



**Greenville Technical College**  
**2025-2026**  
**Student Handbook and Catalog**



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# HOME

## President's Message

A recent report indicated that Americans have confidence in public two-year colleges like Greenville Tech because they offer affordable programs that teach skills aligned with workforce needs while also providing pathways to a four-year degree and beyond. On our campuses, you'll gain the relevant skills you need to reach your goals, whether that means entering the job market, moving up in your field, or saving money as you gain a foundation for further study.

Our mission is to transform lives through education, one student at a time. We focus on your success, providing the support you need from the day you enroll to the day you secure employment in your field of study or successfully transfer to a baccalaureate program. You'll find instructors who work hard in the classroom and during office hours to ensure that you are comfortable with the material and resources that help you overcome any academic and personal challenges that might stand in your way.

For us, it's all about results. We take pride in students who gain the confidence they need to achieve, graduates who inspire family members to follow in their educational footsteps, and employers who can expand and grow because of the talent we produce. Thank you for making the Greenville Technical College choice. I have no doubt that the education you complete with us will deliver for you in terms of employability, opportunities for advancement, and career satisfaction.

Larry Miller, Ph.D.  
President  
Greenville Technical College

## Accreditation Statement

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

## Policy on Nondiscrimination

Greenville Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status in its programs or activities. 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
- the Americans with Disabilities Act (ADA) of 1990 and as amended the ADA Amendments Act of 2008 (ADAAA)

For additional information on nondiscrimination policies, students should use the following contacts:

- for Title IX inquiries, contact the Title IX Deputy Coordinator, Barbara Wilson, Manager of Benefits and Time Management, TitleIX@gvltec.edu or Student Center, Bldg. 105, Rm. 209, Barton Campus
- for Title II/Section 504 inquiries, contact Elaine Scott-Mattison, Student Disability Services Director at (864) 250-8408, [DisabilityServices@gvltec.edu](mailto:DisabilityServices@gvltec.edu) or Student Center, Bldg. 105, Rm. 113, Barton Campus
- for other inquiries, contact the Vice President for Human Resources/equal employment officer, Susan M. Jones, at (864) 250-8191

## Effective Date

This catalog becomes effective Fall Semester 2025. 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 January 29, 2025. Please visit <https://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 <https://www.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) 250-8001.

# MISSION AND VISION

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## Mission

Greenville Technical College transforms students' lives and helps our community thrive by providing a world-class, affordable education to students and building an educated, engaged workforce committed to lifelong learning.

## Vision

Greenville Technical College is recognized as a world-class learning institution where students from all backgrounds and life stages find flexible career and educational opportunities of the highest quality and value. By collaborating with community and business leaders, the college is a primary driver of economic growth through workforce development.

## Service Excellence Vision

Greenville Technical College creates economic security by transforming lives through access to services that consistently surpass student and business expectations. Good service is an expectation. GREAT service creates loyal customers who recommend GTC to their family and friends. Service that SURPASSES expectations is what we strive to achieve at GTC.



# STUDENT HANDBOOK

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## 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. However, this admissions policy does not mean 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.

Greenville Technical College offers several convenient locations within Greenville County:

- Barton Campus on South Pleasantburg Drive
- Brashier Campus in the Golden Strip on West Georgia Road in Simpsonville
- Benson Campus on Highway 290 in Taylors
- Northwest Campus in Berea on White Horse Road
- Center for Manufacturing Innovation located on Millennium Boulevard
- SCTAC (South Carolina Technology and Aviation Center) located on Perimeter Road in Greenville
- Truist Culinary & Hospitality Innovation Center located on Perry Avenue

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 must 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. Legal presence documentation must be submitted to the Enrollment Services Office.

For questions on the required documentation, please contact the Enrollment Services Office at the Dreisbach/Anderson Student Success

Center (Barton Campus, Building 102) at (864) 250-8000, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 250-7950, and Benson Campus at (864) 250-3001.

Visit our web page at <https://www.gvltec.edu/contact-admissions/>.

## Admission Policies and Procedures

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

### 1. Application

- Complete and submit the free online application via our official website at <https://www.gvltec.edu/apply/>. Computer labs are available, and assistance will be provided at the Enrollment Services Office at the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) and at the Brashier, Benson, or Northwest campuses.
- Important Note for Returning Students: Those who have not attended Greenville Tech for three consecutive semesters must reapply for admission.
- All applicants must provide documentation proving Legal Presence in the United States.

### 2. Financial Aid:

- Apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is the federal application that must be completed to receive all federal aid, the South Carolina lottery, and most scholarships. Before starting a FAFSA, an FSA ID must be created at [studentaid.gov](http://studentaid.gov). Students are responsible for checking the status of their financial aid application and can do so in the student portal (GTC4ME) upon acceptance to the college. Additional information about Financial Aid can be found at [https://www.gvltec.edu/financial\\_aid/](https://www.gvltec.edu/financial_aid/).

### 3. Educational Documentation:

- Submit an official standard high school diploma or state-sponsored GED and any official college transcripts from regionally accredited institutions and State Departments of Education. Applicants with foreign transcripts must submit a course-by-course evaluation completed by a National Association of Credential Evaluation Services (NACES) member.
- The college offers programs that do not require proof of a standard high school diploma or state-sponsored GED. If the applicant is applying for financial aid, they must 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 <https://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 regionally 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)

(<https://www.wes.org/>), Josef Silny and Associates, Inc. (<https://www.jsilny.org/>), or any service that is a member of the National Association of Credential Services (<https://www.naces.org/>) to request a document-by-document analysis. Then, have the official report sent to the Enrollment Services Office.

- Definitions:

- **Standard High School Diploma** – The diploma awarded to students who complete 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: These 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 applicants to enroll in certain certificates that do not require high school graduation or GED. (Please contact the Enrollment Services Office for a list of these programs.)
- **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. Students are encouraged to submit an Official College Transcript to the Student Records Office/Transcript Evaluation Department for a transcript evaluation. The transcript evaluator or an academic advisor cannot evaluate the Unofficial College Transcript. An Official College Transcript must be submitted within three months of the institution's issuance date. 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) (<https://www.wes.org/>), Josef Silny and Associates, Inc., (<https://www.jsilny.org/>) or any National Association of Credential Services (NACES) member.
- Students can be provisionally admitted on an Unofficial College Transcript for one semester, two weeks before the start of the semester. Note: Evaluation must be submitted before 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 Enrollment Services Office, they cannot be released to the student. The college will issue a Provisional Acceptance without proof of a standard high school transcript/GED for one semester after the applicant has completed the placement process described below. For applicants desiring financial aid, an applicant must provide either an official high school transcript/diploma, a GED score -report/certificate, or an academic transcript of successful completion of a two-year program (i.e., associate degree).
- Greenville Technical College employs a multiple measures approach for course placement, including ACT/SAT scores, AP scores, high school or college coursework, GPA, or the NextGen Accuplacer test. This method ensures equitable and accurate placement in college-level math and English courses. These measures determine placement into general education and program-specific

courses needed to ensure success in a chosen field. Information on acceptable scores or placement testing is located at <https://gvltec.edu/placement>.

#### 4. Access the Student Portal- GTC4Me

- Upon receiving the Greenville Technical College acceptance email, complete the GTC NEXT STEPS and access GTC4Me. Students can complete the Advising Survey, Student Enrollment Agreement, and any remaining steps for Financial Aid. After completing the Advising Survey, students will receive information on how to schedule a Planning and Advising session. During the planning and advising session, students meet with an advisor and/or program faculty member to discuss their academic goals and register for classes.

#### 5. Pay Tuition and Fees

- Registration is not complete until tuition and fees are paid. It is the student's responsibility to check their account balances in GTC4Me. If a student has Financial Aid, it is their responsibility to ensure they have provided any requested information and stay abreast of their financial aid status via GTC4Me to ensure delivery of their aid. If the amount owed exceeds the financial aid award, the student is responsible for paying the balance. Tuition and fees can be paid with cash, credit card, or money order. Additional information on Tuition and Fees, along with other payment options and FAQs, can be found at <https://www.gvltec.edu/pay/>.

#### 6. Program Admission Requirements

School of Health Sciences applicants must complete additional program requirements once admission to the college has been completed. Applicants to the school's programs are considered to be in a "pre" status until all admission criteria for the program are complete. Enrollment in each School of Health Sciences program is limited. **All applicants must complete a mandatory career talk session.**

### 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 a 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 status. Students must complete the college application, provide documentation supporting Legal Presence in the United States, placement and prerequisites for course(s) enrollment, online orientation, and payment for the course(s) in which 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 an online orientation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from Greenville Technical 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 Enrollment Services Office.
- **Early College (dual enrollment):** High school students sixteen years of age 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 <https://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: <https://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 from an approved South Carolina Homeschool Association to Enrollment Services.

- **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, sign the Student Enrollment Agreement, 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 <https://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 and then complete the Plan 60 form, which also includes the Legal Presence in the United States. Next, complete online orientation and 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 and technology fee along with any course-related books and materials. 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 may cover any remaining balance. 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-available basis only, and Plan 60 participants may register two weeks prior to the first day of class.
- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must complete an International Student Packet from the Enrollment Services Office or visit the college's website at [https://www.gvltec.edu/international\\_admissions/](https://www.gvltec.edu/international_admissions/) to download a packet. Required documents must be submitted to the Enrollment Services Office. Foreign transcripts must be evaluated by World Education Services (<https://www.wes.org/>), Josef Silny and Associates, Inc. (<https://www.jsilny.org/>), or any National Association of Credential Education Services (NACES) member. The college accepts a course-by-course analysis.

## For guaranteed processing

- International students applying for the Fall Semester must submit all documentation no later than May 1.
- International students applying for the Spring Semester must submit all documentation no later than Oct. 1.
- International students applying for the Summer Semester 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 [https://www.scstatehouse.gov/sess117\\_2007-2008/bills/4400.htm](https://www.scstatehouse.gov/sess117_2007-2008/bills/4400.htm). Contact the Enrollment Services Office located in the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) for additional information or questions on documents required for admissions.

## Enrollment Services

Located in the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102), Enrollment Services provides comprehensive information to help prospective, new, and current students with college processes as well as planning and decision-making to aid in their long-term success. Enrollment Services provides assistance to any student who requires help with:

- Completing the admissions application
- Utilizing Self-Service Tools in GTC4ME
- Financial Aid Information
- Residency, Names, Address, and Program Changes

Enrollment Services can assist with:

- Scheduling New Student Advising (see also the Right Start Advising Center)
- Transient student registration
- English as a Second Language application and registration
- Career Development/Non-Degree seeking student registrations
- Early College enrollment for high school and homeschool students

## Change of Address/Name/Social Security Number

- Address information can be updated via the GTC4me student portal or by completing the GTC Personal Status Change Form ([https://www.gvltec.edu/Personal\\_status\\_change\\_form/](https://www.gvltec.edu/Personal_status_change_form/)). If a change of address will impact residency status, please contact the Enrollment Services Office immediately.
- 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 state-issued photo ID). Students can change their personal information in person in the Enrollment Services Office or at one of the satellite campuses (i.e., Brashier, Benson, and Northwest). Once this form is submitted, an Enrollment Specialist will process the form. Changes must be submitted to the Enrollment Services Office prior to registration.
- Social Security Number changes must be submitted with official documentation (Social Security Card) along with GTC Personal Status Change Form and a valid state-issued photo ID. Social Security Number changes must be completed in the Enrollment Services Office located at the Dreisbach/Anderson Student Success Center in Building 102 on the Barton Campus.

## Change of Academic Program of Study

Students desiring to change their program of study should complete the steps below:

1. If you are undecided about your program of study, contact the Center for Career and Professional Development on the Barton Campus in Building 122, Suite 119 for assistance.
2. Submit a **Program Change Form** along with a current photo ID to Enrollment Services in the Dreisbach/Anderson Student Success Center or any Student Services Office located at the satellite campuses (Benson, Brashier, and Northwest).
3. Students may only be awarded **ONE** of the same credential (degree, diploma, or certificate) regardless of the various tracks/concentrations. For example, a student who earned an associate in science degree may only earn the degree **ONE** time. A student who earned an associate in applied science in administrative office technology may only earn the degree once. Certificates in other areas of interest related to the degrees may be available. **Students are encouraged to discuss program changes with their assigned advisor prior to making a change.**

#### Program Change Guidelines (effective Fall 2025)

Students may submit a program change before the start of the term. Below is the time frame for those who make a change during the term. The days are counted in calendar days. If the request is received after the deadline, the program change will be processed for the following semester and financial aid awards may be impacted.

1. **Full-Term Courses:**
  - Students may request a program change up to the first **ten calendar days of the term** for full-term courses.
2. **Flex-Start Courses:**
  - For courses that follow a flex-start schedule, program change requests can be made within the calendar **add/drop period** specific to those courses.
3. **Combination of Full-Term and Flex-Start Courses:**
  - If a student is enrolled in both full-term and flex-start courses, the **default timeline** for program change requests will follow the **full-term course schedule**.

#### Degree Enrollment Limitations

- Students are permitted to enroll in a maximum of **one degree program concurrently**.
- **Embedded certificates** within a degree program **will not count** toward the one-degree enrollment limitation.
- Students seeking concurrent enrollment in more than one degree at GTC must have approval from a Pathway Advisor and will be defined as a **dual major**.

#### Dual Majors

- Categorization for students who have identified the need to add an additional degree program, linked or similar in nature to the other degree in which they are enrolled, in order to meet the student's educational goals.
- The intent of the dual major student must be to complete all degrees in which they are enrolled.
- To be considered for a dual major, the student must submit the required application to a Pathway Advisor for review. If approved, the application will then be forwarded to both Student Records and Financial Aid for further account configuration.

Please be advised that students coded as a **Bachelor of Applied Science in the Advanced Manufacturing Technology** program in the Student

Information System (SIS), are not eligible for all types of financial aid funding such as various need-based grants or the Career Pathways Scholarship (CPS). If students are coded in a certificate or associate degree in applied science program AND the Bachelor of Applied Science program, eligibility for financial aid funding for the certificate and associate degree program courses may be impacted. If the student's primary focus is the Bachelor of Applied Science in the Advanced Manufacturing Technology program, all other programs should be closed in the Student Information System (SIS). This may be done by submitting the Program Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) located on the college's website under Student Records.

#### Advisory Notice

It is **strongly advised** that students consult with their academic advisors if they have any questions or concerns about the program change process or degree enrollment limitations.

Students may not apply for or be approved for a dual major simply for aid purposes. Any questions should be directed to the staff in the Financial Aid office or your assigned academic advisor.

## Placement

Students applying for admission to Greenville Technical College's degree, diploma, or certificate programs must complete an academic review to determine course placement. This process is referred to as multiple measures, which includes a review of high school GPA and school coursework, ACT/SAT scores, Advanced Placement Testing (AP) scores, International Baccalaureate (IB) scores, and GED (math only) score within the last ten years. Students not meeting one of those criteria may take the program required college-level English or math course with a co-requisite course or take the NextGen Accuplacer placement test. Multiple measures provide an accurate and equitable measure of student ability to avoid unnecessary remediation for beginning college-level math and English courses.

Early College at Greenville Technical College is available to any qualifying student of high school age in our service area (Greenville County). **Early College students must meet placement requirements and are not eligible to take English or math courses that require a co-requisite.** Students who are younger than 16 may have additional requirements, so please contact the Early College office for information.

#### ENGLISH PLACEMENT

The English department at Greenville Tech offers two entry-level English courses, ENG 101 English Composition I\* and ENG 165 Professional Communications. Students should work with their advisor to determine the appropriate English course required for their program of study.

To be placed directly into ENG 101 English Composition I\*, students must meet specific multiple measures criteria (high school GPA and coursework, ACT/SAT scores, AP scores, or IB scores) within the last ten years. An advisor will work with each student to determine placement eligibility. Students not meeting one of those criteria may take a co-requisite course or take the NextGen Accuplacer placement test.

Students not meeting the ENG 101 English Composition I\* direct placement criteria will be required to take ENG 101 English Composition I\* with a one-credit hour co-requisite course ENG 012 Developmental English Workshop.



Students enrolling in programs that require ENG 165 Professional Communications will be directly placed into ENG 165 Professional Communications.

### MATH PLACEMENT

The math department at GTC offers several math courses. Program departments determine the math course required for students. Students should work with their advisor to determine the appropriate math course required for their program of study.

To be placed directly into a designated college-level math course, students must meet specific multiple measures criteria (high school GPA and coursework, ACT/SAT scores, AP scores, IB scores, or GED score) within the last ten years. An advisor will work with each student to determine placement eligibility. Students not meeting one of those criteria may take a co-requisite course or take the NextGen Accuplacer placement test.

Students who do not meet the direct math placement criteria for their program will be required to take an associated co-requisite course. See courses and associated co-requisites below.

- MAT 103 Quantitative Reasoning – *Quantitative Reasoning* with a one-credit hour associated co-requisite course MAT 013 Developmental Mathematics - Compressed
- MAT 109 College Algebra with Modeling – *College Algebra* with a two-credit hour associated co-requisite course MAT 019 Developmental Mathematics Workshop I.
- MAT 110 College Algebra\* – *College Algebra* with a two-credit hour associated co-requisite course MAT 020 Developmental Mathematics Workshop II.
- MAT 120 Probability and Statistics\* – *Probability and Statistics* with a one-credit hour associated co-requisite course MAT 012 Developmental Mathematics Workshop.

Students enrolling in programs requiring MAT 155 Contemporary Mathematics, MAT 170 Algebra, Geometry and Trigonometry I, MAT 211 Math for Elementary Education I, or MAT 215 Geometry will be directly placed into the course without a co-requisite course.

Placement into MAT 111 College Trigonometry\*, MAT 130 Elementary Calculus\*, MAT 140 Analytical Geometry and Calculus I\*, or MAT 141 Analytical Geometry and Calculus II\* – requires a specific high school GPA and coursework or Next Generation Accuplacer score. The student should consult with their advisor regarding placement requirements.

### PLACEMENT TEST

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 Testing Center at the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) at (864) 250-8020 or visit <https://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 (864) 250-8353.

Students who are required to take a co-requisite course with math and/or ENG 101 English Composition I\* based upon the results of multiple

measures review may take the placement test in an effort to exempt the co-requisite course.

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.

## Transcripts

Official high school transcripts are received by the Enrollment Services Office, and official college transcripts are received by Student Records. Once accepted, the transcripts become part of an official record and cannot be returned. Official college transcripts are evaluated by the transcript evaluators. Unofficial transcripts cannot be evaluated by the transcript evaluator or an academic advisor. Official college transcripts must be received in a timely manner prior to the start of the term in order to be evaluated prior to course registration. Official electronic college transcripts must be sent to the [studentrecords@gvltec.edu](mailto:studentrecords@gvltec.edu) email.

## 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, the current date (i.e., within 3 months of issuance from the institution) and an appropriate signature. Transcripts that do not meet these requirements will not be considered official and should be routinely rejected for any permanent use."

## Official College Transcript Request

Greenville Technical College has authorized Parchment Exchange to provide transcript ordering via the internet. It is secure and convenient - submit your request 24 hours a day, 7 days a week, from any location. Processing times may vary depending on the time of year. Greenville Technical College no longer provides paper transcripts. Please refer to <https://www.gvltec.edu/transcript-requests/> for additional information.

## Foreign Transcripts

Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES) at <https://www.wes.org/> or Josef Silny and Associates, Inc., at <https://www.jsilny.org/> or any National Association of Credential Education Services (NACES). A list of NACES members can be found at <https://www.naces.org/>. The processing timeline can vary based on document translation. The student must request a course-by-course analysis. A translated copy is sent to the Office of Student Records listing all courses completed, American hours earned and a letter grade.

## Military Transcripts/CLEP/Dantes

Records can be requested from the appropriate military branch education department. Transcript Evaluators only award a 3-credit general elective. The administrative coordinator of Prior Learning Assessment (PLA) uses the ACE guideline and is 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 from College Board to be sent directly to the Office of Student Records. Testing 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. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.

## College Level Examination Program Exams (CLEP)

Students must request that CLEP scores from College Board be sent directly to the Office of Student Records. Testing personnel will determine appropriate exemption credit per course. Acceptable scores are 50 and higher.

## 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 be sent to Greenville Technical College for evaluation while the student is enrolled in Phase One at the articulating college.

## Residency 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 (<https://che.sc.gov/sc-residency-information/>)<https://che.sc.gov/sc-residency-information/> (<https://che.sc.gov/sc-residency-information/>) .

The initial determination of one's residency 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 the Enrollment Services Office 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 have 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 tuition purposes, 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 tuition purposes, 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.
- **Non-Citizens and Non-Permanent Residents 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. Please see the Enrollment Services Office for any questions.
- Refugees, asylees, and parolees may be entitled to in-state tuition once they have been awarded Permanent Resident status.

## 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 residency 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 the 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 or legal joint custody of the dependent persons.

It is important that each applicant for admission and each enrolled student know his or her residency status for tuition payment and understands the regulations governing resident status. For questions about residency, please contact the Enrollment Services Office in the Dreisbach/Anderson Student Success Center on the Barton Campus or Student Services at Brashier, Benson, and Northwest campus locations at (864) 250-8000.

Visit our web page at <https://www.gvltec.edu/residency/>.

## Tuition and Fees

Greenville Tech has 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. GTC also uses a differential tuition structure, allowing the college to charge a rate reflective of the operating cost of the programs encompassed by each school. Tuition rates will be determined by the school in which students are enrolled.

For the academic year 2024-25, Lottery Tuition Assistance was awarded to students registered for six or more credit hours at \$75.00 per credit

hour. There is a 15-credit hour cap on the amount of Lottery Tuition Assistance a full-time student can receive.

Students must be enrolled in a minimum of six credit hours to be eligible to receive Lottery Tuition Assistance. Lottery Tuition Assistance is determined by the state legislature each year prior to the beginning of Fall Semester, and the award amount is subject to change during the year.

Tuition and fees below are effective **Fall of 2024**. Please see <https://www.gvltec.edu/tuition/> for the most up-to-date tuition and fees.

## Tuition Per Credit Hour

### Health Sciences (HS)

In-County \$225.00 / Out-of-County \$ 252.00 / Out-of-State \$445.00

### Advanced Manufacturing & Transportation Technology (AT)

In-County \$221.00 / Out-of-County \$ 248.00 / Out-of-State \$441.00

### Engineering Technology & Professional Studies (ES)

In-County \$208.00 / Out-of-County \$ 235.00 / Out-of-State \$428.00

### Business & Computer Technology (BC)

In-County \$205.00 / Out-of-County \$ 232.00 / Out-of-State \$425.00

### Arts & Sciences (AS)

In-County \$192.00 / Out-of-County \$ 219.00 / Out-of-State \$412.00

Tuition per credit hour rate does not include the required fees (Enrollment, Technology, and Learning Management System fees)

The eRate (Out-of-state students enrolled in ALL online classes) remains the equivalent of the Out-of-County rate.

## Required Fees

Enrollment Fee\* / \$105

Technology fee per credit hour \*/ \$ 8

Learning Management System fee per credit hour \*/\$ 2

\*Refundable fees within add/drop period

## Other Fees (Non-Refundable)

| Fee                                                                   | Fee Amount |
|-----------------------------------------------------------------------|------------|
| PLA Portfolio                                                         | \$75       |
| PLA Exemption Examination                                             | \$75       |
| Payment Plan Processing Fee                                           | \$60       |
| e-Transcript Fee                                                      | \$20       |
| Late Registration Fee (see Academic Calendar for dates for each term) | \$100      |

**Note:** Tuition and fees are subject to change. Please see <https://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 3.00 % convenience fee.

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

Some programs require special fees for materials, tests, equipment and insurance. Please check the GTC website for a list of these

fees by program at [https://www.gvltec.edu/admissions\\_aid/tuition\\_and\\_payments/program-fees.html](https://www.gvltec.edu/admissions_aid/tuition_and_payments/program-fees.html)

## Resident Status

Resident status determination information can be found 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.

## 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 an email notification when my 1098T form is available on GTC4me. This form will be provided electronically.
- I understand that GTC will send an email notification when current billing statements are available to view online.
- Statements are located online at [gtc4me.gvltec.edu](http://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 bookstore 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 allow 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 bureaus (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 \$121.00.
- 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 to the college. I understand the balance will be determined by the 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.

## 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 on the website at <https://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

### Office of Financial Aid

Located in the Driesbach/Anderson Student Success Center, Barton Campus Building 102, the Office of Financial Aid provides important service and information regarding financial aid to prospective, new and current students at Greenville Technical College. The Office of Financial Aid provides assistance with the following items:

### Financial Aid Programs

- Federal
  - Grants
  - Work-Study
  - Loans
- State
  - Grants
  - Scholarships
- Greenville Technical College
  - Scholarships
- Private
  - Scholarships
  - Loans

### Applying for Financial Aid and Completing Forms

- Applying for a Federal Student Aid ID
- Provides counsel regarding the submission of a Free Application for Federal Student Aid (FAFSA)
- Assistance with finding a Federal Work-Study job and completing the documents necessary to begin working
- Assistance with the Satisfactory Academic Progress Evaluation for federal financial aid eligibility and completing and submitting an appeal form
- Completing loan-related forms at [studentaid.gov](http://studentaid.gov).
  - Direct Loan Master Promissory Note
  - Entrance Counseling
  - Annual Student Loan Acknowledgement
  - Private Loan information

Financial aid is monetary awards intended to assist students in paying for their education. Awards are made available from grants, scholarships, loans and South Carolina Lottery Tuition Assistance from federal, state, institutional and private sources. Most financial aid is awarded in the form of an "award package" to meet the cost of education. Aid can assist students in pursuing their goals while studying at Greenville Technical College (GTC). Financial need, available funds, student classification, academic performance and sometimes the timeliness of the financial aid application determine the types and amounts of aid awarded.

The Free Application for Federal Student Aid (FAFSA) is the federal application that must be completed to receive all federal aid, South Carolina Lottery and most scholarships. The FAFSA is completed once per academic year (academic year includes Fall, Spring and Summer terms). 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 to resolve 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 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.

Visit our web page at [https://www.gvltec.edu/financial\\_aid/](https://www.gvltec.edu/financial_aid/).

## Policies

### 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 SAP 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.

Visit our web page at <https://www.gvltec.edu/sap/>.

### 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 developmental 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 including but not limited to 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 set up a payment plan with the Bursar's Office.
- Students who exceed the 150% length of eligibility will automatically become Ineligible if they have not graduated from their program of study.

- **Academic Plan and Probation**

If a student is on an Ineligible status, they may have the option to submit a financial aid appeal as outlined below. 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 toward 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.

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).
- Continue to work towards graduation within the number of credit hours approved for the specified program on the SAP Appeal.

## 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.
- If a student failed to meet SAP due to his injury or illness, death of a relative or other special circumstances, the student may appeal to have financial aid reinstated. If approved, the student will be placed either on Probationary status or an Academic Plan.

## 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 with a detailed success plan for current and future semesters.
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.

To ensure all unsuccessful terms are addressed, a student may obtain and review a copy of their unofficial transcript before submitting an appeal. 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. Appeals submitted without documentation are not accepted.

The Financial Aid Appeals Committee will review the appeal. The decision of the committee is final. The student will be informed via campus e-mail of the final decision. The date of the decision is provided to the student at the time of appeal submission. Appeal deadlines are established for each semester and a student may not appeal for a prior semester after that semester deadline has ended.

If approved, the Financial Aid Office will determine whether to place the student on an Academic Plan or one Probation semester. Students will be evaluated each semester to ensure they are meeting the terms of their Academic Plan. Only students whose appeal is approved will have the option to submit a future appeal should other unforeseen circumstances occur.

### 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 consists of 100 or lower-level courses in the area of College Orientation, English, Reading, and Math.
- 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 financial aid was or was not 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 the student portal. If information will be required by a third party, an

Information Release Authorization Form must be signed by the student and placed on file with the Office of Student Records.

Greenville Tech's financial aid staff may provide custodial parents with general, non-student-specific financial aid information 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.

### 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 Student Records Office 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**

The Authorization to Release Information form has to be confirmed and on file. 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**

The Authorization to Release Information form has to be confirmed and on file. 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 SSNs 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 the period of enrollment. Students who find it necessary to withdraw from GTC must do so in writing to the Enrollment Services Office, Web Advisor/Student Planning via GTC4me or at one of the satellite 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 those 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. Palmetto Fellow Scholarship
14. LIFE Scholarship
15. SCNBG
16. Other aid or assistance
17. SCLTA
18. 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. Palmetto Fellows Scholarship
7. LIFE Scholarship
8. SCNBG
9. Other aid or assistance
10. SCLTA
11. Student

## Types of Aid

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 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. Pell Grant funding will only pay for courses required for a student's degree, diploma or certificate.

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 Title IV 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)

This grant is for undergraduates with exceptional financial need (students with the lowest EFCs) and gives priority to students who receive Federal Pell Grants. FSEOG will only pay for courses required for a student's degree, diploma or certificate.

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 six 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 students receive this award.

Visit our web page at <https://www.gvltec.edu/federal-grants/>

## South Carolina Need-Based Grant (SCNBG)

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 \$3,500 in a certificate or diploma program.
- Cannot exceed \$7,000 in an associate degree program.
- Must indicate an unmet need.
- Must have an EFC (Estimated Family Contribution as reported by the FAFSA) between 0 – 5,000.

Visit our web page at <https://www.gvltec.edu/state-grants/>.

## South Carolina Lottery Tuition Assistance (SCLTA)

This South Carolina state grant has award amounts that are subject to change. The award is applied to tuition, but not books, course-related fees, 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 been 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)

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 or Palmetto Fellows scholarship
- Transient Students are not eligible for SCLTA.
- Students enrolled in a Bachelor of Applied Science Degrees 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.

Visit our web page at <https://www.gvltec.edu/lottery/>.

## Workforce Scholarships/Career Pathways Scholarship (CPS)

This award is a statewide sector strategy technical college scholarship designed to address workforce shortages in South Carolina.

### Who is eligible?

- South Carolina residents who have completed high school or earned a GED.
- GTC cumulative GPA of 2.0 is required
- Majoring in a critical workforce area as defined by the State Board for Technical and Comprehensive Education.
  - 5% of total college award allocated to Early College program

### Other requirements:

- A student must
  - pursue a certificate, diploma or degree from an SC technical college, and receive this award for only one certificate, diploma or degree unless the additional certificate, diploma or degree constitutes progress in the same field of study.
- Changing majors is allowed within the acceptable disciplines in workforce program areas.

## 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

This program provides part-time employment for students with unmet financial need by allowing them to earn money to help pay educational expenses while attending college. This program may be comprised of both federal and college funds and is designed to help students who would be unable to pursue or continue their studies unless they earned part of their expenses. Amounts vary depending on funding.

Students in this program at Greenville Tech work an average of 10-20 hours per week. The base rate of pay is \$14.00 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 three 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.

Visit our web page at <https://www.gvltec.edu/workstudy/>.

## Loans

Visit our web page at <https://www.gvltec.edu/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 federal student loans are determined by federal law.

Interest Rates for loans first disbursed between July 1, 2023, and June 30, 2024

- Direct Subsidized Loans (Undergraduate Students) Fixed at 5.5%
- Direct Unsubsidized Loans (Undergraduate Students) Fixed at 5.5%

Bachelor's level students are considered third-year and beyond students and may borrow up to \$12,500 for an academic year.

### Federal Direct Parent PLUS Loan Program

- Direct Plus Loans (Parent Loans for Undergraduate Students) Fixed at 7.54% for the 2023-2024 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.

## Scholarships

Visit our web page at <https://www.gvltec.edu/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. LIFE Scholarship covers the cost of tuition up to \$2,500 per semester.

At GTC LIFE Scholarship is available for up to:

- 2 semesters for a Certificate or Diploma Program.
- 4 semesters for an Associate Degree program that consists of less than 68 credit hours.
- 6 semesters for an Associate Degree program that consists of 68 or more credit hours.
- 8 semesters for a Bachelor's Degree program.

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 the SC Uniform Grading Scale.
- Must have no felony convictions.
- Must have no second or subsequent drug or alcohol convictions in the preceding 12 months/calendar year.
- Must be a full-time undergraduate student in an eligible program.
- Must take a minimum of 12 college-level (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. For LIFE purposes, remedial courses include but are not limited to:  
**CHM 100 Introductory Chemistry (Non-Degree Credit)**  
**ENG 012 Developmental English Workshop**  
**MAT 012 Developmental Mathematics Workshop**  
**MAT 013 Developmental Mathematics - Compressed**  
**MAT 019 Developmental Mathematics Workshop I**  
**MAT 020 Developmental Mathematics Workshop II**

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 the prior academic year (15 credit hours if enrollment started in January.)

To renew LIFE for a second year a student must:

- Must have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Must have completed a minimum of 30 curriculum credit hours in the prior academic year (15 credit hours if enrollment started in January.)
- Be enrolled in an Associate Degree program.

To renew LIFE for a third year a student must:

- Have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Have completed a minimum of 60 curriculum credit hours in the prior academic year (45 credit hours if enrollment started in January.)
- Be enrolled in an Associate or Bachelor's Degree program consisting of 68 or more credit hours.

To renew LIFE for a fourth year a student must:

- Have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Have completed a minimum of 90 curriculum credit hours in the prior academic year (45 credit hours if enrollment started in January.)
- Be enrolled in a Bachelor's Degree program.

## Palmetto Fellows Scholarship

- First year: \$6,700
- Year 2: \$7,500/year

In determining the amount awarded for the Palmetto Fellows Scholarship, all other sources of gift aid, including federal, State, private and institutional funds, must be applied to the unmet cost-of-attendance before calculating the Scholarship and Enhancement amounts and making the award.

Palmetto Fellows recipients attending two-year colleges in SC are not eligible for Palmetto Fellows Enhancement amounts. Palmetto Fellows Scholarship recipients must complete and submit the Palmetto Fellows Certification Form each award year they intend to receive the scholarship.

### Palmetto Fellows Continuing Eligibility Requirements

Once a student has been awarded a Palmetto Fellows Scholarship, they must do the following to maintain their Scholarship each academic year:

- Earn a minimum 3.0 cumulative GPA at the student's home institution by the end of each award year (fall, spring and summer); *and*
- Earn at least 30 non-remedial credit hours for graduation purposes by the end of each academic year. Exempted credit hours (i.e., AP, IB, CLEP), credit hours earned before high school graduation (i.e., dual enrollment courses) and credit hours earned the summer term immediately following high school graduation cannot be used to meet the annual credit hours requirement. Credit hours earned before high school graduation including Advanced Placement (AP) credit hours, International Baccalaureate (IB) credit hours, exempted credit hours earned on active duty, must be placed on the student's official high school transcript by the institution at which they are earned, and be counted toward the annual credit hours requirement. Eligible Palmetto Fellow Scholarship requirements may prorate their award for the term of graduation (see section 62-330-B3).
- Palmetto Fellows Scholarship recipients must also maintain SC residency, cannot be in default or owe a refund/repayment on any state or federal financial aid, student is also required to certify affidavit on conviction of felonies and submit any required documentation to the financial aid office.

Palmetto Fellows Scholarship recipients must complete and submit the Palmetto Fellows Certification Form

## 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 School of Business and Computer Technology 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 School of Business and Computer Technology program of his or her choice. Prior to selection, the following steps must be completed by the student:
  - Submit Application for Admission to the Enrollment Services Office or online at <https://www.gvltec.edu/apply/>;
  - Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
  - 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.

While not required, it is strongly recommended that each applicant submit the Free Application for Federal Student Aid (FAFSA), which is available online at <https://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 the maintenance of a "C" average, will be awarded to one graduating student from each qualifying<sup>1</sup> 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:

- Submit Greenville Tech's Application for Admission to the Enrollment Services Office or online at <https://www.gvltec.edu/apply/>;
  - Complete and submit the Legal Presence Form along with required state or Federal issued photo identification;
  - 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
  - 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.

<sup>1</sup> 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 <https://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. (<https://www.greenvilletechfoundation.org/>) was organized in 1973 as a non-profit corporation for the purpose of seeking community support for Greenville Technical College. Generous donors have created scholarship funds to assist students with their education. A full listing of scholarship funds as well as information about the application process and related deadlines may be found on the Foundation website.

## 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 visit <https://www.gvltec.edu/otherFAprograms/>.

## Veterans Financial Services

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).

Visit our web page at <https://www.gvltec.edu/veterans-affairs-benefits/>.

## VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Greenville Technical College (GTC) adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

GTC will not

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

However, to qualify for this provision, the student may be required to

- Produce the VA Certificate of Eligibility (COE) letter or its equivalent by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Application for Benefits

To apply for benefits, veterans must first be accepted into a program of study by the Enrollment Services Office. A veteran should then report to the welcome desk at the Dreisbach/Anderson Student Success Center with a copy of their Certificate of Eligibility (COE) letter or its equivalent.

Veterans also must furnish official transcripts from all colleges attended. These should be forwarded to the Enrollment Services 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 Financial Services office.

For information, email the Veterans Financial Services Office at [VeteransFS@gvltec.edu](mailto:VeteransFS@gvltec.edu).

## Benefits Request Form

In order to request that Veterans Financial Services certifies the veteran's enrollment with the VA, the veteran is required to complete a Benefits Request Form every semester they are registered. The Benefits Request Form is available at <https://www.gvltec.edu/veterans-affairs-benefits/> under the tab "How to Use My Education Benefits." All recipients must notify the Greenville Technical College Veterans Financial Services Office each semester when they enroll for class if they wish their benefits to be continued for subsequent terms by submitting the Benefits Request Form. Certifications will not be automatically processed.

## Grading Procedures for Veterans

In 1976, Congress amended the "GI Bill®" in such a way as to encourage veterans to move toward the attainment of educational career goals. ("GI Bill®" is a registered trademark of the US Department of Veterans Affairs (VA)). More information about education benefits offered

by VA is available at the official US government website at <https://www.benefits.va.gov/gibill/>.) 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 Financial Services 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 To Access Grade Report

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

To see and print a grade report (Unofficial Transcript):

1. Log into GTC4Me.
2. Select the SelfService App
3. In SelfService, click on the menu button in the top left corner
4. Select "Unofficial Transcript" from the "Academics" menu
5. Click on "Unofficial Transcript" to download

## Veterans Change of Status

All recipients of veterans' benefits must immediately notify the Veterans Financial Services 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 Financial Services Office.

## Veterans Attendance Policy

Class attendance is necessary in order to receive maximum benefits from the educational process and to be academically successful. It is the student's responsibility to attend class and to be punctual. A student WILL BE administratively withdrawn due to attendance for the following reasons:

- **Never in Class (NIC):** During the add/drop period, students will be withdrawn if they do not attend class. If a student registers for a course but fails to attend during the add/drop period (including failing to meet the criteria to be counted as present in an online course), the college will administratively withdraw the student from the course and assign a grade of WA (Administrative System Withdrawal). No credits or grade points will be awarded, and the WA will not affect the GPA. The student will be responsible for course payment in accordance with the college refund policy. The college will notify the student of the administrative withdrawal via the student's official college email address. For students receiving financial aid, this withdrawal will not count as a course attempt and will not affect future financial aid awards.
- **14-Day Rule:** At any time during the semester and regardless of a student's use of financial aid benefits, the college will withdraw a student who is not in attendance for 14 consecutive calendar days, including weekends, holidays, college breaks and canceled class sessions, and college breaks lasting four days or less. Breaks of five or more days will be excluded from the 14-day attendance count.
- **Prior to the course last day to withdraw date,** the college policy is to assign a grade of W (Withdrawn). No credits or grade points will be awarded, and the W will not affect the GPA. For students receiving financial aid, the course will count as an attempt and may affect future aid.
- **After the course last day to withdraw date,** the college will assign a grade of WF (Withdrawn Failing) for the course, which will negatively affect the GPA calculation. The student will be responsible for course payment and will not be eligible for a refund. The college will notify the student of the administrative withdrawal via the student's official college email address. For students receiving financial aid, the course will be recorded as an attempt and may affect future financial aid awards.
- Students who have been administratively withdrawn from a course may request reinstatement. Reinstatements must be approved by the course instructor.



## Department of Defense Memorandum of Understanding

Greenville Technical College is pleased to hold a Memorandum of Understanding (MOU) with the Department of Defense (DOD), which allows our institution the opportunity to further our commitment to excellence in educating military students.

By following the guidance of the DOD MOU, we are able to ensure that all military members have access to what they need to make informed decisions about where to attend school and about how their Tuition Assistance (TA) benefits will interact with their chosen educational programs.

## Tuition Assistance

Students who are interested in using Tuition Assistance (TA) need to proceed to the appropriate website below to begin:

Army – ArmyIgnitED (<https://www.armyignited.army.mil/>)

Navy – Navy College Program (<https://www.navycollege.navy.mil/>)

Marine Corps - How Do I Apply for Tuition Assistance? - Marine Corps Community ([usmc-mccs.org](https://usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/)) (<https://usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/>)

Air Force - Education Options - U.S. Air Force (<https://www.airforce.com/education/>)

Coast Guard - Tuition Assistance ([uscg.mil](https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/VOLUNTARY-EDUCATION/Tuition-Assistance/)) (<https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/VOLUNTARY-EDUCATION/Tuition-Assistance/>)

**Note:** Students will need to check with their Branch of Service for any specific Terms and Conditions about Tuition Assistance.

If you do not see your academic program at GTC listed in the Tuition Assistance portal for your service, please email [VeteransFS@gvltec.edu](mailto:VeteransFS@gvltec.edu) to request that it be added.

## Marketing, Recruiting & Advertising

Greenville Technical College maintains policies that reflect program integrity requirements consistent with regulations issued by the Department of Education (34 C.F.R. 668.71-668.75 and 668.14) related to restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to Greenville Technical College itself and its agents, including third-party lead generators, marketing firms, or companies that own or operate the educational institution. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members, Greenville Technical College will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis [defined as "an insignificant amount"] to any individual or entity, or its agents including third-party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws to secure enrollments of Service members or obtain access to Tuition Assistance (T.A.) funds. Educational institution-sponsored scholarships or grants and tuition reductions available to military students are permissible;
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or

federal financial aid (including T.A. funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance;

3. Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including phone, email, or in-person communications, and engaging in same-day recruitment and registration to secure Service member enrollments.

Additionally, **eligible Service members are directed to speak with their Educational Services Officer (E.S.O.) or counselor within their Military Service before enrolling at Greenville Technical College.** This ensures that Service members understand their eligibility for Tuition Assistance and their potential financial responsibility toward the school. Suppose an eligible Service member decides to use T.A. In that case, educational institutions will enroll them only after the individual's Service approves the T.A. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit Greenville Technical College from pre-registering a Service member in a course to secure a slot in the course. If a school enrolls the Service member before the appropriate Service approves Military TA, the Service member could be responsible for the tuition. All Military TA must be requested and approved before the course's start date. The Military TA is supported on a course-by-course basis and only for the specific course(s) and class dates that a Service member requests. Suppose a military student "self-identifies" their eligibility and the Service has not approved the funding. In that case, the Service member will be solely responsible for all tuition costs, not the Service.

## Financial Aid & Loans

Financial Aid is made available from grants, scholarships, loans, South Carolina lottery tuition assistance, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. Financial need, available funds, student classification, academic performance, and sometimes the timeliness of the application determine the types and amounts of aid awarded.

Before offering, recommending, arranging, signing up, dispersing, or enrolling Service members for private student loans, Service members may work with an officer in the Office of Financial Aid at Greenville Technical College; this financial aid officer will be able to offer individual loan counseling, including, but not limited to:

1. Providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965.
2. Describing the differences between private and federal student loans includes terms, conditions, repayment, and forgiveness options.
3. Disclosing the institution's student loan Cohort Default Rate (C.D.R.), the percentage of its students who borrow, and how its C.D.R. compares to the national average. If the educational institution's C.D.R. is greater than the national average C.D.R., it must disclose that information and provide the student with loan repayment data. The student may review this information at College Navigator - Greenville Technical College (ed.gov) (<https://nces.ed.gov/collegenavigator/?id=218113>), a government site where schools report student financial data.
4. Explaining that students can refuse all or borrow less than the maximum student loan amount allowed.

Visit our web page at [https://www.gvltec.edu/financial\\_aid/](https://www.gvltec.edu/financial_aid/).



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

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

### Student Options

A student who is called for active duty, specialized training, or 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 provided 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 advisor.
- Receive a military incomplete ("MI") in the course(s) in which they are enrolled.
- Maintain their 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 their absence.

Either option may occur 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. It may be made by either the student or another 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 due to being called for active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the Student Records Office and an Add/Drop/Withdrawal form.

When a student receiving federal financial aid withdraws from all classes after the add/drop date, the college has to return a portion of the student's aid to the Department of Education (D.O.E.), even if the money has already been disbursed to the student. Therefore, if a student receiving financial aid withdraws from the college, the student must pay that money back to the college. Due to federal regulations, there are no exceptions made for military deployment in the calculations determined by the Department of Education. Federal regulations dictate GTC's financial aid policy.

## Request for an Incomplete

A student called for active duty, specialized training, or 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:

- Between 2 and 30 missed days - The student will have 45 business days from the detachment date 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 following complete semester after the detachment date 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.

## Tuition Return of Funds Policy

All DoD U.S. Department of Defense (DoD) Tuition Assistance (T.A.) Funds are earned in a prorated manner daily up to the 60% point for the course. DoD Tuition Assistance Regulation states that a student must attend through the 60% point of the course to earn 100% of their T.A. funds for the period for which the funds were approved. All unearned T.A. funds will be returned based on the last date of attendance before the 60% point for the course.

## Academic Support and Student Resources

### 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, bulletin board announcements, and much more information available to students online, on course syllabi, etc.

While college staff takes 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:

- Admit applicants for admission to the college.
- Evaluate students' transcripts from other colleges, as applicable, to award transfer of credit.
- Maintain students' educational records in keeping with applicable standards and laws.
- Help students learn more about themselves as a part of the career decision-making process.
- Assist students and graduates in their search for employment.
- Meet the special needs of students who are faced with disabling conditions.
- Provide various supportive services to under-served or disadvantaged students.
- Provide guidance and assistance to veterans and veterans' dependents who are eligible for government benefits and other services on campus.

- Provide extracurricular activities that enhance the classroom experience, promote leadership development, and allow opportunities for social interaction outside of the classroom.
- Respond to on-campus emergencies.
- Guide students so that they may plan productive pathways to completion and vibrant careers.
- Orient students so they may become fully engaged members of the college community.
- Provide broad access to information resources required for learning and research.
- Coach and tutor students beyond the classroom, so they fully comprehend course concepts.
- Provide testing services and environments based on the highest standards of academic integrity.
- Grant recognition of outstanding academic achievement through means such as the Dean's List, President's List, Honor Roll, the President's Awards, Phi Theta Kappa Honor Society, and other prestigious organizations.
- Help provide an environment that is safe, open, and conducive to learning.
- 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 the 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 departments when it is not convenient for students to come to campus.

