-0-3)**

*Offered Summer Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course is a study of the features of design and operation of fire alarm systems, water-based and special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

**FST 109 Fire Service Hydraulics and Water Supply (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course is a study of the theory and practice of principles for water use in fire protection. Also covered is the application of hydraulic principles used to analyze and solve water supply problems on an emergency scene. This course meets the requirements recommended by the Fire and Emergency Services Higher Education (FESHE) committee as core curriculum for fire service higher education and the GTC Fire Service Technology Advanced Certificate.

**FST 201 Legal Aspects of the Fire Service (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course introduces the federal, state, and local laws that regulate emergency services and includes standards of care, tort, liability, and review of relevant court cases.

**FST 202 Fire Administration I (3-0-3)**

*Offered Fall Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course introduces the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is placed on fire service leadership from the perspective of the company officer.

**FST 203 Fire Prevention (3-0-3)**

*Offered Fall Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course studies several components of fire prevention and safety including the history and philosophy of fire prevention, operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, built-in fire protection systems, and fire investigation.

**FST 204 Principles of Emergency Services (3-0-3)**

*Offered Fall Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course provides an overview of the philosophy and history of fire protection, fire loss analysis, and the laws and regulations affecting the fire service. Specific fire protection functions are also studied, in addition to introductory fire strategies and tactics.

**FST 205 Fire & Emergency Services Company Officer I (3-0-3)**

*Offered Spring Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course is the study of supervision, communications, administrative functions, training, human resource management, records management, and other subjects relevant to Fire Officer I qualifications. Content meets the NFPA 1021 Standard for Fire Officer Professional Qualifications Fire Officer I.

**FST 206 Leadership and Ethics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course provides the skills and tools needed to perform effectively as a leader in the fire service environment. Topics include problem-solving techniques, supervisory skills, ethical behavior, and decision making.

**FST 207 Fire Control Strategy and Tactics (3-0-3)**

*Offered Spring Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**FST 208 Fire Behavior and Combustion (3-0-3)**

*Offered Spring Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course explores the theories and fundamental principles of how and why fires start, spread, and are controlled.

**FST 209 Hazardous Materials Chemistry (3-0-3)**

*Offered Spring Semester*

Prerequisite: FST 104 or equivalent Firefighter II certification

Co-requisite: COL 111 (required)

This course is a study of basic chemistry related to the categories of hazardous materials including recognition, identification, reactivity and health hazards encountered by emergency services.

**GEO 101 Introduction to Geography (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is an introduction to the principles and methods of geographic inquiry.

**GEO 102 World Geography (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course includes a geographic analysis of the regions of the world; i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

**GER 101 Elementary German I (4-0-4)\***

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course is a study of the four basic language skills: listening, speaking, reading and writing. This course includes an introduction to German culture.

**GER 102 Elementary German II (4-0-4)\***

*Offered Spring Semester*

Prerequisite: GER 101 or permission of instructor

This course continues the development of the four basic language skills and the study of German culture.

**HIM 103 Introduction to Health Information and Coding (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: BIO 110 or BIO 112

This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems.

**HIM 110 Health Information Science I (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Admission to HIM Phase II

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

**HIM 115 Medical Records & the Law (1-3-2)**

*Offered Fall and Summer Semesters*

Pre- or Co-requisite: HIM 110

This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.

**HIM 120 Health Information Science II (2-3-3)**

*Offered Summer Semester*

Pre- or Co-requisite: HIM 110

This course covers quality assurance and health information management.

**HIM 130 Billing and Reimbursement (2-3-3)**

*Offered Spring Semester*

Prerequisite: HIM 110

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. The revenue cycle management practices and terminology is introduced.

**HIM 135 Medical Pathology (3-0-3)**

*Offered Fall and Spring Semesters*

Pre- or Co-requisite: HIM 110

This course is a study of disease process classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention and terminology.

**HIM 141 Current Procedural Terminology II (2-3-3)**

*Offered Summer Semester*

Prerequisite: HIM 110

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

**HIM 163 Supervised Clinical Practice I (2-3-3)**

*Offered Fall Semester*

Pre- or Co-requisite: HIM 110

This course includes correlation of didactic and laboratory experiences with clinical experiences in various health care facilities.

**HIM 164 Supervised Clinical Practice II (2-3-3)**

*Offered Summer Semester*

Prerequisite: HIM 163

This course includes clinical experience in the technical aspects of health information management.

**HIM 215 Registries and Statistics (2-3-3)**

*Offered Spring Semester*

Pre- or Co-requisite: HIM 110

This course includes a study of vital and health care statistics and registries in health information systems.

**HIM 216 Coding and Classification I (2-3-3)**

*Offered Fall and Summer Semesters*

Prerequisite: HIM 110

This course includes a study of disease and procedural coding and classification systems.

**HIM 225 Coding and Classification II (2-3-3)**

*Offered Fall and Spring Semesters*

Pre- or Co-requisite: HIM 216

This course provides a study of advanced coding and classification systems.

**HIM 227 Senior Professional Competencies (3-0-3)**

*Offered Summer Semester*

Prerequisite: HIM 225

Co-requisite: HIM 164

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

**HIM 265 Supervisory Principles (2-3-3)**

*Offered Fall and Spring Semesters*

Pre- or Co-requisite: HIM 110

This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation in health information management.

**HIM 266 Computers in Health Care (2-3-3)**

*Offered Spring Semester*

Pre- or Co-requisite: HIM 110

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.

**HIS 101 Western Civilization to 1689 (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

**HIS 102 Western Civilization Post 1689 (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

**HIS 104 World History I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

**HIS 105 World History II (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.

**HIS 106 Introduction to African History (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the pre-modern, colonial, and post-independence periods.

**HIS 107 Introduction to the Middle East (3-0-3)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course analyzes the evolution of diverse social, political, environmental, and cultural patterns in the Middle East. Emphasis is placed on the development of historical, geographical, and religious constructs and their effect on rural, urban, and global relationships across the historical timeline.

**HIS 108 Introduction to East Asian Civilization (3-0-3)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course is an analysis of the evolution of social, political, and cultural patterns in East Asia, emphasizing the development of philosophical, religious, and political institutions and their relationship to literary and artistic forms in China and Japan.

**HIS 115 African-American History (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 101

This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.

**HIS 122 History, Technology, and Society (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course covers 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.

**HIS 201 American History: Discovery to 1877 (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a survey of U.S. history from discovery to 1877. The course includes political, social, economic and intellectual developments during this period.

**HIS 202 American History: 1877 to Present (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a survey of U.S. history from 1877 to the present. The course includes political, social, economic and intellectual developments during this period.

**HIS 220 American Studies I (3-0-3)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

(Completion of HIS 201 and/or HIS 202 highly recommended)

This course is an interdisciplinary study of selected topics and eras in U.S. History.

**HOS 130 Professional Etiquette and Manners (3-0-3)**

*Offered Fall and Spring Semesters*

This course is a study of etiquette and manners in social and business settings. Special attention is given to proper dining skills with a dining tutorial dinner for practicing the skills learned. The course also focuses on international protocol and business etiquette.

**HOS 140 The Hospitality Industry (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

**HOS 160 Purchasing for Hospitality (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Pre- or co-requisite: CUL 155 (required)

This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.

**HOS 171 Food and Beverage Controls (3-0-3)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: HOS 160

This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.

**HOS 245 Hospitality Marketing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.

**HOS 256 Hospitality Management Concepts (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course is a study of the theory and principles of management as applied to the hospitality industry.

**HOS 264 Food and Beverage Pairing (3-0-3)**

*Offered Spring Semester*

This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on sales, service and profitability. Wine tasting and proper mixing of spirits is part of this class. Students must present proper ID and be over 21 years of age to take this course.

**HOS 265 Hotel, Restaurant and Travel Law (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: RDG 100 or satisfactory placement

This course covers legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.



**HOS 299 Special Topics in Culinary Studies (2-3-3)**

*Offered Summer Semester*

This course will focus on a special topic in culinary or baking and pastry arts such as regional world cuisines, food history, or current trends.

**HRT 139 Plant Propagation (3-0-3)**

*Offered Summer Semester*

This course is a survey of the fundamental principles and techniques involved in plant propagation.

**HSS 105 Technology and Culture (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 100 or placement into ENG 165

This course provides a study of the impact of technological change on cultural values, society, and the individual.

**HSS 295 Leadership Through the Humanities (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course examines leadership issues of philosophy, style, and skills from the perspective of classic and contemporary readings in various humanities disciplines, primarily world history, world literature, and Western and Eastern philosophical traditions. Topics include developing a personal leadership philosophy, leading by serving, transformational leadership, understanding ethical issues in leadership, and leadership skills such as articulating a vision, team building, setting goals, making decisions, realizing change, guiding through conflict, and empowering others.

**HSS 298 Research in the Humanities (3-0-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Humanities using the application of practical research methods. This course is designed for students in an Associate of Arts or Associate of Sciences program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**HUS 101 Introduction to Human Services (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human service workers are included.

**HUS 102 Personal and Professional Development in Helping Professions (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 100

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.

**HUS 150 Supervised Field Placement I (0-9-3)**

*Offered Fall and Spring Semesters*

Prerequisites: HUS 209, HUS 231, and HUS 237 plus 12 additional credits in Human Services. Instructor permission required. Completion of background check required.

This course includes work experience assignments by students in selected human services agencies.

**HUS 204 Introduction to Social Work (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services. Focus is on social work values, knowledge base, goals and the roles of the social worker in society.

**HUS 205 Gerontology (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. Off campus service learning activities are required.

**HUS 206 Death and Dying (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 101

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

**HUS 208 Alcohol and Drug Abuse (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation and preventive education.



**HUS 209 Case Management (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 101

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.

**HUS 216 Behavior Change Techniques (3-0-3)**

*Offered Fall Semester*

Prerequisite: HUS 231

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.

**HUS 217 Addictions Counseling (3-0-3)**

*Offered Spring Semester*

Prerequisites: HUS 208, HUS 231

This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities.

**HUS 220 Diversity Issues in Human Services Practice (3-0-3)**

*Offered Fall Semester*

Prerequisite: HUS 231

This course is a study of issues of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self analysis and will examine currently emerging cultural trends in human services education and delivery.

**HUS 231 Counseling Techniques (3-0-3)**

*Offered Spring Semester*

Prerequisites: HUS 101, HUS 102

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

**HUS 235 Group Dynamics (3-0-3)**

*Offered Fall Semester*

Prerequisite: HUS 231

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.

**HUS 237 Crisis Intervention (3-0-3)**

*Offered Fall Semester*

Prerequisite: HUS 231

This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.

**HUS 241 The Counseling Relationship (3-0-3)**

*Offered Spring Semester*

Prerequisite: HUS 231, instructor permission required

This course is a study of the counseling relationship, its development, dynamics, and processes, as well as issues for the counselor that may foster or impede the development of the relationship.

**HUS 251 Supervised Field Placement II (1-9-4)**

*Offered Fall Semester*

Prerequisite: HUS 150, instructor permission required

This course includes work assignments in selected human service agencies.

**HUS 260 Human Services Special Topics (3-0-3)**

*Offered Based on Enrollment*

Prerequisite: Placement into ENG 101

This course is a study of special topics of interest to particular populations and locations.

**IDS 110 Employability Skills for the Business Environment (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: ENG 101, MAT 155 or higher, SPC 205. Students must have completed 45 credit hours towards an associate degree.

This course provides students with opportunities to develop employability skills appropriate for a business setting. Topics include resume writing, interviewing, time management, networking, business etiquette, cultural diversity, formal presentation delivery, and job maintenance. This course should be taken in the latter stages of the curriculum.

**IDS 206 Special Topics in International Studies (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 100 and instructor permission required

This course is a study of special topics and the culture and environment of a country or region in which a student is studying while abroad.

**IDS 207 Cultural Exploration (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 100 and instructor permission required

This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.

**IDS 210 Special Topics for Honors (3-0-3)**

Prerequisite: Acceptance into the Honors Program

This course is a study of current issues related to history, sociology, science and technology, the arts, political science, and economics.

**IMT 103 Precision Measuring Instruments (1-3-2)**

*Offered Summer Semester*

Prerequisites: AMT 110, EEM 105, EGT 123

Co-requisite: IMT 110 (required)

This course covers the use of various precision measuring instruments commonly used in industry. Industrial prints will be utilized.

**IMT 104 Schematics (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. Additional topics include basic trouble-shooting techniques, root-cause analysis, and interpretation of industrial schematics.

**IMT 105 Mechanical Sketching (1-3-2)**

*Offered Summer Semester*

This course covers lab skills in mechanical/electrical sketching of drawings. Additional topics include basic trouble-shooting techniques, root-cause analysis, and interpretation of mechanical sketching.

**IMT 110 Industrial Instrumentation (1-6-3)**

*Offered Summer Semester*

Prerequisites: AMT 110, EEM 105, EGT 123

Co-requisite: IMT 103

This course covers fundamentals of pressure, flow, level, and temperature instrumentation. Topics include reading and interpreting industrial instrumentation, such as multi-meter, pressure gauge, flow meter, oscilloscope, strain gauge, and ultrasonic devices. Industrial calculations and conversions will also be covered.

**IMT 112 Hand Tool Operations (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 100

Pre- or Co-requisite: MAT 170 or higher (required)

This course covers the use of hand tools and their applications in industrial and service areas.

**IMT 131 Hydraulics and Pneumatics (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the basic technology and principles of hydraulics and pneumatics.

**IMT 160 Preventive Maintenance (1-6-3)**

*Offered Summer Semester*

Prerequisites: EEM 105, EGT 123, IMT 112

This course covers preventive maintenance techniques. Basic troubleshooting techniques, root-cause analysis, and interpretation of industrial prints will be covered.

**IMT 161 Mechanical Power Applications (3-3-4)**

*Offered Spring Semester*

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

**IMT 170 Statistical Process Control (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of the concepts and charts used in quality control.

**IMT 171 Manufacturing Skills Standards Council Certification I (0-3-1)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

**IMT 172 Manufacturing Skills Standards Council Certification II (0-3-1)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

**IMT 173 Manufacturing Skills Standards Council Certification III (0-3-1)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.

**IMT 174 Manufacturing Skills Standards Council Certification IV (0-3-1)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 100 and MAT 155

This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.

**IST 190 LINUX Essentials (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: CPT 257

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.

**IST 191 LINUX Administration (3-0-3)**

*Offered Fall Semester*

Prerequisite: IST 190

This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration, and file system management.

**IST 198 Cloud Essentials (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 257, IST 220, IST 190, IST 257

This course is a study of cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures.

**IST 201 Cisco Internetworking Concepts (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: IST 220 and placement into MAT 102 or higher

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

**IST 202 Cisco Router Configuration (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: IST 201

This course is a study of LANS, WANS, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

**IST 203 Advanced Cisco Router Configuration (3-0-3)**

*Offered Fall Semester*

Prerequisite: IST 202

This course is a study of configuring Cisco routers.

**IST 204 Cisco Troubleshooting (3-0-3)**

*Offered Fall Semester*

Prerequisite: IST 203

This course is a study of troubleshooting network problems.

**IST 220 Data Communications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 101

This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

**IST 226 Internet Programming (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 032 and RDG 100

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications.

**IST 235 Handheld Computer Programming (3-0-3)**

*Offered Fall Semester*

Prerequisites: CPT 236 and IST 226 or IST 237

This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations.

**IST 239 DHTML and JavaScript (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: CPT 186 or CPT 187 or CPT 230 and IST 226 or IST 237

This course includes concepts and skills for developing dynamic functionality and interactivity for web sites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays. **Note:** *Course taught via College Online only.*

**IST 257 LAN Network Server Technologies (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: CPT 257

This course is a study of networking system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user-group maintenance, network security print services, remote access, fault tolerance, backup and recovery. Correlates with Microsoft Windows 2003 Server.

**IST 258 LAN Directory Services (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: IST 257

This course is a study of LAN objects, object properties, and the organization of network objects into a structure that is extensible and scalable. The course includes a hierarchical view of network resources and allows administrators, developers and end-users to gain access to those resources.

**IST 266 Internet and Firewall Security (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: IST 220 or IST 201

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a local area network (LAN).