## Student Services Contacts

### Academic Coaching

Phone: (864) 250-8241  
E-mail: Academic Coaching (academiccoaching@gvltec.edu)

### Academic Tutoring

Phone: (864) 250-8197  
E-mail: Academic Tutoring (tutoring@gvltec.edu)

### Academic Advising

E-mail: Academic Advising (advising@gvltec.edu)

### Bookstore

Phone: (864) 250-8042  
E-mail: GTC Bookstore (GTCBookstore@gvltec.edu)

### Bursar's Office

Phone: (864) 250-8818  
Fax: (864) 250-8181  
E-mail: Business Office (BusinessOffice@gvltec.edu)

### Caring Corner Emergency Food Pantry

Phone: (864) 250-8329  
E-mail: Caring Corner (caringcorner@gvltec.edu)

### Center for Career and Professional Development

Phone: (864) 250-8139  
Fax: (864) 250-5566

E-mail: GTC CCPD (GTC\_CCPD@gvltec.edu)

### Counseling

Phone: (864) 250-8157 or (864) 250-8322  
E-mail: Counseling Services (counselingservices@gvltec.edu)

### Educational Opportunity Programs

Phone: (864) 250-8959  
Fax: (864) 250-8193

### Enrollment Services

Phone: (864) 250-8000  
Fax: (864) 250-8503  
E-mail: Enrollment Services (greenvilletech@gvltec.edu)

### Financial Aid

Phone: (864) 250-8000  
Fax: (864) 250-8750  
E-mail: Financial Aid (financialaid@gvltec.edu)

### Library Services and Computer Labs

Phone: (864) 250-8319  
Text: (864) 438-3425  
E-mail: GTC Library (gtclibrary@gvltec.edu)

### Planning and Transfer Headquarters (PATH)

Phone: (864) 250-8393  
E-mail: PATH (PATH@gvltec.edu)

### Student Affairs

Phone: (864) 250-8102  
Fax: (864) 250-5566  
E-mail: Dean of Students (DeanofStudents@gvltec.edu)

### Student Disability Services

Phone: (864) 250-8408  
Fax: (864) 250-5566  
E-mail: Disability Services (DisabilityServices@gvltec.edu)

### Student Life

Phone: (864) 250-8077  
Fax: (864) 250-5566  
Email: Student Life (campuslife@gvltec.edu)

### Student Records

Phone: (864) 250-8114  
Fax: (864) 250-8503  
E-mail: Student Records (studentrecords@gvltec.edu)

### Testing Center (Academic & Placement Testing)

Phone: (864) 250-8799  
Fax: (864) 250-8759  
Email: Testing Center (TestingCenter@gvltec.edu)

### Transcript Evaluation

Phone: (864) 250-8249  
Fax: (864) 250-8503  
E-mail: Student Records (studentrecords@gvltec.edu)

### Veterans Financial Services

Phone: (864) 250-8760

Fax: (864) 250-8988  
 E-mail: Veterans Financial Services (veteransFS@gvltec.edu)

## Advising

### Enrollment Services

Enrollment Services is located in the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102). This area provides assistance to new students that may have questions or concerns before they register for their semester courses. Enrollment Specialists will register non-degree-seeking students (transient, career development and early college students).

Enrollment Specialists are available during business hours to advise new students who are planning to attend or reapply to Greenville Technical College. Enrollment Services 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.

### Right Start Advising

All new students with 18 credit hours or less are advised by Right Start Advisors as they prepare for their first semester at Greenville Technical College. New students with 19 credit hours or more are advised by advisors in their School Advising Center. In addition, new students pursuing programs located at a satellite campus are advised by a satellite advisor.

Advisors orient, advise, and register new students using Appreciative Advising practices, which means that we take time to learn each student's story and what they hope to accomplish in college and beyond. Additionally, the student will enroll in a major-related Freshman Seminar course and receive a Student Success Guide with a directory of college resources and important dates. An academic advisor will be assigned to each new student at the conclusion of the meeting.

The Right Start Advisors are located at the Dreisbach/Anderson Student Success Center on the Barton Campus.

## School Advising Centers

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

### School Advising Center locations:

- School of Arts and Sciences: CHLS Building, Building 101, Rooms 161 A/B
- School of Advanced Manufacturing & Transportation Technology: McKinney Automotive Center, Building 801, Room 105, and CMI Campus, Room 260
- School of Business and Computer Technology: Engineering Technology Building, Building 103, Rooms 104-A and 136-D.
- School of Engineering and Professional Studies: Criminal Justice Building, Building 121, Room 122 & ET Building, Building 103, Room 419B
- School of Health Sciences: Nursing Building, Building 117, Rooms 102, 105, 106, & 109

For more information on School Advising Centers and returning student advisement, please visit the Academic Advising page on the Greenville Technical College website at <https://www.gvltec.edu/advising/> or contact Advising@gvltec.edu.

Advising is also available at the satellite campuses for programs at those campuses.

- Benson Campus – BensonCampus@gvltec.edu  
2522 Locust Hill Road, Taylors, SC 29687
- Brashier Campus – BrashierCampus@gvltec.edu  
1830 West Georgia Road, Simpsonville, SC 29680
- Northwest Campus – NorthwestCampus@gvltec.edu  
8109 White Horse Road, Greenville, SC 29617

## Planning and Transfer Headquarters

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.

## Center for Career and Professional Development (CCPD)

### Formerly Career Services

The Center for Career and Professional Development (CCPD) is an assessment, counseling and resource center that provides career direction, professional development and employment assistance to Greenville Tech students and graduates.

CCPD 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 on that specific goal.

CCPD provides help in evaluating an individual's occupational interests, personality, skills and work values by using PathwayU Career Planning system. This online system is available to anyone who has access to the internet. It can also be taken in the CCPD office.

Employment assistance is for both GTC graduates and currently enrolled students and includes:

- Online job search assistance.
- Resume guidance/reviews.
- Interview guidance and mock interviews.

CCPD 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 CCPD office is located in the STAT Center, suite 119. CCPD 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. Visit our web page at <https://www.gvltec.edu/career-services/>.

## Math Centers

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 main Math Center is located in the Engineering Technology Building 103, Room 418 on the Barton Campus. Additionally, services are also available at the Benson, Brashier and Northwest campuses.

For more information and locations, visit <https://www.gvltec.edu/math-center/>.

## Writing Centers

Writing Centers are open to students or employees who need help with either written or oral communication. The primary Writing Center is located in the Engineering Technology Building 103, Room 225 on the Barton Campus.

For additional information and locations, visit <https://www.gvltec.edu/writing-center/>.

## Library Services

Greenville Technical College (GTC) Libraries are active partners in achieving student success and teaching excellence. We do this by delivering access to resources, teaching information and digital literacy skills, and providing research services and engaging educational programs.

## Library Resources

GTC Libraries provide physical and electronic resources to support Greenville Technical College programs, courses, and operations and to foster professional development, personal growth, and lifelong learning. Current students, employees, and community members may borrow GTC Libraries items with an active GTC ID or free library card.

Visit <http://libguides.gvltec.edu/library> to search and access books, eBooks, databases, articles, journals, magazines, newspapers, videos, and a variety of open educational resources (OERs). An active GTC username and password may be required for full access and service requests. Research guides are also available at <http://libguides.gvltec.edu> to help find resources for specific subjects, classes, and assignments.

Library resources can be borrowed using:

- **Campus-to-Campus Delivery:** Request items from the Barton Library with expected delivery to your campus in 3 to 5 business days.
- **PASCAL Delivers:** Request items from *PASCAL libraries* with expected delivery to your GTC campus in 3 to 5 business days.
- **Interlibrary Loan:** Request items from other United States libraries with expected delivery to your GTC campus in 3 to 10 days.
- **Digitization:** Request copyright compliant scanned portions of GTC Libraries, PASCAL, and Interlibrary Loan items delivered to your GTC email in 3 to 5 business days.
- **Visiting:** GTC students and employees can borrow materials directly from most South Carolina college and university libraries as well

as the Greenville County Library System. These materials can be returned at any GTC Libraries location.

When student access to a resource is limited, faculty can request that GTC Libraries, PASCAL, and personal items be placed on course reserve with customized circulation policies.

## Library Services

GTC Libraries faculty and staff are available to help locate, request, and use resources for informational, assignment, and research purposes. Services can be accessed via the Barton Library desk, chat, email, text, phone, or an online or in-person appointment with more information at <https://askus.library.gvltec.edu>.

Faculty librarians are also available to provide in-person, online, and hybrid class instruction to orient students to the GTC Libraries and teach information literacy for a particular program, course, or assignment. Visit <https://libguides.gvltec.edu/facultyinfo/WorkShpRqst> to request instruction and access online tutorials that can be embedded in Blackboard.

GTC Libraries offer a variety of exciting events including information and digital literacy workshops, hybrid book clubs, art and history exhibits, and more! Information about upcoming workshops and events can be found at <https://gvltec.libcal.com/calendar/events>.

## Library Facilities

All GTC Libraries books are located at the Barton campus and online. GTC Libraries locations with computer access to resources and services, delivery lockers, and at least one study room are available at all other GTC campuses. Study rooms can be used for a maximum of 2 hours at a time on a first-come, first-served basis with priority given to GTC Libraries and course related needs.

- Barton Building 105 Room 219
- Benson Building 301 Room 121
- Brashier Building 201 Entrance
- CMI Ground Floor
- McKinney Entrance
- Northwest Building 402 Room 122
- SCTAC Room 103

For hours, contact, and other information, go to <http://libguides.gvltec.edu/hoursandlocations>.

## Computer Labs

Greenville Technical College's open computer labs provide equipment and services to help students complete their college work and strengthen computer skills. Computer lab employees are available to assist visitors with use of the internet, Microsoft Office, Blackboard, course software, GTC4me, printing, and more.

GTC open computer labs are available at:

Barton

- Dreisbach/Anderson Student Success Center Lab  
Building 102, 1st floor
- Academic Coaching & Tutoring Center  
Building 103, Room 242

- Business & Technologies Lab  
Building 103, Room 115

#### Benson

- Benson Campus Learning Commons Lab  
Building 301, Room 114

#### Brashier

- Brashier Campus Learning Commons Lab  
Building 202, Room 120

#### Northwest

- Northwest Campus Learning Commons Lab  
Building 401, Room 124

For hours, contact, and other information, visit <https://www.gvltec.edu/computer-labs>.

## Tutoring Services

College data show 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 Academic Coaching & Tutoring are for students who wish to do better in their courses. Subject tutoring is provided on most campuses. Depending on subject matter and tutor availability, students may receive tutoring assistance 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 <https://www.gvltec.edu/1to1Tutoring/>.

Additional tutoring for math, speech and writing is available through the Math and Writing Centers. Math and Writing Center services are provided at each campus, but hours and course availability may vary.

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

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

## Academic Coaching

Academic Coaches help students define personal pathways to academic and professional success. Academic Coaches help students with time management, note-taking, study skills, course management, class preparation and more. For more information, visit <https://www.gvltec.edu/academic-coaching/>.

## Student Assistance and Resources (STAR)

### STAR Center

Using a case management approach, STAR Center staff members provide basic needs support so students can achieve. They refer students enrolled in career and technical education majors who need financial

assistance with books, program kits and tools, uniforms, credentialing exams, and transportation to the PACT Program. The PACT Program is funded through the Carl D. Perkins Career and Technical Education Act (Perkins Grant). Additionally, they serve all students by distributing emergency assistance from the Greenville Tech Foundation, grocery essentials from the Caring Corner food pantry, thrift store vouchers, and more. Beyond the college, the program connects students to community and government resources.

## Testing Center

The Greenville Technical College Testing Center is located on the second floor of the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102, Suite 200). The Testing Center provides professional test proctoring services in a well-equipped, testing environment where students may complete placement tests, academic tests, exams, comprehensive examinations, and national examinations.

Any student completing academic testing in the Testing Center must have a reservation scheduled between the instructor and testing staff. Any testing dates outside of the reservation must be approved by the instructor and testing staff prior to the test date. Students that live more than 50 miles from Greenville Technical College may request an off-site proctor following the Testing Center guidelines. It is the student's responsibility to locate a certified proctoring site for approval and pay any charges required by the proctor location.

Contact Information:

Phone (864) 250-8020

Email [TestingCenter@gvltec.edu](mailto:TestingCenter@gvltec.edu)

Operating hours and important testing policies and procedures are available at <https://www.gvltec.edu/testing-center/>. Students and other test takers should review these carefully before visiting the 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 mission of TRIO SSS is to have a positive impact on the educational success of 350 highly, motivated students through the delivery of personalized and dynamic services. Students are selected to participate in the project based on the following criteria:

- Qualification as a
  - low-income student as determined by the Federal Poverty Guidelines 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
  - high school diploma or GED recipient



- U.S. citizen or U.S. national or meets the residency requirements for federal student financial assistance
- student with a demonstrated academic need for assistance
- student 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 the 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
- Grant aid

An application can be completed in the Engineering Technologies building (Bldg. 103), Rooms 309 or 314. For more information, please call the TRIO SSS staff at (864) 250-8432 or (864) 250-8482. Visit our web page at <https://www.gvltec.edu/trio/>.

## Student Disability Resource Center

Greenville Technical College is committed to providing equal opportunity for all students with disabilities and assisting them in making their college experience successful in accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Student Disability Resource Center (SDRC) is available to assist in the planning and implementation of appropriate accommodations. Students who have a physical, learning or mental health impairment that substantially limits a major life function are responsible for identifying themselves to the Student Disability Resource Center and providing appropriate documentation. SDRC will offer services and assist students in developing an accommodation plan based on the severity of their disability and course requirements.

The Student Disability Resource Center office is located on the Barton Campus in the Student Center (Building 105, Office 113). Students can contact our office via phone at (864) 250-8202 or email [DisabilityServices@gvltec.edu](mailto:DisabilityServices@gvltec.edu). Services are available by appointment at the Brashier, Benson and Northwest campuses. Visit our web page at <https://www.gvltec.edu/disability-services/>.

## Counseling

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

Counseling Services is located in The Beattie E. Huff Student Center, Building 105 on the Barton campus. The offices are located in Suite 218.

Students can reach our office via phone, (864) 250-8322, or email at [CounselingServices@gvltec.edu](mailto: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 an as-needed basis. Appointments will be available from 8 a.m. to 5 p.m. Please call (864) 250-8322 for more details or to schedule an appointment.

Visit our web page at <https://www.gvltec.edu/counseling/>.

## Bookstore

The student book and supply store is centrally located in the Engineering Technologies Building (Bldg. 103) on the Barton Campus. It offers students required textbooks, supplemental books and supplies, as well as soft goods and gift items bearing the college name and logo. Computers, web cameras, external hard drives, and other technology items may be purchased as well.

Brashier, Benson and Northwest Campuses have auxiliary bookstores that offer many of the same books and supplies. Online ordering is available with home delivery or locker pick-up at all locations.

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. Books that include an access code, if the access code has been used, are not refundable. Some classes have an access code only. If the access code has been used, it is non-refundable.

The bookstore will accept VISA, MasterCard, Discover and American Express cards and checks for payments. The check must be made out for the exact amount of the purchase (Driver's License-ID and Colleague Student ID Number required). Two-party checks are not 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 <https://www.gvltec.edu/bookstore/> for peak hours during registration periods.

For bookstore hours at the Brashier Campus, call (864) 250-4163; at the Benson Campus, call (864) 250-3003; at the Northwest Campus, call (864) 250-3637 and at the Barton Campus, call (864) 250-8042.

**Note:** Used books will be bought from students during a designated time at the end of each semester. The wholesaler will purchase books that are going to be used the next semester at a competitive price. The wholesaler may purchase books that 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 four hours in length, and availability is limited. For the current schedule or to make an appointment, please call (864) 250-8126.

Visit our web page at <https://www.gvltec.edu/dental-clinic/>.

## 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.

Childcare services at the center are available for GTC students, faculty, 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 any time during regular business hours or emailed upon request.

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. Visit our web page at <https://www.gvltec.edu/child-development-center/>.

## Student Clubs and Organizations

There's more to the college experience than classes and labs, and Greenville Technical College offers many ways to get involved, engage with others and discover new opportunities. Joining a club or organization can help you make new friends, develop leadership skills, support causes important to you, and put your classroom knowledge to use. Explore the many opportunities available to you from the link below. Don't see what you're looking for? Check out the Student Club & Organization Handbook (<https://mygvltec.sharepoint.com/sites/stuprodteams/Documents/Forms/AllItems.aspx?id=%2Fsites%2Fstuprodteams%2FDocuments%2FGTC%20Student%20Club%20Organization%20Handbook%20%2D%202023%2D2024%2Epdf&parent=%2Fsites%2Fstuprodteams%2FDocuments&p=true&ga=1>) for complete guidelines of how to set up a new club or organization and, once established, manage operations.

Please visit our website for more information on Student Clubs and Organizations (<https://www.gvltec.edu/clubs/>).

## Other Educational Opportunities

### Find Your E (First Year Experience)

Through the First Year Experience (FYE) program, our faculty and staff members host engaging activities to help students successfully transition into college by connecting them with resources and services. FYE events include Get the Scoop! and Warm Up to GTC information fairs,

Welcome Tents, Hey Day!, an Academic Majors Fair, as well as a variety of Lunch and Learn programs.

## FYE Peer Leaders

Peer Leaders are current students who serve as role models and leaders in COL 103 College Skills and COL 105 Freshman Seminar. Peer Leaders assist first-year students with the transition into college life by connecting students to the college community.

## 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 [ExperientialLearning@gvltec.edu](mailto:ExperientialLearning@gvltec.edu). Visit our web page at <https://www.gvltec.edu/real-life-experience/>.

## University Center of Greenville (UCG)

The University Center of Greenville (UCG) was established to offer bachelor's, master's and doctoral degrees from many of the State's most respected and highest-ranked universities. The UCG mission is to advance the access and attainment of higher education degrees for the benefit of the citizens and economic community of Greater Greenville, South Carolina. The University Center of Greenville's current member universities include Anderson University, Bob Jones University, Clemson University, Converse College, Furman University, Lander University, South Carolina State University, University of South Carolina and University of South Carolina Upstate. Greenville Technical College is also a member of UCG and provides lower-division university transfer courses to the center's baccalaureate degree programs. The University Center of Greenville's member universities collaborate 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.

UCG offers more than 750 courses year-round in over 80 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 faculty members from the sponsoring universities. Most Furman University courses are taught on the Furman campus.

UCG is located in McAlister Square on South Pleasantburg Drive 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 <https://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 <https://www.gvltec.edu> where students will find course offerings that include online and blended courses and additional information.

### Online Learning Requirement: COL 111 (E-Learning Success)

- Students who plan to take an online course(s) must complete a 1-credit, online COL 111 E-Learning Success course designed to foster success in an online learning environment. Before registering for any fully online course, students must have either completed COL 111 E-Learning Success successfully (prerequisite) or be registered for COL 111 E-Learning Success (co-requisite) in the same term.
- Research has shown that students who complete COL 111 E-Learning Success are more likely to succeed in their other online courses. Faculty members have designed COL 111 E-Learning Success to introduce students to basic computer skills and functions necessary to navigate the Blackboard learning management system. COL 111 E-Learning Success also includes assignments for students to self-assess whether they are prepared for online learning.

- Unlike other courses, COL 111 E-Learning Success tuition is set at \$50 plus applicable fees. Furthermore, there is no additional textbook cost. The course is mandatory whether required in program hours or not. If not required in program hours, some financial aid may not apply. There is no waiver to exempt COL 111 E-Learning Success. Previous online work at GTC or another institution will not apply.

## Course Delivery Options

**Face-to-Face:** Face-to-face courses are traditional courses with regularly scheduled on-campus or approved off-site class meetings with no more than 24% online instruction time. All instructors teaching face-to-face courses use the Blackboard learning management system to communicate course information such as course syllabus, plan of instruction, course policies, instructor information, assignment due dates, and student grades. However, instructors may use other learning tools, including online discussions, quizzes, or assignments.

**Blended:** Blended courses include a minimum of 25% face-to-face instruction on campus or at an approved off-site location, with the remaining course instruction time occurring online. The schedule and structure (including online assignments, discussion forums, labs, etc.) can vary significantly from one blended course to another. All on-campus requirements and meeting times must be listed in the scheduling system before registration and must also be listed in the course syllabus/ plan of study. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or test proctoring.

**Online:** In an online course, instructors conduct all instruction, assignments, projects, research, and assessments using digital tools and the Blackboard learning management system with no in-person requirements. Online courses require using a remote proctoring service to verify student identity. Students may request the option to take assessments at an approved testing center or via a web conferencing tool. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or test proctoring.

**Synchronous Online Courses:** Online courses that have established virtual class meeting times listed in the scheduling system before student registration to assist better students with class attendance. Faculty are required to record and make available to students any scheduled synchronous meetings. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or test proctoring.

**Asynchronous Online Courses:** Online courses that do not have established class meeting/session times. Whether or not an online course is synchronous or asynchronous, online courses must have at least one gradable assignment per week to establish student attendance.

Greenville Technical College may in its sole discretion change the delivery of its courses at any time to partial or total online delivery without penalty due to circumstances beyond the control of the college, including but not limited to natural disasters (e.g., tornado, earthquake, flood, hurricane, etc.) war, terrorist attack, strike, public health outbreak (e.g., pandemic or wide-spread and/or infections disease outbreak), fire, release of nuclear material or dangerous substance into the environment or other catastrophic event or major disruption of college operation for any other reason.

## 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 <https://free-pdf-reader.en.softonic.com/>.

## 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:

| Course  | Title                                 | Hours |
|---------|---------------------------------------|-------|
| AET 299 | Applied Research in Architecture      | 4     |
| BIO 299 | Research in the Biological Sciences   | 3     |
| BUS 299 | Research in Business                  | 3     |
| CET 299 | Applied Research in Construction      | 4     |
| CHM 299 | Research in Chemistry                 | 3     |
| EGR 299 | Applied Research in a Technical Field | 3     |
| ENG 298 | Research in English                   | 3     |
| HSS 298 | Research in the Humanities            | 3     |
| MEC 299 | Research in Advanced Mechatronics     | 4     |
| MTT 299 | Research in Advanced CNC              | 3     |
| PSY 299 | Research in Psychology                | 3     |
| SOC 299 | Research in Sociology                 | 3     |
| SPC 298 | Research in Communication             | 3     |

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 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.

Creative Inquiry 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 historical significance of religious artifacts, evaluation of a fish population in a small pond, lack of representation of female artists in museums, automotive repair from damaged car to reliable transportation, magical realism in Latin American literature or water quality evaluation of a small campus pond.

For additional information about CI opportunities, visit <https://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.

GTC Alumni have many benefits, including full access to Career Services and the Greenville Technical College Library.

## Corporate and Continuing Education

The Corporate and Continuing Education 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, Greenville Technical College locations throughout Greenville County or online.

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.

For more information about Corporate and Continuing Education course offerings, call (864) 250-8800 or go to (<https://www.gvltec.edu/continuing-ed/>).

## Business & Leadership

Helping your organization improve performance and achieve a competitive advantage is the goal of the Business and Leadership 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 management standards, 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 the implementation of new programs and strategic planning.

The Corporate and Continuing Education 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.

For more about our business offerings, visit <https://www.gvltec.edu/continuing-ed/business-leadership/>.

## Environmental, Occupational Health and Safety Training

Managing environmental, occupational health 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 CPR and First Aid, Safety, Hazardous Material (including Asbestos and Lead certifications), Industrial Fire Brigade, HVAC Refrigerant Certification, Indoor Air Quality and Mold Remediation, Solar Photovoltaic Technician Training, Food Safety, Occupational Health Certifications (such as Audiometric and Pulmonary Function Testing) and Emergency Response for non-medical personnel.

For more about our EOHS training, visit <https://www.gvltec.edu/continuing-ed/EOHS/>.

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

Diverse training programs are offered to adult learners entering the health care field as well as 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, Patient Services Representative, 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. Certification in medical coding is offered.

For the individual wanting to begin a career in health care, the “Quick Jobs” track is a good opportunity to train as a unit secretary, phlebotomist, medical biller or coder, medical scribe, patient services representative, nursing assistant or sleep technician.

For more about our healthcare options, visit <https://www.gvltec.edu/continuing-ed/health/>.

## Industrial, Manufacturing and Trades Training

Our state-of-the-art classrooms and labs allow hands-on training opportunities through a number of short-term job training courses, with both day and evening class availability. Courses and programs in Industrial, Manufacturing and Trades are well suited for individuals who enjoy working in fields such as construction, electrical, industrial maintenance, manufacturing, transportation and logistics.

We offer several entry-level, intermediate and advanced skilled trades courses that may run from several days to several months and include Computer Numerical Control (CNC) programs designed to provide the skill set needed for industry certification and today's manufacturing environment. Other training opportunities include Entry Level Construction training, Forklift Safety Training (Three Year National Safety Council Certification), Electrical—SC Journeyman's Certification Exam Review and Lift Truck Train-the-Trainer.

For more about our skilled trades training options, visit <https://www.gvltec.edu/continuing-ed/manufacturing-trades/>.

## Personal and Professional Enrichment

Personal and Professional Enrichment programs and courses encompass a wide and ever-changing variety of subjects. You will not only learn an actual skill through hands-on experience but also how to market that skill! Content areas include culinary arts, languages, photography, defensive driving, motorcycle safety, wedding planning, floral design and tax preparation, as well as special interest and many online class options. State-approved pre-licensing courses for CDL truck driver training and real estate sales are offered each semester. In addition to CDL, we now offer an online self-paced Entry-Level Driver Training (ELDT) for Hazardous Materials course. This course opens up a wider variety of job and income opportunities for drivers.

Accelerate U and Adventure TECH summer day camp series for middle and high schoolers focus on exposing students to career clusters in Greenville County through fun and engaging camps. Visit <https://GTCSummerCamps.com> for more information.

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 instructors consist of artists, authors, chefs, designers and photographers. They 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.

For more enrichment options, visit <https://www.gvltec.edu/continuing-ed/personal-professional-enrichment/>.

## Truist Culinary & Hospitality Innovation Center (CHI)

The Truist Culinary and Hospitality Innovation Center (CHI) brings a unique training facility for workforce development to West Greenville. As Greenville Tech's newest location, CHI is a neighborhood-based venue delivering education, personal interest courses, business leasing space and job training in the heart of the community. CHI is the innovative result of private sector, government and education partnering to bring economic mobility and workforce development to this part of Greenville.

CHI offers continuing education non-credit courses in culinary and service. Quick Jobs Culinary Training for Industry includes an entry-level certificate in Basic Cooking Skills and an entry-level certificate in Basic Service Skills, both of which can be completed in less than 90 days. ServSafe food safety training is also available.

For details on culinary training for industry courses, visit <https://chigreenville.com/>.

## 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 Corporate and Continuing Education division as continuing education non-credit, certificate-based offerings. Many of the courses do not require a high school diploma or GED.

For details on our Quick Jobs options, visit <https://www.gvltec.edu/quick-jobs/>.



## Academic Policies

### Academic Grievance Procedure

Greenville Technical College encourages students to resolve academic grievances informally by discussing their concerns with the appropriate instructor and department head. For information about the grievance process, please see the "Student Grievance Procedure" section of the Student Code, which appears in this handbook.

### Academic Forgiveness Policy

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

Specific circumstances are required:

- Students may submit an application for Academic Forgiveness for any semester completed five years prior to the date of the written application.
- 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 may petition for Academic Forgiveness only one time during his or her academic career at Greenville Technical College.
- Academic Forgiveness includes all grades completed during the relevant term.
- Forgiven courses do not count toward total credit hours, cumulative grade point average or the completion of any certificate, associate, or bachelor degree.
- Students may not petition to exclude any course grade that has already counted toward an earned certificate, diploma, associate, or bachelor degree.
- Students may not transfer excluded courses to another institution for credit.
- Once Academic Forgiveness is granted, a student may not reverse the process.
- Student Records will maintain a copy of the Academic Forgiveness application in the student's permanent record.
- Excluded courses and grades will appear on the student's transcript but will be designated with a strikethrough (X) on the course information and grades.
- State and federal policies related to the determination of scholarships, student financial aid or other matters associated with student cumulative grade point average or attempted credit hours supersede this local policy.
- All courses completed during the requested semester(s)/quarter(s) will be excluded from the cumulative GPA 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 towards completion of a certificate, diploma, associate degree, or bachelor degree.

## Academic Misconduct Policy

Greenville Technical College values academic integrity as an unconditional requirement for reputable scholarship. Conversely, the college rejects all forms of academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, collusion, fabrication and sabotage whether in person, in writing or electronically.

**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 or assignment.
- 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.
- Posting or allowing others to post parts or all of tests or graded assignments electronically so that others may view them.
- Bribing or coercing any other person to obtain tests or information about a test or other assigned work.
- Substituting for another student or permitting any other person to substitute for oneself.
- Cooperating or aiding in any of the above for any other person or oneself.

**Collusion** occurs when one accepts, solicits or knowingly assists another person in an act of academic misconduct.

**Fabrication** means the known use of false, misleading or invented information in a test or other academic work including the sources of information.

**Plagiarism** occurs when any portion of another person's work is presented as one's own without properly acknowledging the original author. Self-plagiarism is the reuse of significant, identical or nearly identical portions of a student's own work without acknowledging that (s)he is doing so or citing the original work. With the exception of common knowledge, students are responsible for crediting all sources of information; what is considered common knowledge may differ from course to course.

- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics or pictures of another person without acknowledgment.
- A student must give credit for originality and acknowledge the source whenever:
  - Directly quoting another person's actual words, whether oral or written;
  - Using another person's ideas, opinions or theories;
  - Paraphrasing the words, ideas, opinions or theories of others, whether oral or written;
  - Borrowing facts, statistics or illustrative material;
  - Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.
- Self-plagiarism is the reuse of significant, identical or nearly identical portions of one's own work in the same or different context without acknowledging that one is doing so or citing the original work.

**Note:** Students are advised to take advantage of safeguards that the college has in place to help them avoid committing plagiarism.

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

## Academic Misconduct Procedure

1. An instructor who has reason to believe that a student enrolled in their class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student, determines that the student has likely engaged in academic misconduct as alleged, the instructor will inform the student and impose an appropriate academic sanction from the following list:

- a. Completion of an educational activity relating to the nature of the offense.
- b. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
- c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- d. Assign a failing grade for the course.
- e. Require the student to withdraw from the course.

If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information. Egregious or repeat offenders may be referred to the College's Chief Student Services Officer or designee for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it. Alleged acts implicating both academic and student misconduct may be pursued through the Academic Misconduct Procedure and Student Misconduct Procedure simultaneously.

3. If the student is found responsible for academic misconduct, the instructor will submit a written report about the incident and the sanction imposed to the Academic Dean's office of the school in which the violation occurred within two (2) instructional days.

4. The Academic Dean or Assistant Dean will send a notification to the student summarizing the incident, the finding, and the terms of the imposed sanction as well as informing the student that the decision and/or the sanction may be appealed by submitting a written request to the Academic Dean within five (5) instructional days of the date of notification.

5. If a student appeals the findings, the Academic Dean will convene a Hearing Committee to consider and hear the appeal within ten (10) instructional days.

a. The Hearing Committee will be made up of at least three persons, which shall include (1) the respective Academic Dean or designee and (2) instructor(s), staff, or student(s) from outside the department of alleged misconduct as determined by the Academic Dean. The hearing will be closed to everyone except the parties and any relevant witnesses. The student may bring one other person into the hearing, but that person will not be allowed to address the hearing panel. Witnesses will come into the hearing room one at a time. The panel may record the hearing but not the deliberations. No one other than the panel may record the hearing or be given access to notes or recordings. Students are allowed to take notes during the hearing but are not allowed to record or be provided with

copies of committee notes. The panel will use the standard of "clear and convincing," which means that the information presented shows that it is highly probable that the violation(s) occurred. The panel will make its decision by a majority vote for both violations and sanctions. The Hearing Committee will then render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision but impose a less severe sanction
- c. Overturn the decision

6. Within two (2) instructional days of the hearing, the Academic Dean's office will inform the student of the decision by notice through the student's college email account with read and delivery of receipt. The notification must also inform the student that the decision of the Hearing Committee may be appealed to the College President or designee.

7. The student may appeal a decision or the sanction to the College's President or designee if the student can provide new evidence not available during the Hearing Committee's review that could affect the determination, can demonstrate bias by the Academic Dean or Hearing Committee that affected its determination, or if the sanction is suspension or expulsion from the program or college. An appeal must be submitted in writing within seven (7) instructional days of the date on which the Academic Dean or Hearing Committee made the decision.

8. If additional information becomes available during the appeal process that indicates academic misconduct by other students who are not a party to the underlying proceeding or appeal, the Chief Academic Officer or designee may conduct or direct further investigation as appropriate. Additional investigations of academic misconduct are not intended to delay proceedings in progress, and it is within the college's discretion whether to consolidate multiple proceedings or process them individually.

## Copyright and Intellectual Property Rights

In general, **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 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)**, in general, is a broader term defined as patentable inventions, discoveries, processes, mass works, tangible research property, trademarks, service marks, software and other copyrightable works. It refers to any product of intellectual value that is unique, novel, unobvious and/or original, or otherwise subject to copyright or patent protection pursuant to Title 17 or Title 35 of the U.S. Code of Laws.

The college does not claim ownership of intellectual property developed by students, faculty or staff who create original works or inventions on their own time using their own resources. The college may, however, retain whole or partial ownership when students, faculty or staff create intellectual property works in fulfillment of program or course requirements or while using significant resources provided by the college. Additionally, students, faculty or staff may be required to waive their rights to intellectual property that is specifically developed for outside entities as part of a course or other college assignment or

responsibilities. The college and outside entities may require a written ownership agreement regarding intellectual property ownership and royalties. Additional information is available for copyright and intellectual property and may be viewed on the website at <https://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 Center for Student Advocacy. The college recommends that Academic Recovery students take no more than 8 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 Center for Student Advocacy 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 Center for Student Advocacy 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 Center for Student Advocacy.

## 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 semester 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 (<https://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 college will delete the course from the student's schedule and notify the student of the change via an official email address.
- If a student registers for a course but fails to pay the requisite tuition and fees by the deadline set by the college, the college will delete the course from the student's schedule and notify the student of the change via an official college email address.

### Administrative withdrawal due to attendance:

- **Never in Class (NIC):** During the add/drop period, students will be withdrawn if they do not attend class. If a student registers for a course but fails to attend during the add/drop period (including failing to meet the criteria to be counted as present in an online course), the college will administratively withdraw the student from the course and assign a grade of WA (Administrative System Withdrawal). No credits or grade points will be awarded, and the WA will not affect the GPA. The student will be responsible for course payment in accordance with the college refund policy. The college will notify the student of the administrative withdrawal via the student's official college email address. For students receiving financial aid, this withdrawal will not count as a course attempt and will not affect future financial aid awards.
- **14-Day Rule:** At any time during the semester and regardless of a student's use of financial aid benefits, the college will withdraw a student who is not in attendance for 14 consecutive calendar days including weekends, holidays, college breaks and canceled class sessions, and college breaks lasting four days or less. Breaks of five or more days will be excluded from the 14-day attendance count.
- **Prior to the course last day to withdraw date,** the college policy is to assign a grade of W (Withdrawn). No credits or grade points will be awarded and the W will not affect the GPA. For students receiving financial aid, the course will count as an attempt and may affect future financial aid awards.
- **After the course last day to withdraw date,** the college will assign a grade of WF (Withdrawn Failing) for the course, which will negatively affect the GPA calculation. The student will be responsible for course payment and will not be eligible for a refund. The college will notify the student of the administrative withdrawal via the student's official college email address. For students receiving financial aid, the course will be recorded as an attempt and may affect future financial aid awards.
- Students who have been administratively withdrawn from a course may request reinstatement. Reinstatements must be approved by the course instructor.

### Administrative reinstatement into a course:

- A student who has been withdrawn from a course may request reinstatement if the student notified the instructor of absences as they occurred and has documentation to support those absences, if appropriate. Both the instructor and the department head must approve the reinstatement. Course, department and school policies regarding making up coursework will apply; the instructor's decision regarding missed work will be final.
- The college will charge a reinstatement fee in accordance with the Tuition and Fee Schedule for each course for which reinstatement is approved – \$75 per course.

With the approval of the chief academic officer, individual departments may set attendance requirements that are more stringent than those stated above if they are required by accreditation bodies or other similar oversight. Those requirements must be published 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 of a student including, but not limited to, VA and other financial aid benefits.

## Auditing a Course

A student who wants to enroll in a college credit 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 all course co-requisites and prerequisites unless the assigned instructor has provided written consent to waive them. No credit is awarded for audited courses. Audited courses may not be used to fulfill prerequisite requirements for any course or program. A student may audit no more than 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 beginning 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 in accordance with policies and procedures for repeating an academic course. Students may not audit any developmental courses.

**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 a fall, spring or summer semester. A student must petition the school dean to register for more than 18 credit hours during the fall or spring semester or for more than 15 credit hours during the summer semester. A student's academic status may influence the maximum allowable credit hours a student may take.

## Course Substitutions and Waivers

Course substitutions and waivers must be approved by the student's academic program director.

## Dropping, Adding and Withdrawing from Courses

Students may drop courses during the add/drop period for each course; students may add courses during the same period only before the class actually meets. Courses dropped during this period will not appear on the transcript. Students who withdraw from a course prior to the withdrawal deadline will earn a grade of W for that course, and the W will be reflected on the transcript. Refer to the college refund policy for information concerning refunds.

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 published withdrawal deadline. Students may withdraw from any or all courses either electronically or through the Office of Student Records. Some students such as transient and career development students must complete the withdrawal process through the Office of Student Records. **Any hold on a student's account (due to fines owed or similar obligations to the college) will prevent a student from withdrawing electronically.**

The dates for add, drop and withdrawal are tied to the particular session code and class section number as well as the start and end dates for a 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 coursework.

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

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



## Other Grades Used

**AU** — Audit; not used in GPA calculations; no credit or grade points.

**I** — Incomplete; indicates some work is incomplete in a course. “I” does not affect grade calculations and earns no credit hours. Note: An incomplete does affect student financial aid. Refer to the Incomplete Policy below for additional information.

**MI** — Military Incomplete; refer to military service, duty, training or disaster relief policy.

**NP** — Grade recorded in lieu of a D or F earned in a course in which a student elected the course Pass/Nonpass option; does not earn credit, not used in GPA.

**NR** — No Report; indicates no grade was submitted.

**P** — Grade recorded in lieu of A, B or C earned in a course in which a student elected the course Pass/Nonpass option; earns credit, not used in GPA.

**S** — Satisfactory progress equivalent to a grade of C or higher.

**TR** — Transfer; given for certain 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 an accredited post-secondary institution.

**U** — Unsatisfactory progress equivalent to a grade of D or F.

**W** — Withdrawn; no credits or grade points; used when a student withdraws or when an instructor withdraws a student due to excessive absences (see Attendance Policy).

**WA** — Administrative System Withdrawal; no credits or grade points; used when a student enrolled in a class but never attended (NIC).

**WF** — Withdrawn failing. Failure due to absences; no credits but a grade point of zero for each credit hour will be used to calculate GPA. Used when a student is not in attendance for 14 consecutive calendar days (including non-class days, holidays and weekends) at any time during the semester including after the last day to withdraw.

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

**Note:** The Office of Financial Aid may compute grade point averages differently from academics, and the consequences of grades may vary for academic and financial aid purposes.

## Incomplete Policy

An **Incomplete** is defined as academic work for which unforeseeable, emergency and justifiable reasons have not been finished at the end of the term. Emergencies and justifiable reasons do *not* include an opportunity to raise the grade earned; a student not taking the final exam without notification to the instructor as to why; or using the incomplete as a means to retake a portion of the course due to a non-passing grade.

### Guidelines:

1. Student must have completed a vast majority of the work required for the course. Usually, the vast majority of work means at least 75% of the assignments required for grading must have been completed.
2. Student must be passing the course with a grade of C or better.

3. No incompletes will be given prior to the last day to withdraw.
4. Student must request an incomplete in writing prior to an instructor's submission of the final grade.
5. Students receiving an incomplete cannot enroll in a class for which the course receiving an “I” is required as a prerequisite until the “I” has been replaced by an applicable letter grade.
6. The incomplete may be made up no later than 90 days after the end of the term in which it was assigned, at which time the instructor's grade shall be entered on the student's academic record.
7. The annotation on the student's transcript shall indicate the change from “I” to the grade earned.
8. A student may petition for an extension of 90 days due to unusual circumstances. The petition will be reviewed by the instructor whose decision shall be forwarded to the Department Head for approval.
9. The “I” will be changed to an F if all work is not completed satisfactorily by the assigned deadline.

## Transfer Credit

The college may accept comparable course-to-course transfer based on demonstrated learning competencies consistent with GTC courses, programs of study and credit requirements.

All transfer credits must be supported by an official transcript from a regionally accredited post-secondary institution or by special agreement. An official transcript bears the institution's seal, current date and appropriate signatures, and the issuing college must send it directly to GTC. The college will accept system-generated electronic transcripts (ex. Parchment Exchange) that the issuing institution sends to [studentrecords@gvltec.edu](mailto:studentrecords@gvltec.edu).

The college may or may not accept coursework from a non-regionally accredited institution. Additional documentation will be required for consideration.

Students requesting transfer credit from foreign institutions must have official transcripts sent directly from the issuing institution to a transcript evaluation service accredited by the National Association of Credential Evaluation Services (NACES). The transcript evaluation service will send a translated copy to the Transcript Evaluation Office. The transcript evaluation service will indicate whether the foreign institution is adequately accredited and list letter grades and American hours earned for all courses. GTC will not accept English coursework from a foreign country unless it is the native language of that country.

Credits that are accepted in transfer will be indicated by a grade of “TR” on the GTC transcript provided that the grade earned at the sending institution is “C” or above. While a “TR” grade earns credit hours, it does not generate grade points and is not used in GPA calculations.

GTC may accept transfer courses with a grade value of “pass” or “satisfactory” when the official transcript states that a “pass” or “satisfactory” is equivalent to a grade of “C” or higher.

In general, GTC will consider courses for transfer regardless of age; however, some programs may restrict the age of courses accepted for program admission, prerequisites and/or program completion.

Proficiency or credit by examination earned at another college or university is non-transferable.

To meet graduation requirements for a program at GTC, students must earn at least 25% of the total credit hours of their program of study



through courses taken at GTC. Transfer credit will not count toward the 25%.

The 3-5 Transfer of Credit policy ([https://www.gvltec.edu/about\\_greenvilletech/administration\\_governance/admin\\_policies/3-05-Transfer-Credit.html](https://www.gvltec.edu/about_greenvilletech/administration_governance/admin_policies/3-05-Transfer-Credit.html)) and procedures may be found on the college website.

## Credit from Prior Learning Assessment (PLA)

Greenville Technical College recognizes both traditional and non-traditional learning and may award credit to currently enrolled students when learning can be documented to be substantially equivalent to a Greenville Technical College course needed for completion of a particular credential.

To meet graduation requirements for a program at Greenville Tech, students must earn at least 25 percent of the total required credit hours through courses taken at GTC. Neither exemption credit, courses transferred from another institution, nor credit from alternate sources count toward the 25 percent. The following means of awarding credit are approved by the college but are not used in GPA calculations, will not generate grade points and do not count toward the 25 percent required hours through GTC. These credits may or may not be accepted as transfer credit at other institutions. Transcripts and non-traditional learning documents used as the basis for these credits are provided for college use only, become part of official records and cannot be returned.

**Note:** Exemptions will not be granted for courses in which a student is currently enrolled (dropping a course during the add/drop period does not constitute enrollment), for a course in which a student was previously enrolled or for a course that has been audited.

**Note:** In the event the student transfers to another institution after GTC, the accepting institution may evaluate exemption credits independently.

**TR – Transfer of credits** – College credit with a grade of C or better from other regionally accredited and non-accredited post-secondary institutions may qualify for transfer credit. Credit will be awarded by the Office of Student Records/Transcript Evaluation after an official transcript has been received and evaluated according to the Transfer of Credit policy and procedures located on the college's website.

Students seeking course exemption by any method listed below should submit a written petition for consideration. Program department heads or their designees will determine, maintain and present for college publication a listing of course eligibility and the type of exemption requirements.

**EA – Exemption earned through Articulation with High Schools** – Written agreements have been established with secondary schools to grant exemption credit for specific courses as Technical Advanced Placement (TAP).

**EB – Exemption earned through Waiver of Prerequisite Requirements** – The department head and/or academic program director may, at their discretion, grant course exemption to waive requirements for prerequisite courses.

**EE – Exemption earned through Examination** – Upon written petition from a currently enrolled 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 administered by an assigned exam proctor.

Exemptions will not be granted for courses in which a student is currently enrolled (dropping a course during the add/drop period does not constitute enrollment), for a course in which a student was previously enrolled or for a course which has been audited. Exemption exams may only be attempted one time.

Upon meeting the exemption requirements, the college will give credit hours identical to the number of credit hours normally assigned to the course at Greenville Technical College. The college may credit these hours toward graduation requirements.

The college will charge a fee as stated on <https://www.gvltec.edu> and the Student Application for PLA form for exemption earned through examination.

### EI – Exemption earned through Business and Industry Work Experience

– Currently enrolled students may request course exemption through business and industry work experience by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator. Methods to evaluate this experience may include demonstrating applicable skills or other documentation of acquired knowledge.

**EM – Exemption earned through Military Experience** – Currently enrolled students may request course exemption based upon military experience by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator. Courses and experience completed in the military and at military schools that are recommended by the American Council on Education (ACE) may qualify for exemption credit.

### EN – Exemption earned through Articulation with Noncredit Coursework

– Some noncredit coursework is eligible to transfer as academic credit. Currently enrolled students may request this credit by submitting a written petition for consideration to the appropriate department head, academic program director or PLA evaluator.

### EO – Exemption earned through Advanced Placement (AP) examination

– The college recognizes the quality of Advanced Placement (AP) examinations 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, academic program director or PLA evaluator.

### EO – Exemption earned through International Baccalaureate (IB)

**examination** – The college recognizes the academic challenges of the International Baccalaureate (IB) Diploma Program and will award exemption credit to IB graduates who earn acceptable scores. Only IB-HL (higher-level) exams are eligible for consideration; IB-SL (standard-level) are not eligible. The student's transcript must be sent directly to the Office of Students Records/Transcript Evaluation for review.

### EO – Exemption earned through College Level Examination Program

**(CLEP/Dantes)** – The college may award exemption credit to a student who makes satisfactory scores on CLEP subject exams. The appropriate department head, academic program director or PLA evaluator must approve course eligibility and exemption credit.

**EP – Exemption earned through Portfolio** – Currently enrolled students may request exemption credits through documented work or life experiences in the field in which a degree is being pursued by submitting

a written petition to the appropriate department head, academic program director or PLA evaluator. This type of prior learning assessment may be used when exemption credit is not feasible through other means. As defined by the academic program, this requires submission of a compilation of documentation (i.e., portfolio) that demonstrates learned competencies, expertise and knowledge from career, military or volunteer service equivalent to the course outcomes for which credit is being sought. The college will charge a fee as stated on <https://www.gvltec.edu> and the Student Application for PLA form for exemption earned through portfolio review.

#### **ET – Exemption earned through Professional Certifications –**

Currently enrolled students may request course exemption based upon professional certification by submitting a written petition to the appropriate department head, academic program director or PLA evaluator. Official documentation of current and valid professional certification is required. Exemption is based upon an external industry certification that indicates a student has met the competencies of a programmatic core or elective course.

## **Course Pass/Non-Pass Option**

The Pass/Non-Pass grade option gives students the opportunity to complete a course without affecting their overall grade point average (GPA). Other benefits of this option include:

- Continuing to learn course content, making the course less challenging if it must be repeated for a passing grade
- Exploring an unfamiliar course topic without risk to GPA

**Important:** This option is not a withdrawal. Students approved for P/NP must continue to attend and participate in class. Attendance policies still apply. If a student is withdrawn for non-attendance, they will receive a grade of WF, which computes as a grade of F in the student's GPA.