**IST 272 Relational Database (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 170 or CPT 113, MAT 102 or higher

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. **Note:** *SQL Server is used.*

**IST 278 Database Programming (3-0-3)**

*Offered Summer Semester*

Prerequisites: IST 272 and MAT 102 or higher math

This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security.

**IST 295 Fundamentals of Voice Over IP (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: IST 201

Co-requisite: IST 202 (required)

This course is an introduction to features of Voice Over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QoS) and troubleshooting and configuration of VOIP networks.

**JOU 101 Introduction to Journalism (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ENG 101

This course is a study of basic rhetorical and ethical principles of journalistic writing for news media, including newspapers, journals, radio, and television.

**LEG 120 Torts (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

**LEG 121 Business Law I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

**LEG 122 Business Law II (3-0-3)**

*Offered Summer Semester*

Prerequisite: LEG 121

This course is an in-depth study of the Uniform Commercial Code with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

**LEG 132 Legal Bibliography (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 170, ENG 101, LEG 135, LEG 230

(Co-requisites: LEG 132 and LEG 230 may be taken together only by students who possess a bachelor's degree and are on the one-year track)

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

**LEG 135 Introduction to Law and Ethics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

(Mandatory first semester)

Prerequisite: Placement into ENG 101

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

**LEG 201 Civil Litigation I (Discovery) (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: LEG 120, LEG 132

Co-requisite: LEG 240 (required)

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system including pleading, practice, and discovery procedures.

**LEG 202 Civil Litigation II (Pleadings) (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: LEG 201, LEG 240

This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

**LEG 212 Workers' Compensation (3-0-3)**

*Offered Fall Semester*

Prerequisites: BIO 110 or BIO 215, LEG 120, LEG 132

This course is a study of the history of workers' compensation case laws, statutes, regulations, and procedures in handling claims.

**LEG 213 Family Law (3-0-3)**

*Offered Spring, and Summer Semesters*

Prerequisites: ENG 101, LEG 135, LEG 230

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

**LEG 214 Property Law (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: ENG 101, LEG 135, LEG 230

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 230 Legal Writing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Pre- or Co-requisites: ENG 101 and CPT 170 (required)

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

**LEG 233 Wills, Trusts, and Probate (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: ENG 101, LEG 135, LEG 230

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.



**LEG 234 Title Examination Procedures I (3-0-3)**

*Offered Fall Semester*

Prerequisites: LEG 214, LEG 233

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.

**LEG 240 Claims Investigation (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: LEG 120, LEG 132

Co-requisite: LEG 201 (required)

This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, assembling, and presenting evidence.

**LEG 250 Internship for Paralegal (0-9-3)**

*Offered Spring Semester*

Prerequisites: Upper level students with a minimum of 3.0 GPA; instructor consent required.

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed.

**LEG 262 Litigation Applications (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: LEG 201, LEG 240

This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.

**LEG 270 Paralegal Certification Preparation (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: Department head approval required

This course provides a review and preparation for testing for a national paralegal certification exam.

**LOG 215 Supply Chain Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, MGT 101

This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

**LOG 240 Purchasing Logistics (3-0-3)**

*Offered Spring Semester*

Prerequisites: BUS 230, LOG 215

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

**LOG 245 Production Planning Processes (3-0-3)**

*Offered Fall Semester*

Prerequisites: CPT 270, LOG 215, MAT 120

This course is a study of production processes involving process selection, facility layout, quality, waiting line analysis, Just in Time (JIT), and Lean operations.

**LOG 250 Advanced Global Logistics (3-0-3)**

*Offered as needed*

Prerequisite: Department head approval (enrollment in this course will be determined on an individual basis)

This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk, and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking, and e-logistics systems. This course is in the Supply Chain Management program, but is open to students in other areas because of the extensive use of SAP, an enterprise resource planning system, which will reinforce the understanding of linkages with business processes.

**LOG 260 Processes in Supply Chain Management (3-0-3)**

*Offered Spring Semester*

Prerequisite: LOG 215

This course is a study of supply chain management processes and how they integrate. Systems, Applications and Products (SAP) is used to reinforce the concepts of scheduling, planning, and forecasting. This is the capstone course for the Supply Chain Management degree program.

**MAT 031 Developmental Mathematics Basics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Satisfactory placement, plus placement into RDG 032 or higher

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.



**MAT 032 Developmental Mathematics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 031 or satisfactory placement, plus placement into RDG 032 or higher

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

**MAT 100 Introductory College Math (Non-Degree Credit) (5-0-5)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into MAT 032 or higher

This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking, and problem solving. Non-degree credit.

**MAT 101 Beginning Algebra (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 032 or satisfactory placement, plus placement into RDG 032 or higher

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

**MAT 102 Intermediate Algebra (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 101 or satisfactory placement, plus placement into RDG 032 or higher

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

**MAT 103 Quantitative Reasoning (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

**MAT 109 College Algebra with Modeling (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is the preferred college algebra prerequisite course for MAT 130.

**MAT 110 College Algebra (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

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. (MAT 110 is the preferred college algebra prerequisite course for MAT 111.)

**MAT 111 College Trigonometry (3-0-3)\*t**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 109 or MAT 110 or satisfactory placement, plus placement into RDG 100 or higher

(The preferred prerequisite is MAT 110)

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series.

**MAT 120 Probability and Statistics (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 101 or satisfactory placement, plus placement into RDG 100 or higher

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.

**MAT 122 Finite College Mathematics (3-0-3)\***

*Offered Summer Semester*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks.

**MAT 130 Elementary Calculus (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 109 or MAT 110 or satisfactory placement, plus placement into RDG 100 or higher

(The preferred prerequisite is MAT 109)

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

**MAT 140 Analytical Geometry and Calculus I (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 111 or satisfactory placement, plus placement into RDG 100 or higher

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.

**MAT 141 Analytical Geometry and Calculus II (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 140

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.

**MAT 155 Contemporary Mathematics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 032 or satisfactory placement, plus placement into RDG 100 or higher

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

**MAT 170 Algebra, Geometry, and Trigonometry I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 032 or satisfactory placement, plus placement into RDG 100 or higher

This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

**MAT 211 Math for Elementary Education I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

**MAT 212 Math for Elementary Education II (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 211

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

**MAT 215 Geometry (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 102 or satisfactory placement, plus placement into RDG 100 or higher

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

**MAT 220 Advanced Statistics (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 120

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.

**MAT 230 Basic Multivariable Calculus (3-0-3)**

*Offered Summer Semester*

Prerequisite: MAT 130 or higher

This course includes the following topics: partial derivatives; extrema problems; multiple integration; continuous probability distributions; difference equations; and management and economic applications.

**MAT 240 Analytical Geometry & Calculus III (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 141

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

**MAT 242 Differential Equations (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 141

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

**MEC 205 Robotics and Automated Controls IV (1-1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: AMT 105

This course is the study of the concepts of automatic controls and final control elements. Students will write basic routine programs simulating various industrial robotic applications.

**MEC 206 Robotics and Automated Controls V (1-1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 205

This course introduces robotic systems with an emphasis on programming and controlling industrial robots using advanced programming instruction.

**MEC 207 Robotics and Automated Controls VI (1-1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 206

This course is the study of the concepts of automatic controls and process control elements found in industrial applications.

**MEC 220 AC/DC Drive I (1-1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AMT 105, EEM 117

This course introduces the principles of operation and application of AC drives, DC drives, and industrial motors.

**MEC 221 AC/DC Drive II (1-2-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 220

This course covers the principles of operation and application of AC and DC drives using Wye and Delta common nameplate data.

**MEC 222 AC/DC Drive III (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 221

This course continues to explore the principles of operation and application of AC and DC drives, including the programming of basic and advanced drive parameters.

**MEC 251 Programmable Logic Controllers I (1-1-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AMT 105, EEM 271

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

**MEC 252 Programmable Logic Controllers II (1-2-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 251

This course is an introduction to programmable control systems with continued emphasis on basic programming techniques. Additional topics covered will focus on PLC timers, counters, control, data manipulation, and math instruction.

**MEC 253 Programmable Logic Controllers III (1-2-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MEC 252

This course is an introduction to programmable control systems with continued emphasis on basic programming techniques. Additional topics covered will include BCD digital displays and input devices, as well as GRAFCET programming using step logic.

**MED 102 Introduction to the Medical Assisting Profession (1-3-2)**

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisite: MED 104 (required)

Co-requisite: MED 107

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

**MED 104 Medical Assisting Administrative Procedures (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisite: MED 102 (required)

Co-requisite: MED 107

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

**MED 107 Medical Office Management (2-6-4)**

*Offered Fall and Summer Semesters*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 102, MED 104

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. This course includes a mandatory administrative practicum experience in a physician's office.

**MED 112 Medical Assisting Pharmacology (1-3-2)**

*Offered Spring and Summer Semesters*

Prerequisites: MED 102, MED 104, MED 107

Co-requisites: MED 113, MED 114

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication.

**MED 113 Basic Medical Laboratory Techniques (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: MED 102, MED 104, MED 107

Co-requisites: MED 112, MED 114

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

**MED 114 Medical Assisting Clinical Procedures (2-6-4)**

*Offered Fall and Spring Semesters*

Prerequisites: MED 102, MED 104, MED 107

Co-requisites: MED 112, MED 113

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

**MED 156 Clinical Experience I (3-9-6)**

*Offered Spring and Summer Semesters*

Prerequisites: MED 112, MED 113, MED 114

This course provides direct experience in a physician's office or other selected medical facilities. This course incorporates a comprehensive review of prior knowledge and a mandatory clinical practicum experience.

**MET 211 Strength of Materials (2-6-4)**

*Offered Fall and Spring Semesters*

Prerequisites: EGR 194 or EGR 260

Co-requisites (required): MAT 120 or MAT 140

This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. Stress/strain relationships for parts under various loading conditions including combined stresses (Mohr's) with application to beams, columns, and mechanical components are covered.

**MET 213 Dynamics (2-3-3)**

*Offered Spring and Summer Semesters*

Pre- or Co-requisites (required): EGR 194 or EGR 260 and EGT 151 or EGT 152 or EGR 210 or EGR 275 (prerequisite preferred)

This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and rotational motion is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms.

**MET 214 Fluid Mechanics (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MAT 110 or MAT 178

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

**MET 226 Applied Heat Principles (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: MAT 110 or MAT 178

This course covers energy transfer principles involved in heating, cooling, and power of thermal efficiency through the study of various thermodynamic cycles. Heat transfer through conduction, convection and radiation as well as heating and cooling cycles of steam and HVAC equipment are analyzed.

**MET 231 Machine Design (2-6-4)**

*Offered Fall and Spring Semesters*

Prerequisite: MET 211

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Conditions of static and fatigue loading while using various theories of safety factor determination are utilized in this course.

**MET 235 Manufacturing Engineering Principles (1-3-2)**

*Offered Fall and Summer Semesters*

Pre- or Co-requisites (required): EGT 151 or EGT 152 or EGR 210 or EGR 275 and MAT 120 or MAT 140 (prerequisite preferred)

This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control and quality control. It includes analytical decision making and planning techniques. Robot safety and use is integrated into this course.

**MGT 101 Principles of Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. Emphasis is also placed on the study of time management.

**MGT 120 Small Business Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ACC 101, BUS 121, MKT 101

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. Emphasis is also placed on managing a small business. It is strongly recommended that BUS 105 be taken prior to this course.

**MGT 150 Fundamentals of Supervision (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

**MGT 201 Human Resource Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, MGT 101

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.

**MGT 210 Employee Selection and Retention (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MGT 201

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

**MGT 240 Management Decision-Making (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BUS 105, MGT 120 (Additionally, ACC 102 and CPT 270 are highly recommended.)

This course is a study of various structured approaches to managerial decision-making. This course is intended to be taken at the end of the Management program. Students are required to attend regular class sessions, but may do so via webinar or in-person. They are also expected to meet regularly with their Glo-Bus simulation co-managers outside of class.

**MGT 255 Organizational Behavior (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MGT 201

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

**MGT 270 Managerial Communications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 170, MGT 101, SPC 205

This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process. Emphasis is on developing resume writing and mock interviewing skills.

**MKT 101 Marketing (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

**MKT 111 Media Relations (3-0-3)**

*Offered based on need*

Prerequisite: ENG 101

This course is a study of building and managing effective media relationships through the application of networking, press releases, public relations strategies, and media interviewing skills.

**MKT 120 Sales Principles (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101 or ENG 165

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

**MKT 123 Event Planning and Promotion (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 100

This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.



**MKT 130 Customer Service Principles (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

**MKT 240 Advertising (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisite: MKT 101

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

**MKT 245 Promotional Strategies (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisite: MKT 101

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.

**MKT 260 Marketing Management (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: MKT 240, MKT 245

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the marketplace. (This course is intended to be taken at the end of the Marketing program.)

**MKT 268 Marketing Research (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CPT 170, MKT 101

This course is a comprehensive and up-to-date study of marketing research issues with emphasis on total quality management, data collection, sampling, and case studies.

**MLT 101 Introduction to Medical Lab Technology (2-0-2)**

*Offered Fall Semester*

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.

**MLT 105 Medical Microbiology (3-3-4)**

*Offered Fall Semester*

Co-requisite: MLT 101

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

**MLT 108 Urinalysis & Body Fluids (2-3-3)**

*Offered Summer Semester*

Prerequisite: MLT 101

This course introduces the routine analysis and clinical significance of urine and other body fluids.

**MLT 110 Hematology (3-3-4)**

*Offered Spring Semester*

Prerequisite: MLT 101

This course provides a study of the basic principles of hematology including hemoglobins, hematocrits, white and red counts and identification of blood cells.

**MLT 115 Immunology (2-3-3)**

*Offered Fall Semester*

Co-requisite: MLT 101

This course provides a study of the immune system, disease states and the basic principles of immunological testing.

**MLT 120 Immunohematology (3-3-4)**

*Offered Spring Semester*

Prerequisite: MLT 101

This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing and HDN.

**MLT 130 Clinical Chemistry (3-3-4)**

*Offered Fall Semester*

Co-requisite: MLT 101

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids including testing techniques and clinical significance.

**MLT 205 Advanced Microbiology (3-3-4)**

*Offered Spring Semester*

Prerequisite: MLT 105

This course provides a detailed study of microorganisms and the currently accepted procedures for the identification of these microorganisms in the clinical laboratory.



**MLT 210 Advanced Hematology (3-3-4)**

*Offered Summer Semester*

Prerequisite: MLT 110

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

**MLT 230 Advanced Clinical Chemistry (3-3-4)**

*Offered Spring Semester*

Prerequisite: MLT 130

This course includes advanced theory, principles and instrument techniques used in clinical chemistry.

**MLT 241 Medical Lab Transition (2-3-3)**

*Offered Summer Semester*

Prerequisites: MLT 101, MLT 110, MLT 115, MLT 120, MLT 205, MLT 230

This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

**MLT 251 Clinical Experience I (1-12-5)**

*Offered Fall Semester.*

Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230

This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 252 Clinical Experience II (1-12-5)**

*Offered Fall Semester.*

Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230

Co-requisite: MLT 251

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 253 Clinical Experience III (1-12-5)**

*Offered Spring Semester*

Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230

This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MLT 254 Clinical Experience IV (1-12-5)**

*Offered Spring Semester*

Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230

This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**MMT 101 Introduction to Materials Management (3-0-3)**

*Offered as needed*

Prerequisites: CPT 270, LOG 215, MAT 120

This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable.

**MMT 160 Detailed Operations Planning (3-0-3)**

*Offered Spring Semester, or as needed*

Prerequisites: CPT 270, LOG 215 or MMT 101 (Additionally, MAT 120 is highly recommended)

This course is designed to provide an understanding of materials requirements planning, capacity requirements planning, inventory management, and management and control of component requirements.

**MMT 235 International Purchasing (3-0-3)**

*Offered Spring Semester*

Prerequisites: BUS 230, LOG 215 or MMT 101

This course is a study of the basic concepts and key elements of the international purchasing process including identification of suitable non-domestic suppliers; ISO series and international quality; understanding foreign exchange and currency fluctuations; international logistics; facilitators and documentation; and international trading associations.