- Students must elect the P/NP option no later than the last class day of the semester. The last day of the semester is published on the GTC Calendar (<https://www.gvltec.edu/calendar/>) located on the website.
- If approved for the P/NP option, a final grade of A, B, or C will be recorded as P and a final grade of D or F will be recorded as NP on the student's transcript.
- Neither P nor NP is used in the grade point average calculation.
- Course credit is awarded if a grade of P is earned. Credit is NOT awarded if a grade of NP is earned.
- Students may only earn P/NP grades in two college-level courses per transcript.
- A grade of P is considered a grade of C for those students applying to weighted admission programs within the School of Health Sciences.
- Requests for the P/NP grade option by students on academic recovery or suspension are not considered until final grades are submitted.
- Some scholarship criteria and honorary societies do not accept this grading system and may not accept the coursework.
- It is the student's responsibility to investigate the implications of a course with a P/NP grade in their program of study and for transfer to other academic institutions. The GTC transcript will indicate that a grade of P is equivalent to a grade of C or higher, which is often accepted by 4-year institutions.

## **Grade Appeals**

A student may appeal a final course grade only if the student can demonstrate that an inappropriate grade was assigned as a result of prejudice, discrimination, personal malice, caprice or circumstances such as mechanical, arithmetic or clerical error. The burden of proof is on the student.

A student who elects to appeal an academic grade is required to adhere to the following process:

- Step 1.** The student first appeals a final grade to the department head. The appeal must be written and submitted no later than 15 calendar days from the start of the following term. The department head will respond in writing within seven calendar days.
- Step 2.** If the appeal is not resolved at Step 1, the student may appeal to the applicable school dean. The student must submit a written statement, along with any documentation that he/she wishes considered, within seven calendar days after receipt of notification from the department head.
- Step 3.** The school dean will respond with a decision in writing to the student and department head within seven calendar days.
- Step 4.** If the appeal is not resolved in Step 3, the student may appeal to the vice president of learning & workforce development. This appeal must be written and submitted, along with any documentation to be considered, within seven calendar days after receipt of notification from Step 3. The vice president of learning & workforce development will review the appeal and determine further steps to be taken.

If necessary, the vice president of learning & workforce development will assemble a three-member appeal committee including one faculty member from the school in which the appeal was initiated but outside of the academic program concerned; one faculty member from another division/school; and one school dean. The student has the right to be assisted by any single advisor he/she chooses at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or to participate directly to the committee. This step, including any student and/or faculty interviews and the committee's written response to the student by the school dean on the committee, should be completed within seven calendar days. The decision of the vice president of learning & workforce development or the appeal committee, if assembled, is final.

## **Repeating a Course**

Students may register for a course a maximum of two times. All grades, including D, F, W, WA and WF, count toward the maximum of two registrations for a course. After two attempts, 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.

Regardless of the number of attempts made, students may receive federal financial aid for no more than 30 attempted hours of developmental courses, including the co-requisite courses attached to ENG and MAT courses.

**Note:** The federal government has different policies and may not cover repeated courses. Students receiving financial aid should review and understand those policies.

## Withdrawal from the College

Any student who finds it necessary to withdraw from all courses 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 Student Records (or to a satellite campus) on or before the published last date to withdraw. Dates for courses may vary within a semester; the student must process the withdrawal prior to the applicable withdrawal deadline.

### Option 2:

Students may withdraw online. Any holds on a student's account (due to fines owed or similar obligations to the college) will prevent the student from withdrawing online.

### Option 3:

Students may request Late Withdrawal by completing the Late Withdrawal Request Form (Related to Medical and Hardship Requests) to the Office of Student Records.

When a student receiving federal financial aid withdraws from all classes after the add/drop date, the college has to return a portion of the student's aid to the Department of Education (DOE), even if the money has already been disbursed to the student. Therefore, if a student receiving financial aid totally withdraws from the college, the student must pay that money back to the college. Due to federal regulations, there are no exceptions 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 of the U.S. military may be called for active duty, specialized training or 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 adopted in an effort 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 for active duty, specialized training or 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 advisor.
- 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 any time 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 for 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 classes after the add/drop date, the college has to return a portion of the student's aid to the Department of Education (DOE), even if the money has already been disbursed to the student. Therefore, if a student receiving financial aid totally withdraws from the college, the student must pay that money back to the college. Due to federal regulations, there are no exceptions made for military deployment in the 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 for active duty, specialized training or 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:

- Between 2 and 30 missed 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.

## 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.

## Virtual Proctoring Options for Online Courses

Greenville Technical College (GTC) requires virtual proctoring for testing in fully online courses. Virtual proctoring is also used in some blended and face-to-face courses. Respondus LockDown Browser (RLDB) and Monitor is the remote/virtual proctoring service used by GTC. RLDB with Monitor may record your webcam, your screen, or other actions during the exam session and share that information with your instructor. RLDB with Monitor will record your identity via webcam and, depending upon the exam settings controlled by individual instructors, monitor your exam attempt in various ways. A multitude of privacy provisions have been established to ensure student privacy and FERPA compliance. There are no fees associated with virtual proctoring.

*Can a student test in person instead of using virtual proctoring?*

Alternative testing methods may be available if students want to opt out of virtual proctoring. For courses requiring test proctoring, where you live is a determining factor in whether you will be required to test at the Barton Campus or at a local, college-approved proctor location.

- If you live within 50 miles of the Barton Campus and are enrolled in a course that requires proctored testing, you are required to take your test at GTC's Testing Center.
- If you live 50 miles or more from the Greenville Technical College (GTC) Barton Campus (main campus) and are enrolled in a class that requires proctored testing, you have the option to obtain a test proctor (exam supervisor) and proctoring site to oversee your testing in lieu of on-campus testing. You are responsible for all proctoring service fees if you choose to test at an alternate, approved testing site.

Note: Both instructor and Testing Center approval are required at the start of the semester/term if a student elects to test at ANY testing center including the GTC Testing Center. Early notification assists with a smoother process in securing the proctoring services.

To opt out of using virtual proctoring, students must utilize the following steps:

1. Students must notify their instructor and GTC's testing center at least two (2) weeks prior to a scheduled test or quiz.
2. Students must complete and submit the Non-Local Proctoring Agreement Form (<https://nextgensso2.com/sp/startSSO.ping?RequestedDynamicFormTemplate=ad585258-5266-4e02-a249-b815f33cf32b>). Keep in mind that the approval process may take 3 – 5 business days.
3. Students may take a test at GTC's testing center at the Barton Campus at no cost, or
4. Students may select a college/university as the alternative testing site, and that site will be vetted for approval by GTC. To find an established location within the United States for proctoring, please use the National College Testing Association (NCTA) ([https://www.ncta-testing.org/?option=com\\_mcdirectorysearch&view=search&id=10921#/\)site search. \\*These sites may have adjusted hours of operation; please contact before submitting request form. Students may also use Google to search for a nearby college or university.](https://www.ncta-testing.org/?option=com_mcdirectorysearch&view=search&id=10921#/)
5. Once the site is approved for testing, students will make an appointment with their approved site to take the exam.
6. Prices for proctoring services vary greatly by proctoring center. The student is responsible for all fees if they choose to test at an alternate, approved testing site.

## Graduation Requirements Catalog Applicability

To graduate, students must fulfill program requirements for associate degrees, certificates and diplomas 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.

The dean must approve all catalog changes of the student's academic division/school. 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/school 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 bachelor or associate degree, diploma or certificate programs from which they plan to be graduated. For all 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.
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. Minimum general education credits of 9 hours for diploma programs, 15 hours for associate degree programs and 30 hours for bachelor degree programs. These requirements only outline minimum requirements for each credential. Requirements vary for each program of study. Refer to the program listings in the catalog for specific program requirements.
  - a. For diploma programs, a minimum of one course in the areas of English communications, humanities/fine arts<sup>1</sup> and mathematics to equal a minimum of 9 hours.
  - b. For associate degree programs, a total of 15 hours to include at least one course from each of the following areas:
    - humanities/fine arts<sup>1</sup>
    - social/behavioral sciences
    - natural sciences/mathematics
  - c. For bachelor's degree programs, a total of 30 hours to include at least one course from each of the following areas:
    - humanities/fine arts<sup>1</sup>
    - social/behavioral sciences
    - natural sciences/mathematics
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 before graduation, a student may be required by his/her department head to repeat the course to meet graduation requirements even though the course number does not change.
7. Students may only be awarded **ONE** of the same credential (degree, diploma, or certificate) regardless of the various tracks/concentrations. For example, a student who earned an associate in science degree may only earn the degree **ONE** time. A student who earned an associate in applied science in administrative office

technology may only earn the degree once. Certificates in other areas of interest related to the degrees may be available. **Students are encouraged to discuss program changes with their assigned advisor prior to making a change.**

<sup>1</sup> Note: If a foreign language is chosen, the course must be at the 102 level or higher to satisfy this humanities/fine arts requirement.

## Commencement Ceremonies

Commencement ceremonies are held in May and December. 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 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 Enrollment Services 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 Bursar's Office and then contact Student Records at [studentrecords@gvltec.edu](mailto:studentrecords@gvltec.edu).

### Please Note:

- Address and name changes must be made in the Enrollment Services Office before submitting the graduation application.
- All financial obligations to the college must be paid before participating in the commencement ceremony and/or receiving awards.

## Awards & Distinctions 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.

## 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 Safety and Security

Greenville Technical College is a large community with over 40,000 students enrolled annually in credit and non-credit courses. 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 associated GTC properties and provides 24-hour coverage 365 days a year. Our police department has partnered with the Greenville City Police Communications, which has allowed quicker response to calls for assistance and 911 service for all our campus locations. Communication is 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 that 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. Please contact dispatch by dialing 911. Fire and medical emergencies should also be reported by dialing 911. Greenville E911 now provides dispatch services for GTC Police. 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 (<https://www.gvltec.edu/daily-logs/>).
- 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 has been defined as Campus Security Authorities (CSA) in accordance with the law.

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 regarding the alleged sexual offense and any sanction 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 their rights or responsibilities under any federal or state law provision, including Title IX and the Campus Save Act or this policy.

Annual reports, as required by the Clery Act, shall be published on or before October 1 each year and made available to students, applicants for admissions, employees, applicants for employment or any interested party. 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: <https://www.gvltec.edu/cleryreport/>. If desired, you may also obtain a printed copy 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. 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 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 the 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 workplace 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 are available to students and employees.

A copy of the Alcohol and Other Drug Use policy is available at the following link: 8-08.1 Procedures - Alcohol and Other Drug Use | Greenville Technical College ([https://www.gvltec.edu/about\\_greenvilletech/administration\\_governance/admin\\_policies/8-08-Alcohol-and-Other-Drug-Use-Policy.html](https://www.gvltec.edu/about_greenvilletech/administration_governance/admin_policies/8-08-Alcohol-and-Other-Drug-Use-Policy.html))

## 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://scor.sled.sc.gov/>.

A guide to assist in locating sex offenders in and around Greenville Technical College campuses and facilities is available. The guide can be found on the GTC web page at the following URL: <https://www.gvltec.edu/sex-offender-registry/>.

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 must have either a parking decal or a 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, driver's side, in the lower corner.

A taped decal 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.

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, Engineering Technologies Building 103, Room 123. For more information, including office hours, visit our web page at <https://www.gvltec.edu/studentID/> or call the I.D. Office at (864) 236-6435. On the Brashier, Benson, and Northwest campuses, decals are available from the Public Safety Officer on duty at each campus.

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

## 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.

## 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 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.

## Parking Rules

1. Failure by any person to find a parking space shall not be an excuse for violating these regulations.
2. No person shall park in any areas or spaces other than those that are valid.
3. Do not back in or drive through 2 parking spaces; all vehicles should have the rear of the vehicle facing out. In parallel parking spaces, park with the traffic flow (the vehicle's passenger side should be on the curb.)
4. Colors used in the parking lots:
  - a. **White Lines:** Valid for student or faculty/staff decals and temporary permits.
  - b. **Green Lines:** Valid for faculty/staff *only until 5 p.m.* After 5 p.m., students may park in unmarked green line spaces with a valid decal/temporary permit.
  - c. **Blue Lines:** State regulated, requires disability license tag or disability permit issued by SCDMV or home state DMV.
  - d. **Yellow Lines:** No parking at any time.
  - e. **Black Lines:** Spaces that have been painted out (no longer a parking space). No parking at any time.
5. Parking Violations

| Violations                                                             | Fines    |
|------------------------------------------------------------------------|----------|
| 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 <b>no parking</b> 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 vehicles pace, 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 |

### 6. Vehicle Violations

| Violations                                                                        | Fines   |
|-----------------------------------------------------------------------------------|---------|
| 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   |

### 7. Moving Violations

**Note:** Sworn GTC Police officers carry state citation books which may be used for moving violations in lieu of the below:

| Violations                                                                                                                   | Fines    |
|------------------------------------------------------------------------------------------------------------------------------|----------|
| 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    |

### 8. Additional Fines

| Violations                                          | Fines   |
|-----------------------------------------------------|---------|
| 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, they may:

- Pay the Bursar's Office the fine amount 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 online at <https://www.gvltec.edu/ticketappeal/>. You may attach up to three documents and/or photos to your appeal. 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. For more information, please contact the dean of students office at (864) 250-8102 [x8102].
- 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 Headquarters and ID Office, Barton Campus Building 103, Room 123. The form is also available on our website in the Temporary Parking Permit section of the Vehicle Registration page (<https://www.gvltec.edu/vehicle-registration/>). Please have the following information ready:

- Description and tag number of vehicle
- Name of owner and/or driver
- Phone number where the owner and/or driver can be reached
- Approximate length of time the 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 with 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: <http://www.scdmvonline.com/Vehicle-Owners/Disabled-Parking-Placards> (<http://www.scdmvonline.com/Vehicle-Owners/Disabled-Parking-Placards/>). 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 randomly to ensure compliance with the law.

Effective January 1, 2010, SCDMV began issuing disabled placards containing a photo of the individual the placard was issued, along with certificates verifying their eligibility. SC disability placards without a photo are no longer valid.

## Skateboards and Wheeled Conveyances

For the safety of users and pedestrians, all motorized or electrical skates, skateboards, hoverboards, roller skates, rollerblades/inline skates, other foot-powered devices and similar equipment 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 (manual, motorized or electrical) 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) 250-8001 [x8001] option 1.

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 by dialing 911.

The college maintains an accident insurance policy for all students. There is a \$25 deductible that applies to student insurance claims. The student is responsible for paying, at minimum, the deductible 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, Beattie E. Huff Student Center 105, Suite 201, (864) 250-8102 [x8102], for assistance with insurance claims. Accidents that 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.

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

Enrolled students must present their government-issued photo identification to receive a student picture ID card. Students may obtain their ID card at the following locations:

- GTC Police Headquarters: Engineering Technologies Building 103, Room 123, Phone (864) 250-8001 [x8001] option 2.
- Brashier Campus: George E. Bomar Building 201 Rotunda, Phone (864) 250-4135 [x4135].
- Benson Campus: Jim and Evelyn Benson Center Building 301, main entrance, Phone (864) 250-3027 [x3027].

For more information, including office hours, visit our web page at <https://www.gvltec.edu/studentID/> or call the office numbers listed above.

## 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.

- The right to inspect and review the information contained in the student's educational records.
- 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. The 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.
- The right to prevent disclosure without consent, with certain exceptions of personally identifiable information, from the student's informational records.
- 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 as 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 Enrollment Services 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. The written consent applies until the student revokes the request.

## 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 and 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 in the Student Records Office.



## 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.

**First Priority:** Recognized student organizations. Scheduling must be done through the dean of students.

**Second Priority:** Faculty and staff. Scheduling must be done through the dean of students.

**Third Priority:** 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 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 website (<https://www.gvltec.edu/inclement-weather/>).

### 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 emergency procedures at Greenville Technical College, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical/externship 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 device 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 prevent emergency messages sent by the college from being received. 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 the 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 the 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 on people in such an environment. This policy and procedure are applicable on all campuses and facilities owned by GTC.

McAlister Square 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
  - McKinney Automotive Center
  - South Carolina Technology and Aviation Center (SCTAC)
  - 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 ashtrays 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) is 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 Police Department 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 include, but are 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.

## Truist Culinary and Hospitality Innovation Center Tobacco Use Policy

Tobacco use is prohibited in all locations/areas of the Truist Culinary and Hospitality Innovation Center at all times. These procedures are applicable to all college-owned or leased buildings at the Truist Culinary and Hospitality Innovation Center Campus (CHI), and include, but are 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 CHI 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)

| Violations     | Fines   |
|----------------|---------|
| 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 that 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. For 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 the 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

### General Provisions

#### I. Purpose

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The code applies to all "students."

#### II. Principles

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on-campus or off-campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

#### III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina technical/community colleges have shared programs, the chief student services officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the chief student services officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina technical/community colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the chief student services officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

#### IV. Definitions

When used in this document, unless the context 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 an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- 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 that has jurisdiction over the place in which the violation occurs.
- L. **“Instructional days”** means any weekday (M-F) in which classes are in session.
- M. **“Close of Business”** means the time that the administrative offices of the college close on that specific workday.
- N. **“Approved Method of Notification”** means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating

to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail and the date and time of such e-mail(s) shall be deemed the date and time of service.

## 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 on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.
- 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. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the chief student services officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

## III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all encompassing, 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.

- i. **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.

- ii. **"Plagiarism"** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
- iii. **"Collusion"** is defined as knowingly assisting another person in an act of academic dishonesty.
- iv. **"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 action. 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:

- i. Forging, altering or misusing college documents, records or identification cards.
- ii. Falsifying information on college records.
- iii. 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:

- i. 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.
- ii. Possessing, using or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.
- iii. Setting fires or misusing or damaging fire safety equipment.
- iv. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
- v. Endangering the health, safety or wellbeing of others through the use of physical, written or verbal abuse, threats, intimidation, harassment and coercion.
- vi. Sexual violence, which refers to physical sexual acts perpetuated against a 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.
- vii. 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:

- i. Stealing, destroying, damaging or misusing college property or the property of others on-campus or off-campus during any college activity.
- ii. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal,

nonverbal or physical conduct of a sexual nature when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8- 5-101.1.

- iii. 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.
- iv. Bullying or harassing conduct, including verbal acts and name-calling; graphic and written statements, which may include the use of cell phones, the internet or other electronic devices; and other conduct that may be physically harmful, threatening or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, 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.
- v. 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:

- i. 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.
- ii. Possessing, using or distributing on campus any beverage containing alcohol.
- iii. Violating institutional policies while on-campus or off-campus when participating in a college-sponsored activity or event.
- iv. Violating any South Carolina and/or federal laws while on-campus or off-campus.

#### G. Fraternization with Charter High School, Brashier Middle College and/or Greer Middle College Students

- i. 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.
- ii. 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 SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

##### A. Interim Suspension

In certain situations, the president, or president's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process is as follows:

- i. When the chief student services officer, or designee, becomes aware of a situation which may warrant interim suspension, the chief student services officer, or designee, will consult with the president, or president's designee, to confirm the imposition of interim suspension. This consultation includes providing the president, or president's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two (2) instructional days.
- ii. The chief student services officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within five (5) instructional days of receiving the information from the president or designee.

The notification 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 Policy

Greenville Technical College values academic integrity as an unconditional requirement for reputable scholarship. Conversely, the college rejects all forms of academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, collusion, fabrication and sabotage whether in person, in writing or electronically.

**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 or assignment.
- 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.
- Posting or allowing others to post parts or all of tests or graded assignments electronically
- so that others may view them.
- Bribing or coercing any other person to obtain tests or information about a test or other assigned work.
- Substituting for another student or permitting any other person to substitute for oneself.
- Cooperating or aiding in any of the above for any other person or oneself.

**Collusion** occurs when one accepts, solicits or knowingly assists another person in an act of academic misconduct.

**Fabrication** means the known use of false, misleading or invented information in a test or other academic work including the sources of information.

**Plagiarism** occurs when any portion of another person's work is presented as one's own without properly acknowledging the original author. Self-plagiarism is the reuse of significant, identical or nearly identical portions of a student's own work without acknowledging that (s)he is doing so or citing the original work. With the exception of common knowledge, students are responsible for crediting all sources of information; what is considered common knowledge may differ from course to course.

- A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics or pictures of another person without acknowledgment.
- A student must give credit for originality and acknowledge the source whenever:
  - Directly quoting another person's actual words, whether oral or written;
  - Using another person's ideas, opinions or theories;
  - Paraphrasing the words, ideas, opinions or theories of others, whether oral or written;
  - Borrowing facts, statistics or illustrative material;
  - Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.
- Self-plagiarism is the reuse of significant, identical or nearly identical portions of one's own work in the same or different context without acknowledging that one is doing so or citing the original work.

**Note:** Students are advised to take advantage of safeguards that the college has in place to help them avoid committing plagiarism.

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

#### Academic Misconduct Procedure

1. An instructor who has reason to believe that a student enrolled in their class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student, determines that the student has likely engaged in academic misconduct as alleged, the instructor will inform the student and impose an appropriate academic sanction from the following list:

- a. Completion of an educational activity relating to the nature of the offense.
- b. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
- c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- d. Assign a failing grade for the course.
- e. Require the student to withdraw from the course.

If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information. Egregious or repeat offenders may be referred to the College's Chief Student Services Officer or designee for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it. Alleged acts implicating both academic and student misconduct may be pursued through the Academic Misconduct Procedure and Student Misconduct Procedure simultaneously.

3. If the student is found responsible for academic misconduct, the instructor will submit a written report about the incident and the sanction imposed to the Academic Dean's office of the school in which the violation occurred within two (2) instructional days.

4. The Academic Dean or Assistant Dean will send a notification to the student summarizing the incident, the finding, and the terms of the imposed sanction as well as informing the student that the decision and/or the sanction may be appealed by submitting a written request to the Academic Dean within five (5) instructional days of the date of notification.

5. If a student appeals the findings, the Academic Dean will convene a Hearing Committee to consider and hear the appeal within ten (10) instructional days.

a. The Hearing Committee will be made up of at least three persons, which shall include (1) the respective Academic Dean or designee and (2) instructor(s), staff, or student(s) from outside the department of alleged misconduct as determined by the Academic Dean. The hearing will be closed to everyone except the parties and any relevant witnesses. The student may bring one other person into the hearing, but that person will not be allowed to address the hearing panel. Witnesses

will come into the hearing room one at a time. The panel may record the hearing but not the deliberations. No one other than the panel may record the hearing or be given access to notes or recordings. Students are allowed to take notes during the hearing but are not allowed to record or be provided with copies of committee notes. The panel will use the standard of “clear and convincing,” which means that the information presented shows that it is highly probable that the violation(s) occurred. The panel will make its decision by a majority vote for both violations and sanctions. The Hearing Committee will then render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision but impose a less severe sanction
- c. Overturn the decision

6. Within two (2) instructional days of the hearing, the Academic Dean's office will inform the student of the decision by notice through the student's college email account with read and delivery of receipt. The notification must also inform the student that the decision of the Hearing Committee may be appealed to the College President or designee.

7. The student may appeal a decision or the sanction to the College's President or designee if the student can provide new evidence not available during the Hearing Committee's review that could affect the determination, can demonstrate bias by the Academic Dean or Hearing Committee that affected its determination, or if the sanction is suspension or expulsion from the program or college. An appeal must be submitted in writing within seven (7) instructional days of the date on which the Academic Dean or Hearing Committee made the decision.

8. If additional information becomes available during the appeal process that indicates academic misconduct by other students who are not a party to the underlying proceeding or appeal, the Chief Academic Officer or designee may conduct or direct further investigation as appropriate. Additional investigations of academic misconduct are not intended to delay proceedings in progress, and it is within the college's discretion whether to consolidate multiple proceedings or process them individually.

### C. Student Misconduct

Any member of the college community may file charges alleging a violation of the code. A charge that includes a description of the alleged violation must be submitted in writing to the chief student services officer as soon as possible after the incident occurs but no later than ten (10) instructional days after the incident unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period.

The chief student services officer, or designee, will determine whether the circumstances merit an extension of the deadline.

### 1. Preliminary Investigation

Within seven (7) instructional days 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 days of the preliminary hearing, the chief student services officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the preliminary investigation, 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 notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee (see Section II.V.C.2.), that the student must submit this request no later than five (5) instructional days after receiving the decision unless a request is made and approved by the chief student services officer for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

- i. A student may appeal the Hearing Committee's decision to the College's President or designee in accordance with Section IX of this Procedure (Appeal to President).

## 2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
  - i. Two instructors appointed by the chief academic officer and approved by the president.
  - ii. Two student members appointed by the appropriate student governing body and approved by the president.
  - iii. One member of the Student Services staff appointed by the chief student services officer and approved by the president.
  - iv. The chief student services officer, or designee, who serves as an ex officio non-voting member of the committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
  - i. Hear cases of alleged violations of the Code of Student Conduct.
  - ii. Ensure that the student's procedural rights are met.
  - iii. Make decisions based only on evidence and information presented at the hearing.
  - iv. 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:

### 1. Academic Misconduct Sanctions

Refer to Student Code; IV. Disciplinary Procedures; B. Academic Misconduct; Section 2

## 2. Student Misconduct Sanctions

Refer to Student Code; VIII. Disciplinary Procedures; C. Student Misconduct; Section 1

### c. Hearing Committee Procedures

- i. The chief student services officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed and a summary of the findings from the preliminary investigation.
- ii. At least seven (7) instructional days before the date set for the Hearing Committee's meeting, the chief student services officer or designee shall send an approved method of notification to the student's address of record. The notification must contain the following information:
  1. A statement of the charge(s).
  2. A brief description of the incident that led to the charge(s).
  3. The name of the person(s) submitting the incident report.
  4. The date, time and place of the scheduled hearing.
  5. A list of all witnesses who might be called to testify.
  6. A statement of the student's procedural rights. These rights follow:
    - a. 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. However, where a student faces disciplinary or honor code violations as a result of a criminal charge that is associated with the complaint, the student has a right to retain counsel to provide full legal representation in all proceedings including, but not limited to, allowing counsel to appear on behalf of the student, speak on behalf of the student, question witnesses, protect the statutory and constitutional rights of the student, and to otherwise fully participate in all proceedings on behalf of the student. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    - b. The right to present witnesses on one's behalf.

- c. The right to know the names of any witnesses who may be called to testify at the hearing.
  - d. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
  - e. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
  - f. The right to know the identity of the person(s) bringing the charge(s).
  - g. The right to hear witnesses on behalf of the person bringing the charges.
  - h. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - i. The right to a fair and impartial decision.
  - j. The right to appeal the Hearing Committee's decision.
- iii. 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.
  - iv. The chief student services officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.
- d. Hearing Committee Meetings**
- i. 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 its chair.
  - ii. Committee hearings shall be closed to all persons except the student ("Student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the student and the college, witnesses authorized by the committee to participate in the hearing, and one or more persons designated by the committee to be responsible for making an official written record or audio recording of the hearing.
  - iii. At the college's sole discretion, hearings may be held in person or by means of electronic equipment. The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student.
  - iv. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the chair.
  - v. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The committee members will determine by majority vote whether the violation(s) occurred and, if so, the committee members will decide upon the appropriate sanction(s) by majority vote.
  - vi. The chair of the committee will send an approved method of notification to the student's address of record within two (2) instructional weekdays of the committee's decision. The letter shall inform the student of the committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.
- e. Appeal**
- The student may appeal a decision or the sanction to the College's President or designee if the student can provide new evidence not available during the Hearing Committee's review that could affect the determination, can demonstrate bias by the Hearing Committee that affected its determination, or if the sanction is suspension or expulsion from a program or the college. An appeal must be submitted in writing within seven (7) instructional days of the date on which the Hearing Committee made its decision. Unless the sole basis for the appeal is challenging the sanction of suspension or expulsion, the appeal must set forth new evidence or the rationale to support allegations of bias by the Hearing Committee.
- The decision of the President or designee is final and cannot be appealed further. The President or designee shall review the Hearing Committee's findings, conduct additional inquiries as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President or designee, 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 decision of the President or designee regarding disciplinary actions under the Student Code 3-2-106.1 is not grievable. The President or designee will inform the student about the outcome of the appeal by an approved method of notification.

### 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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

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

### 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. **"Instructional Days"** means any weekday (M-F) in which classes are in session.
- H. **"Student"** means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- 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.
- K. **"Campus"** means any place where the college conducts or sponsors educational, public service or research activities.
- L. **"Approved Method of Notification"** means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and

all other correspondence associated with the grievance by e-mail and the date and time of such e-mail(s) shall be deemed the date and time of service.

- M. **"Close of Business"** means the time that the administrative offices of the college close on that specific workday.

### III. Grievance Process

#### A. Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days 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 fifteen (15) instructional 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.

- i. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law 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.
- ii. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law or sexual harassment shall be submitted to the college's chief student services officer.
- iii. 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. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

- i. When the complaint is against anyone other than the president of a college:  
The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor or designee will consult, as needed, with the employee named in the complaint, the student filing the complaint and the chief administrative officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The supervisor or designee shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, 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.

- ii. When the complaint is against the president of a college: The South Carolina Technical College System's executive vice president, or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's executive vice president, or designee, will consult, as needed, with the college president named in the complaint, the student filing the complaint, the chief administrative officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The South Carolina Technical College System's executive vice president, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, 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 an ad hoc committee.

The president of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of system presidents or a three-person ad hoc committee from within the system to hear the student's complaint.

### C. Student Grievance Hearing

#### 1. Requesting a Hearing

- a. When the complaint is against anyone other than the president of a college:
  - i. The student must submit a written request for a grievance hearing to the chief student services officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint and include a statement describing why the supervisor's response was unsatisfactory.
  - ii. If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, 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.

- iii. Within two (2) instructional days of receiving the request for a hearing, the chief student services officer shall notify the college president about the need to convene a Student Grievance Committee. 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.
- b. When the complaint is against the president of a college:
  - i. The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President or designee within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint and include a statement describing why the Executive Vice President's response was unsatisfactory.
  - ii. If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Executive Vice President may allow the hearing to take place.
  - iii. Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three-person ad hoc committee from within the System to hear the student's complaint. 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. When the complaint is against anyone other than the president of a college:
  - i. Student Grievance Committee—The college president must approve all recommended members. The committee shall be composed of the following:
    1. Two students recommended by the governing body of the student body.
    2. One faculty member recommended by the chief academic officer.
    3. One Student Services staff member recommended by the chief student services officer.
    4. One administrator, other than the chief student services officer, to serve as the committee's chairperson.
    5. The chief student services officer, or designee, who serves as some ex-officio, nonvoting member of the committee.
  - ii. 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.

- iii. The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.
  - b. When the complaint is against the president of a college:
    - i. Ad hoc committee - The president of the South Carolina Technical College System will select three college presidents from the system to serve on this committee and identify one of the three college presidents to serve as the chairperson for the hearing. The president of the South Carolina Technical College System may also choose to select a three-person ad hoc committee from within the system to hear the student's complaint.
    - ii. The president of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the president at that college. The president 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.
    - iii. The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.
- 3. Hearing Procedures**
- a. When the complaint is against anyone other than the president of a college
    - i. The Chief Student Services Officer, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint (collectively, the Parties) at least fifteen (15) instructional days before the scheduled hearing. This notification 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 hearing. 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 counsel may not address the committee or question the employee(s) named in the complaint or any witnesses. The student will be responsible for paying any fees charged by the counsel.
        - 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 committee, the student filing the complaint and the employee(s) named in the complaint.
        - e. The right to submit evidence relevant to the complaint.
    - ii. At least ten (10) instructional days 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.
    - iii. At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.
    - iv. Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the committee to participate in the hearing, committee members, and one or more persons designated by the committee to be responsible for making an official written record or audio recording of the hearing.
    - v. The committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the committee may make any kind of record of the proceedings. No record of the committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the college and will be maintained in the office of the chief student services officer. The student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the chief student services officer or designee, but neither are entitled to a copy of the audio recording or written

record. Notes made by committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or employee(s).

- vi. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the chair.
- vii. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The committee members will determine by majority vote whether the violation(s) occurred and, if so, the committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.
- viii. The chair of the committee will send an approved method of notification to the student and employee's address of record within two (2) instructional weekdays of the committee's decision. The letter shall inform both parties of the committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.
- b. When the complaint is against the president of a college:
  - i. The South Carolina Technical College System President, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the College President named in the complaint at least fifteen (15) instructional days before the scheduled hearing. This notification 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 hearing;
    - 3. 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 hearing. This review must take place under the supervision of the South Carolina Technical College System president, or designee.
      - b. The right to appear before the ad hoc 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 counsel may not address the committee or question the college president named in the complaint or any witnesses. The student will be responsible for paying any fees charged by the counsel.
      - 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 committee, the student filing the complaint, and the college president named in the complaint.

- ii. At least ten (10) instructional days 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.
- iii. At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.
- iv. Committee hearings shall be closed to all persons except the student filing the complaint, the college president named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
- v. The committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the committee may make any kind of record of the proceedings. No record of the committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the college and will be maintained in the office of the president of the South Carolina Technical College System. The student or college president named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the system president or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or college president.
- vi. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the chair.
- vii. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The committee members will determine by majority vote whether the violation(s) occurred and, if so, the committee members will decide upon the appropriate

sanction(s) by majority vote. In case of a tie, the chairperson may vote.

- viii. The chair of the committee will send an approved method of notification to the student and college president's address of record within two (2) instructional weekdays of the committee's decision. The letter shall inform both parties of the committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

#### IV. Appeal Process

- A. When the complaint is against anyone other than the president of a college:  
If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the president of the college within ten (10) instructional days 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 college president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The college president will notify both parties of his/her decision through an approved method of notification. The president's decision is final and this decision cannot be the sole reason for filing a grievance against the president.
- B. When the complaint is against the president of a college:  
If either party is not satisfied with the ad hoc committee's decision, that person may submit a written appeal to the president of the South Carolina Technical College System within ten (10) instructional days of the committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The system president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The system president will notify both parties of his/her decision through an approved method of notification. The system president's decision is final.

## Student Code for Addressing Alleged Acts of Sexual Harassment under Title IX

*In order to comply with recent changes by the U.S. Department of Education to Title IX regulations that will become effective on August 14, 2020, the South Carolina Technical College System Office is implementing the following Procedure on an interim basis until such time as the State Board for Technical and Comprehensive Education can consider formally adopting this Procedure at its next regularly-scheduled meeting on September 22, 2020. In the event the System Office determines that any revisions to this interim Procedure are necessary prior to adoption by the State Board, such revisions shall be communicated.*

#### I. Procedural Overview

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The South Carolina Technical College System is committed to fostering an environment that is free

from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education's Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

- A. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
- B. The alleged activity occurred within a college's education program or activity; and
- C. The alleged activity occurred against a person physically located in the United States.

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

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

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

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

Contact information for local law enforcement and campus security is available on the colleges' websites.

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

## II. Definitions

When used in this document, unless the context requires other meaning,

- A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
- B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
- C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.
- D. An "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- E. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services or his/her designee.
- F. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
- G. "College" means any college in the South Carolina Technical College System.
- H. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- I. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
- J. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- K. A "Decision-Maker" is someone (who cannot be the same person as the Title IX Coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- L. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- M. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
- N. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.
- O. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.
- P. "Formal Complaint" means a document filed by a complainant with the Title IX Coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX Coordinator or other college official does not constitute a formal complaint.
- Q. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).
- R. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.
- S. "Instructional Days" means any weekday (M-F) in which classes are in session.
- T. "Instructor" means any person employed by the college to conduct classes.
- U. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.
- V. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.
- W. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this



Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.

- X. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX Coordinator or an official with authority.
- Y. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim.
- Z. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- AA. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
- BB. "Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.
- CC. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit or service of the college on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence or stalking as defined herein.
- DD. "Staff" means any person employed by the college for reasons other than conducting classes.
- EE. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- FF. "Statutory rape" is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)
- GG. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- HH. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the

respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

- II. A "Third-Party Reporter" is an individual who files a complaint on behalf of another individual alleging violation of this policy.
- JJ. A "Title IX Coordinator" is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

### III. Receipt of Reports and Formal Complaints

#### A. Reports

A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

#### B. Formal Complaints

A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant or third-party reporter within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

### IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately

following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

#### V. Sexual Harassment Grievance Process

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

##### A. Dismissal of a Formal Complaint

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this procedure if, at any time, a complainant notifies the Title IX Coordinator that he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

##### B. Notice of Allegations

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident;
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
7. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

##### C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX Coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

##### D. Investigation

###### 1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX Coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.

The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

###### 2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten (10) instructional days to (1) evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any

such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

### 3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

### E. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real-time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Should a party or witness refuse to participate in cross-examination, either in whole or by refusing to answer certain questions during cross-examination, no statements provided by the party or witness may be used in reaching a determination. Questions for cross-

examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

### F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
  - a. Disciplinary sanctions for the respondent
  - b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

### G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome; or
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

#### VI. Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary, informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student, and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

- A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and
- B. The parties receive a written notice that includes the following:
  1. The allegations;
  2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;

4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.

The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in any subsequent formal proceedings.

#### VII. Sanctions

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

- A. Reprimand - A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions - Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation - A written reprimand documenting that the student violated a student conduct procedure. Probation is for a specified period of time, and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges - Suspension or termination of particular student privileges.
- E. Suspension from the college - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer or designee has been granted.
- F. Expulsion from the college - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer or designee has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures - Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

#### VIII. Record Keeping

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

- A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any



sanctions imposed on the respondent, and any remedies provided to the complainant.

- B. Any appeal and its result.
- C. Any informal resolution and its result.
- D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

#### IX. Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX Coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

#### X. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, or sexual assault. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

#### XI. Resources and Reporting

Inquiries about and reports regarding this process may be made internally to

##### Title IX Deputy Coordinator

Barbara Wilson  
Manager of Benefits & Time Management  
Email: Barbara.Wilson@gvltec.edu  
Student Center Building, Room 209  
(864) 236-6655

##### Additional Resources:

*Students may contact*

Anthony Davis  
Associate Dean of Students  
Email: Anthony.Davis@gvltec.edu  
Building 102, Room 218H  
(864) 236-6523

*Employees may contact*

Susan M. Jones  
Vice President for 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: <https://www.ed.gov/ocr> (<https://www.ed.gov/ocr/>)

(This process was implemented by the GTC Title IX Team on 8/01/2017, updated 8/14/2020.)

## Behavioral Intervention Team (BIT)

### 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 or others, has a medical concern or is disruptive within the living and learning environment, the student 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 Counseling Services
- Director of Student Disability Services
- Academics Representative
- Director of the Collegiate Recovery Program

### Ad Hoc Members

Other members of the campus community as needed.

The BIT has seven core members that meet weekly to address all cases that have occurred during the five instructional weekday period after each weekly meeting. 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 to two other members must be present before a response plan can be implemented.

## Termination/Suspension/Trespass 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:

## 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 failure 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 the 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 (2) 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 where 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 to 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 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 is 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 (3) 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 requesting a 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 criterion: 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, the 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 and 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 and escalation and without intervention and 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 provide 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:

- if the complainant falls within the scope of college policies;
- if the complainant has provided adequate documentation;
- if the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the college; and
- 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 and other personnel either named in the complaint or who have basic knowledge of policies impacting the complaint. 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 and others contacted, confer with the appropriate dean, or vice president of learning and workforce development 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, or designee, 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 learning and workforce development, 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 of learning and workforce development 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 Academic Staff Manual 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.

# SCHOOL OF ADVANCED MANUFACTURING & TRANSPORTATION TECHNOLOGY

The School of Advanced Manufacturing and Transportation Technology at Greenville Technical College provides classes for over 600 credit and non-credit students annually to include dual-enrolled high school students. The school offers the Associate in Applied Science Degree and Certificate in Applied Science credentials. The school offers the Bachelor of Applied Science Degree, the Associate in Applied Science Degree and Certificate in Applied Science credentials. Ten departments are part of this school:

- Advanced Manufacturing Technology
- Automotive Technology
- Auto Body Repair
- Aircraft Maintenance Technology
- Air Conditioning/Refrigeration Technology
- CNC (Computer Numerical Control) / Machine Tool
- Diesel Equipment Technology
- Industrial Electricity
- Mechatronics
- Welding

Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry, and the aircraft maintenance technology program has a partnership with the SC National Guard. The automotive technology Associate in Applied Science programs and the Diesel Equipment Technology certificate program hold programmatic accreditation through the ASE Education Foundation. Two certificate programs are accredited by HVAC Excellence: Air Conditioning/Refrigeration Technician and Beginning Electricity & Refrigeration. The aircraft maintenance technology program is approved by the Federal Aviation Administration.

Classes for these departments are taught by 55 full-time faculty and additional adjunct faculty members. Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry, as well as intensive hands-on learning opportunities within the Center for Manufacturing Innovation.

The Advanced Manufacturing Technology applied bachelor degree is a SACSCOC approved program, <https://www.sacscoc.org/>.

## Bachelor's Degree

- Advanced Manufacturing Technology Bachelor in Applied Science (p. 77)

## Associate Degrees

- Aircraft Maintenance Technology Associate in Applied Science (p. 80)
- Automotive Technology Associate in Applied Science (p. 87)

- Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science (p. 91)
- Mechatronics Technology Associate in Applied Science (p. 100)

## Certificates

- Advanced Auto Body Repair Certificate in Applied Science (p. 84)
- Air Conditioning/Refrigeration Technician Certificate in Applied Science (p. 95)
- Auto Body Repair Certificate in Applied Science (p. 84)
- Automotive Maintenance and Light Repair Certificate in Applied Science (p. 86)
- Aviation Airframe Structure/Systems Certificate in Applied Science (p. 81)
- Aviation Fundamentals Certificate in Applied Science (p. 81)
- Aviation Powerplant Theory/Systems Certificate in Applied Science (p. 82)
- Beginning Electricity & Refrigeration Certificate in Applied Science (p. 96)
- CNC Machine Operator Certificate in Applied Science (p. 90)
- Diesel Engine Performance Certificate in Applied Science (p. 93)
- Diesel Equipment Technology Certificate in Applied Science (p. 93)
- Estimating and Appraiser Certificate in Applied Science (p. 85)
- Heavy Equipment Auxiliary Systems Certificate in Applied Science (p. 94)
- Industrial Electricity Certificate in Applied Science (p. 97)
- Mechatronics I Certificate in Applied Science (p. 98)
- Mechatronics II Certificate in Applied Science (p. 99)
- Specialized Welding Certificate in Applied Science (p. 101)
- Welding and Robotic Technology Certificate in Applied Science (p. 102)

Visit our web page at <https://www.gvltec.edu/amtt/>

## Advanced Manufacturing Technology Programs

- Advanced Manufacturing Technology Bachelor in Applied Science (p. 77)

## Courses

### MFG 110 Introduction to Manufacturing CAD (2-3-3)

*Offered Fall, Spring, and Summer Semesters*

This course introduces the basic skills and terminology required for the visualization, interpretation and sketching of 2D technical drawings used in the machine tool and manufacturing trades. The course includes an introduction to 3D CAD modeling and how CAD data supports manufacturing processes. The course emphasizes industrial and manufacturing applications utilizing 3D SolidWorks as the CAD software.

### MFG 300 Manufacturing Processes and Application (3-1-3)

*Offered Fall Semester*

This course covers technologies and processes used in modern manufacturing. Engineering principles and technological concepts for diverse methods of production are introduced, including plastics processing, metal forming and other methods of manufacturing and materials processing.

**MFG 310 Manufacturing Quality (3-0-3)***Offered Summer Semester*

Prerequisites: MFG 300, MAT 109 or MAT 110 and MAT 120 or MAT 103

This course introduces the principles of quality control and quality management systems in manufacturing environments. Various technologies used for dimensional and mechanical inspection are introduced, as well as industry certifications for quality assurance.

**MFG 311 Work Design, Ergonomics and Safety (3-0-3)***Offered Fall Semester*

This course covers the role of manufacturing management in maintaining a safe work environment. Topics covered include regulatory frameworks for safety and environmental management and the design of work cells and work plans to promote employee health and enhance productivity.

**MFG 312 Manufacturing Enterprise Resource Management (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: MFG 300, MFG 310, MFG 330

This course introduces students to concepts of enterprise resource planning (ERP) for manufacturing firms. Topics covered include product lifecycle management (PLM), change management, bill of materials management, purchasing and procurement. ERP and PLM software will be utilized.

**MFG 313 Strategic Sourcing and Procurement (3-0-3)***Offered Spring and Summer Semesters*

Co-requisite: MAT 109 or MAT 110 (or higher)

This course focuses on supplier management and purchasing in the global economy. Strategic management concepts to control cost and quality in the procurement of goods and services will be applied and aligned to the business objectives. Students will examine make versus buy decisions, outsourcing, contract negotiation, taxation and supplier quality management.

**MFG 314 Finance for Manufacturing (3-0-3)***Offered Spring Semester*

Co-requisites: MAT 109 or MAT 110 and MAT 103 or MAT 120

This course introduces basic concepts, terminology and application of finance, accounting and economics as applied to the management of manufacturing firms. Financial analyses will be performed to identify and resolve business problems.

**MFG 321 Advanced Manufacturing I (2-3-3)***Offered Spring Semester*

Prerequisite: MFG 300

This course introduces students to the principles of operation of metrology tools, CNC machine tools, metal forming, and heat treatment.

**MFG 322 Advanced Manufacturing II (2-3-3)***Offered Summer Semester*

Prerequisite: MFG 321

This course expands the concept of technologies and processes used in modern manufacturing. A study of principles of operation of the tools of automation and process control, including electrical circuits, mechanical systems, sensors, robotics, and programmable logic controllers.

**MFG 323 Advanced Manufacturing III (2-3-3)***Offered Fall Semester*

Prerequisite: MFG 322

This course provides advanced study of the technologies and tools used in modern manufacturing and provides advanced applications in the operation of plastics processing, metal casting and forging, 3D printing technologies, welding technologies, assembly, and fabrication tools.

**MFG 330 Manufacturing Project Management (3-0-3)***Offered Fall Semester*

Prerequisite: MFG 310

This course covers the fundamentals of project planning and execution in manufacturing environments. Students learn to define project requirements, identify subtasks, develop, build and manage a project schedule and budget, manage risk and close out a project.

**MFG 340 Computer-Aided Design for Manufacturing Engineering (2-3-3)***Offered Spring Semester*

Prerequisite: MAT 103 or MAT 120

Co-requisite: MAT 109 or MAT 110

This course covers construction and assemblies of three-dimensional objects using computer-aided design software, parametric modeling and tolerance analysis. Principles of machine design will be applied to translate these models into dimensioned and annotated drawings for manufacturing.

**MFG 350 Production Process Planning (3-0-3)***Offered Fall Semester*

Co-requisite: MFG 330

This course introduces the principles of planning, inventory control and supply chain management in manufacturing environments. Topics include the economics of production, workflows and documentation, facility considerations and overall operational efficiency.

**MFG 360 Leadership in Manufacturing (3-0-3)***Offered Summer Semester*

Prerequisite: MFG 330

This course covers theories of leadership and modern strategies of leadership development as applied in manufacturing environments. Topics include leadership styles, managing and leading change, team communication and ethics. Leadership concepts and skills will be applied in team settings.

**MFG 370 Principles of Lean Manufacturing (3-0-3)***Offered Spring Semester*

Prerequisite: MFG 310

This course covers the evolution of manufacturing systems, the principles and design of lean manufacturing systems and methods of continuous process improvement. Topics include operational models of manufacturing systems, statistical process control and the DMAIC problem-solving method.

**MFG 401 Advanced Metrology (3-3-4)***Offered Fall Semester*

This course covers geometric dimensioning and tolerance, accuracy and precision and dimensional metrology to ensure quality fit of manufactured parts. Other destructive and nondestructive testing techniques to quantify mechanical properties of manufactured components are introduced. Topics covered include programming and operating coordinate measurement machines, optical metrology systems and other precision measurement tools.

**MFG 402 Additive Manufacturing (3-3-4)***Offered Spring Semester*

This course covers the skills required to design and manufacture a part using industrial 3D printing technology, including metal additive manufacturing. Topics include metallurgy for additive manufacturing, post-processing design optimization, multi-jet printing and fuse deposition modeling.