**MRI 101 Introduction to MRI (1-0-1)**

*Offered Fall Semester*

Prerequisite: Permission of instructor

This course covers patient screening, safety and biological considerations, MR terminology and elementary imaging principles.

**MRI 102 MRI Patient Care (1-0-1)**

*Offered Fall Semester*

This course provides an introduction to basic patient care in an MRI environment, including professional ethics and patient communication.

**MRI 111 MRI Physics (5-0-5)**

*Offered Fall Semester*

Prerequisite: Permission of instructor.

This course is an introduction and exploration of MRI physics, instrumentation and application.

**MRI 121 Advanced MR Imaging Techniques (5-0-5)**

*Offered Spring Semester*

Prerequisite: MRI 111

This course explores advanced imaging methods and new technologies in magnetic resonance imaging.

**MRI 140 MR Imaging of the Head and Neck (2-0-2)**

*Offered Fall Semester*

Prerequisite: Acceptance into the MRI Program

This course is an exploration of the magnetic resonance imaging techniques of the head and neck to include patient positioning, protocols, pulse sequences, and pathology.

**MRI 141 MR Imaging of the Spine & Musculoskeletal System (2-0-2)**

*Offered Spring Semester*

Prerequisite: Acceptance into the MRI Program

This course is an exploration of the magnetic resonance imaging techniques of the spine and musculoskeletal system to include patient positioning, protocols, pulse sequences, and pathology.

**MRI 142 MR Imaging of the Thorax (2-0-2)**

*Offered Spring Semester*

Prerequisite: Acceptance into the MRI Program

This course is an exploration of the magnetic resonance imaging techniques of the heart and thorax to include patient positioning, protocols, pulse sequences, and pathology.

**MRI 143 MR Imaging of the Abdomen and Pelvis (2-0-2)**

*Offered Spring Semester*

Prerequisite: Acceptance into the MRI Program

This course is an exploration of the magnetic resonance imaging techniques of the abdomen and pelvis to include patient positioning, protocols, pulse sequences, and pathology.

**MRI 152 MRI Clinical Practicum I (0-18-6)**

*Offered Fall Semester*

This course is an introduction to the MRI department to include screening, safety, and performance of routine procedures.

**MRI 162 MRI Clinical Practicum II (0-15-5)**

*Offered Spring Semester*

Prerequisites: MRI 101, MRI 152

This course is an extensive clinical experience to include advanced imaging.

**MST 101 Introduction to Motorsports (2-3-3)**

*Offered Fall Semester*

Prerequisite: MST 103

This course is an introduction to "hands-on" techniques and tools utilized in the Motorsports industry, including interactions of tires, chassis, suspension on racing vehicle performance, and high performance power train components and engines.

**MST 102 Motorsports Operations (1-6-3)**

*Offered Spring Semester*

This course provides field training relating to operating procedures at motor racing venues, including exposure to trackside logistics, scrutineering, timing and scoring, corner working, pit and paddock procedures, and emergency reactions.

**MST 103 Motorsports Welding (2-3-3)**

*Offered Fall Semester*

This course focuses on metal joining processes used in the Motorsports industry. Topics will include MIG and TIG welding.

**MST 123 High Performance Engines (2-3-3)**

*Offered Summer Semester*

Prerequisite: AUT 103

This course concentrates on high performance engine teardown, inspections, modification, assembly, and tuning. Focuses on performance machining techniques and cylinder head modifications for increased torque and horsepower.

**MST 124 Race Chassis Fabrication (2-3-3)**

*Offered Spring Semester*

Prerequisite: MST 101

This course is the study of the basic elements of race vehicle fabrication. Topics include chassis design considerations, selection of materials, material forming and fitting, and fundamentals of MIG, TIG, and ARC welding.

**MST 125 Race Tires, Shocks and Chassis Setup (2-3-3)**

*Offered Spring Semester*

Prerequisite: MST 101

This course is the study of the basic elements of race tires and race shock absorbers. Topics include use of tires to tune suspensions for grip and balance, inner workings and interactions of shocks with tire grip, suspension setup, and weight balancing.

**MST 130 Motorsports Marketing (3-0-3)**

*Offered Spring Semester*

Prerequisite: MST 101

This course is the study of marketing, sponsorship experiences, procedures and techniques that relate to the motorsports industry.

**MST 135 Motorsports History (2-3-3)**

*Offered Fall Semester*

This course is the study of the history of the motorsports industry as it relates to the corporate, social, economic, and recreational environments. The historical background will be utilized to explore both the contemporary perspective and future outlook of this industry.

**MST 223 High Performance Engine Testing and Tuning (2-3-3)**

*Offered Summer Semester*

Prerequisite: MST 123

This course focuses on the maximization of the performance potential of a four-cycle performance engine through hands-on testing utilizing up-to-date performance test equipment and engine dynamometers.

**MST 224 Advanced Race Chassis and Body Fabrication (2-3-3)**

*Offered Spring Semester*

Prerequisite: MST 124

This course is an advanced study of race chassis, body fabrication and body alignment. This course will also include advanced sheet metal forming.

**MSY 101 Masonry Fundamentals (4-3-5)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to masonry skills and tools.

**MSY 102 Advanced Masonry (4-3-5)**

*Offered Fall, Spring, and Summer Semesters*

This course covers masonry walls and corner construction.

**MSY 110 Masonry Construction I (4-3-5)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of masonry units and installation techniques, methods, and procedures in masonry installations.

**MSY 111 Masonry Construction II (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of residential plans, interpretation, and applications, including grout, reinforcements, and accessories.

**MSY 112 Brick Masonry (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to masonry tools and equipment, masonry drawings, specifications and calculations, and handling mortar and bricks/blocks.

**MTH 106 Application and Spa Treatments (1-3-2)**

*Offered Fall Semester*

Prerequisite: MTH 121

This course provides practical experience in the application of spa treatments, therapeutic remedies, and beauty treatments. Clinical practice and supervision will be included. (This course is designed for current massage therapy students in good standing, program graduates (within two years), or currently licensed massage therapists.)

**MTH 108 Introduction to Aromatherapy (1-0-1)**

*Offered Spring and Summer Semesters*

Prerequisite: RDG 100 or satisfactory test scores

This course introduces basic aromatherapy skills to enable the student to be an educated consumer of aromatherapy products and incorporate aromatherapy into a professional regimen, including but not limited to nail technicians, licensed practical nurses, and patient care technicians.

**MTH 120 Introduction to Massage (3-3-4)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

Co-requisite: MTH 137 (required)

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. law for licensure. Swedish techniques are introduced.

**MTH 121 Principles of Massage I (3-3-4)**

*Offered Fall and Spring Semesters*

Pre- or co-requisite: MTH 120

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

**MTH 122 Principles of Massage II (2-6-4)**

*Offered Spring and Summer Semesters*

Prerequisite: MTH 120

This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.

**MTH 123 Massage Clinical I (1-6-3)**

*Offered Spring and Summer Semesters*

Prerequisite: MTH 121

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

**MTH 124 Massage Business Application (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: MTH 122, MTH 136

This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes and record keeping.

**MTH 129 Principles of Massage IV (4-0-4)**

*Offered Fall and Summer Semesters*

Prerequisite: RDG 100 or satisfactory test scores

This course is a practical application of oriental modalities integrated with pathological effects, to include meridians & potent pressure points, acupuncture points, reflexology basic points & understanding shakras, muscle energy work with the muscle timeline, & other basic oriental modalities.

**MTH 130 Aromatherapy I (1-3-2)**

*Offered Spring and Summer Semesters*

Prerequisite: RDG 100 or satisfactory test scores

This course covers the basic identification, properties, and application of therapeutic essential oils.

**MTH 132 Massage Therapy Seminar (0-3-1)**

*Offered Fall and Summer Semesters*

Prerequisite: Current LMT or department head approval

This course includes the integration of didactic and clinical techniques in massage therapy. This course offers auxiliary modalities including but not limited to hot stone, polarity, sports massage, somatic-emotional release, or qigong. Student should check with faculty to verify topic per semester.

**MTH 133 Massage Clinical II (1-3-2)**

*Offered Fall and Summer Semesters*

Prerequisite: MTH 123

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

**MTH 136 Kinesiology for Massage Therapy (1-3-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the affects of massage therapy on the way the body reacts during various activities.

**MTH 137 Anatomy and Physiology for Massage Therapy I (1-5-2)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular, and circulatory systems, including indications/contraindications for massage and relevant pathologies.

**MTH 139 Anatomy and Physiology for Massage Therapy III (2-0-2)**

*Offered Spring and Summer Semesters*

Prerequisite: MTH 120

This course is a study of the effects of massage on the sympathetic/parasympathetic divisions and the release of neurotransmitters and hormones.

**MTH 140 Aromatherapy II (3-3-4)**

*Offered Summer Semester*

Prerequisite: MTH 130

This course covers the practical aspects of working with aromatherapy in a health practice and as a business. Students will observe and have hands-on experience with effective body treatments using essential oils, as well as creation of products for bath and body.

**MTH 142 Sports Massage (0-3-1)**

*Offered Fall Semester*

Prerequisites: MTH 121 and department head approval

This course is a comprehensive introduction to sports massage providing didactic and practical experience in the application of pre- and post-event sports massage and other select modalities. Class meets off campus and works with area colleges and/or professional sports teams. Participation in this class requires adherence to the HSN divisional immunization policy. Students must have their own reliable transportation to off-site facility. Students will be admitted to this class based on weighted admissions.

**MTH 143 Applied Massage Therapy for Athletes (0-3-1)**

*Offered Spring Semester*

Prerequisites: MTH 120, MTH 121 and department head approval

Co-requisite: MTH 122

This course provides both didactic and practical applications of sports massage for athletes. Emphasis will be placed on the specific needs of the athlete as it relates to injury prevention or treatment of sports-related injuries.

**MTH 144 Somatic Emotional Release (0-3-1)**

*Offered Summer Semester*

Prerequisites: MTH 120, MTH 121, and department head approval

Co-requisite: MTH 122

This course is the study of client/therapist mind/body awareness, with emphasis on professional boundaries and scope of practice. Students will learn, practice, and experience integrative techniques for appropriate response to the client's emotions during massage.

**MTH 146 Polarity Therapy (0-3-1)**

*Offered Summer Semester*

Prerequisite: RDG 100

This course offers practical application of a diverse range of polarity protocols and a basic understanding of the philosophy behind polarity therapy.

**MTT 101 Introduction to Machine Tool (2-1-2)**

*Offered Fall, Spring, and Summer Semesters*

(Restricted to GE employees. Instructor consent required.)

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

**MTT 105 Machine Tool Math Applications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 032, RDG 100

This course is a study of shop math relevant to the machine tool trade. The following topics will be covered: fractions, decimal and metric systems, tolerances, clearance, interference, percents, area and volume, ratios and proportions, angles and lines, triangles, polygons, circles and tangents, Pythagorean theorem, trigonometry, right triangles, sine bars and sine plates, and other geometric formulas.

**MTT 120 Machine Tool Print Reading (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 032, RDG 100

This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades. The course is an introduction in the identification of lines, basic sketching, dimensioning of parts, geometric tolerancing, and visualizing three-dimensional shapes from two-dimensional drawings.

**MTT 121 Machine Tool Theory I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 032 and placement into ENG 101

This course covers the principles involved in the production of precision metal parts. This course includes the operation of the milling machine and lathe. A rigid introduction to the basic handling of machinist hand tool, precision measuring instruments. Safety will be stressed.

**MTT 122 Machine Tool Practice I (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

This course covers practical experiences using the principles in Machine Tool Theory I. This course builds proficiency in the use of the lathe and milling machine operations and the basic knowledge of the surface grinder. Also, this course gives further experience with precision measuring instruments, lathe accessories for basic internal and external lathe operations and set ups.

**MTT 123 Machine Tool Theory II (3-0-3)**

*Offered Spring Semester*

Prerequisite: MTT 121

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Instruction in selection of feed and speeds for single and multi-point tools based on the machinability of the different types of metals.



**MTT 124 Machine Tool Practice II (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 122

This course covers the practical application of the principles in Machine Tool Theory II. Further instruction in the operation of the surface grinder, milling machine, lathe to produce advanced projects, as well as operation of the cylindrical grinder for external grinding operations and internal grinding will be offered. Safety and good housekeeping will be stressed at all times.

**MTT 126 Machine Tool Practice III (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 124

This course covers the practical application of the principles in Machine Tool Theory II. Advanced work with basic machine tools in producing industrial-style projects will be accomplished in the development of accuracy, speed, safety, workmanship and skill.

**MTT 141 Metals and Heat Treatment (3-0-3)**

*Offered Spring Semester*

This course is a study of the properties, characteristics, and heat treatment procedures of metals. This course covers the selection of steel by its color-codes and gives an understanding of heat treatment terminology, procedures and testing. Also, the elementary principles concerning metals, their production, composition, and individual properties and uses will be covered.

**MTT 145 Machining of Metals (3-0-3)**

*Offered Summer Semester*

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements. The course builds increased proficiency in operating the engine lathe and surface grinder, milling machine and the cylindrical grinder. Also covers speeds, feeds and tooling for numerical controlled machines.

**MTT 211 Die Theory (3-0-3)**

*Offered Fall Semester*

This course is a study of die components as they relate to the complete die. Essential facts of cutting and forming operations are explained and related to the manner in which the dies must function in order to achieve the desired results.

**MTT 222 Tool and Diemaking Practice I (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 126

This course covers the manufacture of a simple cutting die or tools. Instruction will include machining and constructing jigs and fixtures or cutting dies in simulated industrial situations. Students will utilize the skills previously developed in the use of all tool room equipment and machines.

**MTT 224 Tool and Diemaking Practice II (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MTT 222

This course covers the construction of a compound and/or progressive die or tools. The course includes instruction in constructing more complex tooling with minimum assistance. Dies such as cutting, blanking and piercing and/or advanced tooling will be emphasized.

**MTT 241 Jigs and Fixtures I (1-3-2)**

*Offered Summer Semester*

Prerequisite: MTT 120

This course includes the theory necessary to design working prints of simple jigs and fixtures. Students will be instructed on the theory involved in designing jigs and fixtures as well as actual design or working drawings of drill jigs and milling fixtures.

**MTT 245 Rapid Prototype Setup and Operations (2-3-3)**

*Offered Summer Semester*

This course is an introduction to the set-up, operation, prototyping of parts, maintenance, and safety of rapid prototyping equipment.

**MTT 250 Principles of CNC (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: MTT 105, MTT 120, MTT 121, MTT 122, or permission of department head

This course is an introduction to the coding used in CNC programming. The course covers G-codes, M-codes, T-codes, S-codes and coordinate systems feature, and RS-232. The course also covers program planning and simple programming for CNC machining centers and CNC turning centers.

**MTT 251 CNC Operations (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MTT 250

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.



**MTT 252 CNC Setup and Operations (2-6-4)**

*Offered Summer Semester*

Prerequisite: MTT 251

This course covers CNC setup and operations. Instruction is primarily applied to milling and drilling operations. Instruction will be given in writing a sequence of operations, the alignment of fixtures, proper loading of the work piece, the reading and interpretation of sequence of action codes and how to verify the program. The course includes topics on how to measure parts and recognize problems.

**MTT 253 CNC Programming and Operations (0-9-3)**

*Offered Fall Semester*

Prerequisite: MTT 252

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. It is intended to teach skills and knowledge sufficient to recognize problems.

**MTT 254 CNC Programming I (1-6-3)**

*Offered Summer Semester*

This course is a study of CNC programming, including machine language and computer-assisted programming. Topics covered in the course are milling and drilling operations, lathe operations, and feeds and speeds. Also covered is post processing. The operational software used is Esprit WCAM.

**MTT 255 CNC Programming II (1-6-3)**

*Offered Fall Semester*

Prerequisite: MTT 254

This course includes CNC programming with simulated production conditions. Topics included in the course are multi-axis surface milling operations, drilling operations, lathe operations including the programming of live tooling and part creation in solids. The operational software used is Master CAM.

**MTT 258 Machine Tool CAM (1-6-3)**

*Offered Spring Semester*

This course is a study of computer-assisted manufacturing graphics systems needed to create CNC programs. Topics covered in the course are wire EDM in 2D and 3D machining and part creation in solids. Post processing is also covered. The operational software used is Esprit CAM.

**MTT 260 Advanced Multi-Axis Programming and Operations I (2-6-4)**

*Offered Spring Semester*

Prerequisite: MTT 255

This course is a study of programming advanced CNC multi-axis machines, setting of tools, machine limits, capabilities, and safety. Programming will be done with advanced CAD/CAM software to create and/or import wire frame surface part models for programming.

**MTT 261 Advanced Multi-Axis Programming and Operations II (2-6-4)**

*Offered Summer Semester*

Prerequisite: MTT 260

This course is a study of advanced CNC multi-axis machine programming, advanced contouring, and simultaneous multi-axis machining of 3D parts. Programming will be done with advanced CAD/CAM software to create and/or import the solid part model for programming.

**MUS 105 Music Appreciation (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

**MUS 110 Music Fundamentals (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 101

This course is an introduction to the elements of music and music notation with keyboard applications.

**NUR 135 Foundations of Nursing Practice (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Must be enrolled in a diploma or associate degree nursing program. Instructor permission required.

This course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes. Course will be offered online only.

**NUR 139 Introduction to Nursing Concepts (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201

Co-requisite: BIO 211 (required)

This course introduces healthcare and nursing concepts that emphasize the role of the nurse in providing safe, effective, and outcome-driven care.

**NUR 141 Pharmacological Therapies I (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201

Co-requisite: BIO 211 (required)

This course introduces the role of the nurse in the safe and effective administration of medications.

**NUR 143 Basic Care and Comfort (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 139, NUR 141

Co-requisites: BIO 211 (required), NUR 144

This course focuses on the role of the nurse in providing comfort and assistance in activities of daily living.

**NUR 144 Pharmacological Therapies II (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 139, NUR 141

Co-requisite: BIO 211 (required), NUR 143

This course offers an advanced study of the role of the nurse in the safe and effective administration of medications.

**NUR 145 Physiological Adaptation and Risk Reduction I (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 143, NUR 144

Co-requisite: BIO 225 (required)

This course introduces the role of the nurse in caring for and addressing the potential for complications in adult clients with altered health.

**NUR 146 Physiological Adaptation and Risk Reduction II (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 145

Co-requisite: BIO 225 (required)

This course develops the role of the nurse in caring for and addressing the potential for complications in one or more adult clients with altered health.

**NUR 151 Basic Patient Care I (2.5-1.5-3)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisite: NUR 153

This course includes a study of basic nursing assisting techniques for the multiskilled patient care technician.

**NUR 152 Basic Patient Care II (2.5-1.5-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 151

Co-requisite: NUR 153

This course includes a study of advanced health care skills needed for the multiskilled patient care technician.

**NUR 153 PCT Clinical Experiences (0-6-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 151

Co-requisite: NUR 152

This course includes the application of nursing assisting skills and advanced health care skills in the long term and acute care settings.

**NUR 156 Physiological Adaptation and Risk Reduction III (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 146

Co-requisite: BIO 225 (required)

This course is an advanced study of the role of the nurse in caring for and addressing the potential for complications in two or more adult clients with altered health.

**NUR 190 Fundamental Nursing and Patient Care Skills (0-3-1)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisite: NUR 201

Prerequisite: Permission of Instructor. Must meet requirements for Advanced Placement Nursing.

This course is a self-paced course primarily designed for paramedics and respiratory therapists who are going into the nursing field and require an overview of nursing content and basic and advanced patient care skills.

**NUR 201 Transition Nursing (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210 and BIO 211 or equivalent; MAT 120; ENG 101; PSY 201; BIO 225; SPC 205; Humanities elective, NUR 190 for paramedics and respiratory therapists

Co-requisite: NUR 230

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

The course also includes the transition of the paramedic graduate and the respiratory therapist to the role of associate degree nursing student.

**NUR 230 Physical Assessment (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN, APN, or permission of instructor

This course facilitates the development of competence to perform a physical assessment.

**NUR 239 Mental Health Nursing Concepts (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 156

Pre- or Co-requisite: SPC 205

This course is a study of the role of the nurse in providing and directing care that promotes and supports the emotional, mental, and social well-being of the client experiencing altered mental health.

**NUR 241 Health Promotion and Risk Reduction-Maternal/Child (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 239

Pre- or Co-requisite: SPC 205

This course is a study of the role of the nurse in providing and directing care that incorporates stages of reproduction and newborn care while addressing health promotion and risk reduction.

**NUR 243 Health Promotion and Risk Reduction-Children (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 241

Pre- or Co-requisite: SPC 205

This course is a study of the role of the nurse in providing and directing care that incorporates the growth and development of children while addressing health promotion and risk reduction.

**NUR 247 Critical Care I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN or permission of instructor

This course includes the development of competencies necessary to meet the needs of the patient with life threatening cardiovascular and respiratory problems, and dysrhythmias. Includes arrhythmia recognition.

**NUR 248 Critical Care II (2-0-2)**

*Offered Fall and Spring Semesters*

Prerequisite: NUR 247 concurrently or within the three years, or permission of instructor

This course covers the development of competencies necessary to meet the needs of the patient with life threatening problems of the central nervous system, renal and selected multiple trauma situations. Care of the critically ill pediatric patient and emotional reactions are included.

**NUR 250 Critical Care Cardiovascular (2-0-2)**

*Offered Fall and Spring Semesters*

Prerequisite: NUR 247 concurrently or within the last three years or permission of instructor

This course facilitates the development of competencies necessary to meet the needs of the critically ill cardiovascular patient.

**NUR 253 Physiological Integrity (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 243

Co-requisite: Humanities elective (required); BSN prerequisites (optional)

This course focuses on the role of the nurse in promoting health and wellness, as well as analyzing risk potential and health alterations while managing, directing, and evaluating patient care.

**NUR 254 Basic Arrhythmia and Cardiovascular Nursing (3-1-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN or permission of instructor

This course facilitates recognition of basic heart rhythms and develops fundamental concepts requisite to cardiovascular nursing in a variety of clinical settings. The course is designed to provide basic knowledge and skills necessary for safe, competent, and effective nursing practice on telemetry units. This course will assist the nurse to enhance proficiency, apply scientific rationale, and to utilize basic arrhythmia recognition to provide nursing care to the acutely ill cardiovascular patient.

**NUR 256 Management of Care (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 253

Co-requisite: Humanities elective (required); BSN prerequisites (optional)

This course expands the role of the nurse in providing, directing, and evaluating nursing care that enhances the care delivery setting to protect clients and health care personnel.

**NUR 260 Dysrhythmia Interpretation (2-5-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN or permission of instructor

This course facilitates the development of the nurse's competence in interpretation of normal and abnormal EKG rhythms and includes life threatening dysrhythmias.

**NUR 261 Pediatric Dysrhythmia Interpretation (1-0-1)**

*Offered Fall Semester*

Prerequisite: RN or permission of instructor

This course facilitates the development of the nurse's competence in interpretation of pediatric life threatening arrhythmia. Through classroom discussion, instruction and practice, the student will learn principles of recognition and interpretation of normal and abnormal EKG rhythms of the pediatric patient.

**NUR 299 Research in Nursing (0-9-3)**

Offered Fall, Spring, and Summer semesters based on student request and permission of instructor

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Nursing using the application of practical research methods. The course is designed for students in a Nursing program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**OTA 103 Introduction to Occupational Therapy (2-0-2)**

*Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"

This course introduces the philosophy, history, and development of occupational therapy.

**OTA 130 Therapeutic Media I (0-3-1)**

*Offered Fall Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"

This course covers the use of therapeutic craft activities in occupational therapy treatment.

**OTA 131 Occupational Performance I (2-3-3)**

*Offered Fall Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"

This course is the study of occupational therapy principles which emphasize the use of purposeful activities to enhance role function.

**OTA 135 Therapeutic Media II (0-3-1)**

*Offered Spring Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 130

This course covers the fabrication and use of therapeutic equipment.

**OTA 136 Occupational Performance II (2-3-3)**

*Offered Spring Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 131

This course is a continuation of Occupational Performance I with increased emphasis on environmental adjustments, basic orthotics and assistive technology.

**OTA 140 Clinical Introduction (0-3-1)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; completion of all fall OTA courses with a "C" or higher; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation

This course provides Level I fieldwork and introduces students to a variety of settings where they can develop a basic comfort level of understanding the needs of clients and professional interaction with the clients and other professionals.

**OTA 153 Clinical Applications I (3-6-5)**

*Offered Fall Semester*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; CPR certification, physical examination, liability insurance, and reliable transportation

Co-requisite: OTA 130 (required)

This course is a laboratory and clinical course emphasizing screening and assessment, treatment planning and therapeutic intervention.

**OTA 163 Psycho-Social Aspects of Occupational Therapy (1-3-2)**

*Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"

Pre- or Co-requisite: OTA 103

This course is a study of the relationships between purposeful activities and functions in psycho-social areas. The course explores lifestyle assessment, therapeutic use of self, individual and group treatment that encourages wellness, health promotion, and rehabilitation of psycho-social dysfunction in the classroom and lab.

**OTA 200 Introduction to Kinesiology (2-3-3)**

*Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"

This course is a study of functional movement of the human body. The course provides an introduction to normal and abnormal musculoskeletal and neuromuscular anatomy with an emphasis on goniometry measurement and muscular testing.

**OTA 203 Kinesiology for Occupational Therapy (3-0--3)**

*Offered Fall Semester*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C."

This course includes identification and analysis of the components of human motion related to occupational therapy.

**OTA 245 Occupational Therapy Departmental Management (2-0-2)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 103, OTA 131, OTA 203

This course covers the operation of an occupational therapy clinic, including inventory, supervision, and quality assurance.

**OTA 253 Clinical Application II (3-6-5)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 131, OTA 153; CPR certification, physical examination, liability insurance, and reliable transportation

This course is a continuation of Clinical Application I with increased emphasis on reassessment for effect of intervention and maximizing treatment gains.

**OTA 260 Clinical V (0-21-7)**

*Offered Fall and Summer Semesters*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I and Phase II courses with a minimum grade of "C"; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation

This course emphasizes direct participation in the adult physical disabilities clinical experience.

**OTA 268 Clinical VI (0-21-7)**

*Offered Fall and Summer Semesters*

Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I and Phase II courses with a minimum grade of "C"; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation

This course emphasizes direct participation in pediatric, geriatric, or mental health clinic experience.

**PHI 101 Introduction to Philosophy (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101

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.

**PHI 105 Introduction to Logic (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 101 and placement into ENG 101

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.

**PHI 110 Ethics (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

**PHM 101 Introduction to Pharmacy (2-3-3)**

*Offered Fall Semester*

This course provides a study and introduction to pharmacy and the role in providing patient care services.

**PHM 110 Pharmacy Practice (3-3-4)**

*Offered Spring Semester*

Prerequisites: PHM 101, PHM 114

Co-requisite: PHM 124

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

**PHM 112 Pharmacy Math (2-0-2)**

*Offered Fall Semester*

Co-requisites: PHM 101 (required)

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.



**PHM 113 Pharmacy Technician Math (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: PHM 101, PHM 112, PHM 114

Co-requisites: PHM 110, PHM 124 (required), PHM 152 (recommended)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

**PHM 114 Therapeutic Agents I (3-0-3)**

*Offered Fall Semester*

This course provides an introductory study of therapeutic drug categories.

**PHM 124 Therapeutic Agents II (3-0-3)**

*Offered Spring Semester*

Prerequisites: PHM 101, PHM 114

Co-requisites: PHM 110, PHM 113, PHM 152

This course includes a study of therapeutic drug categories.

**PHM 152 Pharmacy Technician Practicum I (0-6-2)**

*Offered Fall and Spring Semesters*

Prerequisites: PHM 101, PHM 112, PHM 114

Co-requisites: PHM 110, PHM 113, PHM 124 (all required)

This course provides a practical introduction to the pharmacy environment.

**PHM 164 Pharmacy Technician Practicum II (0-12-4)**

*Offered Fall, Spring, Summer Semesters*

Prerequisites: PHM 101, PHM 112, PHM 114, PHM 152

Co-requisites: PHM 110, PHM 113, PHM 124 (all required)

This course provides a practical application of pharmacy skills in pharmacy environments.

**PHM 173 Pharmacy Technician Practicum III (2-3-3)**

*Offered Summer Semester*

Prerequisite: PHM 164

Co-requisites: PHM 175, PHM 250

This course includes a practical experience in a working pharmacy environment.

**PHM 175 Pharmacy Technician Practicum (0-9-3)**

*Offered Summer Semester*

Prerequisites: PHM 101, PHM 110, PHM 112, PHM 113, PHM 114, PHM 124, PHM 152, PHM 202

Co-requisite: PHM 250

This course provides a study of and introduction to the pharmacy in providing patient care services.

**PHM 202 Pharmacological Anatomy and Physiology (4-0-4)**

*Offered Fall Semester*

Prerequisite: BIO 112

This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized.

**PHM 250 Special Topics in Pharmacy (2-3-3)**

*Offered Fall and Summer Semesters*

Prerequisite: PHM 164

Co-requisites: PHM 173, PHM 175

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.

**PHS 101 Physical Science I (3-3-4)**

*Offered Fall and Summer Semesters*

Prerequisite: MAT 102

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

**PHS 102 Physical Science II (3-3-4)**

*Offered Spring Semester*

Prerequisite: MAT 102

This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

**PHS 111 Conceptual Physics I (3-0-3)**

*Offered Fall Semester*

Prerequisite: MAT 170

This course is an introduction to the mechanical concepts of distance, time, mass, force, energy and power.



**PHY 201 Physics I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 109 or MAT 110

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**PHY 202 Physics II (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: PHY 201

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**PHY 221 University Physics I (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 140

Co-requisite: MAT 141

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.

**PHY 222 University Physics II (3-3-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: PHY 221, MAT 141

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.

**PSC 101 Topics for Model United Nations (1-0-1)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course is an introduction to the world of international negotiations and diplomacy by preparation for and participation in simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

**PSC 102 Special Activities in Political Science (2-0-2)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.

**PSC 103 Topics for Model United Nations II (1-0-1)**

*Offered based on enrollment*

Prerequisite: PSC 101

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

**PSC 104 Topics for Model United Nations III (1-0-1)**

*Offered based on enrollment*

Prerequisite: PSC 103

This course offers students advanced study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their third term as a delegate. The countries and issues to be studied will vary from year to year.

**PSC 201 American Government (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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 role of the electorate.

**PSC 205 Politics and Government (3-0-3)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course is a study of the concepts and problems involved in man's relationship with governments and political change. The course emphasizes comparative institutions of government, analysis of political behavior and political ideology.

**PSC 206 Politics of the Middle East (3-0-3)**

*Offered based on enrollment*

Prerequisite: ENG 101

This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.

**PSC 215 State and Local Government (3-0-3)\***

*Offered Fall and/or Spring Semester*

Prerequisite: Placement into ENG 101

This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

**PSC 220 Introduction to International Relations (3-0-3)**

*Offered based on enrollment*

Prerequisite: Placement into ENG 101

This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

**PSY 103 Human Relations (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

**PSY 201 General Psychology (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

**PSY 203 Human Growth and Development (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: PSY 201

This course is a study of the physical, cognitive and social factors affecting human growth, development and potential.

**PSY 206 Health Psychology (3-0-3)**

*Offered Fall Semester*

Prerequisite: PSY 201 or permission of instructor

This course is a science-based study of psychological and behavioral influences on health. Topics include the mind-body connection, the professional and academic field, systems of the body, prevention, stress, coping, health-care, and managing illness.

**PSY 208 Human Sexuality (3-0-3)\***

*Offered Fall and Spring Semesters*

Prerequisite: PSY 201 or permission of instructor

This course is a study of the biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course.

**PSY 212 Abnormal Psychology (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: PSY 201

This course is a study of the nature and development of behavioral disorders including the investigation of contemporary treatment procedures.

**PSY 225 Social Psychology (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: PSY 201

This course is a study of individual behavior as influenced by social roles, group identification, attitudes, and values.