**MFG 481 Industry Capstone Project I (1-3-2)***Offered Summer Semester*

This course introduces systematic manufacturing process design concepts and focuses on problem definition, solution ideation, research, intellectual property concepts and risk assessment. Students will begin defining a real-world manufacturing challenge with industry sponsors and mentors.

**MFG 482 Industry Capstone Project II (0-6-2)***Offered Fall Semester*

This course reinforces concepts of manufacturing technologies, lean manufacturing, project management and professional communications through an industry-sponsored capstone project. Students solve a real-world manufacturing challenge in teams, guided by industry and faculty mentors.

## Advanced Manufacturing Technology Bachelor in Applied Science

### Program Description

The Applied Baccalaureate in Advanced Manufacturing Technology (BAS) is an intensive, hands-on, project-based degree program designed to meet the needs of industry by preparing graduates for technical and managerial leadership positions in our growing global manufacturing economy.

The Advanced Manufacturing Technology program offers students an affordable option to advance their technical knowledge and competency while also providing local employers with the advanced manufacturing talent they need to grow and prosper in the region.

### Mission Statement

The Bachelor in Applied Science in Advanced Manufacturing Technology degree is designed to provide graduates with the requisite skill sets to empower them to link company advanced manufacturing operations with management directives designed to satisfy customer needs and meet project requirements. Graduates of this program will develop technical and management skills beyond an associate degree, thus providing them a pathway for assuming next-level technical and managerial positions.

### Entrance Requirements

See "Program Requirements" Section for complete requirements.

### Type of Program

Part-time Evening

Visit our web page at <https://www.gvltec.edu/advanced-manufacturing/>.

### Program Requirements

Acceptance to the college does not guarantee immediate acceptance into the Bachelor in Applied Science in Advanced Manufacturing Technology program. **Prior to consideration of program acceptance**, the following must be met:

- Applicants must have completed an associate degree in one of these nine majors or a comparable program of study:
  - Mechatronics Technology (formerly Industrial Maintenance Technology)
  - Machine Tool Technology

- Computer Numerical Control (CNC) Programming and Operations
- Mechanical Engineering Technology
- Electronics Engineering Technology
- Engineering Design Technology
- Automotive Technology
- Aircraft Maintenance Technology
- General Technology Degree (in manufacturing related to include one of the above programs as a major or minor)

- Students may transfer up to 42 technical program credits from one of the above associate degrees. Students with fewer than 42 technical credits will be required to take additional electives during the BAS program. Also, students who haven't completed a social science and/or humanities course will be required to complete such courses during the BAS program.
  - Transfer credits will not be awarded for any 300 or 400 level course from a non-baccalaureate degree institution.
- Applicants must have a cumulative GPA of 2.5
- Applicants must have completed ENG 101 English Composition I or ENG 165 Professional Communications.
- Applicants must have completed or be eligible for MAT 110 College Algebra or MAT 120 Probability and Statistics .
- Applicants may apply for prior learning (PLA) credit for individual courses, according to GTC policy. PLA or transfer credit will not be awarded for MFG 481 Industry Capstone Project I or MFG 482 Industry Capstone Project II.
- Applicants must complete the online college orientation.
- Applicants must complete and submit the program application form located on the program's webpage (<https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/f287c7e1-034a-4730-a56a-45074a43fa5a/>).

Students will be accepted in the order in which all the above are completed.

### Requirements for Completion

This program requires a minimum grade of "C" in all MFG and EGR courses and MAT 109 College Algebra With Modeling or MAT 110 College Algebra and MAT 103 Quantitative Reasoning or MAT 120 Probability and Statistics.or

Either PSC 201 American Government OR HIS 201 American History: Discovery to 1877 is required.

- PSC 201 may be taken as either the social science requirement or one of the general education electives.
- HIS 201 may be taken as either the humanities requirement or one of the general education electives.

### Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a part-time evening 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.

| Course                                      | Title | Hours |
|---------------------------------------------|-------|-------|
| <b>Transfer Credits</b>                     |       |       |
| Technical Transfer Credits                  |       | 42    |
| Social Science Transfer Credit <sup>4</sup> |       | 3     |



|                                                  |                |
|--------------------------------------------------|----------------|
| Humanities Transfer Credit <sup>4</sup>          | 3              |
| <b>First Semester</b>                            |                |
| MFG 300 Manufacturing Processes and Application  | 3              |
| MAT 120 Probability and Statistics <sup>1</sup>  | 3              |
| or MAT 103 Quantitative Reasoning                |                |
| MFG 311 Work Design, Ergonomics, and Safety      | 3              |
| General Education Elective <sup>4</sup>          | 3              |
| <b>Second Semester</b>                           |                |
| ENG 101 English Composition I                    | 3              |
| MAT 110 College Algebra <sup>1</sup>             | 3              |
| or MAT 109 College Algebra With Modeling         |                |
| MFG 340 Computer Aided Design for Manuf Engineer | 3              |
| MFG 321 Advanced Manufacturing Lab I             | 3              |
| <b>Third Semester</b>                            |                |
| ENG 102 English Composition II                   | 3              |
| MFG 310 Manufacturing Quality                    | 3              |
| MFG 322 Advanced Manufacturing Lab II            | 3              |
| <b>Fourth Semester</b>                           |                |
| SPC 205 Public Speaking                          | 3              |
| MFG 323 Advanced Manufacturing Lab III           | 3              |
| MFG 330 Manufacturing Project Management         | 3              |
| MFG 350 Production Process Planning              | 3              |
| <b>Fifth Semester</b>                            |                |
| MFG 370 Principles of Lean Manufacturing         | 3              |
| MFG 402 Additive Manufacturing                   | 4              |
| MFG 314 Finance for Manufacturing                | 3              |
| Operations Management Elective <sup>2</sup>      | 3              |
| <b>Sixth Semester</b>                            |                |
| MFG 360 Leadership in Manufacturing              | 3              |
| MFG 481 Industry Capstone Project I              | 2              |
| General Education Elective <sup>4</sup>          | 3-4            |
| <b>Seventh Semester</b>                          |                |
| MFG 482 Industry Capstone Project II             | 2              |
| Natural Science w/Lab <sup>3</sup>               | 4              |
| MFG 401 Advanced Metrology                       | 4              |
| <b>Total Required Credit Hours</b>               | <b>124-125</b> |

<sup>1</sup> MAT 110 College Algebra or MAT 109 College Algebra With Modeling and MAT 120 Probability and Statistics or MAT 103 Quantitative Reasoning must be completed prior to 3rd semester in the bachelor degree program.

<sup>2</sup> Operations Management electives may include:  
A minimum of one operations management elective (3 credit hours) is required.

- MFG 312 Manufacturing Enterprise Resource Mgt
- MFG 313 Strategic Sourcing and Procurement

<sup>3</sup> Natural Science: CHM 105 General Organic & Biochemistry, PHS 101 Physical Science I or PHY 201 Physics I recommended

<sup>4</sup> South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document

foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students graduating from the BAS.AMT program are required to successfully complete either PSC 201 American Government as the social science requirement or one of the general education elective requirements OR HIS 201 American History: Discovery to 1877 as the humanities requirement or one of the general education elective requirements.

PSC 201 or HIS 201 must have been taken after August 2021 in order to comply with the REACH Act requirements.

## Aircraft Maintenance Technology Programs

- Aircraft Maintenance Technology Associate in Applied Science (p. 80)
- Aviation Airframe Structure/Systems Certificate in Applied Science (p. 81)
- Aviation Fundamentals Certificate in Applied Science (p. 81)
- Aviation Powerplant Theory/Systems Certificate in Applied Science (p. 82)

## Courses

### ACM 101 General Regulations (2-0-2)

*Offered Fall Semester*

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)

*Offered Fall Semester*

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)

*Offered Fall Semester*

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)

*Offered Fall Semester*

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)

*Offered Fall Semester*

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)

*Offered Fall Semester*

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)***Offered Summer Semester*

This course covers the procedures necessary for powerplant inspection to the conformity of the manufacturer's and FAA requirements.

**ACM 234 Propellers & Components (3-4-4)***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.

## Aircraft Maintenance Technology Associate in Applied Science

### Program Description

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.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Mission Statement

To provide students with the technical, mechanical and academic skills required to become FAA-certified aircraft maintenance technicians. Providing Greenville and surrounding counties, FAA-certified Airframe and Powerplant Technicians.

### Entrance Requirements

High school diploma or equivalent; no physical or mental disabilities that would endanger the student or others, i.e., fainting, seizures, dizziness, impaired hearing or vision, etc.

This program requires a minimum grade of "C" in all ACM courses.

### 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

## Transfer Option

Articulation for a bachelor's degree (Aviation Maintenance Management) is offered through Embry-Riddle Aeronautical University.

Visit our web page at <https://www.gvltec.edu/amt/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Recommended Program Schedule

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.

| First Semester              |                                     | Hours     |
|-----------------------------|-------------------------------------|-----------|
| ACM 101                     | General Regulations                 | 2         |
| ACM 102                     | Aviation Sciences                   | 3         |
| ACM 105                     | Basic Aircraft Electricity          | 4         |
| ACM 110                     | Aircraft Drawings                   | 1         |
| ACM 115                     | Ground Handling & Servicing         | 3         |
| ACM 120                     | Materials & Corrosion Control       | 4         |
| <b>Total Semester Hours</b> |                                     | <b>17</b> |
| Second Semester             |                                     |           |
| ACM 125                     | Wood Structure, Covering & Finishes | 2         |
| ACM 130                     | Sheet Metal Layout & Repair         | 4         |
| ACM 140                     | Bonded Structures & Welding         | 3         |
| ACM 150                     | Assembly and Rigging                | 3         |
| COL 105                     | Freshman Seminar                    | 3         |
| <b>Total Semester Hours</b> |                                     | <b>15</b> |
| Third Semester              |                                     |           |
| ACM 155                     | Aircraft Environmental Systems      | 3         |
| ACM 165                     | Hydraulic & Pneumatic Systems       | 3         |
| ACM 167                     | Landing Gear Systems                | 3         |
| ACM 170                     | Aircraft Electrical Systems         | 4         |
| <b>Total Semester Hours</b> |                                     | <b>13</b> |
| Fourth Semester             |                                     |           |
| ACM 160                     | Utility & Warning Systems           | 3         |
| ACM 172                     | Aircraft Fuel Systems               | 1         |
| ACM 174                     | Airframe Inspection                 | 1         |
| ACM 205                     | Ignition & Starting Systems         | 3         |
| ACM 224                     | Turbine Engine Overhaul             | 4         |

|                                                            |           |
|------------------------------------------------------------|-----------|
| Social Sciences Elective                                   | 3         |
| <b>Total Semester Hours</b>                                | <b>15</b> |
| <b>Fifth Semester</b>                                      |           |
| ACM 201 Lubricating Systems                                | 2         |
| ACM 210 Reciprocating Engine Overhaul                      | 4         |
| ACM 234 Propellers & Components                            | 4         |
| ACM 240 Engine Electrical, Instrument & Fire Prot          | 3         |
| ENG 101 English Composition I                              | 3         |
| <b>Total Semester Hours</b>                                | <b>16</b> |
| <b>Sixth Semester</b>                                      |           |
| ACM 226 Engine Inspection                                  | 1         |
| ACM 245 Powerplant Fuel Systems                            | 4         |
| ACM 250 Induction, Cooling & Exhaust                       | 3         |
| Select one of the following:                               | 3         |
| MAT 170 Algebra, Geometry, and Trigonometry I <sup>1</sup> |           |
| MAT 155 Contemporary Mathematics                           |           |
| Higher Math                                                |           |
| SPC 205 Public Speaking                                    | 3         |
| Humanities Elective                                        | 3         |
| <b>Total Semester Hours</b>                                | <b>17</b> |
| <b>Total Required Credit Hours</b>                         | <b>93</b> |

<sup>1</sup> Recommend MAT 110 College Algebra if placement allows.

## Aviation Airframe Structure/Systems Certificate in Applied Science

### Program Description

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.

### Mission Statement

To provide students with the technical, mechanical and academic skills required to become FAA-certified aircraft maintenance technicians. Providing Greenville and surrounding counties, FAA-certified Airframe and Powerplant Technicians.

### Entrance Requirements

High school diploma or equivalent

This program requires a minimum grade of "C" in all ACM courses.

*Students must have completed the Aviation Fundamentals certificate before entering this program.*

### Type of Program

Day or evening

## Professional Credentials

FAA Airframe and Powerplant Technician Certification (subject to passing exam)

## Employment Opportunities

General aviation, contract repair facilities and aviation-related maintenance activities

Visit our web page at <https://www.gvltec.edu/amt/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester                     |                                | Hours     |
|------------------------------------|--------------------------------|-----------|
| ACM 160                            | Utility & Warning Systems      | 3         |
| ACM 172                            | Aircraft Fuel Systems          | 1         |
| ACM 174                            | Airframe Inspection            | 1         |
| <b>Total Semester Hours</b>        |                                | <b>5</b>  |
| Second Semester                    |                                |           |
| ACM 130                            | Sheet Metal Layout & Repair    | 4         |
| ACM 140                            | Bonded Structures & Welding    | 3         |
| ACM 150                            | Assembly and Rigging           | 3         |
| <b>Total Semester Hours</b>        |                                | <b>10</b> |
| Third Semester                     |                                |           |
| ACM 155                            | Aircraft Environmental Systems | 3         |
| ACM 165                            | Hydraulic & Pneumatic Systems  | 3         |
| ACM 167                            | Landing Gear Systems           | 3         |
| ACM 170                            | Aircraft Electrical Systems    | 4         |
| <b>Total Semester Hours</b>        |                                | <b>13</b> |
| <b>Total Required Credit Hours</b> |                                | <b>28</b> |

## Aviation Fundamentals Certificate in Applied Science

### Program Description

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.

### Mission Statement

To provide students with the technical, mechanical and academic skills required to become FAA-certified aircraft maintenance technicians.



Providing Greenville and surrounding counties, FAA-certified Airframe and Powerplant Technicians.

## Entrance Requirements

High school diploma or equivalent

This program requires a minimum grade of "C" in all ACM courses.

## Type of Program

Day or evening

## Employment Opportunities

General aviation, contract repair facilities and aviation-related maintenance activities

Visit our web page at <https://www.gvltec.edu/amt/>.

## Recommended Program Schedule

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.

| Course                             | Title                               | Hours     |
|------------------------------------|-------------------------------------|-----------|
| <b>First Semester</b>              |                                     |           |
| ACM 101                            | General Regulations                 | 2         |
| ACM 102                            | Aviation Sciences                   | 3         |
| ACM 105                            | Basic Aircraft Electricity          | 4         |
| ACM 110                            | Aircraft Drawings                   | 1         |
| ACM 115                            | Ground Handling & Servicing         | 3         |
| ACM 120                            | Materials & Corrosion Control       | 4         |
| <b>Second Semester</b>             |                                     |           |
| ACM 125                            | Wood Structure, Covering & Finishes | 2         |
| <b>Total Required Credit Hours</b> |                                     | <b>19</b> |

# Aviation Powerplant Theory/Systems Certificate in Applied Science

## Program Description

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.

## Mission Statement

To provide students with the technical, mechanical and academic skills required to become FAA-certified aircraft maintenance technicians. Providing Greenville and surrounding counties, FAA-certified Airframe and Powerplant Technicians.

## Entrance Requirements

High school diploma or equivalent

This program requires a minimum grade of "C" in all ACM courses.

**Students must have completed the Aviation Fundamentals certificate before entering this program.**

## Type of Program

Day or evening

## Professional Credentials

FAA Airframe and Powerplant Technician Certification (subject to passing exam)

## Employment Opportunities

General aviation, contract repair facilities and aviation-related maintenance activities

Visit our web page at <https://www.gvltec.edu/amt/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Recommended Program Schedule

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.

| <b>First Semester</b>              |                                           | <b>Hours</b> |
|------------------------------------|-------------------------------------------|--------------|
| ACM 205                            | Ignition & Starting Systems               | 3            |
| ACM 224                            | Turbine Engine Overhaul                   | 4            |
| <b>Total Semester Hours</b>        |                                           | <b>7</b>     |
| <b>Second Semester</b>             |                                           |              |
| ACM 201                            | Lubricating Systems                       | 2            |
| ACM 210                            | Reciprocating Engine Overhaul             | 4            |
| ACM 234                            | Propellers & Components                   | 4            |
| ACM 240                            | Engine Electrical, Instrument & Fire Prot | 3            |
| <b>Total Semester Hours</b>        |                                           | <b>13</b>    |
| <b>Third Semester</b>              |                                           |              |
| ACM 226                            | Engine Inspection                         | 1            |
| ACM 245                            | Powerplant Fuel Systems                   | 4            |
| ACM 250                            | Induction, Cooling & Exhaust              | 3            |
| <b>Total Semester Hours</b>        |                                           | <b>8</b>     |
| <b>Total Required Credit Hours</b> |                                           | <b>28</b>    |

## Auto Body Repair

### Programs

- Advanced Auto Body Repair Certificate in Applied Science (p. 84)
- Auto Body Repair Certificate in Applied Science (p. 84)
- Estimating and Appraiser Certificate in Applied Science (p. 85)

## Courses

### **ABR 102 Mig Welding (2-5-3)**

*Offered Spring 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 (2-5-3)**

*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 (2-5-3)**

*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 (2-5-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of plastic repair procedures and metal straightening techniques.

### **ABR 107 Refinishing Fundamentals (2-5-3)**

*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 109 Accessories (2-5-3)**

*Offered Summer Semester*

This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles.

### **ABR 114 Estimating Fundamentals (2-5-3)**

*Offered Summer Semester*

Prerequisites: ABR 104

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 (2-5-3)**

*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 (2-5-3)**

*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 (2-5-3)**

*Offered Spring Semester*

Prerequisite: ABR 107

This course is a study of mixing and applying automotive topcoats, including spray gun set-up, mixing equipment and spraying equipment for solvent and waterborne refinishes.

### **ABR 118 Refinishing II (2-5-3)**

*Offered Summer Semester*

Prerequisite: ABR 127

This course covers overall refinishing with the newest type paints.

### **ABR 119 Estimating Repairs (1-3-2)**

*Offered Fall Semester*

This course covers writing estimates on damaged vehicles using collision repair guides.

### **ABR 124 Advanced Estimating Procedures (2-5-3)**

*Offered Fall Semester*

Prerequisites: ABR 114

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 (2-5-3)**

*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 (2-5-3)**

*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 (2-5-3)**

*Offered Spring Semester*

Co-requisite: ABR 124

This course covers basic leadership skills and automotive shop management procedures.

### **ABR 135 Structural Sectioning and Frame Replacement (2-5-3)**

*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 (2-5-3)**

*Offered Spring Semester*

Prerequisite: ABR 126

This course covers metal shaping and fabrication of vehicle parts using metal forming equipment.

### **ABR 137 Advanced Refinishing Processes (2-5-3)**

*Offered Spring Semester*

Prerequisite: ABR 127

This course covers the use of specialty finishes and custom paint applications.

### **ABR 142 Mechanical Systems (2-5-3)**

*Offered Fall Semester*

Prerequisite: ABR 115

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 (2-5-3)**

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of basic circuitry and electrical problems associated with collision-damaged vehicles.

**ABR 144 Heating, Cooling and Air Conditioning Systems (2-5-3)***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.

# Advanced Auto Body Repair Certificate in Applied Science

## Overview

## Program Description

This certificate will include advanced concepts in autobody structural repair and refinishing.

## Mission Statement

The Auto Body Repair Program 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 feedback from the program advisory committee which is composed of representatives from insurance companies, automotive dealers, and independent collision repair shops.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day

## Employment Opportunities

Collision repair technician, collector car restoration technician, estimator, refinish technician, shop foreman, shop manager, service advisor, parts specialist, shop owner.

Visit our web page at <https://www.gvltec.edu/autobody/>.

## Recommended Program Schedule

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.

| Course                      | Title                             | Hours     |
|-----------------------------|-----------------------------------|-----------|
| <b>Preferred Sequence</b>   |                                   |           |
| <b>First Semester</b>       |                                   |           |
| ABR 126                     | Non-Structural Advanced Materials | 3         |
| ABR 124                     | Advanced Estimating Procedures    | 3         |
| ABR 142                     | Mechanical Systems                | 3         |
| ABR 143                     | Auto Body Electrical Systems      | 3         |
| <b>Total Semester Hours</b> |                                   | <b>12</b> |

## Second Semester

|                             |                                               |           |
|-----------------------------|-----------------------------------------------|-----------|
| ABR 136                     | Metal Shaping and Fabrication                 | 3         |
| ABR 137                     | Advanced Refinishing Processes                | 3         |
| ABR 144                     | Heating, Cooling and Air Conditioning Systems | 3         |
| ABR 132                     | Shop Management Concepts                      | 3         |
| <b>Total Semester Hours</b> |                                               | <b>12</b> |

## Third Semester

|                                    |                |           |
|------------------------------------|----------------|-----------|
| ABR 118                            | Refinishing II | 3         |
| ABR 109                            | Accessories    | 3         |
| <b>Total Semester Hours</b>        |                | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                | <b>30</b> |

# Auto Body Repair Certificate in Applied Science

## Program Description

This program consists of courses that train students to meet the entry level requirements for vehicle cosmetic body panel repair, unibody/full-frame structural repair, welding, estimating, automotive electricity, air conditioning, vehicle safety restraints, and vehicle refinishing.

## Mission Statement

The Auto Body Repair Program at Greenville Technical College is dedicated to the training of students to meet the entry level requirements of the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the feedback from the program advisory committee which is composed of representatives from insurance companies, automotive dealers, and independent collision repair shops.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day only

## Professional Credential

I-CAR Pro Level I certificate for Refinishing and Non-Structural (subject to passing exam). I-CAR Steel MIG Welding Certification.

## Employment Opportunities

Entry level collision repair technician, estimator, refinish technician, aviation refinish technician, customer advisor, parts specialist

Visit our web page at <https://www.gvltec.edu/autobody/>.

## Recommended Program Schedule

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.

| First Semester                     |                                           | Hours     |
|------------------------------------|-------------------------------------------|-----------|
| ABR 104                            | Auto Body Fundamentals                    | 3         |
| ABR 105                            | Structural Measuring and Analysis         | 3         |
| ABR 106                            | Non-Structural Plastic and Metal Repairs  | 3         |
| ABR 107                            | Refinishing Fundamentals                  | 3         |
| <b>Total Semester Hours</b>        |                                           | <b>12</b> |
| Second Semester                    |                                           |           |
| ABR 102                            | Mig Welding                               | 3         |
| ABR 115                            | Structural Repair Planning & Correction   | 3         |
| ABR 116                            | Non-Struct Panel Replacement & Trim       | 3         |
| ABR 117                            | Refinishing Application Processes         | 3         |
| <b>Total Semester Hours</b>        |                                           | <b>12</b> |
| Third Semester                     |                                           |           |
| ABR 114                            | Estimating Fundamentals                   | 3         |
| ABR 127                            | Refinishing Color Tinting and Blending    | 3         |
| ABR 135                            | Structural Sectioning & Frame Replacement | 3         |
| <b>Total Semester Hours</b>        |                                           | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                           | <b>33</b> |

## Estimating and Appraiser Certificate in Applied Science

### Overview

### Program Description

This program consists of courses that train students to evaluate collision damaged vehicles, estimate and blueprint required repairs, and communicate cost appraisals to customers and insurance companies.

### Mission Statement

The Auto Body Repair Program 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 feedback from the program advisory committee which is composed of representatives from insurance companies, automotive dealers, and independent collision repair shops.

### Entrance Requirements

High school diploma or GED

### Type of Program

Evening only

### Professional Credentials

Estimating and Appraiser Certificate in Applied Science

### Employment Opportunities

Automotive collision repair estimator, automotive insurance claims adjuster, dealership vehicle appraiser

Visit our web page at <https://www.gvltec.edu/autobody/>.

## Recommended Program Schedule

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.

| First Semester                     |                                   | Hours     |
|------------------------------------|-----------------------------------|-----------|
| ABR 104                            | Auto Body Fundamentals            | 3         |
| ABR 114                            | Estimating Fundamentals           | 3         |
| ABR 119                            | Estimating Repairs                | 2         |
| <b>Total Semester Hours</b>        |                                   | <b>8</b>  |
| Second Semester                    |                                   |           |
| ABR 124                            | Advanced Estimating Procedures    | 3         |
| ABR 105                            | Structural Measuring and Analysis | 3         |
| ABR 132                            | Shop Management Concepts          | 3         |
| <b>Total Semester Hours</b>        |                                   | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                   | <b>17</b> |

## Automotive Technology Programs

- Automotive Maintenance and Light Repair Certificate in Applied Science (p. 86)
- Automotive Technology Associate in Applied Science (p. 87)

### Courses

#### AUT 100 Introduction to Automotive Hazardous Materials (1-0-1)

*Offered Fall and Spring Semesters*

This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.

#### AUT 103 Engine Reconditioning (3-4-4)

*Offered Fall and Spring Semesters*

Prerequisite: AUT 159, AUT 231

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 (3-4-4)

*Offered Spring and Summer Semesters*

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 110 Introduction to Automotive Welding (2-3-3)

*Offered Fall Semester*

This course is an introduction to basic welding as it applies to automotive technology. This course will cover safety procedures, cutting torch operation, basic gas welding and basic mig welding.



**AUT 112 Braking Systems (3-4-4)***Offered Spring and Summer Semesters*

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 (3-4-4)***Offered Fall and Summer Semesters*

Prerequisite: AUT 159

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 (3-4-4)***Offered Spring and Summer Semesters*

Prerequisite: AUT 159

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 (3-4-4)***Offered Fall and Spring Semesters*

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 143 Active Devices and Sensors (3-4-4)***Offered Fall and Spring Semesters*

Prerequisites: AUT 159, AUT 231

This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnosis.

**AUT 149 Ignition and Fuel Systems (3-4-4)***Offered Fall and Summer Semesters*

Prerequisites: AUT 103, AUT 159, AUT 231

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 (3-4-4)***Offered Fall and Spring Semesters*

Prerequisite: AUT 159, AUT 231

This course is a basic study of power flow and hydraulics, including torque converter operation.

**AUT 159 Tools, Equipment and Reference Manuals (2-5-3)***Offered Fall and Spring Semesters*

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 (3-4-4)***Offered Spring and Summer Semesters*

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 Summer and Fall Semesters*

Prerequisite: AUT 159, 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 (3-4-4)***Offered Fall and Summer Semesters*

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 (3-4-4)***Offered Spring and Summer Semesters*

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 (2-5-3)***Offered Spring and Summer Semesters*

Prerequisites: AUT 122, AUT 143

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

**AUT 275 Alternate Technology Vehicles (2-5-3)***Offered Fall and Spring Semesters*

Prerequisite: AUT 231

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.

## Automotive Maintenance and Light Repair Certificate in Applied Science

### Program Description

The purpose of this program is to train entry-level technicians to perform 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.

### Mission Statement

The mission of the automotive program is to train students to be successful automotive service technicians, and to promote ongoing learning within the industry.

### Entrance Requirements

High school diploma or GED.

## Type of Program

Day, Fall, Spring Starts

## Employment Opportunities

Dealership fast lanes, tire stores, light maintenance service centers, independent garages

Visit our web page at <https://www.gvltec.edu/automotive/>.

## Recommended Program Schedule

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.

| First Semester                     |                                         | Hours     |
|------------------------------------|-----------------------------------------|-----------|
| AUT 100                            | Intro to Automotive Hazardous Materials | 1         |
| AUT 132                            | Automotive Electricity                  | 4         |
| AUT 159                            | Tools, Equipment, and Reference Manuals | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>8</b>  |
| Second Semester                    |                                         |           |
| AUT 112                            | Braking Systems                         | 4         |
| AUT 122                            | Suspension and Alignment                | 4         |
| AUT 241                            | Automotive Air Conditioning             | 4         |
| <b>Total Semester Hours</b>        |                                         | <b>12</b> |
| <b>Total Required Credit Hours</b> |                                         | <b>20</b> |

## Automotive Technology Associate in Applied Science

### Program Description

This program trains students to be service technicians skilled in the testing, diagnosing, and servicing of motor vehicles.

#### *Embedded Certificate*

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Mission Statement

The mission of the automotive program is to train students to be successful automotive service technicians, and to promote ongoing learning within the industry.

### Entrance Requirements

High school diploma or GED.

See "Program Requirements" Section for additional requirements.

## Type of Program

Daytime only

## Employment Opportunities

Automotive service technician with a dealer or independent service organization.

## Professional Credential

Automotive Service Excellence Technician (subject to passing exam)

## Program Accreditation

The AUT Associate in Applied Science program is accredited by the ASE Education Foundation.

## Specialization Options

The Automotive Technology Associate in Applied Science degree also allows students to select one of the following two specializations, both of which are the only similar option offered in South Carolina:

**Note:** Students will be awarded one degree: Automotive Technology Associate in Applied Science

- **General Motors Automotive Service Educational Program (ASEP)** trains students in the testing, diagnosis and servicing of General Motors motor vehicles and prepares graduates for employment in a GM dealership or participating AC Delco repair facility. Students must complete a cooperative work experience (co-op) course each semester with a GM dealership or an approved AC Delco repair facility.
- **Honda/Acura Professional Automotive Career Training (PACT)** trains students in the testing, diagnosis and servicing of Honda and Acura motor vehicles and prepares graduates for employment in a Honda or Acura dealership or repair facility. Students must complete a cooperative work experience (co-op) course each semester with a Honda or Acura dealership.

Visit our web page at <https://www.gvltec.edu/automotive/>.

## Program Requirements

In addition to the associate degree requirements, the automotive specializations have the following requirements.

### General Motors Automotive Service Educational Program (ASEP) Specialization Entrance Requirements

- 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 AUT Department Head or OEM program director/lead instructor.

### Honda/Acura Professional Automotive Career Training (PACT) Specialization Entrance Requirements

- High school diploma or equivalent.
- Student must be placed in an approved Honda or Acura co-op upon program entry.

- Student must pass drug test for employer and have a good driving record.
- Student must interview with the AUT Department Head or OEM program director/lead instructor.

## Recommended Program Schedule

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 alternate schedules.

## Automotive Associate Degree

| First Semester                     |                                                        | Hours     |
|------------------------------------|--------------------------------------------------------|-----------|
| AUT 100                            | Intro to Automotive Hazardous Materials                | 1         |
| AUT 159                            | Tools, Equipment, and Reference Manuals                | 3         |
| AUT 132                            | Automotive Electricity                                 | 4         |
| AUT 103                            | Engine Reconditioning                                  | 4         |
| COL 105                            | Freshman Seminar <sup>1</sup>                          | 3         |
| <b>Total Semester Hours</b>        |                                                        | <b>15</b> |
| Second Semester                    |                                                        |           |
| AUT 231                            | Automotive Electronics                                 | 4         |
| AUT 112                            | Braking Systems                                        | 4         |
| AUT 122                            | Suspension and Alignment                               | 4         |
| ENG 165                            | Professional Communications                            | 3         |
| <b>Total Semester Hours</b>        |                                                        | <b>15</b> |
| Third Semester                     |                                                        |           |
| AUT 116                            | Manual Transmission and Axle                           | 4         |
| AUT 149                            | Ignition and Fuel Systems                              | 4         |
| AUT 241                            | Automotive Air Conditioning                            | 4         |
| MAT 155                            | Contemporary Mathematics (or higher Math) <sup>2</sup> | 3         |
| <b>Total Semester Hours</b>        |                                                        | <b>15</b> |
| Fourth Semester                    |                                                        |           |
| AUT 275                            | Alternate Technology Vehicles                          | 3         |
| AUT 152                            | Automatic Transmission                                 | 4         |
| AUT 143                            | Active Devices and Sensors                             | 4         |
| PSY 103                            | Human Relations <sup>1</sup>                           | 3         |
| Select one of the following:       |                                                        | 3         |
| HIS 101                            | Western Civilization to 1689                           |           |
| HIS 122                            | History, Technology, and Society                       |           |
| ECO 105                            | Introduction to Economic Principles                    |           |
| PSC 201                            | American Government                                    |           |
| HIS 201                            | American History: Discovery to 1877                    |           |
| <b>Total Semester Hours</b>        |                                                        | <b>17</b> |
| Fifth Semester                     |                                                        |           |
| AUT 247                            | Electronic Fuel Systems                                | 4         |
| AUT 107                            | Advanced Engine Repair                                 | 4         |
| AUT 268                            | Special Topics in Automotives                          | 3         |
| HSS 105                            | Technology and Culture                                 | 3         |
| <b>Total Semester Hours</b>        |                                                        | <b>14</b> |
| <b>Total Required Credit Hours</b> |                                                        | <b>76</b> |

<sup>1</sup> General education course

<sup>2</sup> MAT 110 or MAT 120 is recommended if placement allows for students who intend to pursue the BAS.MFG degree.

## General Motors Automotive Service Educational Program or Honda/Acura Professional Automotive Career Training specialization

| First Semester                                 |                                                        | Hours     |
|------------------------------------------------|--------------------------------------------------------|-----------|
| AUT 100                                        | Intro to Automotive Hazardous Materials                | 1         |
| AUT 159                                        | Tools, Equipment, and Reference Manuals                | 3         |
| AUT 132                                        | Automotive Electricity                                 | 4         |
| AUT 103                                        | Engine Reconditioning                                  | 4         |
| COL 105                                        | Freshman Seminar                                       | 3         |
| <b>Total Semester Hours</b>                    |                                                        | <b>15</b> |
| Second Semester                                |                                                        |           |
| AUT 231                                        | Automotive Electronics                                 | 4         |
| AUT 112                                        | Braking Systems                                        | 4         |
| AUT 122                                        | Suspension and Alignment                               | 4         |
| Cooperative Work Experience (CWE) <sup>2</sup> |                                                        | 1         |
| ENG 165                                        | Professional Communications                            | 3         |
| <b>Total Semester Hours</b>                    |                                                        | <b>16</b> |
| Third Semester                                 |                                                        |           |
| AUT 116                                        | Manual Transmission and Axle                           | 4         |
| AUT 149                                        | Ignition and Fuel Systems                              | 4         |
| AUT 241                                        | Automotive Air Conditioning                            | 4         |
| Cooperative Work Experience (CWE) <sup>2</sup> |                                                        | 1         |
| MAT 155                                        | Contemporary Mathematics (or higher Math) <sup>3</sup> | 3         |
| <b>Total Semester Hours</b>                    |                                                        | <b>16</b> |
| Fourth Semester                                |                                                        |           |
| AUT 275                                        | Alternate Technology Vehicles                          | 3         |
| AUT 152                                        | Automatic Transmission                                 | 4         |
| AUT 143                                        | Active Devices and Sensors                             | 4         |
| Cooperative Work Experience (CWE) <sup>2</sup> |                                                        | 1         |
| PSY 103                                        | Human Relations <sup>1</sup>                           | 3         |
| Select one of the following:                   |                                                        | 3         |
| HIS 101                                        | Western Civilization to 1689                           |           |
| HIS 122                                        | History, Technology, and Society                       |           |
| PSC 201                                        | American Government                                    |           |
| HIS 201                                        | American History: Discovery to 1877                    |           |
| ECO 105                                        | Introduction to Economic Principles                    |           |
| <b>Total Semester Hours</b>                    |                                                        | <b>18</b> |
| Fifth Semester                                 |                                                        |           |
| AUT 247                                        | Electronic Fuel Systems                                | 4         |
| AUT 107                                        | Advanced Engine Repair                                 | 4         |
| AUT 268                                        | Special Topics in Automotives                          | 3         |
| Cooperative Work Experience (CWE) <sup>2</sup> |                                                        | 1         |

|                                    |                        |           |
|------------------------------------|------------------------|-----------|
| HSS 105                            | Technology and Culture | 3         |
| <b>Total Semester Hours</b>        |                        | <b>15</b> |
| <b>Total Required Credit Hours</b> |                        | <b>80</b> |

<sup>1</sup> General education course

<sup>2</sup> Students must complete a cooperative work experience (co-op) course each semester with the appropriate specialization dealership.

<sup>3</sup> MAT 110 or MAT 120 is recommended if placement allows for students who intend to pursue the BAS.MFG degree.

## Computer Numerical Control (CNC) Programs

- CNC Machine Operator Certificate in Applied Science (p. 90)
- Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science (p. 91)

## Courses

### MTT 105 Machine Tool Math Applications (3-0-3)

*Offered Fall and Summer Semesters*

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 and Summer Semesters*

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 (1-6-3)

*Offered Fall Semester*

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 Semester*

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 setups.

### MTT 124 Machine Tool Practice II (0-12-4)

*Offered Spring Semester*

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 Summer Semester*

Prerequisite: MTT 122

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 Semester*

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 Spring Semester*

Prerequisite: MTT 126

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 (0-6-2)

*Offered Spring Semester*

Prerequisite: MTT 254

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 243 Advanced Dimensional Metrology for Machinists (1-6-3)

*Offered Fall Semester*

Prerequisites: MTT 120, MTT 121, MAT 170

This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more.



**MTT 245 Rapid Prototype Setup and Operations (1-6-3)***Offered Spring 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 (2-3-3)***Offered Spring Semester*

Prerequisites: MAT 170, MTT 120, MTT 121, MTT 122

Co-requisite: MTT 251

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 Spring Semester*

Co-requisite: MTT 250

This course is a study of CNC machine controls, setting tools and machine limits and capabilities.

**MTT 252 CNC Setup and Operations (1-9-4)***Offered Fall 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 workpiece, 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 Spring Semester*

Prerequisite: MTT 120, MTT 121

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 Master CAM.

**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 (2-3-3)***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 solid modeling, 2D and 3D machining and CNC lathe programming. Post-processing is also covered. The operational software used is CAM Works.

**MTT 260 Advanced Multi-Axis Programming and Operations I (0-12-4)***Offered Spring Semester*

Prerequisite: MTT 253, 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 wireframe surface part models for programming.

**MTT 261 Advanced Multi-Axis Programming and Operations II (0-12-4)***Offered Summer Semester*

Prerequisite: MTT 252, MTT 255

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.

**MTT 299 Research in Advanced CNC (0-9-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: Instructor Permission (students also must have completed MTT 260 and have a GPA of 3.0 or higher)

This course provides an opportunity for students to investigate a faculty-approved topic in the Computer Numerical Control (CNC) discipline using the application of practical research methods. 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 small groups to investigate a problem or issue in the discipline.

## CNC Machine Operator Certificate in Applied Science

### Program Description

This program teaches machine controls, setting tools and machine limits and capabilities.

***Embedded Certificate***

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### 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

High school diploma or GED

### Type of Program

Day or evening

### Employment Opportunities

Large and small machine shops, manufacturing companies

Visit our web page at <https://www.gvltec.edu/cnc/>.

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester                     |                                                    | Hours     |
|------------------------------------|----------------------------------------------------|-----------|
| MTT 120                            | Machine Tool Print Reading                         | 3         |
| MTT 121                            | Machine Tool Theory I                              | 3         |
| MTT 122                            | Machine Tool Practice I                            | 4         |
| <b>Total Semester Hours</b>        |                                                    | <b>10</b> |
| Second Semester                    |                                                    |           |
| MTT 141                            | Metals and Heat Treatment                          | 3         |
| MTT 126                            | Machine Tool Practice III                          | 4         |
| MTT 241                            | Jigs and Fixtures I                                | 2         |
| MAT 170                            | Algebra, Geometry, and Trigonometry I <sup>1</sup> | 3         |
| <b>Total Semester Hours</b>        |                                                    | <b>12</b> |
| Third Semester                     |                                                    |           |
| MTT 145                            | Machining of Metals                                | 3         |
| MTT 211                            | Die Theory                                         | 3         |
| MTT 224                            | Tool and Diemaking Practice II                     | 4         |
| <b>Total Semester Hours</b>        |                                                    | <b>10</b> |
| <b>Total Required Credit Hours</b> |                                                    | <b>32</b> |

## Computer Numerical Control (CNC) Programming and Operations Associate in Applied Science

### Program Description

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 up to multi-axis machining and turning centers. This program will also teach the basics of Rapid Prototyping.

#### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form (<https://dynamicforms.ngwebsolutions.com>) to opt out of the embedded certificate.

### 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

High school diploma or GED

## Type of Program

Day or evening

## Professional Credentials

This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprenticeship Program.

## Employment Opportunities

Large and small machine shops, job shops and manufacturing companies

Visit our web page at <https://www.gvltec.edu/cnc/>.

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester              |                                                    | Hours     |
|-----------------------------|----------------------------------------------------|-----------|
| MTT 120                     | Machine Tool Print Reading                         | 3         |
| MTT 121                     | Machine Tool Theory I                              | 3         |
| MTT 122                     | Machine Tool Practice I                            | 4         |
| ENG 165                     | Professional Communications <sup>1</sup>           | 3         |
| <b>Total Semester Hours</b> |                                                    | <b>13</b> |
| Second Semester             |                                                    |           |
| MTT 141                     | Metals and Heat Treatment                          | 3         |
| MTT 245                     | Rapid Prototype Setup and Operations               | 3         |
| MTT 126                     | Machine Tool Practice III                          | 4         |
| MAT 170                     | Algebra, Geometry, and Trigonometry I <sup>1</sup> | 3         |
| <b>Total Semester Hours</b> |                                                    | <b>13</b> |
| Third Semester              |                                                    |           |
| MTT 145                     | Machining of Metals                                | 3         |
| MTT 211                     | Die Theory                                         | 3         |
| MTT 224                     | Tool and Diemaking Practice II                     | 4         |
| <b>Total Semester Hours</b> |                                                    | <b>10</b> |
| Fourth Semester             |                                                    |           |
| MTT 250                     | Principles of CNC                                  | 3         |
| MTT 251                     | CNC Operations                                     | 3         |
| MTT 254                     | CNC Programming I                                  | 3         |
| MTT 243                     | Adv Dimensional Metrology for Machinists           | 3         |
| <b>Total Semester Hours</b> |                                                    | <b>12</b> |

**Fifth Semester**

|                             |                          |              |
|-----------------------------|--------------------------|--------------|
| MTT 252                     | CNC Setup and Operations | 4            |
| MTT 255                     | CNC Programming II       | 3            |
| MTT 241                     | Jigs and Fixtures I      | 2            |
| General Education Elective  |                          | 3-4          |
| <b>Total Semester Hours</b> |                          | <b>12-13</b> |

**Sixth Semester**

|                                      |                                        |              |
|--------------------------------------|----------------------------------------|--------------|
| MTT 261                              | Adv Multi-Axis Program & Operations II | 4            |
| Social Science Elective <sup>3</sup> |                                        | 3            |
| Humanities Elective <sup>3</sup>     |                                        | 3            |
| <b>Total Semester Hours</b>          |                                        | <b>10</b>    |
| <b>Total Required Credit Hours</b>   |                                        | <b>70-71</b> |

<sup>1</sup> MAT 110 College Algebra recommended if placement allows or considering 4 year transfer

<sup>2</sup> ENG 101 English Composition I is recommended if placement allows or considering 4 year transfer, SPC 205 Public Speaking is required.

<sup>3</sup> See faculty advisor for specific elective recommendations.  
Students planning to pursue a Bachelor's degree: South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students graduating from the BAS.MFG program are required to successfully complete either PSC 201 (American Government) as the social science requirement or one of the general education elective requirements OR HIS 201 (American History – Discovery to 1877) as the humanities requirement or one of the general education elective requirements.

## Diesel Equipment Technology Programs

- Diesel Engine Performance Certificate in Applied Science (p. 93)
- Diesel Equipment Technology Certificate in Applied Science (p. 93)
- Heavy Equipment Auxiliary Systems Certificate in Applied Science (p. 94)

## Courses

**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 (2-4-3)**

*Offered Fall 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 (2-4-3)**

*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 (1-5-2)**

*Offered Spring Semester*

Co-requisite: 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 (1-5-2)**

*Offered Spring Semester*

Co-requisite: DHM 173

This course is an introduction to basic theory and practical application of diagnostic testing equipment in trouble-shooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

**DHM 125 Diesel Fuel Systems (2-4-3)**

*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 Power Trains (2-4-3)**

*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 equipment to improve payload space, safety, or location.

**DHM 173 Electrical Systems I (2-4-3)**

*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 (2-4-3)**

*Offered Fall 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 (2-4-3)**

*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 (2-4-3)**

*Offered Fall Semester*

Prerequisite: DHM 125

This course covers the theory and practical application of electronic fuel power systems.

**DHM 232 Heating, Cooling, & Air Conditioning Systems (2-4-3)**

*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 are explored.

**DHM 251 Suspension and Steering (1-6-3)***Offered Summer Semester*

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

**DHM 255 Air Brake Systems (2-4-3)***Offered Fall Semester*

This course is a study of air compressors, valves, electrical controls and brake designs.

**DHM 262 ABS and TCS Brake Systems (1-5-2)***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 (2-4-3)***Offered Spring 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 (1-5-2)***Offered Spring 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 Spring 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 (2-4-3)***Offered Fall Semester*

Co-requisite: DHM 173

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

## Diesel Engine Performance Certificate in Applied Science

### Program Description

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.

### Mission Statement

The Diesel Engine Performance certificate is designed to prepare graduates with the necessary technical skills to become a diesel technician. 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

High school diploma or GED required (or department head approval)

Completion of the "Diesel Equipment Technology" certificate is highly recommended before entering this certificate.

## Type of Program

Evening Fall Semester

## Employment Opportunities

Truck repair shops, fleet service, heavy equipment repair centers, electric power generation, locomotive industries

Visit our web page at <https://www.gvltec.edu/diesel/>.

## Recommended Program Schedule

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.

The first semester is offered day or evening spring semester

The second semester is offered in the evening fall semester.

| First Semester                     |                                  | Hours     |
|------------------------------------|----------------------------------|-----------|
| DHM 101                            | Introduction to Diesel Engines   | 4         |
| DHM 125                            | Diesel Fuel Systems <sup>1</sup> | 3         |
| <b>Total Semester Hours</b>        |                                  | <b>7</b>  |
| Second Semester                    |                                  |           |
| DHM 105                            | Diesel Engines I                 | 3         |
| DHM 205                            | Diesel Engines II                | 3         |
| DHM 216                            | Medium Diesel Engines            | 3         |
| DHM 225                            | Electronic Fuel Systems          | 3         |
| <b>Total Semester Hours</b>        |                                  | <b>12</b> |
| <b>Total Required Credit Hours</b> |                                  | <b>19</b> |

<sup>1</sup> Prerequisite courses - students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

## Diesel Equipment Technology Certificate in Applied Science

### Program Description

The Diesel Equipment Technology program at Greenville Technical College's School of Advanced Manufacturing & Transportation Technology provides students with the solid foundation for which employers are looking. With an emphasis on Commercial Semi-Trucks, students can apply classroom, digital and hands-on instruction, to work in the Heavy Equipment, Electric Power Generation, Marine and Locomotive industries.

### Mission Statement

The Diesel Technology certificate is designed to prepare graduates with the necessary technical skills to become a diesel technician. 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

High school diploma or GED required (or department head approval)

## Type of Program

Day or evening classes

## Program Accreditation

This program is accredited by the ASE Education Foundation.

## Professional Credentials

ASE Automotive Service Excellence Technician (subject to passing exam)

ASE 609 Mobile Air Conditioning License (subject to passing exam)

## Employment Opportunities

Truck repair shops, fleet service, heavy equipment repair centers, electric power generation, locomotive industries

Visit our web page at <https://www.gvltec.edu/diesel/>.

## Recommended Program Schedule

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. Student may enter the program in any semester, day or evening.

**Note:** Please contact your advisor for recommended evening schedules.

| First Semester                     |                                          | Hours     |
|------------------------------------|------------------------------------------|-----------|
| DHM 107                            | Diesel Equip, Serv & Diagnosis           | 3         |
| DHM 173                            | Electrical Systems I                     | 3         |
| DHM 255                            | Air Brake Systems                        | 3         |
| DHM 273                            | Electrical Systems II                    | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>12</b> |
| Second Semester                    |                                          |           |
| DHM 101                            | Introduction to Diesel Engines           | 4         |
| DHM 108                            | Diesel Engine Tune-Up                    | 2         |
| DHM 121                            | Introduction to Diagnostic Testing       | 2         |
| DHM 125                            | Diesel Fuel Systems                      | 3         |
| DHM 265                            | Hydraulic Systems                        | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>14</b> |
| Third Semester                     |                                          |           |
| DHM 251                            | Suspension and Steering                  | 3         |
| DHM 151                            | Drive Trains                             | 4         |
| DHM 232                            | Heating, Cooling, & Air Condition System | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>10</b> |
| <b>Total Required Credit Hours</b> |                                          | <b>36</b> |

# Heavy Equipment Auxiliary Systems Certificate in Applied Science

## Program Description

This certificate focuses on semi-trailer, auxiliary power unit, advanced braking and advanced drive train system troubleshooting, diagnostics and repairs.

## 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

High school diploma or GED required (or department head approval)

Completion of the "Diesel Equipment Technology" certificate is highly recommended prior to taking this certificate.

## Type of Program

Evening Spring Semester

## Employment Opportunities

Truck repair shops, fleet service, heavy equipment repair centers, electric power generation, locomotive industries

Visit our web page at <https://www.gvltec.edu/diesel/>.

## Recommended Program Schedule

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.

First Semester is offered in the fall.

Second Semester is offered in the spring.

Third Semester is offered in the summer.

Fourth Semester is offered in the fall.

| First Semester              |                                                                     | Hours    |
|-----------------------------|---------------------------------------------------------------------|----------|
| DHM 255                     | Air Brake Systems (fast-track course) <sup>1</sup>                  | 3        |
| <b>Total Semester Hours</b> |                                                                     | <b>3</b> |
| Second Semester             |                                                                     |          |
| DHM 101                     | Introduction to Diesel Engines (fast-track course) <sup>1</sup>     | 4        |
| DHM 121                     | Introduction to Diagnostic Testing (fast-track course) <sup>1</sup> | 2        |
| DHM 265                     | Hydraulic Systems (fast-track course) <sup>1</sup>                  | 3        |
| <b>Total Semester Hours</b> |                                                                     | <b>9</b> |



**Third Semester**

|                             |                                                       |          |
|-----------------------------|-------------------------------------------------------|----------|
| DHM 232                     | Heating, Cooling, & Air Condition System <sup>1</sup> | 3        |
| <b>Total Semester Hours</b> |                                                       | <b>3</b> |

**Fourth Semester**

|                                    |                                               |           |
|------------------------------------|-----------------------------------------------|-----------|
| DHM 155                            | Power Trains (fast-track course)              | 3         |
| DHM 262                            | ABS and TCS Brake Systems (fast-track course) | 2         |
| DHM 271                            | Auxiliary Power Units (fast track course)     | 2         |
| DHM 272                            | Trailer Technology (fast-track course)        | 4         |
| <b>Total Semester Hours</b>        |                                               | <b>11</b> |
| <b>Total Required Credit Hours</b> |                                               | <b>26</b> |

<sup>1</sup> Prerequisite courses - students must complete these courses with a grade of "C" or better before advancing to the core courses for this certificate.

## HVAC/R Programs

- Air Conditioning/Refrigeration Technician Certificate in Applied Science (p. 95)
- Beginning Electricity & Refrigeration Certificate in Applied Science (p. 96)

## Courses

**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*

Prerequisite: ACR 106

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 ductwork.

**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.

## Air Conditioning/Refrigeration Technician Certificate in Applied Science

### Program Description

This program trains students to install and service heat pumps, gas, electric equipment, and commercial refrigeration units.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Vision Statement

The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) program will provide skilled personnel training consistent with the industry workforce needs.

### Mission Statement

The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) program will incorporate practical "hands-on" and "real-world problem-solving" training technology into a curriculum that is consistent with the changing skill requirements of the industry. Through planned evaluations from the program advisory committee composed of representatives

from local AC/R companies, the student will demonstrate professional ethics and integrity skills while learning in a collaborative teamwork environment.

## Entrance Requirements

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 (subject to passing the EPA exam)
- HVAC Excellence Employment Ready Certification (subject to passing the EPA exam)
- North American Technician Excellence's (NATE) Knowledge Areas of Technician Expertise Core (subject to passing EPA exam)

## Program Accreditation

This program is accredited by HVAC Excellence.

## Employment Opportunities

Installation and servicing of all types of heating and air conditioning and refrigeration equipment

Visit our web page at <https://www.gvltec.edu/hvacr/>.

## Recommended Program Schedule

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.

| First Semester                     |                               | Hours     |
|------------------------------------|-------------------------------|-----------|
| ACR 101                            | Fundamentals of Refrigeration | 5         |
| ACR 102                            | Tools and Service Techniques  | 3         |
| ACR 106                            | Basic Electricity for HVAC/R  | 4         |
| <b>Total Semester Hours</b>        |                               | <b>12</b> |
| Second Semester                    |                               |           |
| ACR 110                            | Heating Fundamentals          | 4         |
| ACR 120                            | Basic Air Conditioning        | 4         |
| ACR 131                            | Commercial Refrigeration      | 4         |
| ACR 140                            | Automatic Controls            | 3         |
| <b>Total Semester Hours</b>        |                               | <b>15</b> |
| Third Semester                     |                               |           |
| ACR 150                            | Basic Sheet Metal             | 2         |
| ACR 160                            | Service Customer Relations    | 3         |
| ACR 210                            | Heat Pumps                    | 4         |
| <b>Total Semester Hours</b>        |                               | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                               | <b>36</b> |

# Beginning Electricity & Refrigeration Certificate in Applied Science

*\*This program is not eligible for Federal Financial Aid. See the Financial Aid Office for details.*

## Program Description

This program trains students as beginning HVAC helpers and/or mechanics.

## Vision Statement

The Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) program will provide skilled personnel trained that is consistent with the industry workforce needs.

## Mission Statement

The Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R) program will incorporate practical "hands-on" and "real-world problem solving" training technology into the curriculum that is consistent with the changing skill requirements of the industry. Through planned evaluations from the program advisory committee composed of representatives from local AC/R companies, the student will demonstrate professional skills of ethics and integrity while learning in a collaborative teamwork environment.

## Entrance Requirements

High school diploma or GED not required. Students may enter this certificate any semester with department head approval.

## Program Accreditation

This program is accredited by HVAC Excellence.

## Type of Program

Day or evening

## Professional Credentials

EPA Technician (subject to passing EPA exam)

HVAC Excellence Employment Ready Certification (subject to passing EPA exam)

North American Technician Excellence's (NATE) Knowledge Areas of Technician Expertise Core (subject to passing EPA exam)

Visit our web page at <https://www.gvltec.edu/hvacr/>.

## Recommended Program Schedule

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.

| Course                             | Title                         | Hours     |
|------------------------------------|-------------------------------|-----------|
| <b>First Semester</b>              |                               |           |
| ACR 101                            | Fundamentals of Refrigeration | 5         |
| ACR 102                            | Tools and Service Techniques  | 3         |
| ACR 106                            | Basic Electricity for HVAC/R  | 4         |
| <b>Total Required Credit Hours</b> |                               | <b>12</b> |

## Industrial Electricity Programs

- Industrial Electricity Certificate in Applied Science (p. 97)

### Courses

#### **EEM 105 Basic Electricity (1-3-2)**

*Offered Fall and Spring Semesters*

This course is a survey of basic electrical principles, circuits and measurements.

#### **EEM 117 AC/DC Circuits I (3-3-4)**

*Offered Fall and Spring Semesters*

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 and Summer Semesters*

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*

Prerequisite: EEM 105 or EEM 117 or ACR 106

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*

Prerequisite: EEM 140

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*

Prerequisite: EEM 140

This course is a study of wiring methods and practices used in commercial and industrial applications.

#### **EEM 215 DC/AC Machines (1-6-3)**

*Offered Fall and Spring Semesters*

Prerequisites: EEM 105, ACR 106

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 and Spring Semesters*

Prerequisite: EEM 117, EEM 151 or MEC 130

This course covers the principles of operation and application of DC drives and AC drives.

#### **EEM 251 Programmable Controllers (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: EEM 117, 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.

#### **EEM 252 Programmable Controller Applications (2-4-3)**

*Offered 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 and Summer Semesters*

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 and Summer Semesters*

Prerequisite: EEM 252

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical and electromechanical systems.

## Industrial Electricity Certificate in Applied Science

### Program Description

The Industrial Electricity program prepares students for employment in the electrical industry. Students will be able to plan, install, troubleshoot, and repair commercial and residential electrical systems. This program prepares students for entry-level jobs as an electrician. Training equipment used include various meter types, common hand and power tools, conduit benders, motor control trainers, and assorted wiring devices.

### Vision Statement

The Industrial Electricity program will provide the college's local service area and the global economy of the construction industry with a pool of skilled, entry-level electrician positions, including residential wiring, as well as commercial/ industrial applications that are consistent with the industry workforce needs. Students will become skilled, knowledgeable, productive employees, and life-long learners.

### Mission Statement

Students of the Industrial Electricity program will demonstrate building science fundamentals, construction management theories, and best practices through a practical "hands-on" and "real-world problem-solving" training curriculum that is consistent with the changing skill requirements of the construction industry. Students will demonstrate entry-level skills such as estimating, project management, scheduling

writing, public speaking, blueprint reading, construction math, mechanical systems, and business law and ethics. Through planned evaluations from the program an advisory committee composed of representatives from local construction companies, the student will demonstrate professional skills of ethics and integrity while learning in a collaborative teamwork environment.

## Entrance Requirements

High school diploma or GED not required

## Type of Program

Day or Evening

## Location

This program is located at Greenville Tech's Barton Campus.

## Employment Opportunities

This program prepares students for entry-level electrician positions, including residential wiring, as well as commercial/industrial applications in the following areas:

- Electrical Construction
- Networking Technician
- Repair
- Plant maintenance
- Fire Alarm Technician

Visit our web page at <https://www.gvltec.edu/industrial-electricity/>.

## Recommended Program Schedule

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.

| First Semester                     |                               | Hours     |
|------------------------------------|-------------------------------|-----------|
| EEM 105                            | Basic Electricity             | 2         |
| or ACR 106                         | Basic Electricity for HVAC/R  |           |
| EEM 140                            | National Electrical Code      | 3         |
| <b>Total Semester Hours</b>        |                               | <b>5</b>  |
| Second Semester                    |                               |           |
| EEM 151                            | Motor Controls I              | 4         |
| EEM 215                            | DC/AC Machines                | 3         |
| <b>Total Semester Hours</b>        |                               | <b>7</b>  |
| Third Semester                     |                               |           |
| EEM 165                            | Residential/Commercial Wiring | 4         |
| EEM 166                            | Commercial/Industrial Wiring  | 4         |
| <b>Total Semester Hours</b>        |                               | <b>8</b>  |
| <b>Total Required Credit Hours</b> |                               | <b>20</b> |

# Mechatronics Technology Programs

- Mechatronics I Certificate in Applied Science (p. 98)
- Mechatronics II Certificate in Applied Science (p. 99)
- Mechatronics Technology Associate in Applied Science (p. 100)

## Courses

### MEC 130 Motor Controls (2-6-4)

*Offered Fall and Spring Semesters*

Prerequisite: EEM 105 or EEM 117

This course is an introduction to the principles and applications of motor control circuits. A study of the various control devices and wiring used in industrial processes is also covered

### MEC 299 Research in Advanced Mechatronics (0-12-4)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: Instructor Permission (students must also have completed AMT 205 and EEM 252 and have a GPA of 3.5 or higher)

This course provides an opportunity for students to investigate a faculty-approved topic in automated manufacturing disciplines using the application of practical research methods. The course is designed for students in an industrial manufacturing 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 with high-tech industrial manufacturing industry leaders.

## Mechatronics I Certificate in Applied Science

### Program Description

This program is designed to teach the skills required for the mechatronics technician in the 21st 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.

Courses taken under this certificate can be applied toward the associate degree program.

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.

## Mission Statement

The Mechatronics program mission, to produce students who are ready for today's advanced manufacturing jobs, furthers the college's mission to transform students' lives through world-class education in a field that has seen significant growth in our community.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day or evening

## Requirements for Completion

This program requires a minimum grade of "C" in all concentration courses.

## Employment Opportunities

Students who successfully complete this course of study may be employed by high-tech industries.

Visit our web page at <https://www.gvltec.edu/mechatronics/>.

## Recommended Program Schedule

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.

| First Semester                     |                                                    | Hours     |
|------------------------------------|----------------------------------------------------|-----------|
| EEM 117                            | AC/DC Circuits I                                   | 4         |
| IMT 112                            | Hand Tool Operations                               | 3         |
| MAT 170                            | Algebra, Geometry, and Trigonometry I <sup>1</sup> | 3         |
| IMT 131                            | Hydraulics and Pneumatics                          | 4         |
| <b>Total Semester Hours</b>        |                                                    | <b>14</b> |
| Second Semester                    |                                                    |           |
| AMT 105                            | Robotics and Automated Control I                   | 3         |
| EEM 118                            | AC/DC Circuits II                                  | 4         |
| EEM 271                            | Sensors and System Interfacing                     | 2         |
| MEC 130                            | Motor Controls                                     | 4         |
| <b>Total Semester Hours</b>        |                                                    | <b>13</b> |
| Third Semester                     |                                                    |           |
| IMT 104                            | Schematics                                         | 2         |
| MFG 110                            | Introduction to Manufacturing CAD                  | 3         |
| IMT 161                            | Mechanical Power Applications                      | 4         |
| <b>Total Semester Hours</b>        |                                                    | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                                    | <b>36</b> |

<sup>1</sup> Recommend MAT 110 College Algebra in lieu of MAT 170 Algebra, Geometry, and Trigonometry I, if placement allows. A minimum grade of a "C" is required.

## Mechatronics II Certificate in Applied Science

### Program Description

This certificate further develops students completing Mechatronics I as well as advanced students already working in the 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.

Courses taken in this certificate can be applied toward the associate degree program. 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.

## Mission Statement

The Mechatronics program mission, to produce students who are ready for today's advanced manufacturing jobs, furthers the college's mission to transform students' lives through world-class education in a field that has seen significant growth in our community.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day or evening

## Requirements for Completion

This program requires a minimum grade of "C" in all concentration courses.

## Employment Opportunities

Students who successfully complete this course of study may be employed by high-tech industries.

Visit our web page at <https://www.gvltec.edu/mechatronics/>.

## Recommended Program Schedule

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.

| First Semester              |                                       | Hours     |
|-----------------------------|---------------------------------------|-----------|
| AMT 205                     | Robotics & Automated Control II       | 3         |
| EEM 221                     | DC/AC Drives                          | 3         |
| EEM 251                     | Programmable Controllers              | 3         |
| <b>Total Semester Hours</b> |                                       | <b>9</b>  |
| Second Semester             |                                       |           |
| EEM 252                     | Programmable Controllers Applications | 3         |
| IMT 170                     | Statistical Process Control           | 3         |
| WLD 240                     | Robotic Welding and Manufacturing     | 4         |
| <b>Total Semester Hours</b> |                                       | <b>10</b> |



**Third Semester**

|                                    |                                   |           |
|------------------------------------|-----------------------------------|-----------|
| EEM 274                            | Technical/Systems Troubleshooting | 4         |
| or MEC 299                         | Research in Advanced Mechatronics |           |
| <b>Total Semester Hours</b>        |                                   | <b>4</b>  |
| <b>Total Required Credit Hours</b> |                                   | <b>23</b> |

# **Mechatronics Technology Associate in Applied Science**

## **Program Description**

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 interdisciplinary field involving control systems, electronic systems, computers, robotics and mechanical systems.

Courses taken under the Mechatronics I and Mechatronics II certificates may be applied toward the associate degree program.

The Mechatronics 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.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## **Mission Statement**

The Mechatronics program mission, to produce students who are ready for today's advanced manufacturing jobs, furthers the college's mission to transform students' lives through world-class education in a field that has seen significant growth in our community.

## **Entrance Requirements**

High school diploma or GED

## **Type of Program**

Day or evening

## **Requirements for Completion**

This program requires a minimum grade of "C" in all concentration courses.

## **Employment Opportunities**

Students who successfully complete this course of study may be employed by national and international high-tech industries throughout the Upstate and globally.

Visit our web page at <https://www.gvltec.edu/mechatronics/>.

## **Recommended Program Schedule**

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.

| <b>First Semester</b>                 |                                                    | <b>Hours</b> |
|---------------------------------------|----------------------------------------------------|--------------|
| IMT 112                               | Hand Tool Operations                               | 3            |
| or MTT 121                            | Machine Tool Theory I                              |              |
| EEM 117                               | AC/DC Circuits I                                   | 4            |
| COL 105                               | Freshman Seminar                                   | 3            |
| MAT 170                               | Algebra, Geometry, and Trigonometry I <sup>1</sup> | 3            |
| <b>Total Semester Hours</b>           |                                                    | <b>13</b>    |
| <b>Second Semester</b>                |                                                    |              |
| IMT 161                               | Mechanical Power Applications                      | 4            |
| EEM 118                               | AC/DC Circuits II                                  | 4            |
| EEM 271                               | Sensors and System Interfacing                     | 2            |
| PHS 111                               | Conceptual Physics I                               | 3            |
| <b>Total Semester Hours</b>           |                                                    | <b>13</b>    |
| <b>Third Semester</b>                 |                                                    |              |
| MEC 130                               | Motor Controls                                     | 4            |
| IMT 131                               | Hydraulics and Pneumatics                          | 4            |
| ENG 165                               | Professional Communications <sup>2</sup>           | 3            |
| IMT 104                               | Schematics                                         | 2            |
| <b>Total Semester Hours</b>           |                                                    | <b>13</b>    |
| <b>Fourth Semester</b>                |                                                    |              |
| AMT 105                               | Robotics and Automated Control I                   | 3            |
| EEM 221                               | DC/AC Drives                                       | 3            |
| EEM 251                               | Programmable Controllers                           | 3            |
| Humanities Elective <sup>3</sup>      |                                                    | 3            |
| <b>Total Semester Hours</b>           |                                                    | <b>12</b>    |
| <b>Fifth Semester</b>                 |                                                    |              |
| EEM 252                               | Programmable Controllers Applications              | 3            |
| MFG 110                               | Introduction to Manufacturing CAD                  | 3            |
| IMT 170                               | Statistical Process Control                        | 3            |
| AMT 205                               | Robotics & Automated Control II                    | 3            |
| <b>Total Semester Hours</b>           |                                                    | <b>12</b>    |
| <b>Sixth Semester</b>                 |                                                    |              |
| EEM 274                               | Technical/Systems Troubleshooting                  | 4            |
| or MEC 299                            | Research in Advanced Mechatronics                  |              |
| Social Sciences Elective <sup>3</sup> |                                                    | 3            |
| WLD 240                               | Robotic Welding and Manufacturing                  | 4            |
| <b>Total Semester Hours</b>           |                                                    | <b>11</b>    |
| <b>Total Required Credit Hours</b>    |                                                    | <b>74</b>    |

<sup>1</sup> Recommend MAT 110 College Algebra in lieu of MAT 170 Algebra, Geometry, and Trigonometry I, if placement allows. A minimum grade of "C" is required.

<sup>2</sup> Recommend ENG 101 English Composition I and SPC 205 Public Speaking in lieu of ENG 165 Professional Communications, if placement allows.

<sup>3</sup> South Carolina Act 26 of 2021, the “REACH Act”, requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the “Founding Documents.” Therefore, students graduating from the BAS.MFG program are required to successfully complete either PSC 201 (American Government) as the social science requirement or one of the general education elective requirements OR HIS 201 (American History – Discovery to 1877) as the humanities requirement or one of the general education elective requirements.

## Welding Technology Programs

- Specialized Welding Certificate in Applied Science (p. 101)
- Welding and Robotic Technology Certificate in Applied Science (p. 102)

## Courses

### WLD 102 Introduction to Welding (2-1-2)

*Offered Fall and Spring 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, Spring, and Summer 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 107 Welding Codes and Procedures (3-0-3)

*Offered Summer Semester*

Prerequisites: WLD 111, WLD 132

This course is an introduction to a variety of nationally known welding codes and welding procedure specifications (WPS).

### 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 and Spring 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 Spring and Summer Semesters*

Prerequisite: WLD 111

This course is a study of arc welding of ferrous and/or non-ferrous metals.

### WLD 115 Arc Welding III (1-9-4)

*Offered Fall and Spring 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 and Spring 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 and Spring Semesters*

Prerequisite: WLD 132

This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

### WLD 141 Weld Quality (2-0-2)

*Offered Fall, Spring, and Summer Semesters*

This is an introductory course in weld quality assurance.

### WLD 152 Tungsten Arc Welding (1-9-4)

*Offered Fall and Spring Semesters*

Prerequisite: WLD 135

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

### WLD 160 Fabrication Welding (1-6-3)

*Offered 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 171 Print Reading and Sketching for Structural Welding (3-3-4)

*Offered Fall Semester*

Prerequisite: WLD 103

This course introduces the interpretation of basic welding drawings and implementation of sketching techniques for structural welding, including interpreting welding symbols, dimensioning, tolerancing, sectioning and mating of metal parts as performed in fabrication and welding assembly projects. Upon completion of this course, students will be able to comfortably and successfully read and interpret drawings.

### WLD 204 Metallurgy (3-0-3)

*Offered Fall Semester*

This course covers the characteristics of ferrous and non-ferrous metals.

### WLD 208 Advanced Pipe Welding (0-9-3)

*Offered Fall and Spring Semesters*

Prerequisite: WLD 135

This course is a study of advanced pipe welding. It also covers the process to fit and weld ferrous and non-ferrous metals.

### WLD 235 Robotic Welding I (2-0-2)

*Offered Fall and Summer Semesters*

Co-requisite: WLD 240

This course covers basic theory and practice for robotic welding.

### WLD 240 Robotic Welding and Manufacturing (2-6-4)

*Offered Fall and Summer Semesters*

Co-requisite: WLD 235 or AMT 205

This course covers robotic welding systems, safety, operations and applications.

## Specialized Welding Certificate in Applied Science

### Program Description

This program trains students in plate, mild steel pipe and stainless pipe welding using the GMAW, FCAW and the GTAW welding techniques.

## Mission Statement

The Welding Technology program will equip graduates with knowledge and training to provide skilled support in specialized and robotic welding for the manufacturing and construction industries. Students are encouraged to stay well informed of changing technologies through continued lifelong learning.

## Entrance Requirements

High school diploma or GED not required.

Student must hold Welding and Robotics Technology certificate or approved Welding certification or Department Head consent to enter the Specialized Welding program.

## Type of Program

Day or evening

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Location

With the exception of WLD 110 Welding Safety and Health which is only offered online, all classes in this program are located at Greenville Tech's Brashier Campus.

## Professional Credentials

Certified Welder (subject to passing exam)

## Employment Opportunities

Sheet metal fabrication, construction, maintenance welding and all types of welding industry

Visit our web page at <https://www.gvltec.edu/welding/>.

## Recommended Program Schedule

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.

| Preferred Sequence                 |                       | Hours     |
|------------------------------------|-----------------------|-----------|
| WLD 115                            | Arc Welding III       | 4         |
| WLD 152                            | Tungsten Arc Welding  | 4         |
| WLD 208                            | Advanced Pipe Welding | 3         |
| WLD 141                            | Weld Quality          | 2         |
| WLD 204                            | Metallurgy            | 3         |
| <b>Total Semester Hours</b>        |                       | <b>16</b> |
| <b>Total Required Credit Hours</b> |                       | <b>16</b> |

## Welding and Robotic Technology Certificate in Applied Science

## Program Description

This program prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding and construction pipe welding.

### *Embedded Certificate*

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## Mission Statement

The Welding Technology program will equip graduates with knowledge and training to provide skilled support in specialized and robotic welding for the manufacturing and construction industries. Students are encouraged to stay well informed of changing technologies through continued lifelong learning.

## Entrance Requirements

High school diploma or GED not required.

## Type of Program

Day, evening or weekend

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Location

With the exception of WLD 103 Print Reading I, WLD 110 Welding Safety and Health and WLD 141 Weld Quality, which are only offered online, classes in this program are located at Greenville Tech's Barton and Brashier campuses.

## 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

Visit our web page at <https://www.gvltec.edu/welding/>.

## Recommended Program Schedule

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.

**Preferred Sequence**

| <b>First Semester</b>              |                                        | <b>Hours</b> |
|------------------------------------|----------------------------------------|--------------|
| WLD 111                            | Arc Welding I                          | 4            |
| WLD 132                            | Inert Gas Welding Ferrous              | 4            |
| WLD 102                            | Introduction to Welding                | 2            |
| WLD 103                            | Print Reading I <sup>1</sup>           | 1            |
| WLD 110                            | Welding Safety and Health <sup>1</sup> | 1            |
| <b>Total Semester Hours</b>        |                                        | <b>12</b>    |
| <b>Second Semester</b>             |                                        |              |
| WLD 113                            | Arc Welding II                         | 4            |
| WLD 135                            | Inert Gas Welding of Aluminum          | 4            |
| WLD 171                            | Print Read & Sketch for Struct Welding | 4            |
| <b>Total Semester Hours</b>        |                                        | <b>12</b>    |
| <b>Third Semester</b>              |                                        |              |
| WLD 235                            | Robotic Welding I                      | 2            |
| WLD 240                            | Robotic Welding and Manufacturing      | 4            |
| WLD 160                            | Fabrication Welding                    | 3            |
| WLD 107                            | Welding Codes and Procedures           | 3            |
| <b>Total Semester Hours</b>        |                                        | <b>12</b>    |
| <b>Total Required Credit Hours</b> |                                        | <b>36</b>    |

<sup>1</sup> Online class

# SCHOOL OF ARTS & SCIENCES

The School of Arts & Sciences at Greenville Technical College is the largest school within the college, providing classes for over 5,000 students each fall and spring semester to include dual-enrolled high school students. The School offers the Associate in Arts, Associate in Science, and the general education courses required for the Associate in Applied Science degree programs. The school houses nine departments: Academic Connections, Biological Sciences, Behavior & Social Sciences, English, Humanities, Mathematics, Physical Sciences, Speech Communication and Theatre and Visual Arts. Uniquely, it provides opportunities for undergraduate research, and study abroad/international education.

## Associate Degrees

- Associate in Arts (p. 107)
- Associate in Science (p. 112)

## Certificates

- University Transfer Certificate in Applied Science (p. 116)
- Visual Arts Certificates in Applied Science (p. 120)

Visit our web page at <https://www.gvltec.edu/arts-sciences/>.

## Transfer Policies

### Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina

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

### Admissions Criteria, Course Grades, GPAs, Validations

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

1. The institution's definition of a transfer student.
2. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
3. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
4. Information about course equivalencies and transfer agreements.
5. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than

a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

6. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
7. 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.
8. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

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

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

### Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses ([https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Policy%20Program%20Etc/transferable\\_courses.pdf](https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Policy%20Program%20Etc/transferable_courses.pdf)) approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at <https://www.che.sc.gov/> as well as on <https://www.sctrac.org/>.

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

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



on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

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

### Additional transfer information

Greenville Technical College provides students and other interested persons access to transfer articulation information through the transfer center, **Planning and Transfer Headquarters (PATH)** located on the Barton Campus in the University Transfer Building, Room 139. Currently enrolled students are encouraged to obtain transfer and articulation information related to their specific transfer plans by meeting regularly with their assigned advisors. Advisors assist students with selection of 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 at <https://www.gvltec.edu/transfer/> and at <https://www.sctrac.org/>.

## University Transfer Course Listing

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

| Course  | Title                     | Hours |
|---------|---------------------------|-------|
| ACC 101 | Accounting Principles I*  | 3     |
| ACC 102 | Accounting Principles II* | 3     |

### Allied Health Science

| Course  | Title                 | Hours |
|---------|-----------------------|-------|
| AHS 102 | Medical Terminology   | 3     |
| AHS 147 | Clinical Pharmacology | 3     |

### Education

| Course  | Title                            | Hours |
|---------|----------------------------------|-------|
| EDU 230 | Schools in Communities           | 4     |
| EDU 245 | Principles of American Education | 3     |

## Engineering

| Course  | Title                                         | Hours |
|---------|-----------------------------------------------|-------|
| CPT 234 | C Programming I                               | 3     |
| ECE 205 | Electrical and Computer Lab I                 | 3     |
| ECE 210 | Computer Engineering Lab I                    | 1     |
| ECE 211 | Introduction to Computer Engineering I        | 3     |
| ECE 212 | Introduction to Computer Engineering II       | 3     |
| ECE 215 | Computer Engineering Lab II                   | 1     |
| ECE 220 | Electrical Engineering Lab I                  | 1     |
| ECE 221 | Introduction to Electrical Engineering I      | 3     |
| ECE 222 | Introduction to Electrical Engineering II     | 3     |
| ECE 225 | Electrical Engineering Lab II                 | 1     |
| EGR 203 | Foundations of Fluid and Thermal Systems      | 3     |
| EGR 204 | Mechanics of Materials                        | 3     |
| EGR 206 | Introduction to Materials Science             | 3     |
| EGR 210 | Introduction to Engineering CAD               | 3     |
| EGR 260 | Engineering Statics                           | 3     |
| EGR 262 | Engineering Dynamics                          | 3     |
| EGR 269 | Engineering Disciplines and Skills            | 3     |
| EGR 270 | Introduction to Engineering                   | 3     |
| EGR 275 | Introduction to Engineering/Computer Graphics | 3     |

## English Communications - Written

| Course  | Title                   | Hours |
|---------|-------------------------|-------|
| ENG 101 | English Composition I*  | 3     |
| ENG 102 | English Composition II* | 3     |

## English Communications – Oral

| Course  | Title                       | Hours |
|---------|-----------------------------|-------|
| SPC 205 | Public Speaking*            | 3     |
| SPC 208 | Intercultural Communication | 3     |
| SPC 209 | Interpersonal Communication | 3     |

## Freshman Seminar

| Course  | Title            | Hours |
|---------|------------------|-------|
| COL 105 | Freshman Seminar | 3     |

## Humanities

| Course  | Title                         | Hours |
|---------|-------------------------------|-------|
| ART 101 | Art History and Appreciation* | 3     |
| ART 105 | Film as Art*                  | 3     |
| ART 106 | History of Photography        | 3     |
| ART 107 | History of Early Western Art  | 3     |
| ART 108 | History of Western Art        | 3     |
| ART 208 | Art Since 1945                | 3     |
| ART 210 | History of Graphic Design     | 3     |
| ENG 201 | American Literature I*        | 3     |
| ENG 202 | American Literature II*       | 3     |
| ENG 205 | English Literature I*         | 3     |
| ENG 206 | English Literature II*        | 3     |
| ENG 207 | Literature for Children       | 3     |

|         |                                      |   |
|---------|--------------------------------------|---|
| ENG 208 | World Literature I*                  | 3 |
| ENG 209 | World Literature II*                 | 3 |
| ENG 213 | Short Fiction                        | 3 |
| ENG 225 | Graphic Literature                   | 3 |
| ENG 228 | Studies in Film Genre                | 3 |
| ENG 230 | Women in Literature*                 | 3 |
| ENG 238 | Creative Writing                     | 3 |
| ENG 298 | Research in English                  | 3 |
| FRE 101 | Elementary French I*                 | 4 |
| FRE 102 | Elementary French II*                | 4 |
| FRE 201 | Intermediate French I*               | 3 |
| FRE 202 | Intermediate French II*              | 3 |
| GER 101 | Elementary German I*                 | 4 |
| GER 102 | Elementary German II*                | 4 |
| GER 201 | Intermediate German I                | 3 |
| GER 202 | Intermediate German II               | 3 |
| HIS 101 | Western Civilization to 1689*        | 3 |
| HIS 102 | Western Civilization Post 1689*      | 3 |
| HIS 104 | World History I                      | 3 |
| HIS 105 | World History II                     | 3 |
| HIS 106 | Introduction to African History      | 3 |
| HIS 115 | African-American History             | 3 |
| HIS 122 | History, Technology and Society      | 3 |
| HIS 201 | American History: Discovery to 1877* | 3 |
| HIS 202 | American History: 1877 to Present*   | 3 |
| HSS 295 | Leadership Through the Humanities    | 3 |
| HSS 298 | Research in the Humanities           | 3 |
| MUS 105 | Music Appreciation*                  | 3 |
| MUS 110 | Music Fundamentals                   | 3 |
| PHI 101 | Introduction to Philosophy*          | 3 |
| PHI 105 | Introduction to Logic*               | 3 |
| PHI 110 | Ethics*                              | 3 |
| REL 101 | Introduction to Religion             | 3 |
| REL 102 | Introduction to Biblical Studies     | 3 |
| REL 201 | Religions of the World               | 3 |
| SPA 101 | Elementary Spanish I*                | 4 |
| SPA 102 | Elementary Spanish II*               | 4 |
| SPA 201 | Intermediate Spanish I*              | 3 |
| SPA 202 | Intermediate Spanish II*             | 3 |
| THE 101 | Introduction to Theatre*             | 3 |
| THE 105 | Fundamentals of Acting               | 3 |

## Human Services

| Course  | Title                                                        | Hours |
|---------|--------------------------------------------------------------|-------|
| HUS 101 | Introduction to Human Services                               | 3     |
| HUS 102 | Personal and Professional Development in Helping Professions | 3     |
| HUS 204 | Introduction to Social Work                                  | 3     |
| HUS 205 | Gerontology                                                  | 3     |
| HUS 206 | Death and Dying                                              | 3     |
| HUS 208 | Alcohol and Drug Abuse                                       | 3     |
| HUS 209 | Case Management                                              | 3     |

|         |                                             |   |
|---------|---------------------------------------------|---|
| HUS 216 | Behavior Change Techniques                  | 3 |
| HUS 217 | Addictions Counseling                       | 3 |
| HUS 220 | Diversity Issues in Human Services Practice | 3 |
| HUS 231 | Counseling Techniques                       | 3 |
| HUS 237 | Crisis Intervention                         | 3 |
| HUS 260 | Human Services Special Topics               | 3 |

## Mathematics

| Course  | Title                                | Hours |
|---------|--------------------------------------|-------|
| MAT 103 | Quantitative Reasoning               | 3     |
| MAT 109 | College Algebra with Modeling        | 3     |
| MAT 110 | College Algebra*                     | 3     |
| MAT 111 | College Trigonometry*                | 3     |
| MAT 120 | Probability and Statistics*          | 3     |
| MAT 130 | Elementary Calculus*                 | 3     |
| MAT 140 | Analytical Geometry and Calculus I*  | 4     |
| MAT 141 | Analytical Geometry and Calculus II* | 4     |
| MAT 211 | Math for Elementary Education I      | 3     |
| MAT 212 | Math for Elementary Education II     | 3     |
| MAT 215 | Geometry                             | 3     |
| MAT 220 | Advanced Statistics                  | 3     |
| MAT 230 | Basic Multivariable Calculus         | 3     |
| MAT 240 | Analytical Geometry & Calculus III*  | 4     |
| MAT 242 | Differential Equations*              | 4     |

## Sciences - Biological and Physical

| Course  | Title                                      | Hours |
|---------|--------------------------------------------|-------|
| AST 101 | Solar System Astronomy*                    | 4     |
| AST 102 | Stellar Astronomy*                         | 4     |
| BIO 101 | Biological Science I*                      | 4     |
| BIO 102 | Biological Science II*                     | 4     |
| BIO 105 | Principles of Biology (non-majors biology) | 4     |
| BIO 203 | General Genetics                           | 4     |
| BIO 209 | Principles of Environmental Science        | 4     |
| BIO 210 | Anatomy & Physiology I*                    | 4     |
| BIO 211 | Anatomy & Physiology II*                   | 4     |
| BIO 215 | Anatomy                                    | 4     |
| BIO 216 | Physiology                                 | 4     |
| BIO 225 | Microbiology*                              | 4     |
| BIO 240 | Nutrition                                  | 3     |
| BIO 241 | Clinical Nutrition                         | 3     |
| BIO 260 | Immunology                                 | 3     |
| BIO 275 | Human Pathophysiology                      | 3     |
| BIO 299 | Research in the Biological Sciences        | 3     |
| CHM 105 | General Organic & Biochemistry             | 4     |
| CHM 110 | College Chemistry I*                       | 4     |
| CHM 111 | College Chemistry II*                      | 4     |
| CHM 211 | Organic Chemistry I*                       | 4     |
| CHM 212 | Organic Chemistry II*                      | 4     |
| CHM 213 | Principles of Biochemistry                 | 3     |
| CHM 299 | Research in Chemistry                      | 3     |
| GLY 101 | Physical Geology                           | 4     |

|         |                        |   |
|---------|------------------------|---|
| PHS 101 | Physical Science I     | 4 |
| PHY 201 | Physics I*             | 4 |
| PHY 202 | Physics II*            | 4 |
| PHY 221 | University Physics I*  | 4 |
| PHY 222 | University Physics II* | 4 |

## Social Sciences

| Course  | Title                                   | Hours |
|---------|-----------------------------------------|-------|
| ANT 101 | General Anthropology*                   | 3     |
| ANT 202 | Cultural Anthropology                   | 3     |
| ECO 210 | Macroeconomics*                         | 3     |
| ECO 211 | Microeconomics*                         | 3     |
| GEO 101 | Introduction to Geography*              | 3     |
| GEO 102 | World Geography*                        | 3     |
| PSC 201 | American Government*                    | 3     |
| PSC 205 | Politics and Government                 | 3     |
| PSC 215 | State and Local Government*             | 3     |
| PSC 220 | Introduction to International Relations | 3     |
| PSY 201 | General Psychology*                     | 3     |
| PSY 203 | Human Growth and Development*           | 3     |
| PSY 206 | Health Psychology                       | 3     |
| PSY 208 | Human Sexuality*                        | 3     |
| PSY 212 | Abnormal Psychology*                    | 3     |
| PSY 225 | Social Psychology                       | 3     |
| PSY 299 | Research in Psychology                  | 3     |
| SOC 101 | Introduction to Sociology*              | 3     |
| SOC 205 | Social Problems*                        | 3     |
| SOC 225 | Gender Issues                           | 3     |
| SOC 299 | Research in Sociology                   | 3     |

## Visual Arts

| Course  | Title                     | Hours |
|---------|---------------------------|-------|
| ART 111 | Basic Drawing I           | 3     |
| ART 112 | Basic Drawing II          | 3     |
| ART 200 | Type Designing            | 3     |
| ART 202 | Ceramics                  | 3     |
| ART 203 | Ceramics II               | 3     |
| ART 207 | Printmaking               | 3     |
| ART 210 | History of Graphic Design | 3     |
| ART 211 | Introduction to Painting  | 3     |
| ART 268 | Seminar in Fine Arts      | 3     |
| ART 290 | Photojournalism           | 3     |
| ARV 110 | Computer Graphics I       | 3     |
| ARV 114 | Photography I             | 3     |
| ARV 121 | Design                    | 3     |
| ARV 122 | 3-Dimensional Design I    | 3     |
| ARV 205 | Graphic Illustration      | 3     |
| ARV 210 | Computer Graphics II      | 3     |
| ARV 212 | Digital Photography       | 3     |
| ARV 214 | Photography II            | 3     |
| ARV 215 | Photography III           | 3     |
| ARV 217 | Computer Imagery          | 3     |

|         |                                 |   |
|---------|---------------------------------|---|
| ARV 222 | Computer Animation              | 3 |
| ARV 227 | Web Site Design I               | 3 |
| ARV 228 | Web Site Design II              | 3 |
| ARV 230 | Visual Arts Business Procedures | 3 |
| ARV 241 | Painting II                     | 3 |
| ARV 244 | Sculpture I                     | 3 |
| ARV 276 | Studio Practicum I              | 3 |
| ARV 280 | Visual Arts Exit Portfolio      | 3 |

## Theatre

| Course  | Title                           | Hours |
|---------|---------------------------------|-------|
| THE 205 | Intermediate Acting             | 3     |
| THE 220 | Theatre Laboratory I            | 1     |
| THE 221 | Theatre Laboratory II           | 1     |
| THE 222 | Theatre Laboratory III          | 1     |
| THE 226 | Children's Theatre              | 3     |
| THE 250 | Makeup for Performance          | 3     |
| THE 253 | Stagecraft                      | 3     |
| THE 276 | Script Analysis                 | 3     |
| THE 290 | Voice and Diction for the Stage | 3     |

## Associate in Arts

### Program Description

The School of Arts & Sciences offers the Associate in Arts and Associate in Science degrees as well as the general education courses required for the Associate in Applied Science degree programs. It provides opportunities for undergraduate research, and study abroad/international education .

#### *Embedded Certificate*

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the ***Program of Study Change Form*** requesting to opt out of the embedded certificate.

### Mission Statement

The School of Arts & Sciences provides an interdisciplinary educational experience with broad-based degree options, general education courses, opportunities for undergraduate research and global education.

### Entrance Requirements

High school diploma or equivalent.

### 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.

*Students may one be awarded **ONE** degree in Associate of Arts regardless of the various related areas/tracks.*

## Transfer Requirements

Students planning to transfer and pursue a bachelor's degree are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for transfer tracks 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 transfer to a four-year institution has been made.

Visit our web page at <https://www.gvltec.edu/arts-sciences/>.

## Requirements and Course Options Associate in Arts

| Course                                              | Title | Hours     |
|-----------------------------------------------------|-------|-----------|
| College Skills                                      |       | 3         |
| Communications and Literature                       |       | 12        |
| Humanities/Social Science Electives <sup>1</sup>    |       | 9         |
| Mathematics/Sciences <sup>2</sup>                   |       | 7         |
| Communications/Humanities/Social Sciences/Fine Arts |       | 15        |
| Other Elective Hours                                |       | 15        |
| <b>Total Required Credit Hours</b>                  |       | <b>61</b> |

<sup>1</sup> Select a minimum of one social science course.

<sup>2</sup> A minimum of one math and one lab science course is required.