**PSY 299 Research in Psychology (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to psychology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**PTH 101 Physical Therapy Professional Preparation (2-0-2)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C" and PTH 102, PTH 105, PTH 115, PTH 118

Co-requisites (required for full time track): PTH 220, PTH 226, PTH 270

Co-requisites (required extended track): PTH 270 (for extended track only)

This course introduces the purpose, philosophy, and history of physical therapy and medical/legal documentation.

**PTH 102 Introduction to Physical Therapy Intervention (1-3-2)**

*Offered Fall Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of “C”

Co-requisites (required for full time track): PTH 105, PTH 115, PTH 118

Co-requisite (required extended track): PTH 118

This course prepares the student to provide skilled basic patient care in a physical therapy setting.

**PTH 105 Introduction to Kinesiology (2-3-3)**

*Offered Fall Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of “C”

Co-requisites (required for full time track): PTH 102, PTH 115, and PTH 118

Co-requisite (required extended track): PTH 115

This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

**PTH 115 Pathology for Physical Therapy Assistants (3-0-3)**

*Offered Fall Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of “C”

Co-requisites (required for full time track): PTH 102, PTH 105, PTH 118

Co-requisite (required extended track): PTH 105

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

**PTH 118 Physical Agents and Modalities (3-3-4)**

*Offered Fall Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of “C”

Co-requisites (required for full time track): PTH 102, PTH 105, PTH 115

Co-requisite (required extended track): PTH 102

This course prepares students to administer physical therapy interventions using physical agents and modalities.

**PTH 220 Patient Assessment Techniques (3-3-4)**

*Offered Spring Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of “C”; and PTH 105, PTH 115

Co-requisites (required for full time track): PTH 101, PTH 226, PTH 270

Co-requisite (required extended track): PTH 226

This course introduces patient assessment and data collection techniques commonly used in physical therapy.

**PTH 226 Therapeutic Exercises (2-3-3)**

*Offered Spring Semester*

Prerequisites: Acceptance into the Physical Therapist Assistant program - Phase II, and completion of all Phase I courses with a minimum grade of “C”; and PTH 105, PTH 115

Co-requisites (required for full time track): PTH 101, PTH 205, PTH 270

Co-requisite (required extended track): PTH 205

This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

**PTH 234 Clinical Education I (0-9-3)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of “C”; and PTH 101, PTH 220, PTH 226, PTH 270

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

**PTH 242 Orthopedic Management (3-3-4)**

*Offered Summer Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of “C”; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234

Co-requisite: PTH 246

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

**PTH 246 Neuromuscular Rehabilitation (3-6-5)**

*Offered Summer Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of “C”; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234

Co-requisite: PTH 242

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

**PTH 264 Clinical Education II (0-15-5)**

*Offered Fall Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234, PTH 242, PTH 246

This course provides advanced clinical experiences for the physical therapist assistant student within a physical therapy setting.

**PTH 270 Special Topics in Physical Therapy (2-3-3)**

*Offered Spring Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 102, PTH 105, PTH 115, PTH 118

Co-requisites (for full time track only): PTH 101, PTH 220, PTH 226

Co-requisites (for extended track only): PTH 101

This course provides opportunities for specialized study of selected topics in physical therapy.

**PTH 274 Clinical Education III (0-15-5)**

*Offered Fall Semester*

Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C;" and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 234, PTH 242, PTH 246, PTH 264, PTH 270

Co-requisite: PTH 264

This course requires the physical therapist assistant student to demonstrate entry-level clinical skills within a physical therapy setting.

**QAT 109 Introduction to Metrology (0-3-1)**

*Offered Fall and Summer Semesters*

Prerequisite: EGR 130 or EGR 269

Pre-or Co-requisite: EGR 175 (prerequisite preferred)

This course covers the tools and equipment of measurement used in a modern metrology laboratory. Techniques of making measurements, accuracy and precision, calibration, and verifying GD&T are stressed. Metrology is used to verify that fabricated parts are going to fit properly at the assembly of machinery or consumer products, especially in mass production environments.

**RAD 101 Introduction to Radiography (2-2-2)**

*Offered Fall Semester*

Prerequisite: Permission of Medical Imaging Sciences Department Head

Co-requisite: RAD 102 (required)

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.

**RAD 102 Radiology Patient Care Procedures (1-3-2)**

*Offered Fall Semester*

Prerequisite: Permission of Medical Imaging Sciences Department Head

Co-requisite: RAD 101 (required)

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

**RAD 103 Introduction to Computed Tomography (2-0-2)**

*Offered Fall Semester*

Prerequisite: Permission of program coordinator

This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring and radiation protection.

**RAD 107 Physics for Medical Imaging (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MAT 109 or higher

This course provides an overview of the mechanical concepts of distance, time, mass, force, energy, and power. Topics include mechanics, wave motion, sound, and electromagnetism.

**RAD 111 Introduction to Radiographic Physics (2-0-2)**

*Offered Fall Semester*

Prerequisite: MAT 109

Co-requisites: RAD 112 (required); RAD 101, RAD 130, RAD 152 (recommended)

This course provides an overview of radiographic mathematical applications and unit conversion, as well as a basic overview of mechanical concepts of distance, time, mass, force, energy and power. Concepts of structure of matter and principles of electromagnetic radiation are included.

**RAD 112 Radiographic Imaging Fundamentals (1-3-2)**

*Offered Fall Semester*

Prerequisite: MAT 109

Co-requisites: RAD 111 (required); RAD 101, RAD 130, RAD 152 (recommended)

This course is an introduction to the study of the fundamental principles and techniques of radiographic imaging. Topics include image quality terms, primary exposure factors, the rationale and methods for primary exposure factor selection, and introductory image evaluation techniques.

**RAD 114 Radiographic Imaging Fundamentals II (1-3-2)**

*Offered Spring Semester*

Prerequisites: RAD 101, RAD 111, RAD 112, RAD 130

Co-requisites: RAD 121, RAD 136, RAD 160 (required)

This course provides advanced instruction in primary and secondary influencing imaging factors and advanced imaging applications.

**RAD 120 Principles of Computed Tomography (3-0-3)**

*Offered Fall Semester*

Prerequisite: Admission to CT program or permission of program coordinator

This course is a study of assurance procedures and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed CT scanning, three dimensional CT and multi-planar reformations. A review of special scanner features will also be covered in the course. This course provides the basic understanding of the inter-workings of a CT scanner, along with an in-depth look at the physics behind image generation, quality assurance procedures, radiation dosimeter, and image reformation.

**RAD 121 Radiographic Physics (4-0-4)**

*Offered Spring Semester*

Prerequisites: RAD 111, RAD 112

Co-requisite: RAD 114 (required)

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

**RAD 130 Radiographic Procedures I (2-3-3)**

*Offered Fall Semester*

Prerequisite: Acceptance into Phase II of Radiologic Technology program

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

**RAD 135 Computed Tomography Body and Musculoskeletal Protocols (2-0-2)**

*Offered Fall Semester*

Prerequisite: RAD 103

This course provides the basic imaging protocols and patient positioning for CT exams of the abdomen, pelvis, and musculoskeletal system. Case studies including anatomy and pathology of the abdomen, pelvis, and extremities will be explored.

**RAD 136 Radiographic Procedures II (2-3-3)**

*Offered Spring Semester*

Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher

This course is a study of radiographic procedures for visualization of the structures of the body.

**RAD 140 Computed Tomography Clinical Applications I (0-18-6)**

*Offered Fall Semester*

Prerequisite: Acceptance into the CT program

This course provides the student with clinical experience in basic CT scanning. Students will explore techniques related to patient safety, radiation protection, and exam protocols.

**RAD 145 Computed Tomography Physics and Instrumentation (3-0-3)**

*Offered Fall Semester*

Prerequisite: Acceptance into the CT program or permission of program coordinator

This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the Computed Tomography profession.

**RAD 152 Applied Radiography I (0-6-2)**

*Offered Fall Semester.*

Co-requisite: RAD 130

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 160 Clinical Applications II (0-18-6)**

*Offered Spring Semester*

Prerequisites: RAD 111, RAD 112, RAD 130

Co-requisites: RAD 114, RAD 121, RAD 136 (required)

This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments.



**RAD 175 Applied Radiography III (0-15-5)**

*Offered Summer Semester*

Prerequisites: RAD 114, RAD 121, RAD 136, RAD 160

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology (2-2-2)**

*Offered Summer Semester*

Prerequisites: RAD 114, RAD 121, RAD 136, RAD 160

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum.

**RAD 205 Radiographic Pathology (2-0-2)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 201, RAD 230

Co-requisites: RAD 103, RAD 268 (required)

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 210 Radiographic Imaging III (2-3-3)**

*Offered Fall Semester*

Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher

This course provides a detailed study of advanced methods and concepts of imaging.

**RAD 225 Selected Radiographic Topics (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 103, RAD 210, RAD 257

Co-requisite: RAD 205 (required)

This course is a study of selected areas related to radiography.

**RAD 230 Radiographic Procedures III (2-3-3)**

*Offered Summer Semester*

Prerequisites: RAD 130, RAD 136

This course is a study of special radiographic procedures.

**RAD 236 Radiography Seminar II (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 101, RAD 102, RAD 111, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 136, RAD 160 (required)

This course includes selected areas of radiography that require additional study or application.

**RAD 257 Advanced Radiography I (0-21-7)**

*Offered Fall Semester*

Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

**RAD 268 Advanced Radiography II (0-24-8)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 201, RAD 230

Co-requisites: RAD 103, RAD 205 (required)

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

**RAD 278 Advanced Radiography III (0-24-8)**

*Offered Spring Semester*

Prerequisites: RAD 152, RAD 160, RAD 175, RAD 201, RAD 230

Co-requisite: RAD 205 (required)

This course includes routine and advanced radiographic procedures in the clinical environment.

**RAD 283 Imaging Practicum (0-9-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Permission of Medical Imaging Sciences Department Head

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

**RDG 032 Developmental Reading (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.



**RDG 100 Critical Reading (Non-Degree Credit) (3-0-3)**

Note: Credit for this course does not transfer and may not be counted as credit toward any degree.

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Proper test scores or RDG 032

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

**REL 101 Introduction to Religion (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course provides a study of religion and the nature of religious belief and practice.

**REL 201 Religions of the World (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course surveys the major religious traditions of the world.

**RES 101 Introduction to Respiratory Care (3-0-3)**

*Offered Fall Semester*

Co-requisites: RES 121, RES 246

This course includes introduction topics pertinent to entering the respiratory care profession (i.e., medical terminology, ethical issues and legal issues).

**RES 111 Pathophysiology (2-0-2)**

*Offered Spring Semester*

Prerequisites: RES 101, RES 121, RES 246

This course is a study of the general principles and analyses of normal and diseased states. Its focus is on the cardiac and pulmonary systems.

**RES 121 Respiratory Skills I (2-6-4)**

*Offered Fall Semester*

Co-requisites: RES 101, RES 246

This course includes a study of basic respiratory therapy procedures and their administration.

**RES 131 Respiratory Skills II (3-3-4)**

*Offered Spring Semester*

Prerequisites: RES 101, RES 121, RES 246

Co-requisites: RES 111 (required)

This course is a study of selected respiratory care procedures and applications. This will include an introduction to mechanical ventilation.

**RES 141 Respiratory Skills III (2-3-3)**

*Offered Summer Semester*

Prerequisite: RES 131

This course covers mechanical ventilation systems, pediatrics and associated monitors.

**RES 152 Clinical Applications II (0-9-3)**

*Offered Fall Semester*

Co-requisites: RES 101, RES 121, RES 246

This course includes practice of respiratory care procedures in the hospital setting. The course also includes infection control, back and fire safety, HIPPA, and communication skills.

**RES 154 Clinical Applications II (0-12-4)**

*Offered Spring Semester*

Prerequisite: RES 152

This course includes practice of respiratory care procedures in the hospital setting. This course also includes instruction of basic respiratory care skills and procedures including chest X-ray review, basic airway management, arterial blood gas interpretation, bronchial hygiene, and patient monitoring equipment.

**RES 204 Neonatal/Pediatric Care (3-0-3)**

*Offered Fall Semester*

Prerequisite: RES 131

Co-requisite: RES 244 (required)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

**RES 207 Management in Respiratory Care (2-0-2)**

*Offered Spring Semester*

Co-requisite: RES 249 (required)

This course is a study of health care management, emphasizing the importance of good planning, decision-making, and organizational skills as they relate to respiratory care.

**RES 232 Respiratory Therapeutics (2-0-2)**

*Offered Spring Semester*

Prerequisites: RES 101, RES 121, RES 246

This course is a study of specialty areas in respiratory care including rehabilitation. It also includes home care techniques and pulmonary function testing.

**RES 236 Cardiopulmonary Diagnostics (3-0-3)**

*Offered Summer Semester*

Co-requisites: RES 141, RES 265 (required)

This course focuses on the purpose, use and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. This will include hemodynamic monitoring and other invasive and non-invasive procedures.

**RES 241 Respiratory Care Transition (0-3-1)**

*Offered Summer Semester*

Prerequisites: RES 121, RES 131

This course provides a comprehensive review of respiratory care.

**RES 242 Advanced Respiratory Care Transition (0-3-1)**

*Offered Fall Semester*

Prerequisite: RES 141

This course provides a comprehensive review of advanced respiratory care.

**RES 244 Advanced Respiratory Skills I (4-0-4)**

*Offered Fall Semester*

Prerequisites: RES 141, RES 265

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient. This course will focus on research and emerging emergency technology.

**RES 246 Respiratory Pharmacology (1-3-2)**

*Offered Fall Semester*

Co-requisites: RES 101, RES 121

This course includes a study of pharmacologic agents used in cardiopulmonary care. It also will include cardiac agents, diuretics and related medications.

**RES 249 Comprehensive Applications (0-6-2)**

*Offered Spring Semester*

Prerequisite: RES 242

This course includes integration of didactic and clinical training in respiratory care technology.

**RES 251 Clinical Applications III (0-24-8)**

*Offered Spring Semester*

Prerequisite: RES 275

This course includes rotations in all areas of patient care with a primary emphasis on intensive care.

**RES 265 Advanced Clinical Applications I (0-9-3)**

*Offered Summer Semester*

Prerequisite: RES 154

This course includes advanced clinical training in respiratory care.

**RES 275 Advanced Clinical Practice (0-15-5)**

*Offered Fall Semester*

Prerequisites: RES 131, RES 141, RES 265

This course includes clinical practice in advanced patient care procedures.

**RWR 012 Integrated Developmental Reading and Developmental English Workshop (0-3-1)**

*Offered Fall and Spring Semesters*

Prerequisites: Placement into ENG 032 and RDG 032

Co-requisite: RWR 032 (required)

This course provides support for mastery of Reading 032 and English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Note: Students who complete this course should not enroll in ENG 012 or RDG 012.

**RWR 032 Integrated Developmental Reading and Developmental English (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: Placement into ENG 032 and RDG 032

This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this course should not enroll in ENG 032 or RDG 032.

**RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: Satisfactory placement or completion of ENG 032 and RDG 032

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.

**SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 100

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

**SFT 101 Introduction to Exercise Physiology (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125

Co-requisites: SFT 107, SFT 110, SFT 202 (required)

This course is a study of the concepts of exercise physiology and motor control.

**SFT 104 Anatomy & Physiology for Fitness Professionals (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: SFT 105, SFT 109, SFT 125 (required)

This course is a study and application of anatomy and physiology, focusing on the systems that the fitness professional needs the most. The cardiovascular, respiratory, muscular, and skeletal systems will be discussed in lecture and laboratory settings.

**SFT 105 Fitness Assessment and Exercise Program Design (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: SFT 104, SFT 109, SFT 125 (required)

This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and special populations.

**SFT 107 Nutrition for Fitness and Training (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125

Co-requisites: SFT 101, SFT 110, SFT 202 (required)

This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and disease prevention.

**SFT 109 Lifetime Fitness and Wellness (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: SFT 104, SFT 105, SFT 125 (required)

This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.

**SFT 110 Weight Training: Theory and Application (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125

Co-requisites: SFT 101, SFT 107, SFT 202 (required)

This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological, and biochemical principles are studied and applied to design effective programs for individuals and groups.

**SFT 125 Personal Training Techniques (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into RDG 100

Co-requisites: SFT 104, SFT 105, SFT 109 (required)

This course is a study of personal training programming concepts, training methodology, and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal skill, training styles, and client expectations issues are explored.