### College Skills

| Course  | Title            | Hours |
|---------|------------------|-------|
| COL 105 | Freshman Seminar | 3     |

### Communications and Literature

| Course                | Title                       | Hours |
|-----------------------|-----------------------------|-------|
| <b>Communications</b> |                             |       |
| ENG 101               | English Composition I*      | 3     |
| ENG 102               | English Composition II*     | 3     |
| SPC 205               | Public Speaking*            | 3     |
| SPC 208               | Intercultural Communication | 3     |
| SPC 209               | Interpersonal Communication | 3     |
| <b>Literature</b>     |                             |       |
| ENG 201               | American Literature I*      | 3     |
| ENG 202               | American Literature II*     | 3     |
| ENG 205               | English Literature I*       | 3     |
| ENG 206               | English Literature II*      | 3     |

|         |                         |   |
|---------|-------------------------|---|
| ENG 207 | Literature for Children | 3 |
| ENG 208 | World Literature I*     | 3 |
| ENG 209 | World Literature II*    | 3 |
| ENG 213 | Short Fiction           | 3 |
| ENG 215 | Young Adult Literature  | 3 |
| ENG 225 | Graphic Literature      | 3 |
| ENG 228 | Studies in Film Genre   | 3 |
| ENG 230 | Women in Literature*    | 3 |

### Humanities/Social Science Electives

| Course | Title | Hours |
|--------|-------|-------|
|--------|-------|-------|

A minimum of one social science course is required.

|                   |                                      |   |
|-------------------|--------------------------------------|---|
| <b>Humanities</b> |                                      |   |
| ART 101           | Art History and Appreciation*        | 3 |
| ART 105           | Film as Art*                         | 3 |
| ART 106           | History of Photography               | 3 |
| ART 107           | History of Early Western Art         | 3 |
| ART 108           | History of Western Art               | 3 |
| ART 208           | Art Since 1945                       | 3 |
| ART 210           | History of Graphic Design            | 3 |
| ENG 201           | American Literature I*               | 3 |
| ENG 202           | American Literature II*              | 3 |
| ENG 205           | English Literature I*                | 3 |
| ENG 206           | English Literature II*               | 3 |
| ENG 207           | Literature for Children              | 3 |
| ENG 208           | World Literature I*                  | 3 |
| ENG 209           | World Literature II*                 | 3 |
| ENG 213           | Short Fiction                        | 3 |
| ENG 225           | Graphic Literature                   | 3 |
| ENG 228           | Studies in Film Genre                | 3 |
| ENG 230           | Women in Literature*                 | 3 |
| ENG 238           | Creative Writing                     | 3 |
| FRE 101           | Elementary French I*                 | 4 |
| FRE 102           | Elementary French II*                | 4 |
| FRE 201           | Intermediate French I*               | 3 |
| FRE 202           | Intermediate French II*              | 3 |
| GER 101           | Elementary German I*                 | 4 |
| GER 102           | Elementary German II*                | 4 |
| GER 201           | Intermediate German I                | 3 |
| GER 202           | Intermediate German II               | 3 |
| HIS 101           | Western Civilization to 1689*        | 3 |
| HIS 102           | Western Civilization Post 1689*      | 3 |
| HIS 104           | World History I                      | 3 |
| HIS 105           | World History II                     | 3 |
| HIS 106           | Introduction to African History      | 3 |
| HIS 115           | African-American History             | 3 |
| HIS 122           | History, Technology and Society      | 3 |
| HIS 201           | American History: Discovery to 1877* | 3 |
| HIS 202           | American History: 1877 to Present*   | 3 |
| HSS 295           | Leadership Through the Humanities    | 3 |
| MUS 105           | Music Appreciation*                  | 3 |
| MUS 110           | Music Fundamentals                   | 3 |

|                        |                                         |   |
|------------------------|-----------------------------------------|---|
| PHI 101                | Introduction to Philosophy*             | 3 |
| PHI 105                | Introduction to Logic*                  | 3 |
| PHI 110                | Ethics*                                 | 3 |
| REL 101                | Introduction to Religion                | 3 |
| REL 102                | Introduction to Biblical Studies        | 3 |
| REL 201                | Religions of the World                  | 3 |
| SPA 101                | Elementary Spanish I*                   | 4 |
| SPA 102                | Elementary Spanish II*                  | 4 |
| SPA 201                | Intermediate Spanish I*                 | 3 |
| SPA 202                | Intermediate Spanish II*                | 3 |
| THE 101                | Introduction to Theatre*                | 3 |
| THE 105                | Fundamentals of Acting                  | 3 |
| <b>Social Sciences</b> |                                         |   |
| ANT 101                | General Anthropology*                   | 3 |
| ANT 202                | Cultural Anthropology                   | 3 |
| ECO 210                | Macroeconomics*                         | 3 |
| ECO 211                | Microeconomics*                         | 3 |
| GEO 101                | Introduction to Geography*              | 3 |
| GEO 102                | World Geography*                        | 3 |
| PSC 201                | American Government*                    | 3 |
| PSC 205                | Politics and Government                 | 3 |
| PSC 215                | State and Local Government*             | 3 |
| PSC 220                | Introduction to International Relations | 3 |
| PSY 201                | General Psychology*                     | 3 |
| PSY 203                | Human Growth and Development*           | 3 |
| PSY 206                | Health Psychology                       | 3 |
| PSY 208                | Human Sexuality*                        | 3 |
| PSY 212                | Abnormal Psychology*                    | 3 |
| PSY 225                | Social Psychology                       | 3 |
| SOC 101                | Introduction to Sociology*              | 3 |
| SOC 205                | Social Problems*                        | 3 |
| SOC 225                | Gender Issues                           | 3 |

## Mathematics/Sciences

| Course                                                        | Title                                      | Hours |
|---------------------------------------------------------------|--------------------------------------------|-------|
| A minimum of one math and one lab science course is required. |                                            |       |
| AST 101                                                       | Solar System Astronomy*                    | 4     |
| AST 102                                                       | Stellar Astronomy*                         | 4     |
| BIO 101                                                       | Biological Science I*                      | 4     |
| BIO 102                                                       | Biological Science II*                     | 4     |
| BIO 105                                                       | Principles of Biology (non-majors biology) | 4     |
| BIO 203                                                       | General Genetics                           | 4     |
| BIO 209                                                       | Principles of Environmental Science        | 4     |
| BIO 210                                                       | Anatomy & Physiology I*                    | 4     |
| BIO 211                                                       | Anatomy & Physiology II*                   | 4     |
| BIO 215                                                       | Anatomy                                    | 4     |
| BIO 216                                                       | Physiology                                 | 4     |
| BIO 225                                                       | Microbiology*                              | 4     |
| CHM 105                                                       | General Organic & Biochemistry             | 4     |
| CHM 110                                                       | College Chemistry I*                       | 4     |
| CHM 111                                                       | College Chemistry II*                      | 4     |
| CHM 211                                                       | Organic Chemistry I*                       | 4     |

|         |                                      |   |
|---------|--------------------------------------|---|
| CHM 212 | Organic Chemistry II*                | 4 |
| GLY 101 | Physical Geology                     | 4 |
| MAT 103 | Quantitative Reasoning               | 3 |
| MAT 109 | College Algebra with Modeling        | 3 |
| MAT 110 | College Algebra*                     | 3 |
| MAT 111 | College Trigonometry*                | 3 |
| MAT 120 | Probability and Statistics*          | 3 |
| MAT 130 | Elementary Calculus*                 | 3 |
| MAT 140 | Analytical Geometry and Calculus I*  | 4 |
| MAT 141 | Analytical Geometry and Calculus II* | 4 |
| MAT 211 | Math for Elementary Education I      | 3 |
| MAT 212 | Math for Elementary Education II     | 3 |
| MAT 215 | Geometry                             | 3 |
| MAT 220 | Advanced Statistics                  | 3 |
| MAT 230 | Basic Multivariable Calculus         | 3 |
| MAT 240 | Analytical Geometry & Calculus III*  | 4 |
| MAT 242 | Differential Equations*              | 4 |
| PHS 101 | Physical Science I                   | 4 |
| PHY 201 | Physics I*                           | 4 |
| PHY 202 | Physics II*                          | 4 |
| PHY 221 | University Physics I*                | 4 |
| PHY 222 | University Physics II*               | 4 |

## AA Concentration Courses - Communications/ Humanities/Social Sciences/Fine Arts

| Course  | Title                         | Hours |
|---------|-------------------------------|-------|
| ANT 101 | General Anthropology*         | 3     |
| ANT 202 | Cultural Anthropology         | 3     |
| ART 101 | Art History and Appreciation* | 3     |
| ART 105 | Film as Art*                  | 3     |
| ART 106 | History of Photography        | 3     |
| ART 107 | History of Early Western Art  | 3     |
| ART 108 | History of Western Art        | 3     |
| ART 111 | Basic Drawing I               | 3     |
| ART 112 | Basic Drawing II              | 3     |
| ART 200 | Type Designing                | 3     |
| ART 202 | Ceramics                      | 3     |
| ART 207 | Printmaking                   | 3     |
| ART 208 | Art Since 1945                | 3     |
| ART 210 | History of Graphic Design     | 3     |
| ART 211 | Introduction to Painting      | 3     |
| ART 290 | Photojournalism               | 3     |
| ARV 110 | Computer Graphics I           | 3     |
| ARV 114 | Photography I                 | 3     |
| ARV 121 | Design                        | 3     |
| ARV 122 | 3-Dimensional Design I        | 3     |
| ARV 205 | Graphic Illustration          | 3     |
| ARV 210 | Computer Graphics II          | 3     |
| ARV 212 | Digital Photography           | 3     |
| ARV 214 | Photography II                | 3     |
| ARV 217 | Computer Imagery              | 3     |
| ARV 227 | Web Site Design I             | 3     |



|         |                                         |   |                          |                                              |              |
|---------|-----------------------------------------|---|--------------------------|----------------------------------------------|--------------|
| ARV 230 | Visual Arts Business Procedures         | 3 | REL 101                  | Introduction to Religion                     | 3            |
| ARV 241 | Painting II                             | 3 | REL 102                  | Introduction to Biblical Studies             | 3            |
| ARV 244 | Sculpture I                             | 3 | REL 201                  | Religions of the World                       | 3            |
| ECO 210 | Macroeconomics*                         | 3 | SOC 101                  | Introduction to Sociology*                   | 3            |
| ECO 211 | Microeconomics*                         | 3 | SOC 205                  | Social Problems*                             | 3            |
| ENG 201 | American Literature I*                  | 3 | SOC 225                  | Gender Issues                                | 3            |
| ENG 202 | American Literature II*                 | 3 | SPA 101                  | Elementary Spanish I*                        | 4            |
| ENG 205 | English Literature I*                   | 3 | SPA 102                  | Elementary Spanish II*                       | 4            |
| ENG 206 | English Literature II*                  | 3 | SPA 201                  | Intermediate Spanish I*                      | 3            |
| ENG 207 | Literature for Children                 | 3 | SPA 202                  | Intermediate Spanish II*                     | 3            |
| ENG 208 | World Literature I*                     | 3 | SPC 205                  | Public Speaking*                             | 3            |
| ENG 209 | World Literature II*                    | 3 | SPC 208                  | Intercultural Communication                  | 3            |
| ENG 213 | Short Fiction                           | 3 | SPC 209                  | Interpersonal Communication                  | 3            |
| ENG 225 | Graphic Literature                      | 3 | THE 101                  | Introduction to Theatre*                     | 3            |
| ENG 228 | Studies in Film Genre                   | 3 | THE 105                  | Fundamentals of Acting                       | 3            |
| ENG 230 | Women in Literature*                    | 3 | <b>AA Transfer Hours</b> |                                              |              |
| ENG 238 | Creative Writing                        | 3 | <b>Course</b>            | <b>Title</b>                                 | <b>Hours</b> |
| FRE 101 | Elementary French I*                    | 4 | ACC 101                  | Accounting Principles I*                     | 3            |
| FRE 102 | Elementary French II*                   | 4 | ACC 102                  | Accounting Principles II*                    | 3            |
| FRE 201 | Intermediate French I*                  | 3 | AET 103                  | International Building and Residential Codes | 3            |
| FRE 202 | Intermediate French II*                 | 3 | AET 122                  | Basic Design Theory                          | 3            |
| GEO 101 | Introduction to Geography*              | 3 | AET 201                  | Building Systems II                          | 3            |
| GEO 102 | World Geography*                        | 3 | AET 225                  | Architectural Design Senior Project          | 4            |
| GER 101 | Elementary German I*                    | 4 | AHS 102                  | Medical Terminology                          | 3            |
| GER 102 | Elementary German II*                   | 4 | AHS 147                  | Clinical Pharmacology                        | 3            |
| GER 201 | Intermediate German I                   | 3 | ANT 101                  | General Anthropology*                        | 3            |
| GER 202 | Intermediate German II                  | 3 | ANT 202                  | Cultural Anthropology                        | 3            |
| HIS 101 | Western Civilization to 1689*           | 3 | ART 101                  | Art History and Appreciation*                | 3            |
| HIS 102 | Western Civilization Post 1689*         | 3 | ART 105                  | Film as Art*                                 | 3            |
| HIS 104 | World History I                         | 3 | ART 106                  | History of Photography                       | 3            |
| HIS 105 | World History II                        | 3 | ART 107                  | History of Early Western Art                 | 3            |
| HIS 106 | Introduction to African History         | 3 | ART 108                  | History of Western Art                       | 3            |
| HIS 115 | African-American History                | 3 | ART 111                  | Basic Drawing I                              | 3            |
| HIS 122 | History, Technology and Society         | 3 | ART 112                  | Basic Drawing II                             | 3            |
| HIS 201 | American History: Discovery to 1877*    | 3 | ART 200                  | Type Designing                               | 3            |
| HIS 202 | American History: 1877 to Present*      | 3 | ART 202                  | Ceramics                                     | 3            |
| HSS 295 | Leadership Through the Humanities       | 3 | ART 207                  | Printmaking                                  | 3            |
| MUS 105 | Music Appreciation*                     | 3 | ART 208                  | Art Since 1945                               | 3            |
| MUS 110 | Music Fundamentals                      | 3 | ART 210                  | History of Graphic Design                    | 3            |
| PHI 101 | Introduction to Philosophy*             | 3 | ART 211                  | Introduction to Painting                     | 3            |
| PHI 105 | Introduction to Logic*                  | 3 | ART 268                  | Seminar in Fine Arts                         | 3            |
| PHI 110 | Ethics*                                 | 3 | ART 290                  | Photojournalism                              | 3            |
| PSC 201 | American Government*                    | 3 | ARV 110                  | Computer Graphics I                          | 3            |
| PSC 205 | Politics and Government                 | 3 | ARV 114                  | Photography I                                | 3            |
| PSC 215 | State and Local Government*             | 3 | ARV 121                  | Design                                       | 3            |
| PSC 220 | Introduction to International Relations | 3 | ARV 122                  | 3-Dimensional Design I                       | 3            |
| PSY 201 | General Psychology*                     | 3 | ARV 205                  | Graphic Illustration                         | 3            |
| PSY 203 | Human Growth and Development*           | 3 | ARV 210                  | Computer Graphics II                         | 3            |
| PSY 206 | Health Psychology                       | 3 | ARV 212                  | Digital Photography                          | 3            |
| PSY 208 | Human Sexuality*                        | 3 | ARV 214                  | Photography II                               | 3            |
| PSY 212 | Abnormal Psychology*                    | 3 | ARV 215                  | Photography III                              | 3            |
| PSY 225 | Social Psychology                       | 3 |                          |                                              |              |

|         |                                            |   |         |                                                              |   |
|---------|--------------------------------------------|---|---------|--------------------------------------------------------------|---|
| ARV 217 | Computer Imagery                           | 3 | EDU 245 | Principles of American Education                             | 3 |
| ARV 222 | Computer Animation                         | 3 | EGR 206 | Introduction to Materials Science                            | 3 |
| ARV 227 | Web Site Design I                          | 3 | EGR 260 | Engineering Statics                                          | 3 |
| ARV 228 | Web Site Design II                         | 3 | EGR 262 | Engineering Dynamics                                         | 3 |
| ARV 230 | Visual Arts Business Procedures            | 3 | EGR 269 | Engineering Disciplines and Skills                           | 3 |
| ARV 241 | Painting II                                | 3 | EGR 270 | Introduction to Engineering                                  | 3 |
| ARV 244 | Sculpture I                                | 3 | EGR 275 | Introduction to Engineering/Computer Graphics                | 3 |
| ARV 276 | Studio Practicum I                         | 3 | ENG 165 | Professional Communications                                  | 3 |
| ARV 280 | Visual Arts Exit Portfolio                 | 3 | ENG 201 | American Literature I*                                       | 3 |
| AST 101 | Solar System Astronomy*                    | 4 | ENG 202 | American Literature II*                                      | 3 |
| AST 102 | Stellar Astronomy*                         | 4 | ENG 205 | English Literature I*                                        | 3 |
| BIO 101 | Biological Science I*                      | 4 | ENG 206 | English Literature II*                                       | 3 |
| BIO 102 | Biological Science II*                     | 4 | ENG 207 | Literature for Children                                      | 3 |
| BIO 105 | Principles of Biology (non-majors biology) | 4 | ENG 208 | World Literature I*                                          | 3 |
| BIO 203 | General Genetics                           | 4 | ENG 209 | World Literature II*                                         | 3 |
| BIO 209 | Principles of Environmental Science        | 4 | ENG 213 | Short Fiction                                                | 3 |
| BIO 210 | Anatomy & Physiology I*                    | 4 | ENG 225 | Graphic Literature                                           | 3 |
| BIO 211 | Anatomy & Physiology II*                   | 4 | ENG 228 | Studies in Film Genre                                        | 3 |
| BIO 215 | Anatomy                                    | 4 | ENG 230 | Women in Literature*                                         | 3 |
| BIO 216 | Physiology                                 | 4 | ENG 238 | Creative Writing                                             | 3 |
| BIO 225 | Microbiology*                              | 4 | ENG 298 | Research in English                                          | 3 |
| BIO 240 | Nutrition                                  | 3 | FRE 101 | Elementary French I*                                         | 4 |
| BIO 241 | Clinical Nutrition                         | 3 | FRE 102 | Elementary French II*                                        | 4 |
| BIO 250 | Molecular Biology                          | 3 | FRE 201 | Intermediate French I*                                       | 3 |
| BIO 260 | Immunology                                 | 3 | FRE 202 | Intermediate French II*                                      | 3 |
| BIO 275 | Human Pathophysiology                      | 3 | GEO 101 | Introduction to Geography*                                   | 3 |
| BIO 299 | Research in the Biological Sciences        | 3 | GEO 102 | World Geography*                                             | 3 |
| BUS 121 | Business Law I                             | 3 | GER 101 | Elementary German I*                                         | 4 |
| CET 103 | Construction Surveying                     | 2 | GER 102 | Elementary German II*                                        | 4 |
| CET 120 | Construction Materials                     | 3 | GER 201 | Intermediate German I                                        | 3 |
| CHM 105 | General Organic & Biochemistry             | 4 | GER 202 | Intermediate German II                                       | 3 |
| CHM 110 | College Chemistry I*                       | 4 | GLY 101 | Physical Geology                                             | 4 |
| CHM 111 | College Chemistry II*                      | 4 | HIS 101 | Western Civilization to 1689*                                | 3 |
| CHM 211 | Organic Chemistry I*                       | 4 | HIS 102 | Western Civilization Post 1689*                              | 3 |
| CHM 212 | Organic Chemistry II*                      | 4 | HIS 104 | World History I                                              | 3 |
| CHM 213 | Principles of Biochemistry                 | 3 | HIS 105 | World History II                                             | 3 |
| CHM 299 | Research in Chemistry                      | 3 | HIS 106 | Introduction to African History                              | 3 |
| COL 111 | E-Learning Success                         | 1 | HIS 115 | African-American History                                     | 3 |
| CPT 170 | Computer Applications I                    | 3 | HIS 122 | History, Technology and Society                              | 3 |
| CPT 209 | Computer Systems Management                | 3 | HIS 201 | American History: Discovery to 1877*                         | 3 |
| CPT 257 | Operating Systems                          | 3 | HIS 202 | American History: 1877 to Present*                           | 3 |
| CRJ 101 | Introduction to Criminal Justice           | 3 | HSS 298 | Research in the Humanities                                   | 3 |
| CRJ 115 | Criminal Law I                             | 3 | HUS 101 | Introduction to Human Services                               | 3 |
| CRJ 125 | Criminology                                | 3 | HUS 102 | Personal and Professional Development in Helping Professions | 3 |
| ECD 107 | Exceptional Children                       | 3 | IST 220 | Data Communications                                          | 3 |
| ECE 211 | Introduction to Computer Engineering I     | 3 | LEG 120 | Torts                                                        | 3 |
| ECE 212 | Introduction to Computer Engineering II    | 3 | LEG 121 | Business Law I                                               | 3 |
| ECE 221 | Introduction to Electrical Engineering I   | 3 | LEG 135 | Introduction to Law and Ethics                               | 3 |
| ECE 222 | Introduction to Electrical Engineering II  | 3 | LOG 215 | Supply Chain Management                                      | 3 |
| ECO 210 | Macroeconomics*                            | 3 | LOG 250 | Advanced Global Logistics                                    | 3 |
| ECO 211 | Microeconomics*                            | 3 | MAT 103 | Quantitative Reasoning                                       | 3 |
| EDU 230 | Schools in Communities                     | 4 |         |                                                              |   |

|         |                                         |   |         |                                 |   |
|---------|-----------------------------------------|---|---------|---------------------------------|---|
| MAT 109 | College Algebra with Modeling           | 3 | SPC 209 | Interpersonal Communication     | 3 |
| MAT 110 | College Algebra*                        | 3 | THE 101 | Introduction to Theatre*        | 3 |
| MAT 111 | College Trigonometry*                   | 3 | THE 105 | Fundamentals of Acting          | 3 |
| MAT 120 | Probability and Statistics*             | 3 | THE 205 | Intermediate Acting             | 3 |
| MAT 130 | Elementary Calculus*                    | 3 | THE 220 | Theatre Laboratory I            | 1 |
| MAT 140 | Analytical Geometry and Calculus I*     | 4 | THE 221 | Theatre Laboratory II           | 1 |
| MAT 141 | Analytical Geometry and Calculus II*    | 4 | THE 222 | Theatre Laboratory III          | 1 |
| MAT 155 | Contemporary Mathematics                | 3 | THE 226 | Children's Theatre              | 3 |
| MAT 170 | Algebra, Geometry and Trigonometry I    | 3 | THE 250 | Makeup for Performance          | 3 |
| MAT 211 | Math for Elementary Education I         | 3 | THE 253 | Stagecraft                      | 3 |
| MAT 212 | Math for Elementary Education II        | 3 | THE 276 | Script Analysis                 | 3 |
| MAT 215 | Geometry                                | 3 | THE 290 | Voice and Diction for the Stage | 3 |
| MAT 220 | Advanced Statistics                     | 3 |         |                                 |   |
| MAT 230 | Basic Multivariable Calculus            | 3 |         |                                 |   |
| MAT 240 | Analytical Geometry & Calculus III*     | 4 |         |                                 |   |
| MAT 242 | Differential Equations*                 | 4 |         |                                 |   |
| MGT 101 | Principles of Management                | 3 |         |                                 |   |
| MKT 101 | Marketing                               | 3 |         |                                 |   |
| MUS 105 | Music Appreciation*                     | 3 |         |                                 |   |
| MUS 110 | Music Fundamentals                      | 3 |         |                                 |   |
| PHI 101 | Introduction to Philosophy*             | 3 |         |                                 |   |
| PHI 105 | Introduction to Logic*                  | 3 |         |                                 |   |
| PHI 110 | Ethics*                                 | 3 |         |                                 |   |
| PHS 101 | Physical Science I                      | 4 |         |                                 |   |
| PHY 201 | Physics I*                              | 4 |         |                                 |   |
| PHY 202 | Physics II*                             | 4 |         |                                 |   |
| PHY 221 | University Physics I*                   | 4 |         |                                 |   |
| PHY 222 | University Physics II*                  | 4 |         |                                 |   |
| PSC 201 | American Government*                    | 3 |         |                                 |   |
| PSC 205 | Politics and Government                 | 3 |         |                                 |   |
| PSC 215 | State and Local Government*             | 3 |         |                                 |   |
| PSC 220 | Introduction to International Relations | 3 |         |                                 |   |
| PSY 201 | General Psychology*                     | 3 |         |                                 |   |
| PSY 203 | Human Growth and Development*           | 3 |         |                                 |   |
| PSY 206 | Health Psychology                       | 3 |         |                                 |   |
| PSY 208 | Human Sexuality*                        | 3 |         |                                 |   |
| PSY 212 | Abnormal Psychology*                    | 3 |         |                                 |   |
| PSY 225 | Social Psychology                       | 3 |         |                                 |   |
| PSY 299 | Research in Psychology                  | 3 |         |                                 |   |
| REL 101 | Introduction to Religion                | 3 |         |                                 |   |
| REL 102 | Introduction to Biblical Studies        | 3 |         |                                 |   |
| REL 201 | Religions of the World                  | 3 |         |                                 |   |
| SOC 101 | Introduction to Sociology*              | 3 |         |                                 |   |
| SOC 205 | Social Problems*                        | 3 |         |                                 |   |
| SOC 225 | Gender Issues                           | 3 |         |                                 |   |
| SOC 299 | Research in Sociology                   | 3 |         |                                 |   |
| SPA 101 | Elementary Spanish I*                   | 4 |         |                                 |   |
| SPA 102 | Elementary Spanish II*                  | 4 |         |                                 |   |
| SPA 201 | Intermediate Spanish I*                 | 3 |         |                                 |   |
| SPA 202 | Intermediate Spanish II*                | 3 |         |                                 |   |
| SPC 205 | Public Speaking*                        | 3 |         |                                 |   |
| SPC 208 | Intercultural Communication             | 3 |         |                                 |   |

## Associate in Science

### Program Description

The School of Arts & Sciences offers the Associate in Arts and Associate in Science degrees as well as the general education courses required for the Associate in Applied Science degree programs. It provides opportunities for undergraduate research, and study abroad/international education.

#### *Embedded Certificate*

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the **Program of Study Change Form** requesting to opt out of the embedded certificate.

### Mission Statement

The School of Arts & Sciences provides an interdisciplinary educational experience with broad-based degree options, general education courses, opportunities for undergraduate research and global education.

### Entrance Requirements

High school diploma or equivalent.

### 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.

*Students may one be awarded **ONE** degree in Associate of Science regardless of the various related areas/tracks.*

### Transfer Requirements

Students planning to transfer and pursue a bachelor's degree are strongly urged to utilize Greenville Technical College's academic advising services.

The transfer process for transfer tracks 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 transfer to a four-year institution has been made.

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.

Visit our web page at <https://www.gvltec.edu/arts-sciences/>.

## Requirements and Course Options Associate in Science

| Course                                           | Title | Hours     |
|--------------------------------------------------|-------|-----------|
| Freshman Seminar                                 |       | 3         |
| Communications and Literature                    |       | 12        |
| Humanities/Social Science Electives <sup>1</sup> |       | 9         |
| Mathematics/Sciences <sup>2</sup>                |       | 23        |
| Other Elective Hours                             |       | 13        |
| <b>Total Required Credit Hours</b>               |       | <b>60</b> |

<sup>1</sup> A minimum of one social science course required.

<sup>2</sup> A minimum of one math and one lab science course is required.

### Freshman Seminar

| Course  | Title            | Hours |
|---------|------------------|-------|
| COL 105 | Freshman Seminar | 3     |

### Communications and Literature

| Course                | Title                       | Hours |
|-----------------------|-----------------------------|-------|
| <b>Communications</b> |                             |       |
| ENG 101               | English Composition I*      | 3     |
| ENG 102               | English Composition II*     | 3     |
| SPC 205               | Public Speaking*            | 3     |
| SPC 208               | Intercultural Communication | 3     |
| SPC 209               | Interpersonal Communication | 3     |
| <b>Literature</b>     |                             |       |
| ENG 201               | American Literature I*      | 3     |
| ENG 202               | American Literature II*     | 3     |
| ENG 205               | English Literature I*       | 3     |
| ENG 206               | English Literature II*      | 3     |
| ENG 207               | Literature for Children     | 3     |
| ENG 208               | World Literature I*         | 3     |
| ENG 209               | World Literature II*        | 3     |
| ENG 213               | Short Fiction               | 3     |
| ENG 215               | Young Adult Literature      | 3     |
| ENG 225               | Graphic Literature          | 3     |

|         |                       |   |
|---------|-----------------------|---|
| ENG 228 | Studies in Film Genre | 3 |
| ENG 230 | Women in Literature*  | 3 |

### Humanities/Social Science Electives

| Course                                              | Title                                | Hours |
|-----------------------------------------------------|--------------------------------------|-------|
| A minimum of one social science course is required. |                                      |       |
| <b>Humanities</b>                                   |                                      |       |
| ART 101                                             | Art History and Appreciation*        | 3     |
| ART 105                                             | Film as Art*                         | 3     |
| ART 106                                             | History of Photography               | 3     |
| ART 107                                             | History of Early Western Art         | 3     |
| ART 108                                             | History of Western Art               | 3     |
| ART 208                                             | Art Since 1945                       | 3     |
| ART 210                                             | History of Graphic Design            | 3     |
| ENG 201                                             | American Literature I*               | 3     |
| ENG 202                                             | American Literature II*              | 3     |
| ENG 205                                             | English Literature I*                | 3     |
| ENG 206                                             | English Literature II*               | 3     |
| ENG 207                                             | Literature for Children              | 3     |
| ENG 208                                             | World Literature I*                  | 3     |
| ENG 209                                             | World Literature II*                 | 3     |
| ENG 213                                             | Short Fiction                        | 3     |
| ENG 225                                             | Graphic Literature                   | 3     |
| ENG 228                                             | Studies in Film Genre                | 3     |
| ENG 230                                             | Women in Literature*                 | 3     |
| ENG 238                                             | Creative Writing                     | 3     |
| FRE 101                                             | Elementary French I*                 | 4     |
| FRE 102                                             | Elementary French II*                | 4     |
| FRE 201                                             | Intermediate French I*               | 3     |
| FRE 202                                             | Intermediate French II*              | 3     |
| GER 101                                             | Elementary German I*                 | 4     |
| GER 102                                             | Elementary German II*                | 4     |
| GER 201                                             | Intermediate German I                | 3     |
| GER 202                                             | Intermediate German II               | 3     |
| HIS 101                                             | Western Civilization to 1689*        | 3     |
| HIS 102                                             | Western Civilization Post 1689*      | 3     |
| HIS 104                                             | World History I                      | 3     |
| HIS 105                                             | World History II                     | 3     |
| HIS 106                                             | Introduction to African History      | 3     |
| HIS 115                                             | African-American History             | 3     |
| HIS 122                                             | History, Technology and Society      | 3     |
| HIS 201                                             | American History: Discovery to 1877* | 3     |
| HIS 202                                             | American History: 1877 to Present*   | 3     |
| HSS 295                                             | Leadership Through the Humanities    | 3     |
| MUS 105                                             | Music Appreciation*                  | 3     |
| MUS 110                                             | Music Fundamentals                   | 3     |
| PHI 101                                             | Introduction to Philosophy*          | 3     |
| PHI 105                                             | Introduction to Logic*               | 3     |
| PHI 110                                             | Ethics*                              | 3     |
| REL 101                                             | Introduction to Religion             | 3     |
| REL 102                                             | Introduction to Biblical Studies     | 3     |
| REL 201                                             | Religions of the World               | 3     |

|                        |                                         |   |         |                                      |   |
|------------------------|-----------------------------------------|---|---------|--------------------------------------|---|
| SPA 101                | Elementary Spanish I*                   | 4 | CHM 213 | Principles of Biochemistry           | 3 |
| SPA 102                | Elementary Spanish II*                  | 4 | GLY 101 | Physical Geology                     | 4 |
| SPA 201                | Intermediate Spanish I*                 | 3 | MAT 103 | Quantitative Reasoning               | 3 |
| SPA 202                | Intermediate Spanish II*                | 3 | MAT 109 | College Algebra with Modeling        | 3 |
| THE 101                | Introduction to Theatre*                | 3 | MAT 110 | College Algebra*                     | 3 |
| THE 105                | Fundamentals of Acting                  | 3 | MAT 111 | College Trigonometry*                | 3 |
| <b>Social Sciences</b> |                                         |   | MAT 120 | Probability and Statistics*          | 3 |
| ANT 101                | General Anthropology*                   | 3 | MAT 130 | Elementary Calculus*                 | 3 |
| ANT 202                | Cultural Anthropology                   | 3 | MAT 140 | Analytical Geometry and Calculus I*  | 4 |
| ECO 210                | Macroeconomics*                         | 3 | MAT 141 | Analytical Geometry and Calculus II* | 4 |
| ECO 211                | Microeconomics*                         | 3 | MAT 211 | Math for Elementary Education I      | 3 |
| GEO 101                | Introduction to Geography*              | 3 | MAT 212 | Math for Elementary Education II     | 3 |
| GEO 102                | World Geography*                        | 3 | MAT 215 | Geometry                             | 3 |
| PSC 201                | American Government*                    | 3 | MAT 220 | Advanced Statistics                  | 3 |
| PSC 205                | Politics and Government                 | 3 | MAT 230 | Basic Multivariable Calculus         | 3 |
| PSC 215                | State and Local Government*             | 3 | MAT 240 | Analytical Geometry & Calculus III*  | 4 |
| PSC 220                | Introduction to International Relations | 3 | MAT 242 | Differential Equations*              | 4 |
| PSY 201                | General Psychology*                     | 3 | PHS 101 | Physical Science I                   | 4 |
| PSY 203                | Human Growth and Development*           | 3 | PHY 201 | Physics I*                           | 4 |
| PSY 206                | Health Psychology                       | 3 | PHY 202 | Physics II*                          | 4 |
| PSY 208                | Human Sexuality*                        | 3 | PHY 221 | University Physics I*                | 4 |
| PSY 212                | Abnormal Psychology*                    | 3 | PHY 222 | University Physics II*               | 4 |
| PSY 225                | Social Psychology                       | 3 |         |                                      |   |
| SOC 101                | Introduction to Sociology*              | 3 |         |                                      |   |
| SOC 205                | Social Problems*                        | 3 |         |                                      |   |
| SOC 225                | Gender Issues                           | 3 |         |                                      |   |

### AS Concentration Courses - Mathematics/Sciences

| Course                                                        | Title                                      | Hours |
|---------------------------------------------------------------|--------------------------------------------|-------|
| A minimum of one math and one lab science course is required. |                                            |       |
| AST 101                                                       | Solar System Astronomy*                    | 4     |
| AST 102                                                       | Stellar Astronomy*                         | 4     |
| BIO 101                                                       | Biological Science I*                      | 4     |
| BIO 102                                                       | Biological Science II*                     | 4     |
| BIO 105                                                       | Principles of Biology (non-majors biology) | 4     |
| BIO 203                                                       | General Genetics                           | 4     |
| BIO 209                                                       | Principles of Environmental Science        | 4     |
| BIO 210                                                       | Anatomy & Physiology I*                    | 4     |
| BIO 211                                                       | Anatomy & Physiology II*                   | 4     |
| BIO 215                                                       | Anatomy                                    | 4     |
| BIO 216                                                       | Physiology                                 | 4     |
| BIO 225                                                       | Microbiology*                              | 4     |
| BIO 240                                                       | Nutrition                                  | 3     |
| BIO 241                                                       | Clinical Nutrition                         | 3     |
| BIO 250                                                       | Molecular Biology                          | 3     |
| BIO 260                                                       | Immunology                                 | 3     |
| BIO 275                                                       | Human Pathophysiology                      | 3     |
| CHM 105                                                       | General Organic & Biochemistry             | 4     |
| CHM 110                                                       | College Chemistry I*                       | 4     |
| CHM 111                                                       | College Chemistry II*                      | 4     |
| CHM 211                                                       | Organic Chemistry I*                       | 4     |
| CHM 212                                                       | Organic Chemistry II*                      | 4     |

### AS Transfer Hours

| Course  | Title                                        | Hours |
|---------|----------------------------------------------|-------|
| ACC 101 | Accounting Principles I*                     | 3     |
| ACC 102 | Accounting Principles II*                    | 3     |
| AET 103 | International Building and Residential Codes | 3     |
| AET 122 | Basic Design Theory                          | 3     |
| AET 201 | Building Systems II                          | 3     |
| AET 225 | Architectural Design Senior Project          | 4     |
| AHS 102 | Medical Terminology                          | 3     |
| AHS 147 | Clinical Pharmacology                        | 3     |
| ANT 101 | General Anthropology*                        | 3     |
| ANT 202 | Cultural Anthropology                        | 3     |
| ART 101 | Art History and Appreciation*                | 3     |
| ART 105 | Film as Art*                                 | 3     |
| ART 106 | History of Photography                       | 3     |
| ART 107 | History of Early Western Art                 | 3     |
| ART 108 | History of Western Art                       | 3     |
| ART 111 | Basic Drawing I                              | 3     |
| ART 112 | Basic Drawing II                             | 3     |
| ART 200 | Type Designing                               | 3     |
| ART 202 | Ceramics                                     | 3     |
| ART 207 | Printmaking                                  | 3     |
| ART 208 | Art Since 1945                               | 3     |
| ART 210 | History of Graphic Design                    | 3     |
| ART 211 | Introduction to Painting                     | 3     |
| ART 268 | Seminar in Fine Arts                         | 3     |
| ART 290 | Photojournalism                              | 3     |
| ARV 110 | Computer Graphics I                          | 3     |
| ARV 114 | Photography I                                | 3     |



|         |                                            |   |         |                                                              |   |
|---------|--------------------------------------------|---|---------|--------------------------------------------------------------|---|
| ARV 121 | Design                                     | 3 | ECO 211 | Microeconomics*                                              | 3 |
| ARV 122 | 3-Dimensional Design I                     | 3 | EDU 230 | Schools in Communities                                       | 4 |
| ARV 205 | Graphic Illustration                       | 3 | EDU 245 | Principles of American Education                             | 3 |
| ARV 210 | Computer Graphics II                       | 3 | EGR 206 | Introduction to Materials Science                            | 3 |
| ARV 212 | Digital Photography                        | 3 | EGR 260 | Engineering Statics                                          | 3 |
| ARV 214 | Photography II                             | 3 | EGR 262 | Engineering Dynamics                                         | 3 |
| ARV 217 | Computer Imagery                           | 3 | EGR 269 | Engineering Disciplines and Skills                           | 3 |
| ARV 227 | Web Site Design I                          | 3 | EGR 270 | Introduction to Engineering                                  | 3 |
| ARV 230 | Visual Arts Business Procedures            | 3 | EGR 275 | Introduction to Engineering/Computer Graphics                | 3 |
| ARV 241 | Painting II                                | 3 | ENG 165 | Professional Communications                                  | 3 |
| ARV 244 | Sculpture I                                | 3 | ENG 201 | American Literature I*                                       | 3 |
| AST 101 | Solar System Astronomy*                    | 4 | ENG 202 | American Literature II*                                      | 3 |
| AST 102 | Stellar Astronomy*                         | 4 | ENG 205 | English Literature I*                                        | 3 |
| BIO 101 | Biological Science I*                      | 4 | ENG 206 | English Literature II*                                       | 3 |
| BIO 102 | Biological Science II*                     | 4 | ENG 207 | Literature for Children                                      | 3 |
| BIO 105 | Principles of Biology (non-majors biology) | 4 | ENG 208 | World Literature I*                                          | 3 |
| BIO 203 | General Genetics                           | 4 | ENG 209 | World Literature II*                                         | 3 |
| BIO 209 | Principles of Environmental Science        | 4 | ENG 213 | Short Fiction                                                | 3 |
| BIO 210 | Anatomy & Physiology I*                    | 4 | ENG 225 | Graphic Literature                                           | 3 |
| BIO 211 | Anatomy & Physiology II*                   | 4 | ENG 228 | Studies in Film Genre                                        | 3 |
| BIO 215 | Anatomy                                    | 4 | ENG 230 | Women in Literature*                                         | 3 |
| BIO 216 | Physiology                                 | 4 | ENG 238 | Creative Writing                                             | 3 |
| BIO 225 | Microbiology*                              | 4 | ENG 298 | Research in English                                          | 3 |
| BIO 240 | Nutrition                                  | 3 | FRE 101 | Elementary French I*                                         | 4 |
| BIO 241 | Clinical Nutrition                         | 3 | FRE 102 | Elementary French II*                                        | 4 |
| BIO 250 | Molecular Biology                          | 3 | FRE 201 | Intermediate French I*                                       | 3 |
| BIO 260 | Immunology                                 | 3 | FRE 202 | Intermediate French II*                                      | 3 |
| BIO 275 | Human Pathophysiology                      | 3 | GEO 101 | Introduction to Geography*                                   | 3 |
| BIO 299 | Research in the Biological Sciences        | 3 | GEO 102 | World Geography*                                             | 3 |
| BUS 121 | Business Law I                             | 3 | GER 101 | Elementary German I*                                         | 4 |
| CET 103 | Construction Surveying                     | 2 | GER 102 | Elementary German II*                                        | 4 |
| CET 120 | Construction Materials                     | 3 | GER 201 | Intermediate German I                                        | 3 |
| CHM 105 | General Organic & Biochemistry             | 4 | GER 202 | Intermediate German II                                       | 3 |
| CHM 110 | College Chemistry I*                       | 4 | GLY 101 | Physical Geology                                             | 4 |
| CHM 111 | College Chemistry II*                      | 4 | HIM 266 | Computers in Health Care                                     | 3 |
| CHM 211 | Organic Chemistry I*                       | 4 | HIS 101 | Western Civilization to 1689*                                | 3 |
| CHM 212 | Organic Chemistry II*                      | 4 | HIS 102 | Western Civilization Post 1689*                              | 3 |
| CHM 213 | Principles of Biochemistry                 | 3 | HIS 104 | World History I                                              | 3 |
| CHM 299 | Research in Chemistry                      | 3 | HIS 105 | World History II                                             | 3 |
| COL 111 | E-Learning Success                         | 1 | HIS 106 | Introduction to African History                              | 3 |
| CPT 170 | Computer Applications I                    | 3 | HIS 115 | African-American History                                     | 3 |
| CPT 209 | Computer Systems Management                | 3 | HIS 122 | History, Technology and Society                              | 3 |
| CPT 257 | Operating Systems                          | 3 | HIS 201 | American History: Discovery to 1877*                         | 3 |
| CRJ 101 | Introduction to Criminal Justice           | 3 | HIS 202 | American History: 1877 to Present*                           | 3 |
| CRJ 115 | Criminal Law I                             | 3 | HSS 298 | Research in the Humanities                                   | 3 |
| CRJ 125 | Criminology                                | 3 | HUS 101 | Introduction to Human Services                               | 3 |
| ECD 107 | Exceptional Children                       | 3 | HUS 102 | Personal and Professional Development in Helping Professions | 3 |
| ECE 211 | Introduction to Computer Engineering I     | 3 | IST 220 | Data Communications                                          | 3 |
| ECE 212 | Introduction to Computer Engineering II    | 3 | LEG 120 | Torts                                                        | 3 |
| ECE 221 | Introduction to Electrical Engineering I   | 3 | LEG 121 | Business Law I                                               | 3 |
| ECE 222 | Introduction to Electrical Engineering II  | 3 | LEG 135 | Introduction to Law and Ethics                               | 3 |
| ECO 210 | Macroeconomics*                            | 3 |         |                                                              |   |

|         |                                         |   |         |                                 |   |
|---------|-----------------------------------------|---|---------|---------------------------------|---|
| LOG 215 | Supply Chain Management                 | 3 | SPA 202 | Intermediate Spanish II*        | 3 |
| LOG 250 | Advanced Global Logistics               | 3 | SPC 205 | Public Speaking*                | 3 |
| MAT 103 | Quantitative Reasoning                  | 3 | SPC 208 | Intercultural Communication     | 3 |
| MAT 109 | College Algebra with Modeling           | 3 | SPC 209 | Interpersonal Communication     | 3 |
| MAT 110 | College Algebra*                        | 3 | THE 101 | Introduction to Theatre*        | 3 |
| MAT 111 | College Trigonometry*                   | 3 | THE 105 | Fundamentals of Acting          | 3 |
| MAT 120 | Probability and Statistics*             | 3 | THE 205 | Intermediate Acting             | 3 |
| MAT 130 | Elementary Calculus*                    | 3 | THE 220 | Theatre Laboratory I            | 1 |
| MAT 140 | Analytical Geometry and Calculus I*     | 4 | THE 221 | Theatre Laboratory II           | 1 |
| MAT 141 | Analytical Geometry and Calculus II*    | 4 | THE 222 | Theatre Laboratory III          | 1 |
| MAT 155 | Contemporary Mathematics                | 3 | THE 226 | Children's Theatre              | 3 |
| MAT 170 | Algebra, Geometry and Trigonometry I    | 3 | THE 250 | Makeup for Performance          | 3 |
| MAT 211 | Math for Elementary Education I         | 3 | THE 253 | Stagecraft                      | 3 |
| MAT 212 | Math for Elementary Education II        | 3 | THE 276 | Script Analysis                 | 3 |
| MAT 215 | Geometry                                | 3 | THE 290 | Voice and Diction for the Stage | 3 |
| MAT 220 | Advanced Statistics                     | 3 |         |                                 |   |
| MAT 230 | Basic Multivariable Calculus            | 3 |         |                                 |   |
| MAT 240 | Analytical Geometry & Calculus III*     | 4 |         |                                 |   |
| MAT 242 | Differential Equations*                 | 4 |         |                                 |   |
| MGT 101 | Principles of Management                | 3 |         |                                 |   |
| MKT 101 | Marketing                               | 3 |         |                                 |   |
| MUS 105 | Music Appreciation*                     | 3 |         |                                 |   |
| MUS 110 | Music Fundamentals                      | 3 |         |                                 |   |
| PHI 101 | Introduction to Philosophy*             | 3 |         |                                 |   |
| PHI 105 | Introduction to Logic*                  | 3 |         |                                 |   |
| PHI 110 | Ethics*                                 | 3 |         |                                 |   |
| PHS 101 | Physical Science I                      | 4 |         |                                 |   |
| PHY 201 | Physics I*                              | 4 |         |                                 |   |
| PHY 202 | Physics II*                             | 4 |         |                                 |   |
| PHY 221 | University Physics I*                   | 4 |         |                                 |   |
| PHY 222 | University Physics II*                  | 4 |         |                                 |   |
| PSC 201 | American Government*                    | 3 |         |                                 |   |
| PSC 205 | Politics and Government                 | 3 |         |                                 |   |
| PSC 215 | State and Local Government*             | 3 |         |                                 |   |
| PSC 220 | Introduction to International Relations | 3 |         |                                 |   |
| PSY 201 | General Psychology*                     | 3 |         |                                 |   |
| PSY 203 | Human Growth and Development*           | 3 |         |                                 |   |
| PSY 206 | Health Psychology                       | 3 |         |                                 |   |
| PSY 208 | Human Sexuality*                        | 3 |         |                                 |   |
| PSY 212 | Abnormal Psychology*                    | 3 |         |                                 |   |
| PSY 225 | Social Psychology                       | 3 |         |                                 |   |
| PSY 299 | Research in Psychology                  | 3 |         |                                 |   |
| REL 101 | Introduction to Religion                | 3 |         |                                 |   |
| REL 102 | Introduction to Biblical Studies        | 3 |         |                                 |   |
| REL 201 | Religions of the World                  | 3 |         |                                 |   |
| SOC 101 | Introduction to Sociology*              | 3 |         |                                 |   |
| SOC 205 | Social Problems*                        | 3 |         |                                 |   |
| SOC 225 | Gender Issues                           | 3 |         |                                 |   |
| SOC 299 | Research in Sociology                   | 3 |         |                                 |   |
| SPA 101 | Elementary Spanish I*                   | 4 |         |                                 |   |
| SPA 102 | Elementary Spanish II*                  | 4 |         |                                 |   |
| SPA 201 | Intermediate Spanish I*                 | 3 |         |                                 |   |

## University Transfer Certificate in Applied Science

### Overview

### Program Description

This program will guide students who either intend to transfer to a 4-year institution or enter a health program at Greenville Technical College (GTC) on transferable and/or required general education courses.

Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any courses taken at Greenville Tech.

### Mission Statement

The School of Arts & Sciences provides an interdisciplinary educational experience with broad-based degree options, general education courses, opportunities for undergraduate research, and global education.

### Vision Statement

The School of Arts & Sciences prepares our students to enter a dynamic future as informed citizens, productive professionals, and lifelong learners through courses that promote creativity, artistic expression, research, and critical thought for students to meet their specific educational goals.

### Entrance Requirements

High school diploma or equivalent.

### Type of Program

Day or Evening

### Requirements for Completion

- Student must complete a minimum of 28 semester credit hours

### Recommended Program Schedule

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.

### Preferred Sequence

| First Semester                                                            |                                 | Hours        |
|---------------------------------------------------------------------------|---------------------------------|--------------|
| COL 105                                                                   | Freshman Seminar                | 3            |
| ENG 101                                                                   | English Composition I           | 3            |
| Math Requirement (select one of the following) <sup>1,6</sup>             |                                 | 3-4          |
| MAT 103                                                                   | Quantitative Reasoning          |              |
| MAT 109                                                                   | College Algebra With Modeling   |              |
| MAT 110                                                                   | College Algebra                 |              |
| MAT 111                                                                   | College Trigonometry            |              |
| MAT 120                                                                   | Probability and Statistics      |              |
| MAT 211                                                                   | Math for Elementary Education I |              |
| Social Science Requirement (select one of the following) <sup>1,3,4</sup> |                                 | 3            |
| PSC 201                                                                   | American Government             |              |
| PSY 201                                                                   | General Psychology              |              |
| SOC 101                                                                   | Introduction to Sociology       |              |
| ECO 210                                                                   | Macroeconomics                  |              |
| ECO 211                                                                   | Microeconomics                  |              |
| GEO 101                                                                   | Introduction to Geography       |              |
| GEO 102                                                                   | World Geography                 |              |
| <b>Total Semester Hours</b>                                               |                                 | <b>12-13</b> |

### Second Semester

|                                                                     |                                     |     |
|---------------------------------------------------------------------|-------------------------------------|-----|
| Humanities Requirement (select one of the following) <sup>1,3</sup> |                                     | 3-4 |
| HIS 201                                                             | American History: Discovery to 1877 |     |
| HIS 202                                                             | American History: 1877 to Present   |     |
| ART 101                                                             | Art History & Appreciation          |     |
| THE 101                                                             | Introduction to Theatre             |     |
| MUS 105                                                             | Music Appreciation                  |     |
| PHI 101                                                             | Introduction to Philosophy          |     |
| PHI 110                                                             | Ethics                              |     |
| REL 101                                                             | Introduction to Religion            |     |
| REL 102                                                             | Introduction to Biblical Studies    |     |
| REL 201                                                             | Religions of the World              |     |
| SPA 101                                                             | Elementary Spanish I                |     |
| FRE 101                                                             | Elementary French I                 |     |
| GER 101                                                             | Elementary German I                 |     |
| Oral Communications Requirement <sup>2</sup>                        |                                     | 3   |
| SPC 205                                                             | Public Speaking                     |     |
| SPC 208                                                             | Intercultural Communication         |     |
| SPC 209                                                             | Interpersonal Communication         |     |
| Lab Science Requirement <sup>1,5</sup>                              |                                     | 4   |
| BIO 101                                                             | Biological Science I                |     |
| BIO 105                                                             | Principles of Biology               |     |
| BIO 210                                                             | Anatomy & Physiology I              |     |
| BIO 211                                                             | Anatomy & Physiology II             |     |
| BIO 215                                                             | Anatomy                             |     |
| BIO 216                                                             | Physiology                          |     |
| AST 101                                                             | Solar System Astronomy              |     |
| CHM 110                                                             | College Chemistry I                 |     |
| PHY 201                                                             | Physics I                           |     |

|                                                           |              |
|-----------------------------------------------------------|--------------|
| Transferable General Education Electives <sup>1,5,7</sup> | 6-8          |
| <b>Total Semester Hours</b>                               | <b>16-19</b> |
| <b>Total Required Credit Hours</b>                        | <b>28-32</b> |

- <sup>1</sup> For additional general education requirements see the General Education (p. 230) course listings
- <sup>2</sup> Choose from the following courses to meet the oral communication requirement: , SPC 205 Public Speaking, SPC 208 Intercultural Communication, SPC 209 Interpersonal Communication.
- <sup>3</sup> Either PSC 201 American Government is recommended for the social science requirement or HIS 201 is recommended for the humanities requirement if the student intends to complete a bachelor degree at a 4-year institution in South Carolina
- <sup>4</sup> *Pre-health students* should choose either PSY 201 General Psychology or SOC 101 Introduction to Sociology depending on their intended health program.
- <sup>5</sup> *Pre-health students* should take BIO 210 Anatomy & Physiology I and BIO 211 Anatomy & Physiology II for the Lab Science requirement and one of the Transferable General Education Electives.
- <sup>6</sup> *Pre-health students* should select either MAT 120 Probability and Statistics, MAT 109 College Algebra With Modeling or MAT 110 College Algebra depending on their intended health program.
- <sup>7</sup> Students who plan to *transfer* to a 4-year institution are strongly encouraged to take ENG 102 English Composition II and a literature course for the general education transferable electives.