**SFT 202 Internship for the Personal Trainer (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: SFT 104, SFT 105, SFT 109, SFT 125

Co-requisites: SFT 101, SFT 107, SFT 110 (required)

This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center, or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.

**SOC 101 Introduction to Sociology (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

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.

**SOC 205 Social Problems (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: SOC 101 or permission of instructor

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

**SOC 215 Ethnicity and Minority Issues (3-0-3)**

*Offered Fall Semester*

Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor

This course is a sociological study of social and technological changes influencing minority and ethnic issues.

**SOC 225 Gender Issues (3-0-3)**

*Offered Spring Semester*

Prerequisite: SOC 101

This course analyzes the role of gender and sexuality in society. It explores the social construction of gender, cross-cultural research variations of gender and sexuality, the implications of gender and sexuality on personal daily living, and gendered dimensions of social institutions.

**SOC 299 Research in Sociology (0-9-3)**

*Offered Fall, Spring, and Summer semesters based on student request and permission of instructor*

Prerequisite: Permission of Instructor

This course provides an opportunity for students to investigate a faculty-approved topic related to Sociology using the application of practical research methods. The course is designed for students in an Associate in Arts or Associate in Science program to explore part of their major in more depth by working one-on-one or in small groups on faculty- or student-designed research projects.

**SOL 101 Solar Building Fundamentals (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into MAT 101 and ENG 165

This course is an introduction to building materials, fundamental building techniques, and building systems specific to the solar industry.

**SOL 120 Basic Solar Energy Technology (3-0-3)**

*Offered Spring Semester*

Prerequisites: SOL 101 (or Building Science Qualifying Exam) and MAT 101

This course is a study of the fundamental concepts of solar energy and systems, site assessment, electrical and thermal energy, energy storage, return on investment, and licensing requirements. Additional topics include relevant codes, permitting, orientation, solar irradiance, energy analysis, active and passive solar systems and their appropriate uses for residential and light commercial applications.

**SOL 201 Solar Photovoltaic Systems (3-3-4)**

*Offered Summer Semester*

Prerequisite: SOL 120 or equivalent

This course studies the installation and connections of solar photovoltaic (PV) components in residential or light commercial field applications. Students will be required to perform code compliant installations in field-simulated conditions and will design and install two complete solar PV systems during the lab portion of this class. Some strenuous activities will be required to complete this course. Students must have the ability to lift 50 pounds and work above ground level to install solar systems.

**SOL 202 Solar Thermal Systems (3-3-4)**

*Offered Summer Semester*

Prerequisite: SOL 120 or equivalent

This course is a study of entry-level solar thermal concepts to include solar panel types and methods, as well as pump controls, sizing, connections, and installation. Students will be required to design and install two complete solar thermal systems during the lab portion of this class. Some strenuous activities will be required to complete this course. Students must have the ability to lift 50 pounds and work above ground level to install solar systems.

**SOL 220 Solar Photovoltaic Design and Installation (3-3-4)**

*Offered Fall Semester*

Prerequisite: SOL 120 or equivalent

This course is a study of solar photovoltaic (PV) specific design, code compliance, sizing calculations, cost analysis, inverter applications, safety issues, and associated component selections. Students will be required to perform two solar PV installations as part of the class coverage. Students will be required to purchase and utilize their own tools and small components to assist them in the solar industry.

**SOL 230 Solar Thermal Design and Installation (3-3-4)**

*Offered Fall Semester*

Prerequisite: SOL 202 or equivalent

This course is a study of solar thermal specific design, cost analysis, and installation requirements. Students will be required to perform two thermal installs as part of their lab work. Students should be prepared to purchase tools and equipment necessary to perform thermal installs. The ability to climb and lift equipment and solar components is required.

**SPA 101 Elementary Spanish I (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture.

**SPA 102 Elementary Spanish II (4-0-4)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: SPA 101 or permission of instructor

This course continues development of the basic language skills and the study of the Spanish culture.

**SPA 201 Intermediate Spanish I (3-0-3)\***

*Offered First Summer Session*

Prerequisite: SPA 102 or permission of instructor

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

**SPA 202 Intermediate Spanish II (3-0-3)\***

*Offered Second Summer Session*

Prerequisite: SPA 201 or permission of instructor

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

**SPC 200 Introduction to Speech Communication (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 101

This course is an introduction to the theory and practice of oral communication with an application of improving these skills in interpersonal, intercultural, group and public contexts.

**SPC 205 Public Speaking (3-0-3)\***

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: ENG 165 or ENG 101 or higher

This course is an introduction to principles of public speaking, with an application of speaking skills.

**SPC 208 Intercultural Communication (3-0-3)**

*Offered Spring Semester*

Prerequisite: ENG 101 or ENG 165

This course is an introduction to the theory and practice of "difference-based" communication - the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.

**SPC 209 Interpersonal Communication (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: ENG 101 or ENG 165

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

**SPC 212 Survey of Mass Communication (3-0-3)**

*Offered Fall Semester*

Prerequisite: ENG 101

This course is a survey of the development of media and its influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film and their impact on American culture. Students will critique mass media using modern methodology.

**SPC 215 Voice and Diction (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: Placement into ENG 101

This course includes the analysis, evaluation, and improvement of speech through a study of the anatomy of human speech production.

**SUR 101 Introduction to Surgical Technology (4-3-5)**

*Offered Fall Semester*

Prerequisites: BIO 112, BIO 115 (for Surgical Technology)

Co-requisites: SUR 102, SUR 123 (for Sterile Processing); SUR 102, SUR 123, MAT 155 (for Surgical Technology)

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.



**SUR 102 Applied Surgical Technology (4-3-5)**

*Offered Fall Semester*

Prerequisite: SUR 101

Co-requisite: SUR 123 (for Sterile Processing); MAT 155, SUR 123 (for Surgical Technology)

This course covers the study of principles and applications of aseptic techniques, the perioperative role, and the medical/legal aspects.

**SUR 103 Surgical Procedures I (3-3-4)**

*Offered Spring Semester*

Prerequisites: SUR 102, SUR 123, MAT 155 or higher

Co-requisites: ENG 101, SUR 104, SUR 110

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.

**SUR 104 Surgical Procedures II (3-3-4)**

*Offered Spring Semester*

Prerequisite: SUR 103

Co-requisites: SUR 110, ENG 101

This course is the study of various specialties of surgical procedures.

**SUR 110 Introduction to Surgical Practicum (0-15-5)**

*Offered Spring Semester*

Prerequisites: SUR 102, SUR 123, MAT 155 or higher

Co-requisites: SUR 103, SUR 104, ENG 101

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

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

*Offered Summer Semester*

Prerequisite: SUR 110

Co-requisites: SUR 120, PSY 103

This course involves the application of theory under supervision in the perioperative role in various clinical affiliations.

**SUR 120 Surgical Seminar (2-0-2)**

*Offered Summer Semester*

Prerequisites: SUR 104, SUR 110

Co-requisites: SUR 111, PSY 103

This course includes the comprehensive correlation of theory and practice in the perioperative role.

**SUR 123 Sterile Processing Technology (1-6-3)**

*Offered Fall Semester*

Prerequisites: Placement into RDG 100 and MAT 032

Co-requisites: SUR 101 and SUR 102

This course provides detailed study of the preparation and processing procedures of surgical instruments.

**TDR 101 Introduction to Truck Driver Training (4-4-5)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: RDG 032

This course is an introduction to truck driver training.

**TDR 102 Fundamentals of Truck Driver Training (3-3-4)**

Prerequisite: TDR 101

*Offered Fall, Spring, and Summer Semesters*

This course covers the safe operation of a tractor-trailer on the open highway.

**TDR 103 Preparation for CDL Examination (2-3-3)**

Prerequisite: TDR 102

*Offered Fall, Spring, and Summer Semesters*

This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.

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

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Placement into ENG 101

This course includes the appreciation and analysis of theatrical literature, history, and production.

**THE 105 Fundamentals of Acting (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.



**THE 205 Intermediate Acting (3-0-3)**

*Offered Spring Semester*

Prerequisite: Placement into ENG 101

This course is a continuation of the study of techniques of body and voice control, improvisations, interpretation of characters, and applied characterization, with special attention to textual analysis, verse drama, and specialized stage movement and exercises.

**THE 220 Theatre Laboratory I (0-3-1)**

*Offered Fall Semester*

This course is a supervised participation in theatrical productions and focuses on student involvement, both backstage and onstage.

**THE 221 Theatre Laboratory II (0-3-1)**

*Offered Spring Semester*

This course is a supervised participation in theatrical productions and focuses on student involvement backstage, onstage, and in the control booth.

**THE 222 Theatre Laboratory III (0-3-1)**

*Offered Fall or Spring Semester*

This course is the third in a sequence of laboratory courses offering supervised participation in a theatrical production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. This course focuses on student leadership backstage, onstage, and in the control booth.

**THE 226 Children's Theatre (1-6-3)**

*Offered on a rotational basis*

This course is an applied study of the dramatic literature and production practices of theatre for youth. Final project will be the presentation of a play for local schools.

**THE 250 Makeup for Performance (3-0-3)**

*Offered Spring Semester*

Prerequisite: THE 101 or permission of instructor

This course covers the principles and methods for the design and application of makeup for performance on stage and screen.

**THE 253 Stagecraft (3-0-3)**

*Offered Fall Semester*

Prerequisite: THE 101 or permission of instructor

This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and back stage organization.

**THE 276 Script Analysis (3-0-3)**

*Offered Fall Semester*

Prerequisites: Placement into ENG 101

This course focuses on the basic styles and forms of dramatic literature. Emphasis is on script analysis from the perspective of a theatre practitioner utilizing traditional and non-traditional methods to explore the structure of dramatic literature from a variety of genres, styles, and cultures.

**THE 290 Voice and Diction for the Stage (3-0-3)**

*Offered Fall Semester*

Prerequisite: Placement into ENG 101

This course is a study of the principles of vocal production and standard American speech for the stage. Exercises include breath support and projection, tonal quality improvement, and elimination of regional dialects through the study of the International Phonetic Alphabet.

**VET 101 Animal Breeds and Husbandry (2-3-3)**

*Offered Fall Semester*

This course is a study of the various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology, physiological data, and behavior of each species of animal.

**VET 103 Veterinary Medical Terminology (2-0-2)**

*Offered Spring and Summer Semesters*

Prerequisites: Placement into ENG 101 and MAT 120

This course introduces the fundamental principles of veterinary medical terminology. This system's approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology, and related areas of veterinary medicine.

**VET 104 Veterinary Anatomy and Physiology (2-3-3)**

*Offered Fall Semester*

Prerequisite: VET 103

This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory.

**VET 105 Orientation to Veterinary Technology (1-0-1)**

*Offered Spring and Summer Semesters*

This course is a study of the different job opportunities for a veterinary technician. In addition, the course exposes the student to key characteristics of people who are successful in the field.

**VET 106 Small Animal Behavior/Kennel Management (4-0-4)**

*Offered Fall, Spring and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

This course is the study of the concepts, development, characteristics, and modification of animal behavior as related to domestic animals. Animal behavior history and restraint are covered. Different breeds and species, proper terminology, nutrition, vaccines, and diseases will also be covered.

**VET 107 Small Animal Care and Welfare I (4-0-4)**

*Offered Fall and Spring Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

Co-requisite: VET 133 (required)

This course provides an introduction to the knowledge and skills needed to work in the animal care industry. Topics include breed identification, canine anatomy, terminology, common disease symptoms, first aid, and proper handling skills.

**VET 108 Small Animal Care and Welfare II (4-0-4)**

*Offered Spring and Summer Semesters*

Prerequisites: VET 107, VET 133

Co-requisites: VET 134, VET 172 (required)

This course is a continuation of knowledge and skills necessary for working in the animal care industry. Topics include diseases, care, appearance, handling, topical skin treatment, selection of equipment, and animal handling and control.

**VET 111 Introduction to Veterinary Medical Terminology (3-0-3)**

*Offered Fall, Spring and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

Co-requisite: VET 151 (required)

This course is an introduction of veterinary medical terms, including roots, prefixes and suffixes with emphasis on spelling, definition, and pronunciation as used by veterinary assistants.

**VET 114 Pharmacy Skills (4-0-4)**

*Offered Fall and Summer Semesters*

Prerequisites: VET 111, VET 151, placement into MAT 155

This course is the study of the usage of small animal health care products, including dispensing and utilization of common veterinary drugs and products. Additional topics include safe handling, storage, legal documentation, and regulation.

**VET 116 Radiology and Parasitology (1-6-3)**

*Offered Spring Semester*

This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing, and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasitology.

**VET 117 Animal Nutrition (2-0-2)**

*Offered Fall, Spring and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

This course is a study of the different nutrients and their functions. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals are covered.

**VET 132 Feline Breeds and Terminology (2-0-2)**

*Offered Fall and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

This course provides an introduction to feline breed recognition, common skin and coat disorders, and related feline terminology.

**VET 133 Basic Pet Grooming (2-3-3)**

*Offered Fall and Spring Semesters*

Co-requisite: VET 107 (required)

This course is a study of skills necessary for entry level employment. Bone structure and recognition of various cat and dog breeds, basic disease symptoms, and learning various pieces of equipment needed to groom will be covered. Basic grooming skills and various grooming products will also be covered.

**VET 134 Intermediate Pet Grooming (0-9-3)**

*Offered Spring and Summer Semesters*

Prerequisites: VET 107, VET 133

Co-requisites: VET 108, VET 172 (required)

This course is a study of grooming to learn proper bathing, shampooing, flea dipping, blow drying, and brushing out techniques. Simple procedures such as nail clipping and ear cleaning will be covered. Employment and self-employment opportunities will be discussed. Proper pure breed and mixed breed clips and styles, proper scissoring, handling, and time management techniques will also be covered.

**VET 135 Advanced Pet Grooming (4-0-4)**

*Offered Fall and Summer Semesters*

Prerequisites: VET 107, VET 108, VET 133, VET 134, VET 172

Co-requisites: VET 162, VET 165 (required)

This course is a study of basic clips on common breeds followed by hand scissor work and close work on face and paws. Specific show cuts for poodles and other show breeds will be covered in detail. Salon management procedures will be discussed in-depth. Creative grooming, grooming history, the groomer's code of ethics, and guest speakers from various animal-related industry careers will also be included.

**VET 140 Veterinary Pharmacology (2-0-2)**

*Offered Spring Semester*

Prerequisite: VET 150

This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.

**VET 150 Clinical Techniques I (2-3-3)**

*Offered Fall Semester*

Prerequisite: VET 105

This course includes a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes techniques in restraint, handling, administration of medications, and collection of bodily specimens.

**VET 151 Veterinary Assisting I (2-3-3)**

*Offered Fall, Spring and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

Co-requisite: VET 111 (required)

This course is the study of the basic skills required of a veterinary assistant, including restraint techniques, laboratory procedures, aseptic techniques, post-surgical recovery, emergency medicine, basic radiology, and surgical preparation and assistance.

**VET 152 Clinical Pathology (2-6-4)**

*Offered Spring Semester*

Prerequisite: VET 150

This course provides a study of veterinary hematology, urology, and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.

**VET 162 Clinical Techniques of Pet Grooming (0-9-3)**

*Offered Fall and Summer Semesters*

Prerequisites: VET 107, VET 108, VET 133, VET 134, VET 172

Co-requisites: VET 135, VET 165 (required)

This course is a study of the technical skills required to deal with domesticated pets, grooming techniques, breed identification, customer relations, and the proper use of industry recognized tools.

**VET 165 SCWE in Animal Care (0-8-2)**

*Offered Fall and Summer Semesters*

Prerequisites: VET 107, VET 108, VET 133, VET 134, VET 172

Co-requisites: VET 135, VET 162 (required)

This course provides students with hands-on clinical experience in the animal care field while under the supervision of a professional animal care provider. Experience will include observation of and practice in animal care and handling techniques.

**VET 166 SCWE in Veterinary Practice (0-8-2)**

*Offered Fall and Spring Semesters*

Prerequisites: VET 106, VET 111, VET 151

Co-requisites: VET 114, VET 117, VET 242 (required)

This course provides hands-on clinical experience in the veterinary field while under the direct supervision of a licensed veterinarian in a veterinary facility.

**VET 172 Portfolio and Related Topics (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: VET 107, VET 133

Co-requisites: VET 108, VET 134 (required)

This course is a study of grooming experiences. Students will complete a portfolio, produce a videotaped presentation of one or more grooms, and prepare a detailed outline for setting up their own business.

**VET 242 Veterinary Law, Ethics, and Client Relations (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: Placement into ENG 165 and MAT 032

This course is the study of the moral and ethical principles pertaining to veterinarians and staff, groomers, breeders, and kennel operators. Laws governing the animal industry, as well as telephone and client courtesy skills, are covered.

**VET 251 Veterinary Assisting II (1-3-2)**

*Offered Fall and Spring Semesters*

Prerequisites: VET 111, VET 106, VET 151

Co-requisites: VET 114, VET 117, VET 166, VET 242 (required)

This course is the advanced study of the skills required of a veterinary assistant. The student will gain additional hands-on experience in lab procedures, aseptic techniques, post-surgical recovery, emergency medicine, radiology, and surgical preparation as utilized in veterinary clinical settings.

**WLD 102 Introduction to Welding (1-3-2)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment.

**WLD 103 Print Reading I (1-0-1)**

*Offered Fall and Spring Semesters*

This is a basic course that covers 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 all covered.

**WLD 108 Gas Metal Arc Welding I (2-6-4)**

*Offered Fall and Summer Semesters*

Prerequisite: WLD 111 or AMT 205

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

**WLD 110 Welding Safety and Health (1-0-1)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to safety and health hazards associated with welding and related processes.

**WLD 111 Arc Welding I (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

**WLD 113 Arc Welding II (1-9-4)**

*Offered Fall and Spring Semesters*

Prerequisite: WLD 111

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**WLD 115 Arc Welding III (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 113

This course covers techniques used in preparation for structural plate and pipe testing according to appropriate welding standards.

**WLD 132 Inert Gas Welding Ferrous (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

**WLD 135 Inert Gas Welding of Aluminum (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 132

This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

**WLD 136 Advanced Inert Gas Welding (0-6-2)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 132

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

**WLD 141 Weld Quality (2-0-2)**

*Offered Fall, Spring, and Summer Semesters*

This is an introductory course in weld quality assurance.

**WLD 150 Specialized Welding (1-9-4)**

*Offered Fall and Summer Semesters*

Prerequisite: WLD 108 or MIG welding experience

This course covers flux core and gas metal arc welding.

**WLD 152 Tungsten Arc Welding (1-9-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 136 or TIG welding experience

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

**WLD 154 Pipe Fitting and Welding (2-6-4)**

*Offered Fall and Spring Semesters*

Prerequisite: WLD 113 or WLD 132

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

**WLD 160 Fabrication Welding (1-6-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 103

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

**WLD 208 Advanced Pipe Welding (0-9-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: WLD 136

This course is a study of advanced pipe welding. It also covers the process as to fit and weld ferrous and non-ferrous metals.

**WLD 235 Robotic Welding I (1-3-2)**

*Offered Fall, Spring and Summer Semesters*

Prerequisite: Placement into MAT 155

This course covers basic theory and practice for robotic welding.

**WLD 240 Robotic Welding and Manufacturing (2-6-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AMT 105, WLD 235

This course covers robotic welding systems, safety, operations and applications.

# Area Commission

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**David K. Stafford, Chair**

*Michelin Americas Research Company*

**J. Coleman Shouse, Vice Chair**

*Ex-officio, University Center of Greenville*

**Kenneth G. Southerlin, Secretary**

*Greenville County School District, Retired*

**Ray A. Lattimore, Treasurer**

*Marketplace Staffing*

**Jo Watson Hackl**

*Wyche, P.A.*

**Paul O. Batson, III**

*Batson Accounting & Tax, P.A.*

**James W. Blakely, Jr.**

*Huff Piping*

**S. Hunter Howard, Jr.**

*The Springs*

**Keith Smith**

*Keith Smith Builders, LLC*

**Dean E. Jones**

*Greenville County Workforce Investment Board*

**Ray Martin**

*Real Estate and Insurance Executive, Retired*

**Dr. W. Burke Royster**

*Superintendent, Greenville County Schools*

***(This information was correct as of publication. New appointments are made each May.)***

## President's Cabinet

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**Dr. Keith Miller**

*President*

**Jacqueline DiMaggio**

*Vice President for Finance*

**Dr. Jermaine Whirl**

*Vice President for Economic Development and Corporate Training*

**Mary Wright**

*Chief Development Officer*

**Susan M. Jones**

*Associate Vice President for Human Resources*

**Dr. Matteel Jones**

*Vice President for Student Services*

**Lauren Simer**

*Vice President for Institutional Effectiveness*

**Dr. Lenna Young**

*Vice President for Academic Affairs*

**Wendy Walden**

*Associate Vice President for Executive Affairs*



# Administration

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**Janet Hirt**

*Associate Vice President for Academic Affairs*

**Patty Amick**

*Dean, Public Service and Arts and Sciences*

**Mamie Boyd**

*Registrar and Dean, Student Records*

**Cindy Davies**

*Dean, Academic Advancement and Support*

**Richard Dawkins**

*Coordinator, Student Leadership Development*

**Jeff Dennis**

*Director, Financial Aid*

**Brett Gaffney**

*Dean of Students*

**Travis P. Gleaton**

*Associate Dean of Students*

**Chrislyn Hallums**

*Director, Orientation Center*

**Judy Haynes**

*Director of Academic Compliance and Review*

**Tanisha Latimer**

*Dean, Enrollment Services*

**Michelle Byrd**

*Dean, Business and Technology*

**Candice Lewis**

*Interim Dean, Health and Wellness*

**Karen Morrow**

*Director, Student Success Center*

**Dr. Chuck Morton**

*Director, Benson, Brashier and Northwest Campuses*

**Dr. Chuck Shaw**

*Director, Center for Professional Excellence*

**Erin Smith**

*Dean, Early College and Special Programs*

**Diane Thomas**

*Director of Special Projects and Strategic Initiatives*

**Dr. Alecia Watt**

*Director of Educational Opportunity Programs*

**Judith Williams**

*Interim Director, Admissions*

# Faculty/Staff

---

David Ackerman, *Associate Professor*

Building Construction Technology  
Certificate, Industrial Technologies, Greenville  
Technical College  
Diploma, Industrial Technologies, Greenville Technical  
College  
A.S., A.A., Greenville Technical College  
B.S., Franklin University  
M.B.A., North Greenville University  
Certified Instructor, National Center for Construction,  
Education and Research  
OSHA Authorized Construction Trainer

James Adams, *Associate Professor*

Physical Sciences, Department Head  
B.S., College of Charleston  
M.S., University of North Carolina at Wilmington

Melissa Adrian, *Instructor*

Personal Trainer  
B.S., College of Charleston  
Certificate, Greenville Technical College  
Certified Personal Trainer, The American College of  
Sports Medicine (ACSM)

Habib Aghdami, *Professor*

Transitional Studies  
Mathematics  
B.S.E.T., South Carolina State  
M.Ed., Converse College

Patty Amick, *Professor*

Dean, Public Service, Arts and Sciences Division  
B.A., Columbus College  
M.S., University of South Carolina

Duane Anderson, *Instructor*

Industrial Maintenance/Mechatronics Technology  
A.S., Greenville Technical College  
HVAC Diploma, Greenville Technical College  
Machine Tool Certificate, Enoree Vocational Center

Zephany Andrews

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A.D.N., Greenville Technical College  
B.S., Alcorn State University  
M.S.N.Ed., University of Phoenix

Pam Anthony, Instructor  
Magnetic Resonance Imaging, Academic Program  
Director  
A.H.S., Greenville Technical College  
MRI Certificate, Greenville Technical College  
ARRT Registered Technologist (Radiography)  
(Magnetic Resonance Imaging)

Heather Arthur, RN, MSN, CLNC, Assistant Professor  
Nursing  
A.S.N., B.S.N., USC-Upstate  
M.S.N., University of Missouri

Michelle Ashley, *Associate Professor*  
Dental Assisting, Clinical Coordinator  
A.A.S., Pennsylvania College of Technology  
B.H.S., Medical University of South Carolina

Diana Asmus, *Professor*  
Mathematics  
B.S., University of Kentucky  
M.A., Marshall University

Ricky Austin  
Welding  
Certified, AWS, ASME  
Certified, NCCER – Core  
Certified, NCCER – Welding Instructor  
Certified, NCCER – Pipe Fitting

Debbie Baird  
Accounting  
B.S., M.B.A., Clemson University  
Certified Public Accountant (SC)

Chuck Baker, Instructor  
English  
B.A., Clemson University  
M.A., Northwest Missouri State University  
J.D. Thomas M. Cooley Law School

Cynthia E. Baker, Professor  
Dental Assisting, Academic Program Director  
B.A., University of Kansas  
D.D.S., University of Missouri-Kansas City

Ethan Ballard, *Instructor*  
Radiologic Technologic  
Ph.D., Materials Science and Engineering,  
Clemson University  
B.S., Chemistry, Clemson University  
A.S., Applied Science in Radiology, Greenville  
Technical College

Robin Baumgarner, *Professor*  
Mathematics  
A.A., A.S., Greenville Technical College  
B.A., M.S., Clemson University

John Bell  
Paralegal Program, Academic Program Director  
B.S., Central Michigan University  
J.D., University of South Carolina School of Law

Dan Benfield, Professor  
Engineering Graphics Technology  
B.S.M.E., West Virginia Institute of Technology  
M.B.A., Clemson University/Furman University

Tomeika Bennett, Assistant Professor  
Academic Connections, Academic Program Director  
B.S., Lander University  
M.S., Springfield College

Steve Berryhill, *Instructor*  
Diesel Equipment Technology  
Certified in Diesel Engines, Fuel and Drive Trains

Jan S. Bishop, *Associate Professor*  
Transitional Studies, Department Head  
English  
B.A., M.A., Winthrop University

Catherine Blass, Instructor  
English  
BA, Georgia Southern University  
MA, Clemson University

Andrew Block, Instructor  
English  
B.A., University of South Carolina  
M.A., University of New Mexico

Erin Bouchillon, *Instructor*  
Animal Studies, Department Head  
A.S., Tri-County Technical College  
Licensed Veterinary Technician (LVT) SC

Steven Bowen, Instructor  
Mechatronics  
A.S., Community College of the Air Force

Matthew Brady, *Professor*  
Machine Tool Technology  
Diploma, North Georgia Technical College  
A.S., Greenville Technical College

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The following is a list of agencies, societies and professional organizations with which our faculty and staff are associated or affiliated:

Academy of General Dentistry (AGD)  
Academy of Medical Surgical Nurses  
Accreditation Board for Engineering and Technology (ABET)  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
Accreditation Council for Occupational Therapy Education (ACOTE)  
Administrative Management Society  
Advanced Machine Tool Resource Center (AMTRC)  
Air Conditioning Contractors of America (ACCA)  
Air Conditioning Heating Refrigeration Institute (AHRI)  
Air Force Association  
Alpha Kappa Alpha Sorority, Inc.  
American Academy of Nurse Practitioners  
Alpha Psi Omega (honorary theatre fraternity)  
American Academy of Religion  
American Academy of Forensic Science (AAFS)  
American Accounting Association (AAA)  
American Advertising Federation - Greenville  
American Association for Medical Transcription (AAMT)  
American Association for Paralegal Education (AAfPE)  
American Association for Respiratory Care (AARC)  
American Association for the Advancement of Science  
American Association of Critical-Care Nurses  
American Association of Dental Schools (AADS)  
American Association of Museums  
American Association of Physics Teachers  
American Association of Teachers of Spanish and Portuguese  
American Association of Textile Technologists  
American Association of Women in Community and Junior Colleges (AAWCJC)  
American Bar Association (ABA)  
American Botanical Society  
American Cancer Society  
American Chemical Society  
American College Personnel Association  
American College of Sports Medicine (ACSM)  
American Congress of Surveying and Mapping (ACSM)  
American Correctional Association (ACA)  
American Criminal Justice Association/Lambda Alpha Epsilon  
American Culinary Federation (ACF)  
American Culture Association  
American Cusanus Society  
American Dental Assistants Association (ADAA)  
American Dental Association (ADA)  
American Dental Educators Association (ADEA)  
American Dental Hygiene Association (ADHA)  
American Dietetic Association (ADA)  
American Educators in Radiologic Sciences (AERS)  
American General Contractors (AGC)  
American Health Information Management Association (AHIMA)  
American Heart Association  
American Hotel and Lodging Association (AH&LA)  
American Institute of Architects (AIA)  
American Institute of Certified Public Accountants (AICPA)  
American Institute of Design and Drafting (AIDD)  
American Institute of Industrial Engineers  
American Institute of Professional Bookkeepers (AIPB)  
American Institute of Ultrasound in Medicine  
American Library Association  
American Marketing Association  
American Massage Therapy Association (AMTA)  
American Mathematical Association of Two-Year Colleges  
American Museum of Natural History  
American Nurses Association  
American Occupational Therapy Association (AOTA)  
American Philosophical Association  
American Physical Society  
American Physical Therapy Association (APTA)  
American Political Sciences Association

American Probation and Parole Association (APPA)  
 American Production and Inventory Control Society (APICS)  
 American Psychological Association  
 American Public Health Association  
 American Red Cross  
 American Registry of Diagnostic Medical Sonographers (ARDMS)  
 American Registry of Radiologic Technologists (ARRT)  
 American School Food Service Association (ASFSFA)  
 American Society of Forensic Odontology  
 American Society for Metals (ASM)  
 American Society for Clinical Laboratory Science (ASCLS)  
 American Society for Non-Destructive Testing (ASNT)  
 American Society of Certified Engineering Technicians (ASCET)  
 American Society of Civil Engineers (ASCE)  
 American Society of Clinical Pathologists (ASCP)  
 American Society of Engineering Educators (ASEE)  
 American Society of Health System Pharmacists  
 American Society of Heating, Refrigeration and Air Conditioning Engineers Student Chapter (ASHRAE)  
 American Society of Hospital Food Service Administrators (ASHFA)  
 American Society of Industrial Security  
 American Society of Mechanical Engineers (ASME)  
 American Society of Media Photographers  
 American Society of Microbiology (ASM)  
 American Society of Radiologic Technologists (ASRT)  
 American Society of Safety Engineers  
 American Society of Women Accountants (ASWA)  
 American Vocational Association  
 American Welding Society (AWS)  
 Associated Bodywork and Massage Professionals (ABMP)  
 Associated Building and Contractors (ABC)  
 Association for Computing Machinery (ACM)  
 Association for Systems Management (ASM)  
 Association for Theatre in Higher Education  
 Accreditation Council for Business Schools and Programs (ACBSP)  
 Association of College and Research Libraries  
 Association of Critical Care Nurses  
 Association of Departments of English  
 Association of Diesel Specialists  
 Association of Latino Professionals in Finance and Accounting (ALPFA)  
 Association of Operating Room Nurses  
 Association of Radio and Telecommunications Engineers, Inc. (ATRE)  
 Association of Records Managers & Administrators (ARMA)  
 Association of Southeastern Biologists (ASB)  
 Association of Surgical Technologists (AST)  
 Association of Veterinary Technician Educators  
 Association of Women's Health, Obstetrics & Neonatal Nurses  
 Automatic Transmission Service Group  
 Automotive Service Council  
 Automotive Service Excellence (ASE)  
 Aviation Technician Education Council (ATEC)  
 Board for Critical Care Transport Certification  
 Carolina Clinical Education Consortium  
 Carolina Society for Training and Development (CSTD)  
 Carolinas Golf Course Superintendents Association (CGCSA)  
 Chief Automotive Systems  
 Cisco Systems Academy  
 College Art Association  
 College Music Society  
 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
 Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
 Commission on Accreditation in Physical Therapy Education (CAPTE)  
 Commission on Colleges of the Southern Association of Colleges and Schools (SACS)  
 Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)  
 Commission on Accreditation for Respiratory Care (CoARC)  
 Community Colleges for International Development (CCID)  
 Community Health Alliance (CHA)  
 Conference on College Composition and Communication  
 Construction Specifications Institute (CSI)  
 Council for Exceptional Children - Division of Early Childhood  
 Council of Air Conditioning and Refrigeration Educators (CARE)  
 Council of Logistics Management (CLM)  
 Council on Hotel, Restaurant and Institutional Educators (CHRIE)  
 Delta Kappa Gamma  
 Dental Assisting National Boards (DANB)



Department of Health and Environmental Control (DHEC)  
 Dietary Managers Association (DMA)  
 Emergency Nurse Association (ENA)  
 English Speaking Union  
 Explorers Post of Boy Scouts of America (BSA)  
 Federal Aviation Administration (FAA)  
 Federal District Court of the South Carolina Bar  
 Federation of Dining Room Professionals  
 Federation of State Boards of Physical Therapy (FSBPT)  
 General Motors Master Technician Certification  
 General Motors Product Service Training Certification  
 Georgia Women's Caucus for the Arts  
 Golf Course Superintendents Association of America (GCSAA)  
 Graphic Arts Technical Foundation (GATF)  
 Greenville Community Health Center  
 Greenville County Bar Association  
 Greenville County Child Care Association  
 Greenville County Child Care Initiative  
 Greenville County Dental Assisting Society  
 Greenville County Dental Society  
 Greenville County Education Association  
 Greenville County Guardian Ad Litem Program  
 Greenville IT Professional Alliance (GITPA)  
 Greenville/Spartanburg/Anderson Technology Council (GSATC)  
 Greenville Literacy Association  
 Greenville/Spartanburg Enterprise Developers Guild  
 Grocery Manufacturer Representatives Association (GMRA)  
 HealthCare Simulation South Carolina (HCSSC)  
 Hospitality Financial and Technology Professionals (HFTP)  
 Human Anatomy and Physiology Society (HAPS)  
 Information Systems Audit and Control Association (ISACA)  
 Information Systems Security Association (ISSA)  
 Institute for Supply Management (ISM)  
 Institute of Electrical and Electronic Engineers (IEEE)  
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 Institute of Management Accountants (IMA)  
 Instrument Society of America (ISA)  
 InterIndustry Conference on Auto Collision Repair (ICAR)  
 International Association for Accounting Education and Research  
 International Association of Administrative Professionals (IAAP)  
 International Association of Flight Paramedics (IAFP)  
 International Association of Healthcare Central Service Material Management (IAHCSMM)  
 International Automotive Service Education Program Association (IAGMASEP/BSEP)  
 International Center of the Upstate  
 International Federation of Accountants  
 International Hot Rod Association (IHRA)  
 International Information Systems Security Certification Consortium (ISC<sup>2</sup>)  
 International Microwave Power Institute  
 International Nursing Association for Clinical Simulation & Learning  
 International Studies Association  
 International Technology Educational Association (ITEA)  
 International Textile & Apparel Association  
 Irish Cara Organization  
 Kennedy Center/American College Theatre Festival  
 Lambda Epsilon Chi  
 Lambda Nu  
 Malcolm Baldrige National Quality Award Board of Excellence  
 Mathematical Association of America  
 Metropolitan Arts Council  
 Mid-South Sociological Association  
 NAFSA: Association of International Educators  
 National Academic Advising Association (NACADA)  
 National Art Education Association  
 National Association for Associate Degree Nursing  
 National Association for the Education of Young Children (NAEYC)  
 National Association for Developmental Education (NADE)  
 National Association of Advisors for the Health Professions  
 National Association of Biology Teachers  
 National Association of Black Accountants (NBA)  
 National Association of Developmental Educators  
 National Association of Emergency Medical Service Educators (NAEMSE)  
 National Association of Emergency Medical Technicians (NAEMT)  
 National Association of Home Builders (NAHB)  
 National Association of Legal Assistants (NALA)



National Association of Minority Medical Educators  
 National Association of Obstetrics and Gynecology  
 National Association of Public Funded Truck Driving Schools  
 National Association of Schools of Art and Design  
 National Automatic Transmission Rebuilders Association (NATRA)  
 National Automotive Technicians Educational Foundation (NATEF)  
 National Board Certification of Occupational Therapy  
 National Board for Respiratory Care (NBRC)  
 National Business Education Association (NBEA)  
 National Cancer Registrars Association  
 National Cat Groomers Institute of America, Inc.  
 National Center for Construction Education and Research (NCCER)  
 National Coalition of Campus Child Care  
 National Collegiate Honors Council  
 National Committee of International Studies and Program Administrators  
 National Community College Hispanic Council  
 National Computer Graphics Association (NCGA)  
 National Council for Geographic Education  
 National Council for Marketing and Public Relations  
 National Council of Teachers of English  
 National Council of Teachers of Mathematics  
 National Dog Groomers Association of America, Inc.  
 National Education Association  
 National Fluid Power Society  
 National Hot Rod Association (NHRA)  
 National Institute for Automotive Service Excellence (ASE)  
 National Institute for Certification in Engineering Technologies (NICET)  
 National Institute for Metalworking Standards (NIMS)  
 National Institute for Staff and Organizational Development (NISOD)  
 National League for Nursing (NLN)  
 National Museum for the Advancement of Women in Arts  
 National Network of Health Care Programs in Two-Year Colleges (NN2)  
 National Registry of Emergency Medical Technicians (NREMT)  
 National Restaurant Association (NRA)  
 National Society of Professional Engineers (NSPE)  
 National Society of Professional Surveyors (NSPS)  
 National Society of Public Accountants (NSPA)  
 National Society of Tax Professionals (NSTP)  
 National Teacher Educator's Association  
 National Center for Construction Education and Research (NCCER)  
 National Women's Caucus for the Arts  
 Negro Airmen International (Tuskegee Airman)  
 New Horizons  
 Non-Commissioned Officers Association  
 North American Technical Excellence, Inc. (NATE)  
 Oncology Nursing Society  
 Palmetto Biotechnology Alliance  
 Packaging Machinery Manufacturers Institute (PMMI)  
 Partnership Among South Carolina Academic Libraries (PASCAL)  
 Perinatal Association  
 Pharmacy Technician Educators Council  
 Phi Kappa Phi  
 Phi Theta Kappa  
 Piedmont Chapter—South Carolina Society of Radiologic Technologists  
 Piedmont Dental Hygiene Society  
 Piedmont District Dietetic Association (PDA)  
 Piedmont District of the South Carolina Dental Association  
 Piedmont Regional Council (PRC)  
 Piedmont Respiratory Council  
 Printing Industries of the Carolinas Associated (PICA)  
 Professional Aviation Maintenance Association (PAMA)  
 Professional Construction Estimation Association (PCEA)  
 RedHat Academy  
 Refrigeration Service Engineers Society (RSES)  
 Reserve Officer's Association  
 Road Runners Club of America  
 Sales and Marketing Executives of Greenville  
 Saturn of Greenville Advisory Committee  
 Sigma Pi Sigma  
 Sigma Theta Tau  
 Sigma Xi Research Society  
 Skills USA  
 Smithsonian Institute  
 Society for American Music

Society for Photographic Education  
Society for Simulation in Healthcare  
Society of Diagnostic Medical Sonographers (SDMS)  
Society of Magnetic Resonance Technologists  
Society of Manufacturing Engineers (SME)  
Society of Pediatric Nurses  
South Atlantic Association of Departments of English  
South Atlantic Modern Language Association  
South Carolina Academy of Science  
South Carolina American Physical Therapy Association (SCAPTA)  
South Carolina Area Health Education Center  
South Carolina Art Education Association  
South Carolina Association for Developmental Education (SCADE)  
South Carolina Association for Respiratory Care (SCARC)  
South Carolina Association for the Education of Young Children (SCAEYC)  
South Carolina Association of Accounting Educators (SCAAE)  
South Carolina Association of Certified Public Accountants (SCACPA)  
South Carolina Aviation Association (SCAA)  
South Carolina Association of Departments of English  
South Carolina Association of Early Childhood Teacher Educators (SCAECTE)  
South Carolina Association of Heating and Air Conditioning Contractors (SCAHACC)  
South Carolina Association of Public Accountants (SCACPA)  
South Carolina Association of Veterinary Technicians  
South Carolina Aviation Safety Council  
South Carolina Bar  
South Carolina Board of Dentistry  
South Carolina Board of Physical Therapy  
South Carolina Board of Pharmacy  
South Carolina Business Education Association (SCBEA)  
South Carolina Chapter of the American Mathematical Association of Two-Year Colleges (SOCAMATYC)  
South Carolina Chapter—American Society for Microbiology  
South Carolina Chapter of the American Physical Therapy Association (SCAPTA)  
South Carolina Correctional Association  
South Carolina Council of Deans and Directors of Nursing Education  
South Carolina Criminal Justice Academy  
South Carolina Dental Assisting Association  
South Carolina Dental Association (SCDA)  
South Carolina Dental Auxiliary Teachers Education Association  
South Carolina Dental Hygiene Association  
South Carolina Department of Health and Human Services  
South Carolina Department of Labor, Licensing and Regulation (SC LLR)  
South Carolina Dietetic Association (SCDA)  
South Carolina Early Childhood Association  
South Carolina Foreign Language Teachers Association  
South Carolina Geographic Alliance  
South Carolina Health Information Management Association  
South Carolina Hospital Association  
South Carolina Hospitality Association  
South Carolina Hospitality and Tourism Education Coalition  
South Carolina Information and Library Services Consortium (SCILS)  
South Carolina Law Enforcement Association  
South Carolina Library Association  
South Carolina Maintenance Council  
South Carolina Mapping Advisor Committee (SCMAC)  
South Carolina Nurses Association  
South Carolina Occupational Therapy Association (SCOTA)  
South Carolina Psychological Association  
South Carolina Safety Council  
South Carolina Society for Clinical Laboratory Science  
South Carolina Society for Respiratory Care (SRSRC)  
South Carolina Society of Health System Pharmacists  
South Carolina Society of Hospital Pharmacists, 13th Pharmaceutical District  
South Carolina Society of Professional Engineers (SCSPE)  
South Carolina Society of Professional Land Surveyors  
South Carolina Society of Radiologic Technologists  
South Carolina State Board of Dentistry  
South Carolina State Board of Nursing  
South Carolina State Firefighters' Association  
South Carolina State Fire Instructors' Association  
South Carolina Tax Council (SCTC)  
South Carolina Technical College System Library Peer Group  
South Carolina Technical Education Association (SCTEA)  
South Carolina Telecommunications Managers Association (SCTMA)  
South Carolina Trucking Association (SCTA)

South Carolina Upstate Paralegal Association (SCUPA)  
South Carolina Upstate Professional Chefs Association (SCUPCA)  
South Carolina Women in Higher Education  
Southeastern Association of Clinical Microbiology  
Southeastern Division of Association of American Geographers  
Southeastern Regional Testing Association (SRTA)  
Southeastern Society of Radiologic Technologists  
Southeastern Theatre Conference  
Southern Automotive Service Education Program Association  
Southern Business Education Association (SBEA)  
Southern Council on Collegiate Education for Nurses  
Southern Early Childhood Association  
Southern Regional Honors Council  
Southern Tea Society  
Southern Textile Association  
Spartanburg Chamber of Commerce  
State Troopers' Association  
Student American Dental Assistant Association (SADAA)  
Student American Dental Hygiene Association (SADHA)  
The American Council on International Intercultural Education  
The Nature Conservancy  
Travelers Rest Area Business Association  
Tri State Sculptors Education Association  
Two-Year College English Association — Southeast  
United States Association of Track and Field  
United States Court of Appeals for the Fourth Circuit Bar  
United States Department of Labor Apprenticeships  
United States District Court for South Carolina  
United States Supreme Court Bar  
University and College Designers Association  
Upstate Coalition for Diversity in Healthcare  
Upstate Nurse Practitioner Association  
Upstate Race for the Cure Susan G. Komen Affiliate  
Upstate Visual Arts Association  
Washington Sculptors Group  
Western History Association  
Women in Medicine

# Accrediting/Licensing Agencies

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Greenville Tech's accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) may be reviewed in the Greenville Tech College Library in the Technical Resource Building on the Barton Campus.

Engineering Technology Accreditation Commission of ABET (Accreditation Board for Engineering and Technology, Inc.)  
415 North Charles Street  
Baltimore, MD 21202  
(410) 347-7700

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
www.acenursing.org

Accreditation Council for Occupational Therapy Education  
c/o Accreditation Department  
American Occupational Therapy Association  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
(301) 652-2682

Accreditation Review Committee on Education in Surgical Technology  
6 West Dry Creek Circle  
Suite 110  
Littleton, CO 80120  
(303) 694-9262  
Fax: (303) 741-3655

American Bar Association Standing Committee on Paralegals Approval Commission  
321 N. Clark Street  
Chicago, IL 60654-7598  
(800) 285-2221

American Culinary Federation Education Foundation, Inc. Accrediting Commission  
180 Center Place Way  
St. Augustine, FL 32095  
(800) 624-9458

American Society of Health System Pharmacists Accreditation Services Division  
7272 Wisconsin Avenue  
Bethesda, MD 20814  
(301) 657-3000

Accreditation Council for Business Schools & Programs (ACBSP)  
11520 West 119th Street  
Overland Park, KS 66213  
(913) 339-9356

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
Accreditation Services  
c/o AHIMA  
233 N. Michigan Avenue, Suite 2150  
Chicago, IL 60601-5800  
(312) 233-1100

Commission on Accreditation in Physical Therapy Education  
APTA Headquarters  
Accreditation Department  
1111 North Fairfax Street  
Alexandria, Virginia 22314  
(703) 706-3241

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: (727) 210-2350  
Fax: (727) 210-2354

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, TX 76201-4244  
(817) 283-2835  
www.coarc.com

Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)  
8301 Lakeview Parkway, Suites 111-312  
Rowlett, TX 75088  
(214) 703-8445

Commission on Dental Accreditation American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
(312) 440-4653

Federal Aviation Administration Flight Standards District Office  
FAA/FSD0-13  
125B Summer Lake Drive  
West Columbia, SC 29170  
(803) 765-5931

HVAC Excellence  
PO Box 491  
Mount Prospect, IL 60056  
(800) 394-5268

Joint Review Committee on Education in Diagnostic Medical Sonography  
6021 University Blvd., Suite 500  
Elliot City, MD 21043  
(443) 973-3251

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Avenue, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720  
Rosemont, IL 60018  
(773) 714-8880

National Association for the Education of Young Children (NAEYC)  
1313 L Street NW, Suite 500 Washington, DC 20005-4101  
(202) 232-8777  
(800) 424-2460

National Automotive Technicians Education Foundation (NATEF)  
101 Blue Seal Drive SE, Suite 101  
Leesburg, VA 20175  
(703) 669-6650

National Board for Certification in Occupational Therapy  
12 South Summit Avenue, Suite 100  
Gaithersburg, MD 20877  
(301) 990-7979

National Cancer Registrars Association  
Formal Education Review Committee  
1330 Braddock Place, Suite 520  
Alexandria, VA 22314

National Center for Construction Education and Research (NCCER)  
13614 Progress Blvd.  
Alachua, FL 32615  
(386) 518-6500

South Carolina Department of Health and Human Services  
Nurse Aide Training Program (NATP)  
P.O. Box 8206  
Columbia, SC 29202  
(803) 315-1366

South Carolina Department of Labor, Licensing and Regulation  
South Carolina Board of Cosmetology  
Synergy Business Park: Kingstree Building  
110 Centerview Drive  
Columbia, SC 29210  
(803) 896-4300

South Carolina Department of Labor, Licensing and Regulation  
Board of Nursing  
Kingstree Building, Suite 202  
110 Centerview Drive  
Columbia, SC 29211-1329  
(803) 896-4550

South Carolina Department of Public Safety Driver Improvement Division - DMV  
P.O. Box 1498  
Blythewood, SC 29016





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

For more information about our graduation rates, the median debt of students who have completed the program and other important information, please visit our website at [www.gvltec.edu/gainful-employment](http://www.gvltec.edu/gainful-employment).

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The college promotes a respectful campus culture that reflects appreciation for diversity and inclusion at all levels. Visit [www.gvltec.edu/diversity](http://www.gvltec.edu/diversity) to learn more.