## College Success

### Mission Statement

To provide students with a skill set to achieve success throughout college and beyond.

### Course Offerings

Whether a student has recently completed high school or returned to college after years of work or family life, college can seem overwhelming. COL 105 Freshman Seminar, required for most associate degree programs, is designed to prepare students for the college classroom and beyond. 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.

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.

Many associate degree programs require the completion of the COL 105 Freshman Seminar in the first semester of the program of study. COL 105 Freshman Seminar and COL 111 E-Learning Success are curriculum courses with possible transfer options to four-year colleges and universities.

For information about requirements for taking COL 111 E-Learning Success, refer to Online Learning Programs in the Other Educational Opportunities (p. 31) section of the Student Handbook and Catalog.

Visit our web page at <https://www.gvltec.edu/academic-connections/>.

## Requirements and Course Options

| Course  | Title              | Hours |
|---------|--------------------|-------|
| COL 105 | Freshman Seminar   | 3     |
| COL 111 | E-Learning Success | 1     |

Visit <https://www.gvltec.edu/collegeskills/> for more information about the college success offerings.

## Visual Arts

### Programs

- Visual Arts Certificates in Applied Science (p. 120)

### Courses

#### ART 101 Art History and Appreciation\* (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 203 Ceramics II (2-3-3)

*Offered Summer Semester*

Prerequisite: ART 202

This course provides an advanced study of the functional and sculptural skills acquired in ceramics. Additional topics may include slump and hump molds, wide-based forms, englobes, slips, patinas, stains, and glaze formulations, as well as reduction, oxidation, and primitive firing methods.

#### 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 Spring Semester*

Prerequisite: ART 101 or ART 108

This course is the study of the movements and trends of art and architecture from 1945 to the present; exploring specific artists, artworks and the forces that have shaped them.

#### ART 210 History of Graphic Design (3-0-3)

*Offered on a rotational basis*

Prerequisite: 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 emphasized.

#### ART 268 Seminar in Fine Arts (2-3-3)

*Offered on a rotational basis*

Prerequisite: Instructor Permission

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. Through a study of the technical, historical, and ethical considerations of photography, students will explore strategies for nonfiction visual storytelling to create their own photographic study on a topic of their choosing.

**ART 299 Research in Visual Arts (0-9-3)**

*Offered on a rotational basis*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic related to visual arts using the application of practical research methods.

**ARV 110 Computer Graphics I (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of the fundamentals of computer-assisted graphic design. It utilizes Adobe applications. No computer experience is required to enroll in this course.

**ARV 114 Photography I (2-3-3)**

*Offered on a rotational basis*

Prerequisites: ARV 110, ARV 121

This course is a study of the principles, terminology, techniques, tools and materials of basic photography. Students will learn manual camera controls while exploring digital capture techniques and a digital workflow. Emphasis is placed on photography as a creative medium for expression and visual communication.

**ARV 121 Design (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

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 and Spring 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 on a rotational basis*

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. This course is for non-art majors with emphasis placed on photography as a creative medium for expression and visual communication.

**ARV 214 Photography II (2-3-3)**

*Offered Fall Semester*

Prerequisite: ARV 114

This course covers advanced projects in photography, including studio work. Through studying the properties of light, students will learn how to use artificial lighting for both commercial and artistic applications. The course includes, but is not limited to, lighting techniques for portraiture, editorial, still life, and product photography.

**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. Students will produce black and white prints through an exploration of darkroom photographic techniques including, but not limited to, film developing, negative enlargement, printing, toning, and digital scanning. Emphasis is placed on photography as a creative medium for expression and visual communication.

**ARV 217 Computer Imagery (2-3-3)**

*Offered on a rotational basis*

Prerequisites: ART 111, ARV 110

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 222 Computer Animation (2-3-3)**

*Offered Spring Semester*

Prerequisites: ARV 110, ARV 121

This course introduces techniques of creating the illusion of motion and three-dimensional space. This course covers basic components of digital design tools including vector, raster, modeling language and animation.

**ARV 227 Web Site Design I (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ARV 110, ARV 121

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 Dreamweaver, HTML and CSS coding, and Adobe Photoshop. The student will produce an efficient, optimized web site which 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 on a rotational basis*

Prerequisite: ARV 210

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, a 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 on a rotational basis*

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 Spring Semester*

Prerequisite: ARV 122

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 276 Studio Practicum I (2-3-3)***Offered Spring Semester*

Prerequisite: ARV 110

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: Instructor Permission

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 a verbal presentation is required.

## Visual Arts Certificates in Applied Science

### Program Description

Successful graduates 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.

### Mission Statement

The Visual Arts Department drives personal and economic growth in the visual arts community by providing an extensive curriculum of academic offerings for educational and art career advancement while supporting the college's mission, vision, values and strategic imperatives.

### Entrance Requirements

High school diploma or equivalent.

### Type of Program

Day

### Type of Degree

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. Visual Arts also offers Certificates in Applied Science. Students may pursue both the Associate in Arts degree and one or more of the certificates. 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.

### Employment Opportunities

Greenville Technical College's Department of Visual Arts program is well respected in the arts community for the strongest Problem-Oriented Project Based Learning experiences that allow graduates to go directly to work in areas such as advertising, web design and professional photography or to move on to a four-year institution with a strong portfolio and the skills to succeed.

### Transfer Options

Students planning to transfer and pursue a bachelor's degree in visual arts are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for specific career pathways 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 transfer to a four-year institution has been made.

Visit our web page at <https://www.gvltec.edu/dva/>.

### Recommended Program Schedule

Not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Certificates in Applied Science

Visual Arts certificates require specific course work providing advanced training. Note that the Fine Arts certificate includes plans of study emphasizing traditional media, photography, or computer animation. Preferred classes for each Fine Arts emphasis are specified by accompanying footnotes.

### Fine Arts

| Course                   | Title                           | Hours |
|--------------------------|---------------------------------|-------|
| ARV 121                  | Design                          | 3     |
| ARV 110                  | Computer Graphics I             | 3     |
| ARV 280                  | Visual Arts Exit Portfolio      | 3     |
| Pick 7 of the following: |                                 | 21    |
| ART 202                  | Ceramics <sup>1</sup>           |       |
| ART 111                  | Basic Drawing I                 |       |
| ARV 122                  | 3-Dimensional Design I          |       |
| ART 112                  | Basic Drawing II                |       |
| ART 211                  | Introduction to Painting        |       |
| ART 207                  | Printmaking                     |       |
| ARV 244                  | Sculpture I                     |       |
| ARV 241                  | Painting II                     |       |
| ART 203                  | Ceramics II                     |       |
| ARV 222                  | Computer Animation <sup>2</sup> |       |
| ARV 114                  | Photography I <sup>3</sup>      |       |
| ARV 210                  | Computer Graphics II            |       |
| ARV 214                  | Photography II                  |       |
| ART 290                  | Photojournalism                 |       |

|                                    |                                |           |
|------------------------------------|--------------------------------|-----------|
| ARV 215                            | Photography III                |           |
| 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                 |           |
| ARV 230                            | Visual Arts Business Procedure |           |
| <b>Total Required Credit Hours</b> |                                | <b>30</b> |

<sup>1</sup> Students desiring traditional fine arts training should select ART 202, ART 111, ARV 122, ART 112, ART 211, ART 207, ARV 241 or ARV 244.

<sup>2</sup> Students desiring animation training should select ART 111, ART 112, ARV 122, ARV 210, ARV 244 in addition to this course.

<sup>3</sup> Student desiring to gain in depth training in photography should select ARV 114, ARV 210, ARV 214, ART 290, ARV 215, and ART 106.

## Graphic Design

| Course                             | Title                          | Hours     |
|------------------------------------|--------------------------------|-----------|
| ARV 110                            | Computer Graphics I            | 3         |
| ARV 121                            | Design                         | 3         |
| ART 111                            | Basic Drawing I                | 3         |
| ARV 210                            | Computer Graphics II           | 3         |
| ARV 227                            | Web Site Design I              | 3         |
| ART 200                            | Type Designing                 | 3         |
| ARV 114                            | Photography I                  | 3         |
| ART 210                            | History of Graphic Design      | 3         |
| ARV 217                            | Computer Imagery               | 3         |
| ARV 230                            | Visual Arts Business Procedure | 3         |
| ARV 280                            | Visual Arts Exit Portfolio     | 3         |
| <b>Total Required Credit Hours</b> |                                | <b>33</b> |

## Web Site Design

| Course                             | Title                          | Hours     |
|------------------------------------|--------------------------------|-----------|
| ARV 110                            | Computer Graphics I            | 3         |
| ARV 121                            | Design                         | 3         |
| ART 210                            | History of Graphic Design      | 3         |
| ARV 227                            | Web Site Design I              | 3         |
| ARV 114                            | Photography I                  | 3         |
| ARV 214                            | Photography II                 | 3         |
| ARV 228                            | Web Site Design II             | 3         |
| ARV 210                            | Computer Graphics II           | 3         |
| ARV 276                            | Studio Practicum I             | 3         |
| ARV 230                            | Visual Arts Business Procedure | 3         |
| ARV 280                            | Visual Arts Exit Portfolio     | 3         |
| <b>Total Required Credit Hours</b> |                                | <b>33</b> |

# SCHOOL OF BUSINESS AND COMPUTER TECHNOLOGY

The School of Business and Computer Technology at Greenville Technical College provides classes for over 1300 credit and non-credit students annually to include dual-enrolled high school students. The School offers the Associate in Applied Science Degree and Certificate in Applied Science credentials and houses six departments:

- Accounting
- Administrative Office Technology
- Computer Technology
- Management
- Marketing
- Operations Management
- Supply Chain Management

The School has 21 full-time faculty members and additional adjunct faculty members. Uniquely, the school offers many experiential learning opportunities through internships, apprenticeships and tech-scholar programs with local industry. The associate degree programs in Accounting, Administrative Office Technology, Management, Marketing, and Supply Chain Management also have programmatic accreditation through the Accreditation Council for Business Schools and Programs (ACBSP) and the Department of Supply Chain Management is a member of the SAP University Alliances (SAP).

## Mission:

The School of Business and Computer Technology provides professional and academic programming in a student-centered, technical-integrated learning environment. The school offers nationally accredited programs in an experiential learning environment to prepare prospective leaders for careers found across many industries.

## Vision:

The School of Business and Computer Technology will integrate exceptional teaching and learning, along with community service and outreach, to become the leading associate degree business and technology school in the nation.

## Associate Degrees

- Accounting Associate in Applied Science (p. 123)
- Administrative Office Technology Associate in Applied Science (p. 125)
- Computer Technology Associate in Applied Science (p. 133)
- Management Associate in Applied Science (p. 143)
- Marketing Associate in Applied Science (p. 145)
- Operations Management Associate in Applied Science (p. 149)
- Supply Chain Management Associate in Applied Science (p. 152)

## Certificates

- Business Analytics Certificate in Applied Science (p. 132)
- Business Systems Certificate in Applied Science (p. 128)
- Cisco Network Operations and Security Certificate in Applied Science (p. 133)
- Cybersecurity Certificate in Applied Science (p. 137)
- Data Analytics Certificate in Applied Science (p. 128)

- Data Science Certificate in Applied Science (p. 138)
- Enterprise Resource Planning Certificate in Applied Science (p. 152)
- Full Stack Developer Certificate in Applied Science (p. 138)
- Human Resource Management Certificate in Applied Science (p. 142)
- Marketing Communications Certificate in Applied Science (p. 146)
- Marketing in the Non-Profit Sector Certificate in Applied Science (p. 146)
- Medical Clerical Certificate in Applied Science (p. 129)
- Operations Management Certificate in Applied Science (p. 149)
- Server Support Specialist Certificate in Applied Science (p. 139)
- Small Business Accounting Certificate in Applied Science (p. 124)
- Small Business Management/Entrepreneurship Certificate in Applied Science (p. 144)
- Systems Administration and Infrastructure Certificate in Applied Science (p. 139)
- Web Programming Certificate in Applied Science (p. 140)

Visit our web page at <https://www.gvltec.edu/business-computer/>.

## Accounting Programs

- Accounting Associate in Applied Science (p. 123)
- Small Business Accounting Certificate in Applied Science (p. 124)

## Courses

### ACC 101 Accounting Principles I\* (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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*

Prerequisite: ACC 101

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.

## Accounting Associate in Applied Science

### Program Description

This degree prepares students for a career in accounting, using a "how-to" approach, interspersing theory and concluding with hands-on applications.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## 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

High school diploma or equivalent.

## Type of Program

Day or online

## Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- Major courses must be completed within five years or by special permission from the department head.

## Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Employment Opportunities

Manufacturing firms, small businesses, public accounting firms, service companies, not-for-profit organizations

Visit our web page at <https://www.gvltec.edu/accounting/>.

## Recommended Program Schedule

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.

| First Semester              |                                                   | Hours     |
|-----------------------------|---------------------------------------------------|-----------|
| COL 105                     | Freshman Seminar                                  | 3         |
| CPT 170                     | Computer Applications I                           | 3         |
| ENG 101                     | English Composition I                             | 3         |
| MGT 101                     | Principles of Management                          | 3         |
| MAT 155                     | Contemporary Mathematics (or higher college math) | 3         |
| <b>Total Semester Hours</b> |                                                   | <b>15</b> |
| Second Semester             |                                                   |           |
| ACC 101                     | Accounting Principles I                           | 3         |
| SPC 205                     | Public Speaking                                   | 3         |
| BAF 101                     | Personal Finance                                  | 3         |
| MKT 101                     | Marketing                                         | 3         |
| <b>Total Semester Hours</b> |                                                   | <b>12</b> |

**Third Semester**

|                             |                                  |           |
|-----------------------------|----------------------------------|-----------|
| ACC 102                     | Accounting Principles II         | 3         |
| ACC 124                     | Individual Tax Procedures        | 3         |
| BUS 121                     | Business Law I                   | 3         |
| ECO 210<br>or ECO 211       | Macroeconomics<br>Microeconomics | 3         |
| <b>Total Semester Hours</b> |                                  | <b>12</b> |

**Fourth Semester**

|                               |                           |           |
|-------------------------------|---------------------------|-----------|
| ACC 150                       | Payroll Accounting        | 3         |
| ACC 201                       | Intermediate Accounting I | 3         |
| ACC 224                       | Business Taxation         | 3         |
| ACC 245                       | Accounting Applications   | 3         |
| Humanities/Fine Arts Elective |                           | 3         |
| <b>Total Semester Hours</b>   |                           | <b>15</b> |

**Fifth Semester**

|                                    |                                |           |
|------------------------------------|--------------------------------|-----------|
| ACC 202                            | Intermediate Accounting II     | 3         |
| ACC 230                            | Cost Accounting I              | 3         |
| ACC 246                            | Integrated Accounting Software | 3         |
| ACC 275                            | Selected Topics in Accounting  | 3         |
| LOG 250                            | Advanced Global Logistics      | 3         |
| <b>Total Semester Hours</b>        |                                | <b>15</b> |
| <b>Total Required Credit Hours</b> |                                | <b>69</b> |

## Small Business Accounting Certificate in Applied Science

### Program Description

This program provides introductory training in financial recordkeeping for a small business.

### 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

High school diploma or equivalent.

### Type of Program

Day or online

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.

### Employment Opportunities

Small businesses, both sales and service companies

Visit our web page at <https://www.gvltec.edu/accounting/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>              |                                          | <b>Hours</b> |
|------------------------------------|------------------------------------------|--------------|
| ACC 101                            | Accounting Principles I                  | 3            |
| CPT 170                            | Computer Applications I                  | 3            |
| ENG 165                            | Professional Communications <sup>1</sup> | 3            |
| <b>Total Semester Hours</b>        |                                          | <b>9</b>     |
| <b>Second Semester</b>             |                                          |              |
| ACC 124                            | Individual Tax Procedures                | 3            |
| ACC 150                            | Payroll Accounting                       | 3            |
| <b>Total Semester Hours</b>        |                                          | <b>6</b>     |
| <b>Third Semester</b>              |                                          |              |
| ACC 245                            | Accounting Applications                  | 3            |
| ACC 246                            | Integrated Accounting Software           | 3            |
| <b>Total Semester Hours</b>        |                                          | <b>6</b>     |
| <b>Total Required Credit Hours</b> |                                          | <b>21</b>    |

<sup>1</sup> ENG 101 English Composition I and SPC 205 Public Speaking may be taken in lieu of ENG 165.

## Administrative Office Technology Programs

- Administrative Office Technology Associate in Applied Science (p. 125)
- Business Systems Certificate in Applied Science (p. 128)
- Data Analytics Certificate in Applied Science (p. 128)
- Medical Clerical Certificate in Applied Science (p. 129)

## Courses

### AOT 104 Keyboarding and Input Technologies (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

This course focuses on the mastery of touch keyboarding and introduces new input technologies, such as voice, pen and scanner.

### AOT 110 Document Formatting (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 104

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

### AOT 133 Professional Development (3-0-3)

*Offered Fall and Spring Semesters*

Prerequisites: AOT 251, SPC 205 or SPC 209

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 162 Basic Information Processing (3-0-3)***Offered Fall Semester*

This is an entry-level course to introduce the user to basic computer information processing software applications. Course is taught online only.

**AOT 196 Office Confidentiality and Security (3-0-3)***Offered Fall and Summer Semesters*

Prerequisite: AOT 251

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPAA and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

**AOT 212 Medical Document Production (3-0-3)***Offered Spring Semester*

Prerequisite: AHS 102

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

**AOT 234 Administrative Office Communications (3-0-3)***Offered Spring Semester*

Prerequisites: AOT 110, AOT 251, CPT 270, ENG 101

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 250 Advanced Information Processing (3-0-3)***Offered Spring Semester*

Prerequisites: AOT 162, AOT 251, CPT 170

This course emphasizes complex applications of information processing software using advanced features and concepts.

**AOT 251 Administrative Systems and Procedures (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 110, CPT 170

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

**AOT 252 Medical Systems & Procedures (3-0-3)***Offered Summer Semester*

Co-requisite: AOT 212

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

**AOT 255 Senior Practicum (3-0-3)***Offered Summer Semester*

Prerequisites: Instructor Permission, plus AOT 133, AOT 256, and AOT 212 or ACC 245 or LOG 215 or LEG 262

This course includes practical experience in an approved office setting, as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude and other subjects which enhance employability skills.

**AOT 256 Office Management (3-0-3)***Offered Fall Semester*

Prerequisites: AOT 251, MKT 130

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records and supervisory/leadership skills.

# Administrative Office Technology Associate in Applied Science

## Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry-desired technical and interpersonal skills to be effective members and leaders of an office team.

## Program options

This program is available in four concentrations: Business Systems, Medical Specialist, Data Analytics or Legal Specialist. *The Administrative Office Technology Associate in Applied Science degree allows students to select one of the following concentrations. **Students can only be awarded ONE associate in applied science degree in Administrative Office Technology**. If students want to expand their knowledge of other Administrative Office technology areas of study, they may consider any available certificate under Administrative Office Technology. Likewise, **individual certificates can only be awarded once.***

- **Business Systems 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 communication. 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 Specialist 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 an efficient and effective member of an office team working in the current global work environment.

- **Data Analytics Concentration:**

This program prepares students for administrative-level office positions in technology industries and prepares students to support companies and industries that require administrative assistants to understand and use technology to support their data analysis needs. Preparation includes training in computer and information systems technologies as well as soft skills needed in any dynamic office setting. Skills include keyboarding, MS Office applications, office procedures, business communication, computer fundamentals, internet programming, databases and other emerging technologies. 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 and office management skills, as well as with hardware and software that support the data and logistical needs of industry.

### • Legal Specialist Concentration:

The legal specialist concentration prepares students for administrative-level positions focused on the needs of the legal community, with emphasis on working in lawyers' offices. Upon completion of the program, students will be proficient in legal terminology, legal applications, written and oral communication, customer service, and office management skills. In addition, students will also be proficient in keyboarding, MS Office applications and computer fundamentals. This concentration prepares students to meet the administrative needs specific to the legal office environment.

*\*This program is not intended to prepare student to be employed as a paralegal.*

*The AOT Legal Specialist concentration is not an American Bar Association (ABA) approved program.*

### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## Entrance Requirements

High school diploma or GED.

## Type of Program

Online

## Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Business and industry, health care organizations and practices, legal offices, and government agencies

Visit our web page at <https://www.gvltec.edu/aot/>.

## Recommended Program Schedule

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.

## Business Systems Concentration Recommended Program Schedule

| First Semester                     |                                      | Hours     |
|------------------------------------|--------------------------------------|-----------|
| AOT 104                            | Keyboarding and Input Technologies   | 3         |
| COL 105                            | Freshman Seminar                     | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>6</b>  |
| Second Semester                    |                                      |           |
| ENG 101                            | English Composition I                | 3         |
| CPT 170                            | Computer Applications I              | 3         |
| AOT 110                            | Document Formatting                  | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>9</b>  |
| Third Semester                     |                                      |           |
| CPT 270                            | Computer Applications II             | 3         |
| AOT 251                            | Administrative Systems & Procedures  | 3         |
| MKT 130                            | Customer Service Principles          | 3         |
| MGT 101                            | Principles of Management             | 3         |
| SPC 205                            | Public Speaking                      | 3         |
| or SPC 209                         | Interpersonal Communication          |           |
| <b>Total Semester Hours</b>        |                                      | <b>15</b> |
| Fourth Semester                    |                                      |           |
| AOT 162                            | Basic Information Processing         | 3         |
| AOT 256                            | Office Management                    | 3         |
| MAT 120                            | Probability and Statistics           | 3         |
| ACC 101                            | Accounting Principles I              | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>12</b> |
| Fifth Semester                     |                                      |           |
| AOT 133                            | Professional Development             | 3         |
| AOT 234                            | Administrative Office Communications | 3         |
| AOT 250                            | Advanced Information Processing      | 3         |
| ACC 245                            | Accounting Applications              | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>12</b> |
| Sixth Semester                     |                                      |           |
| AOT 196                            | Office Confidentiality & Security    | 3         |
| AOT 255                            | Senior Practicum                     | 3         |
| Humanities Elective                |                                      | 3         |
| Social Science Elective            |                                      | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>12</b> |
| <b>Total Required Credit Hours</b> |                                      | <b>66</b> |

## Medical Specialist Concentration Recommended Program Schedule

| First Semester              |                                    | Hours    |
|-----------------------------|------------------------------------|----------|
| AOT 104                     | Keyboarding and Input Technologies | 3        |
| COL 105                     | Freshman Seminar                   | 3        |
| <b>Total Semester Hours</b> |                                    | <b>6</b> |
| Second Semester             |                                    |          |
| ENG 101                     | English Composition I              | 3        |
| CPT 170                     | Computer Applications I            | 3        |
| AOT 110                     | Document Formatting                | 3        |
| <b>Total Semester Hours</b> |                                    | <b>9</b> |

**Third Semester**

|                             |                                     |           |
|-----------------------------|-------------------------------------|-----------|
| CPT 270                     | Computer Applications II            | 3         |
| AOT 251                     | Administrative Systems & Procedures | 3         |
| MKT 130                     | Customer Service Principles         | 3         |
| AHS 102                     | Medical Terminology                 | 3         |
| SPC 205                     | Public Speaking                     | 3         |
| or SPC 209                  | Interpersonal Communication         |           |
| <b>Total Semester Hours</b> |                                     | <b>15</b> |

**Fourth Semester**

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| AOT 162                     | Basic Information Processing      | 3         |
| AOT 256                     | Office Management                 | 3         |
| AOT 196                     | Office Confidentiality & Security | 3         |
| MAT 120                     | Probability and Statistics        | 3         |
| <b>Total Semester Hours</b> |                                   | <b>12</b> |

**Fifth Semester**

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| AOT 133                     | Professional Development             | 3         |
| AOT 234                     | Administrative Office Communications | 3         |
| AOT 250                     | Advanced Information Processing      | 3         |
| AOT 212                     | Medical Document Production          | 3         |
| <b>Total Semester Hours</b> |                                      | <b>12</b> |

**Sixth Semester**

|                                    |                              |           |
|------------------------------------|------------------------------|-----------|
| AOT 255                            | Senior Practicum             | 3         |
| AOT 252                            | Medical Systems & Procedures | 3         |
| Humanities Elective                |                              | 3         |
| Social Science Elective            |                              | 3         |
| <b>Total Semester Hours</b>        |                              | <b>12</b> |
| <b>Total Required Credit Hours</b> |                              | <b>66</b> |

## Data Analytics Concentration Recommended Program Schedule

**First Semester****Hours**

|                             |                                    |          |
|-----------------------------|------------------------------------|----------|
| AOT 104                     | Keyboarding and Input Technologies | 3        |
| COL 105                     | Freshman Seminar                   | 3        |
| <b>Total Semester Hours</b> |                                    | <b>6</b> |

**Second Semester**

|                             |                         |          |
|-----------------------------|-------------------------|----------|
| ENG 101                     | English Composition I   | 3        |
| CPT 170                     | Computer Applications I | 3        |
| AOT 110                     | Document Formatting     | 3        |
| <b>Total Semester Hours</b> |                         | <b>9</b> |

**Third Semester**

|                             |                                     |           |
|-----------------------------|-------------------------------------|-----------|
| CPT 270                     | Computer Applications II            | 3         |
| AOT 251                     | Administrative Systems & Procedures | 3         |
| MKT 130                     | Customer Service Principles         | 3         |
| IST 272                     | Relational Database                 | 3         |
| SPC 205                     | Public Speaking                     | 3         |
| or SPC 209                  | Interpersonal Communication         |           |
| <b>Total Semester Hours</b> |                                     | <b>15</b> |

**Fourth Semester**

|         |                              |   |
|---------|------------------------------|---|
| AOT 162 | Basic Information Processing | 3 |
| AOT 256 | Office Management            | 3 |
| MAT 120 | Probability and Statistics   | 3 |

|                             |                         |           |
|-----------------------------|-------------------------|-----------|
| LOG 215                     | Supply Chain Management | 3         |
| <b>Total Semester Hours</b> |                         | <b>12</b> |

**Fifth Semester**

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| AOT 133                     | Professional Development             | 3         |
| AOT 234                     | Administrative Office Communications | 3         |
| AOT 250                     | Advanced Information Processing      | 3         |
| IST 226                     | Internet Programming                 | 3         |
| <b>Total Semester Hours</b> |                                      | <b>12</b> |

**Sixth Semester**

|                                    |                               |           |
|------------------------------------|-------------------------------|-----------|
| AOT 255                            | Senior Practicum              | 3         |
| CYB 110                            | Introduction to Cybersecurity | 3         |
| Humanities Elective                |                               | 3         |
| Social Science Elective            |                               | 3         |
| <b>Total Semester Hours</b>        |                               | <b>12</b> |
| <b>Total Required Credit Hours</b> |                               | <b>66</b> |

## Legal Specialist Concentration Recommended Program Schedule

| <b>First Semester</b>       |                                    | <b>Hours</b> |
|-----------------------------|------------------------------------|--------------|
| AOT 104                     | Keyboarding and Input Technologies | 3            |
| COL 105                     | Freshman Seminar                   | 3            |
| <b>Total Semester Hours</b> |                                    | <b>6</b>     |

**Second Semester**

|                             |                         |          |
|-----------------------------|-------------------------|----------|
| ENG 101                     | English Composition I   | 3        |
| CPT 170                     | Computer Applications I | 3        |
| AOT 110                     | Document Formatting     | 3        |
| <b>Total Semester Hours</b> |                         | <b>9</b> |

**Third Semester**

|                             |                                     |           |
|-----------------------------|-------------------------------------|-----------|
| CPT 270                     | Computer Applications II            | 3         |
| AOT 251                     | Administrative Systems & Procedures | 3         |
| MKT 130                     | Customer Service Principles         | 3         |
| LEG 135                     | Introduction to Law and Ethics      | 3         |
| SPC 205                     | Public Speaking                     | 3         |
| or SPC 209                  | Interpersonal Communication         |           |
| <b>Total Semester Hours</b> |                                     | <b>15</b> |

**Fourth Semester**

|                             |                              |           |
|-----------------------------|------------------------------|-----------|
| AOT 162                     | Basic Information Processing | 3         |
| AOT 256                     | Office Management            | 3         |
| LEG 230                     | Legal Writing                | 3         |
| MAT 120                     | Probability and Statistics   | 3         |
| <b>Total Semester Hours</b> |                              | <b>12</b> |

**Fifth Semester**

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| AOT 133                     | Professional Development             | 3         |
| AOT 234                     | Administrative Office Communications | 3         |
| AOT 250                     | Advanced Information Processing      | 3         |
| LEG 262                     | Litigation Applications              | 3         |
| <b>Total Semester Hours</b> |                                      | <b>12</b> |

**Sixth Semester**

|            |                  |   |
|------------|------------------|---|
| AOT 255    | Senior Practicum | 3 |
| LEG 120    | Torts            | 3 |
| or LEG 121 | Business Law I   |   |

|                                    |           |
|------------------------------------|-----------|
| Humanities Elective                | 3         |
| Social Science Elective            | 3         |
| <b>Total Semester Hours</b>        | <b>12</b> |
| <b>Total Required Credit Hours</b> | <b>66</b> |

## Business Systems Certificate in Applied Science

### Program Description

This certificate program prepares students for entry-level administrative office positions in business, industry and/or government agencies. Students will obtain the base level technology and business skills that will allow them to be effective members of an office team and have a working knowledge of how they can use business systems, including accounting, marketing and management to support the office.

### Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

### Entrance Requirements

High school diploma or GED.

### Type of Program

Day or evening

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- 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 the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Visit our web page at <https://www.gvltec.edu/aot/>.

### Recommended Program Schedule

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.

| First Semester              |                                    | Hours    |
|-----------------------------|------------------------------------|----------|
| AOT 104                     | Keyboarding and Input Technologies | 3        |
| MGT 101                     | Principles of Management           | 3        |
| <b>Total Semester Hours</b> |                                    | <b>6</b> |
| Second Semester             |                                    |          |
| AOT 110                     | Document Formatting                | 3        |

|                             |                         |          |
|-----------------------------|-------------------------|----------|
| CPT 170                     | Computer Applications I | 3        |
| ACC 101                     | Accounting Principles I | 3        |
| <b>Total Semester Hours</b> |                         | <b>9</b> |

#### Third Semester

|                             |                                     |          |
|-----------------------------|-------------------------------------|----------|
| AOT 251                     | Administrative Systems & Procedures | 3        |
| ACC 245                     | Accounting Applications             | 3        |
| AOT 162                     | Basic Information Processing        | 3        |
| <b>Total Semester Hours</b> |                                     | <b>9</b> |

#### Fourth Semester

|                                    |                                   |           |
|------------------------------------|-----------------------------------|-----------|
| AOT 196                            | Office Confidentiality & Security | 3         |
| AOT 250                            | Advanced Information Processing   | 3         |
| <b>Total Semester Hours</b>        |                                   | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                   | <b>30</b> |

## Data Analytics Certificate in Applied Science

### Program Description

This certificate program prepares students for entry-level administrative office positions in technology industries and prepares students to support companies and industries with data analytics needs. Students will learn basic office skills in addition to the technological skills desired by many industries to support the analysis and presentation of company and industry data.

### Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

### Entrance Requirements

High school diploma or GED.

### Type of Program

Day or evening

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- 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 the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Visit our web page at <https://www.gvltec.edu/aot/>.

### Recommended Program Schedule

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.

| First Semester                     |                                     | Hours     |
|------------------------------------|-------------------------------------|-----------|
| AOT 104                            | Keyboarding and Input Technologies  | 3         |
| ENG 101                            | English Composition I               | 3         |
| CPT 170                            | Computer Applications I             | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Second Semester                    |                                     |           |
| AOT 110                            | Document Formatting                 | 3         |
| IST 226                            | Internet Programming                | 3         |
| LOG 215                            | Supply Chain Management             | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Third Semester                     |                                     |           |
| AOT 251                            | Administrative Systems & Procedures | 3         |
| IST 272                            | Relational Database                 | 3         |
| AOT 162                            | Basic Information Processing        | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Fourth Semester                    |                                     |           |
| CYB 110                            | Introduction to Cybersecurity       | 3         |
| AOT 250                            | Advanced Information Processing     | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                     | <b>33</b> |

## Medical Clerical Certificate in Applied Science

### Program Description

This program develops specialized skills needed to become a general office professional in the medical field or other business offices.

### Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

### Entrance Requirements

High school diploma or GED.

### Type of Program

Day or evening

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- 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 the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

## Employment Opportunities

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

Visit our web page at <https://www.gvltec.edu/aot/>.

## Recommended Program Schedule

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.

| First Semester                     |                                     | Hours     |
|------------------------------------|-------------------------------------|-----------|
| AOT 104                            | Keyboarding and Input Technologies  | 3         |
| AHS 102                            | Medical Terminology                 | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>6</b>  |
| Second Semester                    |                                     |           |
| AOT 110                            | Document Formatting                 | 3         |
| CPT 170                            | Computer Applications I             | 3         |
| AOT 212                            | Medical Document Production         | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Third Semester                     |                                     |           |
| AOT 251                            | Administrative Systems & Procedures | 3         |
| AOT 196                            | Office Confidentiality & Security   | 3         |
| AOT 162                            | Basic Information Processing        | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Fourth Semester                    |                                     |           |
| AOT 250                            | Advanced Information Processing     | 3         |
| AOT 252                            | Medical Systems & Procedures        | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                     | <b>30</b> |

<sup>1</sup> General education course

## Computer Technology Programs

- Business Analytics Certificate in Applied Science (p. 132)
- Cisco Network Operations and Security Certificate in Applied Science (p. 133)
- Computer Technology Associate in Applied Science (p. 133)
- Cybersecurity Certificate in Applied Science (p. 137)
- Data Science Certificate in Applied Science (p. 138)
- Full Stack Developer Certificate in Applied Science (p. 138)
- Server Support Specialist Certificate in Applied Science (p. 139)
- Systems Administration and Infrastructure Certificate in Applied Science (p. 139)
- Web Programming Certificate in Applied Science (p. 140)



## Courses

### Computer Technology

#### **CPT 113 Information Systems (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to the principles and technologies used in modern management information systems.

#### **CPT 127 Python Programming I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 113

This course is a study of Python programming and covers the language syntax and algorithm design. Students also learn how Python can be used for many purposes in information systems.

#### **CPT 170 Computer Applications I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course introduces computer applications software, including word processing, databases, spreadsheets, graphs and their integration.

#### **CPT 189 Data Science I (3-0-3)**

*Offered Fall Semester*

Prerequisites: CPT 168 or CPT 127 and CPT 170, IST 272

This course is an introduction to foundational topics in data science. Topics include data collection, integration, management, modeling, analysis, visualization, presentation, and decision making.

#### **CPT 209 Computer Systems Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

#### **CPT 227 Python Programming II (3-0-3)**

*Offered Spring and Fall Semesters*

Prerequisites: CPT 168 or CPT 127 and IST 272

This course is a study of advanced topics of Python programming. Topics covered can include applications of web development, gaming, data science, cybersecurity, machine learning, artificial intelligence, and quantum computing.

#### **CPT 230 C# Programming I (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: CPT 168 or CPT 127

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 and Spring Semesters*

Prerequisite: CPT 230

Co-requisite: IST 272

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 Java Programming I (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: CPT 127 or CPT 168

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 Java Programming II (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 based on enrollment*

Prerequisites: CPT 230, IST 226, IST 272

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*

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*

Prerequisites: CPT 267; and (CPT 231 or CPT 237 or CPT 273 or CPT 289 or IST 191 or IST 203 or IST 258 or IST 292 or IST 293 or IST 294 or BUS 190); and (SPC 205, SPC 208, or SPC 209); and MAT 109 or higher college transferable math\*\*\* Instructor or Department Head Permission  
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 Computer Applications II (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 170

This course emphasizes the integration of popular computer software packages using advanced concepts in computer applications software.

#### **CPT 273 Data Visualization (3-0-3)**

*Offered Spring Semester*

Prerequisites: CPT 168 or CPT 127, CPT 170, IST 272

Co-requisite: IST 278

This course explores key concepts in data visualization and reporting. Topics include methods used in graphical representation of data, exploration and reporting of data, and basic predictive modeling methods.

#### **CPT 275 Computer Technology Senior Project (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 264; and CPT 231 or CPT 237 or IST 203 or IST 204 or IST 258 or IST 191 or IST 292 or IST 294; and SPC 205, SPC 208 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)***Offered based on enrollment*

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 based on enrollment*

Prerequisites: CPT 168, IST 226 and IST 272

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.

**CPT 289 Data Science II (3-0-3)***Offered Spring Semester*

Prerequisites: CPT 189, IST 272

This course explores popular data science programming tools. Students will review and assess the features, capabilities, and limitations of open-source, commercial, and cloud-based solutions.

## Cybersecurity

**CYB 110 Introduction to Cybersecurity (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 162 or CPT 270 or IST 220

An introduction/broad overview course of cybersecurity knowledge domains including the need for cybersecurity, malicious activity, Internet and Internet of Things (IoT), access controls, security operations and administration, risk management, cryptography, network security, certification and law.

**CYB 201 Cybersecurity Operations (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and IST 266

Co-requisite: IST 190

This course is a study of the concepts and technologies related to Security Operations Center teams that detect and respond to cybersecurity threats. Topics cover an in-depth review of security concepts and monitoring, host-based and network intrusion analysis, and security policies and procedures.

**CYB 269 Digital Forensics (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and CPT 209, IST 190

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

**CYB 282 Security and Risk Analysis (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: IST 110 or CYB 110 and IST 291 or CYB 294

An overview of risk management and its implication on infrastructure, compliance and organizational objectives. Risk to people, processes and technology is addressed. Modern frameworks for risk analysis and mitigation are used. Students will write security policy and create implementation plan.

**CYB 293 Attack Vectors (Red Teaming) (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 267 or CYB 201

This course introduces methods for attacking and compromising various systems including authentication systems, passwords, networks, computers, people and peripheral devices (IoT). Students will develop skills necessary to participate in Red Team ethical hacking exercises and competitions.

**CYB 294 Incident Response (Blue Teaming) (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and IST 266

Co-requisite: IST 190

This course introduces skills and techniques necessary to detect, respond and recover from cyber incidents. The goal is to learn how to integrate business continuity/ disaster recovery plans into the incident response process. Students will document/communicate impact of cybersecurity incidents.

## Information System Technology

**IST 190 LINUX Essentials (3-0-3)***Offered Fall and Summer Semesters*

Prerequisites: CPT 257 and IST 220

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 and Spring Semesters*

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 Computing I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and CPT 257, IST 220

Co-requisite: IST 190 or 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 Introduction to Networks (3-0-3)***Offered Summer Semester*

Prerequisite: IST 220

This course covers the architecture, structure, functions and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP).

**IST 202 Cisco Switching, Routing, and Wireless Essentials (3-0-3)***Offered Fall Semester*

Prerequisites: IST 201

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks.

**IST 203 Cisco Enterprise Networking, Security, and Automation (3-0-3)***Offered Spring Semester*

Prerequisite: IST 202

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation.

**IST 220 Data Communications (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

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: AOT 162 or CPT 170 or CPT 257

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JavaScript and CSS, testing and debugging programs, uploading and maintaining internet pages and applications.

**IST 239 JavaScript (3-0-3)**

*Offered Fall and Summer Semesters*

Prerequisites: CPT 168 or CPT 127 and IST 226

This course includes concepts and skills for developing dynamic functionality and interactivity for websites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays.

**IST 257 LAN Network Server Technologies (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CPT 257, IST 220

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.

**IST 258 LAN Directory Services (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: IST 257, IST 220

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*

Co-requisite: IST 110

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 113 or CPT 170

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 based on enrollment*

Prerequisites: IST 272

This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security.

# Business Analytics Certificate in Applied Science

*Anticipated 2025FA start – Pending State Tech System and DOE approvals.*

## Program Description

The embedded Business Analytics Certificate prepares students to use data-driven approaches to enhance business performance and decision-making. Through a combination of courses in business intelligence, data analysis, and predictive analytics, students will learn how to interpret business data, build analytical models, and apply their findings to real-world business challenges. This certificate is ideal for those looking to enhance their careers in business or pursue roles such as business analyst or data analyst.

### Mission Statement

The mission of the Business Analytics Embedded Certificate is to equip students with the skills and knowledge necessary to turn data into actionable insights that enhance business strategy and operations. The program emphasizes the practical application of analytics in business contexts, fostering graduates who can influence decision-making and contribute to the success of organizations in a competitive business environment.

## Entrance Requirements

High school diploma or GED.

Type of Program

Day

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Employment Opportunities Recommended Program Schedule

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.

### Preferred Sequence

| First Semester       |                          | Hours |
|----------------------|--------------------------|-------|
| CPT 113              | Information Systems      | 3     |
| CPT 257              | Operating Systems        | 3     |
| CPT 170              | Computer Applications I  | 3     |
| Total Semester Hours |                          | 9     |
| Second Semester      |                          |       |
| CPT 127              | Python Programming I     | 3     |
| IST 272              | Relational Database      | 3     |
| Total Semester Hours |                          | 6     |
| Third Semester       |                          |       |
| CPT 189              | Data Science I           | 3     |
| MGT 101              | Principles of Management | 3     |
| CPT 270              | Computer Applications II | 3     |
| Total Semester Hours |                          | 9     |
| Fourth Semester      |                          |       |
| CPT 273              | Data Visualization       | 3     |

|                                    |                      |           |
|------------------------------------|----------------------|-----------|
| BUS 190                            | Business Analytics I | 3         |
| IST 278                            | Database Programming | 3         |
| <b>Total Semester Hours</b>        |                      | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                      | <b>33</b> |

# Cisco Network Operations and Security Certificate in Applied Science

## Program Description

This certificate is designed to provide comprehensive training in network administration. Topics include computer network operation, Cisco router configuration, security, maintenance, troubleshooting and computer security.

## Mission Statement

The mission of the Cisco Network Administrator 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

High school diploma or GED

## Type of Program

Day, evening, or online

## Requirements for Completion

This program requires a minimum grade of "C" in all courses.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>       |                                                   | <b>Hours</b> |
|-----------------------------|---------------------------------------------------|--------------|
| CPT 257                     | Operating Systems                                 | 3            |
| IST 220                     | Data Communications                               | 3            |
| <b>Total Semester Hours</b> |                                                   | <b>6</b>     |
| <b>Second Semester</b>      |                                                   |              |
| CYB 110                     | Introduction to Cybersecurity                     | 3            |
| IST 201                     | Cisco Introduction to Networks                    | 3            |
| <b>Total Semester Hours</b> |                                                   | <b>6</b>     |
| <b>Third Semester</b>       |                                                   |              |
| IST 202                     | Cisco Switching, Routing, and Wireless Essentials | 3            |

|                             |                                |          |
|-----------------------------|--------------------------------|----------|
| IST 266                     | Internet and Firewall Security | 3        |
| <b>Total Semester Hours</b> |                                | <b>6</b> |

### Fourth Semester

|                                    |                                                       |           |
|------------------------------------|-------------------------------------------------------|-----------|
| IST 203                            | Cisco Enterprise Networking, Security, and Automation | 3         |
| CYB 201                            | Cybersecurity Operations                              | 3         |
| <b>Total Semester Hours</b>        |                                                       | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                                       | <b>24</b> |

# Computer Technology Associate in Applied Science

## Program Description

The Associate in 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.

The Computer Technology Associate in Applied Science degree allows students to select one of the following concentrations. ***Students can only be awarded ONE associate in applied science degree in Computer Technology. If students want to expand their knowledge of other computer technology areas of study, they may consider any available certificate under Computer Technology. Likewise, individual certificates can only be awarded once.***

- The **Business Analytics Concentration** provides students with the knowledge and the skills necessary for employment and growth in analytical professions. Students will complete course work in statistical and analytic theory, best practices, & analysis; data mining and data warehousing; predictive modeling; project and operations management; and analytical tools and techniques.
- The **Cybersecurity Concentration** trains students how to protect and defend computer systems, networks, programs and databases against cyber-attacks. Emphasis is placed on implementing defensive tools to prevent cyber-attacks, learning how to simulate attacks to defend against them, and in the event of a successful attack, knowing how to recognize the effects and repair the damage as quickly as possible.
- The **Data Science Concentration** of the Associate in Applied Science in Computer Technology prepares learners to design and develop desktop and web application with an emphasis on business logic and data-driven applications. Students will be able to support the needs of businesses in a wide variety of industries, including healthcare, manufacturing, insurance, finance, and software publishing.
- The **Networking Administration and Security 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 applications using object-oriented languages and databases, including Python, Microsoft C#, SQL, ASP.NET, Java, HTML5, CSS, JavaScript and PHP.



- The **Systems Security and Infrastructure 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.

### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## Mission Statement

The Computer Technology program at Greenville Technical College offers a solid foundation to prepare students for an entry-level position in the field of information technology. Typical jobs may include network systems administrator, support specialist, network operations analyst, IT help desk support, computer programming and web developer. Our certificate programs provide areas for specialization or a skills update for veterans of the field.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day, evening or online

## Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Technology services companies, internet service providers, insurance companies, hospitals, manufacturing firms, software development companies and other business and industry.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

## Business Analytics Concentration Recommended Program Schedule

### Preferred Sequence

| First Semester |                     | Hours |
|----------------|---------------------|-------|
| COL 111        | E-Learning Success  | 1     |
| COL 105        | Freshman Seminar    | 3     |
| CPT 113        | Information Systems | 3     |

|                              |                                         |           |
|------------------------------|-----------------------------------------|-----------|
| ENG 101                      | English Composition I                   | 3         |
| Select one of the following: |                                         | 3         |
| MAT 103                      | Quantitative Reasoning                  |           |
| MAT 109                      | College Algebra With Modeling           |           |
| MAT 120                      | Probability and Statistics <sup>1</sup> |           |
| <b>Total Semester Hours</b>  |                                         | <b>13</b> |

### Second Semester

|                             |                         |           |
|-----------------------------|-------------------------|-----------|
| CPT 257                     | Operating Systems       | 3         |
| CPT 127                     | Python Programming I    | 3         |
| CPT 170                     | Computer Applications I | 3         |
| IST 272                     | Relational Database     | 3         |
| <b>Total Semester Hours</b> |                         | <b>12</b> |

### Third Semester

|                             |                             |          |
|-----------------------------|-----------------------------|----------|
| MGT 101                     | Principles of Management    | 3        |
| IST 278                     | Database Programming        | 3        |
| CPT 209                     | Computer Systems Management | 3        |
| <b>Total Semester Hours</b> |                             | <b>9</b> |

### Fourth Semester

|                              |                             |           |
|------------------------------|-----------------------------|-----------|
| CPT 227                      | Python Programming II       | 3         |
| CPT 189                      | Data Science I              | 3         |
| CPT 270                      | Computer Applications II    | 3         |
| Select one of the following: |                             | 3         |
| SPC 205                      | Public Speaking             |           |
| SPC 208                      | Intercultural Communication |           |
| SPC 209                      | Interpersonal Communication |           |
| <b>Total Semester Hours</b>  |                             | <b>12</b> |

### Fifth Semester

|                                |                            |           |
|--------------------------------|----------------------------|-----------|
| BUS 190                        | Business Analytics I       | 3         |
| CPT 267                        | Technical Support Concepts | 3         |
| CPT 273                        | Data Visualization         | 3         |
| Business Elective <sup>2</sup> |                            | 3         |
| <b>Total Semester Hours</b>    |                            | <b>12</b> |

### Sixth Semester

|                                      |                      |           |
|--------------------------------------|----------------------|-----------|
| CPT 264                              | Systems & Procedures | 3         |
| Humanities Elective                  |                      | 3         |
| Social Science Elective <sup>3</sup> |                      | 3         |
| <b>Total Semester Hours</b>          |                      | <b>9</b>  |
| <b>Total Required Credit Hours</b>   |                      | <b>67</b> |

<sup>1</sup> Preferred Mathematics

<sup>2</sup> Business Electives:

- ACC 101 Accounting Principles I
- AOT 162 Basic Information Processing
- LOG 215 Supply Chain Management
- MGT 270 Managerial Communications
- MKT 101 Marketing

<sup>3</sup> Preferred Social Science:

- ECO 211 Microeconomics



## Cybersecurity Concentration Recommended Program Schedule

| First Semester                     |                                     | Hours     |
|------------------------------------|-------------------------------------|-----------|
| COL 111                            | E-Learning Success                  | 1         |
| COL 105                            | Freshman Seminar                    | 3         |
| CPT 113                            | Information Systems                 | 3         |
| ENG 101                            | English Composition I               | 3         |
| Select one of the following:       |                                     | 3         |
| MAT 120                            | Probability and Statistics          |           |
| MAT 103                            | Quantitative Reasoning <sup>1</sup> |           |
| MAT 109                            | College Algebra With Modeling       |           |
| Higher college transferable math   |                                     |           |
| <b>Total Semester Hours</b>        |                                     | <b>13</b> |
| Second Semester                    |                                     |           |
| IST 220                            | Data Communications                 | 3         |
| CPT 257                            | Operating Systems                   | 3         |
| CPT 170                            | Computer Applications I             | 3         |
| CPT 127                            | Python Programming I                | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>12</b> |
| Third Semester                     |                                     |           |
| CYB 110                            | Introduction to Cybersecurity       | 3         |
| IST 190                            | LINUX Essentials                    | 3         |
| IST 266                            | Internet and Firewall Security      | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| Fourth Semester                    |                                     |           |
| CYB 201                            | Cybersecurity Operations            | 3         |
| CYB 294                            | Incident Response (Blue Teaming)    | 3         |
| CPT 209                            | Computer Systems Management         | 3         |
| Select one of the following:       |                                     | 3         |
| SPC 205                            | Public Speaking                     |           |
| SPC 208                            | Intercultural Communication         |           |
| SPC 209                            | Interpersonal Communication         |           |
| <b>Total Semester Hours</b>        |                                     | <b>12</b> |
| Fifth Semester                     |                                     |           |
| CYB 282                            | Security and Risk Analysis          | 3         |
| CYB 269                            | Digital Forensics                   | 3         |
| CYB 293                            | Attack Vectors (Red Teaming)        | 3         |
| CPT 267                            | Technical Support Concepts          | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>12</b> |
| Sixth Semester                     |                                     |           |
| CPT 264                            | Systems & Procedures                | 3         |
| Social Sciences Elective           |                                     | 3         |
| Humanities Elective <sup>2</sup>   |                                     | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                     | <b>67</b> |

<sup>1</sup> Preferred Course

<sup>2</sup> Preferred Humanities Elective:  
• PHI 110 Ethics

## Data Science Concentration Recommended Program Schedule

| Preferred Sequence                   |                                            | Hours     |
|--------------------------------------|--------------------------------------------|-----------|
| First Semester                       |                                            |           |
| COL 111                              | E-Learning Success                         | 1         |
| COL 105                              | Freshman Seminar                           | 3         |
| CPT 113                              | Information Systems                        | 3         |
| ENG 101                              | English Composition I                      | 3         |
| Select one of the following:         |                                            | 3         |
| MAT 103                              | Quantitative Reasoning                     |           |
| MAT 109                              | College Algebra With Modeling <sup>4</sup> |           |
| MAT 120                              | Probability and Statistics                 |           |
| <b>Total Semester Hours</b>          |                                            | <b>13</b> |
| Second Semester                      |                                            |           |
| CPT 257                              | Operating Systems                          | 3         |
| CPT 127                              | Python Programming I                       | 3         |
| CPT 170                              | Computer Applications I                    | 3         |
| IST 272                              | Relational Database                        | 3         |
| <b>Total Semester Hours</b>          |                                            | <b>12</b> |
| Third Semester                       |                                            |           |
| IST 226                              | Internet Programming                       | 3         |
| IST 278                              | Database Programming                       | 3         |
| CPT 209                              | Computer Systems Management                | 3         |
| <b>Total Semester Hours</b>          |                                            | <b>9</b>  |
| Fourth Semester                      |                                            |           |
| CPT 227                              | Python Programming II                      | 3         |
| CPT 189                              | Data Science I                             | 3         |
| Programming Elective <sup>1</sup>    |                                            | 3         |
| Select one of the following:         |                                            | 3         |
| SPC 205                              | Public Speaking                            |           |
| SPC 208                              | Intercultural Communication                |           |
| SPC 209                              | Interpersonal Communication                |           |
| <b>Total Semester Hours</b>          |                                            | <b>12</b> |
| Fifth Semester                       |                                            |           |
| BUS 190                              | Business Analytics I                       | 3         |
| CPT 289                              | Data Science II                            | 3         |
| CPT 273                              | Data Visualization                         | 3         |
| CPT 267                              | Technical Support Concepts                 | 3         |
| <b>Total Semester Hours</b>          |                                            | <b>12</b> |
| Sixth Semester                       |                                            |           |
| CPT 264                              | Systems & Procedures                       | 3         |
| Social Science Elective <sup>2</sup> |                                            | 3         |
| Humanities Elective <sup>3</sup>     |                                            | 3         |
| <b>Total Semester Hours</b>          |                                            | <b>9</b>  |
| <b>Total Required Credit Hours</b>   |                                            | <b>67</b> |

<sup>1</sup> Programming Electives:

- IST 239 Javascript
- CPT 236 Java Programming I

<sup>2</sup> Preferred Social Science:

- ECO 211 Microeconomics

- <sup>3</sup> Preferred Humanities Elective:
- PHI 105 Introduction to Logic

- <sup>4</sup> Preferred Mathematics:
- MAT 109 College Algebra With Modeling

## Network Administration and Security Concentration Recommended Program Schedule

| First Semester                   |                                                       | Hours     |
|----------------------------------|-------------------------------------------------------|-----------|
| COL 111                          | E-Learning Success                                    | 1         |
| COL 105                          | Freshman Seminar                                      | 3         |
| CPT 113                          | Information Systems                                   | 3         |
| ENG 101                          | English Composition I                                 | 3         |
| Select one of the following:     |                                                       | 3         |
| MAT 120                          | Probability and Statistics                            |           |
| MAT 103                          | Quantitative Reasoning <sup>1</sup>                   |           |
| MAT 109                          | College Algebra With Modeling                         |           |
| Higher college transferable math |                                                       |           |
| <b>Total Semester Hours</b>      |                                                       | <b>13</b> |
| Second Semester                  |                                                       |           |
| IST 220                          | Data Communications                                   | 3         |
| CPT 257                          | Operating Systems                                     | 3         |
| CPT 170                          | Computer Applications I                               | 3         |
| CPT 127                          | Python Programming I                                  | 3         |
| <b>Total Semester Hours</b>      |                                                       | <b>12</b> |
| Third Semester                   |                                                       |           |
| IST 201                          | Cisco Introduction to Networks                        | 3         |
| CYB 110                          | Introduction to Cybersecurity                         | 3         |
| CPT 209                          | Computer Systems Management                           | 3         |
| <b>Total Semester Hours</b>      |                                                       | <b>9</b>  |
| Fourth Semester                  |                                                       |           |
| IST 202                          | Cisco Switching, Routing, and Wireless Essentials     | 3         |
| IST 257                          | LAN Network Server Technologies                       | 3         |
| IST 266                          | Internet and Firewall Security                        | 3         |
| Select one of the following:     |                                                       | 3         |
| SPC 205                          | Public Speaking                                       |           |
| SPC 208                          | Intercultural Communication                           |           |
| SPC 209                          | Interpersonal Communication                           |           |
| <b>Total Semester Hours</b>      |                                                       | <b>12</b> |
| Fifth Semester                   |                                                       |           |
| IST 203                          | Cisco Enterprise Networking, Security, and Automation | 3         |
| CYB 201                          | Cybersecurity Operations                              | 3         |
| IST 258                          | LAN Directory Services                                | 3         |
| CPT 267                          | Technical Support Concepts                            | 3         |
| <b>Total Semester Hours</b>      |                                                       | <b>12</b> |
| Sixth Semester                   |                                                       |           |
| CPT 264                          | Systems & Procedures                                  | 3         |
| Social Science Elective          |                                                       | 3         |

|                                    |           |
|------------------------------------|-----------|
| Humanities Elective                | 3         |
| <b>Total Semester Hours</b>        | <b>9</b>  |
| <b>Total Required Credit Hours</b> | <b>67</b> |

<sup>1</sup> Preferred Course - MAT 103 Quantitative Reasoning

## Programming Concentration Recommended Program Schedule

| First Semester                    |                                            | Hours     |
|-----------------------------------|--------------------------------------------|-----------|
| COL 111                           | E-Learning Success                         | 1         |
| COL 105                           | Freshman Seminar                           | 3         |
| CPT 113                           | Information Systems                        | 3         |
| ENG 101                           | English Composition I                      | 3         |
| Select one of the following:      |                                            | 3         |
| MAT 120                           | Probability and Statistics                 |           |
| MAT 103                           | Quantitative Reasoning                     |           |
| MAT 109                           | College Algebra With Modeling <sup>1</sup> |           |
| Higher college transferable math  |                                            |           |
| <b>Total Semester Hours</b>       |                                            | <b>13</b> |
| Second Semester                   |                                            |           |
| CPT 257                           | Operating Systems                          | 3         |
| CPT 127                           | Python Programming I                       | 3         |
| CPT 170                           | Computer Applications I                    | 3         |
| IST 272                           | Relational Database                        | 3         |
| <b>Total Semester Hours</b>       |                                            | <b>12</b> |
| Third Semester                    |                                            |           |
| CPT 230                           | C# Programming I                           | 3         |
| IST 226                           | Internet Programming                       | 3         |
| CPT 209                           | Computer Systems Management                | 3         |
| <b>Total Semester Hours</b>       |                                            | <b>9</b>  |
| Fourth Semester                   |                                            |           |
| CPT 236                           | Java Programming I                         | 3         |
| CPT 231                           | C# Programming II                          | 3         |
| IST 239                           | Javascript                                 | 3         |
| Select one of the following:      |                                            | 3         |
| SPC 205                           | Public Speaking                            |           |
| SPC 208                           | Intercultural Communication                |           |
| SPC 209                           | Interpersonal Communication                |           |
| <b>Total Semester Hours</b>       |                                            | <b>12</b> |
| Fifth Semester                    |                                            |           |
| CPT 237                           | Java Programming II                        | 3         |
| CPT 267                           | Technical Support Concepts                 | 3         |
| IST 278                           | Database Programming                       | 3         |
| Programming Elective <sup>2</sup> |                                            | 3         |
| <b>Total Semester Hours</b>       |                                            | <b>12</b> |
| Sixth Semester                    |                                            |           |
| CPT 264                           | Systems & Procedures                       | 3         |
| Social Science Elective           |                                            | 3         |

|                                    |           |
|------------------------------------|-----------|
| Humanities Elective                | 3         |
| <b>Total Semester Hours</b>        | <b>9</b>  |
| <b>Total Required Credit Hours</b> | <b>67</b> |

<sup>1</sup> Preferred Course - MAT 109 College Algebra With Modeling

<sup>2</sup> Programming Electives:

- CPT 227 Python Programming II
- CPT 189 Data Science I
- CPT 270 Computer Applications II
- CPT 283 PHP Programming I

## Systems Security and Infrastructure Concentration Recommended Program Schedule

| First Semester                   |                                     | Hours     |
|----------------------------------|-------------------------------------|-----------|
| COL 111                          | E-Learning Success                  | 1         |
| COL 105                          | Freshman Seminar                    | 3         |
| CPT 113                          | Information Systems                 | 3         |
| ENG 101                          | English Composition I               | 3         |
| Select one of the following:     |                                     | 3         |
| MAT 120                          | Probability and Statistics          |           |
| MAT 103                          | Quantitative Reasoning <sup>1</sup> |           |
| MAT 109                          | College Algebra With Modeling       |           |
| Higher college transferable math |                                     |           |
| <b>Total Semester Hours</b>      |                                     | <b>13</b> |
| Second Semester                  |                                     |           |
| IST 220                          | Data Communications                 | 3         |
| CPT 257                          | Operating Systems                   | 3         |
| CPT 170                          | Computer Applications I             | 3         |
| CPT 127                          | Python Programming I                | 3         |
| <b>Total Semester Hours</b>      |                                     | <b>12</b> |
| Third Semester                   |                                     |           |
| IST 190                          | LINUX Essentials                    | 3         |
| CYB 110                          | Introduction to Cybersecurity       | 3         |
| CPT 209                          | Computer Systems Management         | 3         |
| <b>Total Semester Hours</b>      |                                     | <b>9</b>  |
| Fourth Semester                  |                                     |           |
| IST 191                          | LINUX System Administration         | 3         |
| IST 257                          | LAN Network Server Technologies     | 3         |
| IST 266                          | Internet and Firewall Security      | 3         |
| Select one of the following:     |                                     | 3         |
| SPC 205                          | Public Speaking                     |           |
| SPC 208                          | Intercultural Communication         |           |
| SPC 209                          | Interpersonal Communication         |           |
| <b>Total Semester Hours</b>      |                                     | <b>12</b> |
| Fifth Semester                   |                                     |           |
| IST 198                          | Cloud Computing I                   | 3         |
| IST 258                          | LAN Directory Services              | 3         |
| IST 272                          | Relational Database                 | 3         |
| CPT 267                          | Technical Support Concepts          | 3         |
| <b>Total Semester Hours</b>      |                                     | <b>12</b> |

| Sixth Semester                     |                      |           |
|------------------------------------|----------------------|-----------|
| CPT 264                            | Systems & Procedures | 3         |
| Social Science Elective            |                      | 3         |
| Humanities Elective                |                      | 3         |
| <b>Total Semester Hours</b>        |                      | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                      | <b>67</b> |

<sup>1</sup> Preferred Course

## Cybersecurity Certificate in Applied Science

### Program Description

This certificate provides comprehensive training in network, software, and data cybersecurity. Topics include penetration testing, ethical hacking, digital forensics investigation, and security analysis.

### Mission Statement

The Certificate in Applied Science in Cybersecurity program teaches students how to protect and defend computer systems, networks, programs and databases against cyber attacks. Emphasis throughout the program is placed on implementing defensive tools to prevent cyber attacks, learning how to simulate attacks in order to defend against them, and in the event of a successful attack, knowing how to recognize the effects and repair the damage as quickly as possible.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day or evening

### Requirements for Completion

This program requires a minimum grade of "C" in all courses.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| First Semester              |                                | Hours    |
|-----------------------------|--------------------------------|----------|
| CPT 257                     | Operating Systems              | 3        |
| IST 220                     | Data Communications            | 3        |
| <b>Total Semester Hours</b> |                                | <b>6</b> |
| Second Semester             |                                |          |
| CYB 110                     | Introduction to Cybersecurity  | 3        |
| IST 190                     | LINUX Essentials               | 3        |
| IST 266                     | Internet and Firewall Security | 3        |
| <b>Total Semester Hours</b> |                                | <b>9</b> |

Third Semester

|                      |                                  |   |
|----------------------|----------------------------------|---|
| CYB 201              | Cybersecurity Operations         | 3 |
| CYB 294              | Incident Response (Blue Teaming) | 3 |
| CPT 209              | Computer Systems Management      | 3 |
| Total Semester Hours |                                  | 9 |

Fourth Semester

|                      |                              |   |
|----------------------|------------------------------|---|
| CYB 282              | Security and Risk Analysis   | 3 |
| CYB 269              | Digital Forensics            | 3 |
| CYB 293              | Attack Vectors (Red Teaming) | 3 |
| Total Semester Hours |                              | 9 |

Total Required Credit Hours 33

# Data Science Certificate in Applied Science

## Overview

Anticipated 2025FA start – Pending State Tech System and DOE approvals.

## Program Description

The embedded Data Science Certificate equips students with the foundational skills and knowledge required to analyze and interpret large data sets using statistical techniques and modern computing tools. This program focuses on essential topics such as data visualization, machine learning, statistical analysis, and database management. Students will gain hands-on experience working with real-world data, preparing them for roles in data analytics, data engineering, or advanced studies in the field of data science.

## Mission Statement

The mission of the Data Science Embedded Certificate is to provide students with the analytical, computational, and critical thinking skills necessary to extract insights from data. By focusing on practical applications and industry-relevant tools, the program aims to develop graduates who are capable of solving complex problems and driving data-driven decision-making in a variety of industries..

## Entrance Requirements

High school diploma or GED

## Type of Program

Day

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Employment Opportunities

## Recommended Program Schedule

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.

Preferred Sequence

| First Semester       |                         | Hours |
|----------------------|-------------------------|-------|
| CPT 113              | Information Systems     | 3     |
| CPT 257              | Operating Systems       | 3     |
| CPT 170              | Computer Applications I | 3     |
| Total Semester Hours |                         | 9     |

| Second Semester      |                      | Hours |
|----------------------|----------------------|-------|
| CPT 127              | Python Programming I | 3     |
| IST 272              | Relational Database  | 3     |
| Total Semester Hours |                      | 6     |

| Third Semester              |                       | Hours |
|-----------------------------|-----------------------|-------|
| CPT 227                     | Python Programming II | 3     |
| CPT 189                     | Data Science I        | 3     |
| Select One of the Following |                       | 3     |
| IST 239                     | Javascript            |       |
| CPT 236                     | Java Programming I    |       |
| Total Semester Hours        |                       | 9     |

| Fourth Semester             |                      | Hours |
|-----------------------------|----------------------|-------|
| CPT 273                     | Data Visualization   | 3     |
| CPT 289                     | Data Science II      | 3     |
| IST 278                     | Database Programming | 3     |
| Total Semester Hours        |                      | 9     |
| Total Required Credit Hours |                      | 33    |

# Full Stack Developer Certificate in Applied Science

## Overview

## Program Description

The Full Stack Developer Certificate prepares students for a career in full-stack software development. The required coursework successfully develops students' skills teaching them introductory web programming, client-side scripting, structured and object-oriented programming, and database programming and design.

## Mission Statement

The mission of the Full Stack Developer Certificate in Applied Science is to provide comprehensive training in Full Stack Web Development. Topics include Python, C#, Java, HTML5 and CSS3, Javascript, office productivity applications, project management, and relational databases.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day or evening

## Requirements for Completion

This program requires a minimum grade of "C" in all courses.

## Employment Opportunities

Visit our department web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| First Semester                     |                          | Hours     |
|------------------------------------|--------------------------|-----------|
| CPT 113                            | Information Systems      | 3         |
| CPT 170                            | Computer Applications I  | 3         |
| CPT 257                            | Operating Systems        | 3         |
| <b>Total Semester Hours</b>        |                          | <b>9</b>  |
| Second Semester                    |                          |           |
| CPT 127                            | Python Programming I     | 3         |
| IST 272                            | Relational Database      | 3         |
| <b>Total Semester Hours</b>        |                          | <b>6</b>  |
| Third Semester                     |                          |           |
| CPT 230                            | C# Programming I         | 3         |
| IST 226                            | Internet Programming     | 3         |
| <b>Total Semester Hours</b>        |                          | <b>6</b>  |
| Fourth Semester                    |                          |           |
| Select one of the following:       |                          | 3         |
| CPT 227                            | Python Programming II    |           |
| CPT 189                            | Data Science I           |           |
| CPT 270                            | Computer Applications II |           |
| CPT 283                            | PHP Programming I        |           |
| CPT 231                            | C# Programming II        | 3         |
| CPT 236                            | Java Programming I       | 3         |
| <b>Total Semester Hours</b>        |                          | <b>9</b>  |
| Fifth Semester                     |                          |           |
| CPT 237                            | Java Programming II      | 3         |
| IST 239                            | Javascript               | 3         |
| IST 278                            | Database Programming     | 3         |
| <b>Total Semester Hours</b>        |                          | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                          | <b>39</b> |

## Server Support Specialist Certificate in Applied Science

### Program Description

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.

The courses in this program will prepare students for the CompTIA A+ and Network + certification exams as well as several Microsoft certification exams.

### 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

High school diploma or GED

### Type of Program

Day, evening or online

### Requirements for Completion

This program requires a minimum grade of "C" in all courses.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| First Semester                     |                                 | Hours     |
|------------------------------------|---------------------------------|-----------|
| IST 220                            | Data Communications             | 3         |
| CPT 209                            | Computer Systems Management     | 3         |
| CPT 257                            | Operating Systems               | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>9</b>  |
| Second Semester                    |                                 |           |
| CYB 110                            | Introduction to Cybersecurity   | 3         |
| IST 257                            | LAN Network Server Technologies | 3         |
| IST 266                            | Internet and Firewall Security  | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>9</b>  |
| Third Semester                     |                                 |           |
| IST 258                            | LAN Directory Services          | 3         |
| CPT 267                            | Technical Support Concepts      | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                 | <b>24</b> |

## Systems Administration and Infrastructure Certificate in Applied Science

### Program Description

This certificate is designed to provide comprehensive training in computer systems administration. Topics include computer network



operation, Microsoft Server and Active Directory, Linux administration, cloud computing and computer security.

## Mission Statement

The mission of the Systems Administration Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Microsoft Windows Server and Linux Server administrators. The curriculum offers a web-based and traditional curriculum that incorporates intensive hands-on labs and performance-based testing and assessment.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day or evening

## Requirements for Completion

This program requires a minimum grade of "C" in all courses.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| First Semester                     |                                 | Hours     |
|------------------------------------|---------------------------------|-----------|
| CPT 257                            | Operating Systems               | 3         |
| IST 220                            | Data Communications             | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>6</b>  |
| Second Semester                    |                                 |           |
| CYB 110                            | Introduction to Cybersecurity   | 3         |
| IST 190                            | LINUX Essentials                | 3         |
| IST 257                            | LAN Network Server Technologies | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>9</b>  |
| Third Semester                     |                                 |           |
| IST 191                            | LINUX System Administration     | 3         |
| IST 198                            | Cloud Computing I               | 3         |
| IST 258                            | LAN Directory Services          | 3         |
| <b>Total Semester Hours</b>        |                                 | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                 | <b>24</b> |

# Web Programming Certificate in Applied Science

## Program Description

This certificate is designed to provide comprehensive training in web programming, backend programming of web servers, and programming

database servers. Topics include Python, HTML5 and CSS, Microsoft C#, Active Server Pages, SQL database programming and JavaScript.

## Mission Statement

The Certificate in Applied Science-Web Programming certificate teaches students how to program with Python, HTML, CSS, JavaScript, Microsoft C#, ASP.NET and Microsoft SQL (Structured Query Language). Emphasis throughout the program is placed on the development of dynamic, professional and secure web applications.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day, evening, or online

## Requirements for Completion

This program requires a minimum grade of "C" in all courses.

Visit our web page at <https://www.gvltec.edu/computertechnology/>.

## Recommended Program Schedule

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.

| First Semester                     |                      | Hours     |
|------------------------------------|----------------------|-----------|
| CPT 113                            | Information Systems  | 3         |
| CPT 257                            | Operating Systems    | 3         |
| <b>Total Semester Hours</b>        |                      | <b>6</b>  |
| Second Semester                    |                      |           |
| CPT 127                            | Python Programming I | 3         |
| IST 226                            | Internet Programming | 3         |
| IST 272                            | Relational Database  | 3         |
| <b>Total Semester Hours</b>        |                      | <b>9</b>  |
| Third Semester                     |                      |           |
| CPT 230                            | C# Programming I     | 3         |
| IST 278                            | Database Programming | 3         |
| <b>Total Semester Hours</b>        |                      | <b>6</b>  |
| Fourth Semester                    |                      |           |
| CPT 231                            | C# Programming II    | 3         |
| IST 239                            | Javascript           | 3         |
| <b>Total Semester Hours</b>        |                      | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                      | <b>27</b> |

# Management Programs

- Human Resource Management Certificate in Applied Science (p. 142)
- Management Associate in Applied Science (p. 143)
- Small Business Management/Entrepreneurship Certificate in Applied Science (p. 144)

## Courses

### **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. It emphasizes the practical applications of finance and economics used in all business environments and the study of the time value of money, asset valuation, risk and return, and capital budgeting.

### **BUS 110 Entrepreneurship (3-0-3)**

*Offered Fall and Spring Semesters*

This course is an introduction to the process of starting a small business, including forms of ownership and management. Students will determine a business idea of interest to them, then develop it through a 10 stage process.

### **BUS 121 Business Law I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: 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 160 Fundamentals of Transportation and Logistics (3-0-3)**

*Offered Fall and Spring Semesters*

MGT 101

This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode.

### **BUS 190 Business Analytics I (3-0-3)**

*Offered Fall Semester*

Prerequisites: CPT 170, IST 272 and CPT 168 or MGT 101

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

### **BUS 230 Purchasing (3-0-3)**

*Offered Spring 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, 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 Instructor Permission*

Prerequisite: Instructor Permission

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.

### **LOG 215 Supply Chain Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, CPT 170

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 Fall Semester*

Prerequisite: 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 Fall and Spring Semesters*

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.

**MGT 101 Principles of Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

**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 based on enrollment*

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (This course is for BMW cohort only)

**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 220 Operations Management I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

**MGT 221 Operations Management II (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 220

This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques.

**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 260 Leadership Fundamentals (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

**MGT 270 Managerial Communications (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: CPT 170, MGT 101

Co-requisite: 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.

## Human Resource Management Certificate in Applied Science

### Program Description

This program will provide the opportunity for students to enhance their skills in the field of human resource management.

### 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

High school diploma or GED

### Type of Program

Available day, evening, and online

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

Visit our web page at <https://www.gvltec.edu/management/>.

### Recommended Program Schedule

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.

| First Semester              |                                    | Hours     |
|-----------------------------|------------------------------------|-----------|
| CPT 170                     | Computer Applications I            | 3         |
| ENG 101                     | English Composition I <sup>1</sup> | 3         |
| MGT 101                     | Principles of Management           | 3         |
| COL 105                     | Freshman Seminar                   | 3         |
| COL 111                     | E-Learning Success                 | 1         |
| <b>Total Semester Hours</b> |                                    | <b>13</b> |

**Second Semester**

|                                    |                              |           |
|------------------------------------|------------------------------|-----------|
| BUS 121                            | Business Law I               | 3         |
| MGT 201                            | Human Resource Management    | 3         |
| SPC 205                            | Public Speaking <sup>1</sup> | 3         |
| MGT 270                            | Managerial Communications    | 3         |
| <b>Total Semester Hours</b>        |                              | <b>12</b> |
| <b>Total Required Credit Hours</b> |                              | <b>25</b> |

<sup>1</sup> General education course

## Management Associate in Applied Science

### Program Description

This program trains students in planning, organizing, leading and controlling techniques and prepares them to fill entry-level managerial positions.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### 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

High school diploma or GED

### Type of Program

Day, evening or online

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- Check the course descriptions in the catalog or with an advisor for additional information.
- MGT 240 Management Decision-Making should be taken in the last semester of the program, as it is the capstone course.

### Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

### Employment Opportunities

Industry, restaurants, retail stores, service companies

Visit our web page at <https://www.gvltec.edu/management/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>                               |                                                          | <b>Hours</b> |
|-----------------------------------------------------|----------------------------------------------------------|--------------|
| CPT 170                                             | Computer Applications I                                  | 3            |
| ENG 101                                             | English Composition I <sup>1</sup>                       | 3            |
| MAT 120                                             | Probability and Statistics (or higher math) <sup>1</sup> | 3            |
| COL 105                                             | Freshman Seminar                                         | 3            |
| COL 111                                             | E-Learning Success                                       | 1            |
| <b>Total Semester Hours</b>                         |                                                          | <b>13</b>    |
| <b>Second Semester</b>                              |                                                          |              |
| MGT 101                                             | Principles of Management                                 | 3            |
| MKT 101                                             | Marketing                                                | 3            |
| ACC 101                                             | Accounting Principles I                                  | 3            |
| SPC 205                                             | Public Speaking <sup>1</sup>                             | 3            |
| Select one of the following:                        |                                                          | 3            |
| ECO 105                                             | Introduction to Economic Principles <sup>1</sup>         |              |
| ECO 210                                             | Macroeconomics <sup>1</sup>                              |              |
| ECO 211                                             | Microeconomics <sup>1</sup>                              |              |
| <b>Total Semester Hours</b>                         |                                                          | <b>15</b>    |
| <b>Third Semester</b>                               |                                                          |              |
| ENG 105                                             | Editing Academic Writing                                 | 1            |
| LOG 215                                             | Supply Chain Management                                  | 3            |
| BUS 121                                             | Business Law I                                           | 3            |
| ACC 102                                             | Accounting Principles II                                 | 3            |
| BUS 110                                             | Entrepreneurship                                         | 3            |
| <b>Total Semester Hours</b>                         |                                                          | <b>13</b>    |
| <b>Fourth Semester</b>                              |                                                          |              |
| CPT 270                                             | Computer Applications II                                 | 3            |
| MGT 201                                             | Human Resource Management                                | 3            |
| MGT 120                                             | Small Business Management                                | 3            |
| BUS 105                                             | Business Economics Applications                          | 3            |
| <b>Total Semester Hours</b>                         |                                                          | <b>12</b>    |
| <b>Fifth Semester</b>                               |                                                          |              |
| BUS 250                                             | Introduction to International Business                   | 3            |
| MGT 270                                             | Managerial Communications                                | 3            |
| Humanities elective (see list below) <sup>1,2</sup> |                                                          | 3-4          |
| MGT 240                                             | Management Decision-Making                               | 3            |
| <b>Total Semester Hours</b>                         |                                                          | <b>12-13</b> |
| <b>Total Required Credit Hours</b>                  |                                                          | <b>65-66</b> |

<sup>1</sup> General education course

<sup>2</sup> Choose one of the following Humanities Electives:

- FRE 102 Elementary French II
- GER 102 Elementary German II

- HSS 295 Leadership Through the Humanities(recommended)
- HIS 104 World History I
- HIS 105 World History II
- HIS 122 History, Technology, and Society
- HIS 202 American History: 1877 to Present<sup>1</sup>
- HSS 105 Technology and Culture
- PHI 105 Introduction to Logic<sup>1</sup>
- PHI 110 Ethics<sup>1</sup>
- REL 201 Religions of the World
- SPA 102 Elementary Spanish II

## Small Business Management/ Entrepreneurship Certificate in Applied Science

### Program Description

This program provides students with the foundation for starting and/or managing a small business.

### 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

- High school diploma or GED
- Basic knowledge of Microsoft Excel is suggested before enrolling in BUS 110 Entrepreneurship and MGT 120 Small Business Management.

### Type of Program

Day, evening, or online

### Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

### Employment Opportunities

Small business owners and aspiring entrepreneurs

Visit our web page at <https://www.gvltec.edu/management/>.

### Recommended Program Schedule

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.

| First Semester                     |                                             | Hours     |
|------------------------------------|---------------------------------------------|-----------|
| CPT 170                            | Computer Applications I                     | 3         |
| ENG 101                            | English Composition I <sup>1</sup>          | 3         |
| MGT 101                            | Principles of Management                    | 3         |
| COL 111                            | E-Learning Success                          | 1         |
| MAT 120                            | Probability and Statistics (or higher math) | 3         |
| <b>Total Semester Hours</b>        |                                             | <b>13</b> |
| Second Semester                    |                                             |           |
| BUS 110                            | Entrepreneurship                            | 3         |
| BUS 121                            | Business Law I                              | 3         |
| MKT 101                            | Marketing                                   | 3         |
| ACC 101                            | Accounting Principles I                     | 3         |
| <b>Total Semester Hours</b>        |                                             | <b>12</b> |
| Third Semester                     |                                             |           |
| MGT 201                            | Human Resource Management                   | 3         |
| Select one of the following:       |                                             | 3         |
| ECO 105                            | Introduction to Economic Principles         |           |
| ECO 210                            | Macroeconomics <sup>1</sup>                 |           |
| ECO 211                            | Microeconomics <sup>1</sup>                 |           |
| MGT 120                            | Small Business Management                   | 3         |
| <b>Total Semester Hours</b>        |                                             | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                             | <b>34</b> |

<sup>1</sup> General education course

## Marketing

### Programs

- Marketing Associate in Applied Science (p. 145)
- Marketing Communications Certificate in Applied Science (p. 146)
- Marketing in the Non-Profit Sector Certificate in Applied Science (p. 146)

### Courses

#### MKT 101 Marketing (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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 Fall and Spring Semesters*

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

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: ENG 101

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*

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, Spring, and Summer Semesters*

Prerequisites: MKT 101, ENG 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 Fall, Spring, and Summer Semesters*

Prerequisites: MKT 101, ENG 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.

## Marketing Associate in Applied Science

### Program Description

This program prepares students for immediate job functions with a major emphasis on the application of marketing skills in actual work situations.

***Embedded Certificate***

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Mission Statement

The mission of the Marketing Associate Degree program is 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

High school diploma or GED

## Type of Program

Day, evening or online

## Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Advertising agencies, business-to-business sales, retail sales, financial institutions, merchandising, customer service relations, marketing research, tourism, sports marketing, media relations.

Visit our web page at <https://www.gvltec.edu/marketing/>.

## Recommended Program Schedule

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.

| First Semester               |                                                                | Hours     |
|------------------------------|----------------------------------------------------------------|-----------|
| COL 105                      | Freshman Seminar                                               | 3         |
| ENG 101                      | English Composition I <sup>1</sup>                             | 3         |
| MAT 155                      | Contemporary Mathematics (or higher college math) <sup>1</sup> | 3         |
| MKT 101                      | Marketing                                                      | 3         |
| <b>Total Semester Hours</b>  |                                                                | <b>12</b> |
| Second Semester              |                                                                |           |
| CPT 170                      | Computer Applications I                                        | 3         |
| MKT 130                      | Customer Service Principles                                    | 3         |
| SPC 205                      | Public Speaking <sup>1</sup>                                   | 3         |
| MGT 101                      | Principles of Management                                       | 3         |
| <b>Total Semester Hours</b>  |                                                                | <b>12</b> |
| Third Semester               |                                                                |           |
| ACC 101                      | Accounting Principles I                                        | 3         |
| MKT 120                      | Sales Principles                                               | 3         |
| MKT 240                      | Advertising                                                    | 3         |
| Select one of the following: |                                                                | 3         |
| ECO 105                      | Introduction to Economic Principles <sup>1</sup>               |           |
| ECO 210                      | Macroeconomics <sup>1</sup>                                    |           |
| ECO 211                      | Microeconomics <sup>1</sup>                                    |           |
| <b>Total Semester Hours</b>  |                                                                | <b>12</b> |

**Fourth Semester**

|                               |                              |              |
|-------------------------------|------------------------------|--------------|
| MKT 245                       | Promotional Strategies       | 3            |
| MKT 123                       | Event Planning and Promotion | 3            |
| BUS 121                       | Business Law I               | 3            |
| Humanities/Fine Arts Elective |                              | 3-4          |
| <b>Total Semester Hours</b>   |                              | <b>12-13</b> |

**Fifth Semester**

|                                                |                      |           |
|------------------------------------------------|----------------------|-----------|
| MKT 268                                        | Marketing Research   | 3         |
| MKT 260                                        | Marketing Management | 3         |
| MKT 111                                        | Media Relations      | 3         |
| Elective (choose from list below) <sup>2</sup> |                      | 3         |
| <b>Total Semester Hours</b>                    |                      | <b>12</b> |

**Total Required Credit Hours** **60-61**

<sup>1</sup> General education course

<sup>2</sup> Electives:

- ARV 110 Computer Graphics I
- ARV 121 Design
- BAF 101 Personal Finance
- BUS 110 Entrepreneurship
- BUS 220 Business Ethics
- BUS 250 Introduction to International Business
- BUS 270 SCWE in Business
- ECO 210 Macroeconomics
- ECO 211 Microeconomics
- ENG 102 English Composition II
- HSS 295 Leadership Through the Humanities
- LOG 215 Supply Chain Management
- MAT 120 Probability and Statistics
- MGT 120 Small Business Management
- MGT 201 Human Resource Management
- MGT 270 Managerial Communications
- MKT 111 Media Relations
- MKT 123 Event Planning and Promotion
- PSY 201 General Psychology
- SOC 101 Introduction to Sociology
- SPA 101 Elementary Spanish I

## Marketing Communications Certificate in Applied Science

### Program Description

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.

### Mission Statement

The mission of the Marketing Communications certificate program is 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

High school diploma or GED

## Type of Program

Day, evening or online

## Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Advertising agencies, business-to-business sales, retail sales, customer service relations.

Visit our web page at <https://www.gvltec.edu/marketing/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>              |                                    | <b>Hours</b> |
|------------------------------------|------------------------------------|--------------|
| ENG 101                            | English Composition I <sup>1</sup> | 3            |
| CPT 170                            | Computer Applications I            | 3            |
| MKT 101                            | Marketing                          | 3            |
| <b>Total Semester Hours</b>        |                                    | <b>9</b>     |
| <b>Second Semester</b>             |                                    |              |
| MKT 120                            | Sales Principles                   | 3            |
| MKT 130                            | Customer Service Principles        | 3            |
| MKT 240                            | Advertising                        | 3            |
| <b>Total Semester Hours</b>        |                                    | <b>9</b>     |
| <b>Total Required Credit Hours</b> |                                    | <b>18</b>    |

<sup>1</sup> General education course

## Marketing in the Non-Profit Sector Certificate in Applied Science

### Program Description

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.

### Mission Statement

The mission of the Marketing in the Non-Profit Sector certificate is to provide students an opportunity to pursue career positions in the non-profit marketing and business sector.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day, evening or online

## Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Non-profit organizations, event planning, government agencies, tourism, media relations, and political campaigns.

Visit our web page at <https://www.gvltec.edu/marketing/>.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. 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.

**Note:** Please contact your advisor for recommended evening schedules.

| First Semester                     |                              | Hours     |
|------------------------------------|------------------------------|-----------|
| MKT 101                            | Marketing                    | 3         |
| MKT 120                            | Sales Principles             | 3         |
| MKT 123                            | Event Planning and Promotion | 3         |
| MKT 240                            | Advertising                  | 3         |
| <b>Total Semester Hours</b>        |                              | <b>12</b> |
| Second Semester                    |                              |           |
| BUS 270                            | SCWE in Business             | 3         |
| or MKT 260                         | Marketing Management         |           |
| MKT 111                            | Media Relations              | 3         |
| MKT 245                            | Promotional Strategies       | 3         |
| <b>Total Semester Hours</b>        |                              | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                              | <b>21</b> |

## Operations Management

### Programs

- Operations Management Associate in Applied Science (p. 149)
- Operations Management Certificate in Applied Science (p. 149)

## Courses

### 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. It emphasizes the practical applications of finance and economics used in all business environments and the study of the time value of money, asset valuation, risk and return, and capital budgeting.

### BUS 110 Entrepreneurship (3-0-3)

*Offered Fall and Spring Semesters*

This course is an introduction to the process of starting a small business, including forms of ownership and management. Students will determine a business idea of interest to them, then develop it through a 10 stage process.

### BUS 121 Business Law I (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: 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 160 Fundamentals of Transportation and Logistics (3-0-3)

*Offered Fall and Spring Semesters*

MGT 101

This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode.

### BUS 190 Business Analytics I (3-0-3)

*Offered Fall Semester*

Prerequisites: CPT 170, IST 272 and CPT 168 or MGT 101

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

### BUS 230 Purchasing (3-0-3)

*Offered Spring 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, 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 Instructor Permission*

Prerequisite: Instructor Permission

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.

**LOG 215 Supply Chain Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, CPT 170

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 Fall Semester*

Prerequisite: 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 Fall and Spring Semesters*

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.

**MGT 101 Principles of Management (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

**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 based on enrollment*

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (This course is for BMW cohort only)

**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 220 Operations Management I (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

**MGT 221 Operations Management II (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MGT 220

This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques.

**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 260 Leadership Fundamentals (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

**MGT 270 Managerial Communications (3-0-3)**

*Offered Fall and Spring Semesters*

Prerequisites: CPT 170, MGT 101

Co-requisite: 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.

# Operations Management Associate in Applied Science

## Program Description:

This program will prepare students for various entry-level roles related to Operations Management. An Operations Manager is responsible for overseeing a company's organizational processes, while adding value through process improvement. Their main duties include managing operations, ensuring safe, efficient operations, and serving as a company representative on regulatory issues, while developing high performing teams.

### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the **Program of Study Change Form** requesting to opt out of the embedded certificate.

## Mission Statement:

Operations Managers enhance operational system procedures and carry out supervisory responsibilities in accordance with company policies and laws, while assisting the human resources team with recruiting and hiring. As a pivotal player, an Operations Manager helps companies identify problems, create strategies by analyzing information and processes, then presents their findings and solutions to leadership.

## Entrance Requirements:

High school diploma or GED

## Type of Program:

Day, evening, dual-modality, and online options

## Requirements for Completion:

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities:

Operations Manager, Assistant Operations Manager, Quality Manager, Operations Supervisor, Warehouse Supervisor, Manufacturing Supervisor, Field Operations Supervisor

Visit our department web page at [https://www.gvltec.edu/academics\\_learning/business-computer/management/index.html](https://www.gvltec.edu/academics_learning/business-computer/management/index.html)

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester                     |                                              | Hours        |
|------------------------------------|----------------------------------------------|--------------|
| COL 111                            | E-Learning Success                           | 1            |
| COL 105                            | Freshman Seminar                             | 3            |
| CPT 170                            | Computer Applications I                      | 3            |
| ENG 101                            | English Composition I                        | 3            |
| Select one of the following:       |                                              | 3            |
| MAT 120                            | Probability and Statistics (preferred)       |              |
| MAT 109                            | College Algebra With Modeling                |              |
| MAT 110                            | College Algebra                              |              |
| MGT 101                            | Principles of Management                     | 3            |
| <b>Total Semester Hours</b>        |                                              | <b>16</b>    |
| Second Semester                    |                                              |              |
| ACC 101                            | Accounting Principles I                      | 3            |
| BUS 121                            | Business Law I                               | 3            |
| ECO 210                            | Macroeconomics                               | 3            |
| or ECO 211                         | Microeconomics                               |              |
| MKT 101                            | Marketing                                    | 3            |
| SPC 205                            | Public Speaking                              | 3            |
| <b>Total Semester Hours</b>        |                                              | <b>15</b>    |
| Third Semester                     |                                              |              |
| BUS 105                            | Business Economics Applications              | 3            |
| BUS 250                            | Introduction to International Business       | 3            |
| BUS 160                            | Fundamentals of Transportation and Logistics | 3            |
| MKT 130                            | Customer Service Principles                  | 3            |
| <b>Total Semester Hours</b>        |                                              | <b>12</b>    |
| Fourth Semester                    |                                              |              |
| Humanities Elective                |                                              | 3-4          |
| MGT 260                            | Leadership Fundamentals                      | 3            |
| MGT 220                            | Operations Management I                      | 3            |
| MGT 201                            | Human Resource Management                    | 3            |
| ENG 105                            | Editing Academic Writing                     | 1            |
| <b>Total Semester Hours</b>        |                                              | <b>13-14</b> |
| Fifth Semester                     |                                              |              |
| BUS 230                            | Purchasing                                   | 3            |
| MGT 240                            | Management Decision-Making                   | 3            |
| MGT 221                            | Operations Management II                     | 3            |
| <b>Total Semester Hours</b>        |                                              | <b>9</b>     |
| <b>Total Required Credit Hours</b> |                                              | <b>65-66</b> |

## Operations Management Certificate in Applied Science

### Overview

*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.*

## Program Description

This program will prepare students for various entry-level roles related to Operations Management, particularly those in production positions currently who seek training more aligned with process improvement



and supervision. An Operations Manager is responsible for overseeing a company's organizational processes, while adding value through process improvement. Their main duties include managing operations, ensuring safe, efficient operations, and serving as a company representative on regulatory issues, while developing high performing teams.

## Mission Statement

Operations Managers enhance operational system procedures and carry out supervisory responsibilities in accordance with company policies and laws, while assisting the human resources team with recruiting and hiring. As a pivotal player, an Operations Manager helps companies identify problems, create strategies by analyzing information and processes, then presents their findings and solutions to leadership.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day, evening or online

## Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Industry, Manufacturing

Visit our web page at <https://www.gvltec.edu/management/>.

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester                     |                                              | Hours     |
|------------------------------------|----------------------------------------------|-----------|
| COL 111                            | E-Learning Success                           | 1         |
| CPT 170                            | Computer Applications I                      | 3         |
| ENG 101                            | English Composition I                        | 3         |
| MGT 101                            | Principles of Management                     | 3         |
| <b>Total Semester Hours</b>        |                                              | <b>10</b> |
| Second Semester                    |                                              |           |
| MGT 220                            | Operations Management I                      | 3         |
| BUS 121                            | Business Law I                               | 3         |
| <b>Total Semester Hours</b>        |                                              | <b>6</b>  |
| Third Semester                     |                                              |           |
| MGT 221                            | Operations Management II                     | 3         |
| BUS 160                            | Fundamentals of Transportation and Logistics | 3         |
| <b>Total Semester Hours</b>        |                                              | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                              | <b>22</b> |

# Supply Chain Management Programs

- Enterprise Resource Planning Certificate in Applied Science (p. 152)
- Supply Chain Management Associate in Applied Science (p. 152)

## Courses

### 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. It emphasizes the practical applications of finance and economics used in all business environments and the study of the time value of money, asset valuation, risk and return, and capital budgeting.

### BUS 110 Entrepreneurship (3-0-3)

*Offered Fall and Spring Semesters*

This course is an introduction to the process of starting a small business, including forms of ownership and management. Students will determine a business idea of interest to them, then develop it through a 10 stage process.

### BUS 121 Business Law I (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: 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 160 Fundamentals of Transportation and Logistics (3-0-3)

*Offered Fall and Spring Semesters*

MGT 101

This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode.

### BUS 190 Business Analytics I (3-0-3)

*Offered Fall Semester*

Prerequisites: CPT 170, IST 272 and CPT 168 or MGT 101

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

### BUS 230 Purchasing (3-0-3)

*Offered Spring 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, 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 Instructor Permission*

Prerequisite: Instructor Permission

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.

**LOG 215 Supply Chain Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, CPT 170

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 Fall Semester*

Prerequisite: 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 Fall and Spring Semesters*

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.

**MGT 101 Principles of Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

**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 based on enrollment*

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (This course is for BMW cohort only)

**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 220 Operations Management I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

**MGT 221 Operations Management II (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 220

This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques.

**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 260 Leadership Fundamentals (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

**MGT 270 Managerial Communications (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: CPT 170, MGT 101

Co-requisite: 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.

# Enterprise Resource Planning Certificate in Applied Science

## Program Description

This program will apply and demonstrate business process integration using Systems, Applications and Products in Data Processing (SAP). All courses in this certificate apply to the Supply Chain Management Associate in Applied Science degree.

## Mission Statement

The mission of the Enterprise Resource Planning certificate is 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

High school diploma or GED

## Type of Program

Day, evening and online

## Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Employment Opportunities

Manufacturing and service industries, hospital systems, governmental agencies

Visit our web page at <https://www.gvltec.edu/supplychain/>.

## Recommended Program Schedule

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.

| First Semester              |                         | Hours    |
|-----------------------------|-------------------------|----------|
| COL 111                     | E-Learning Success      | 1        |
| ENG 101                     | English Composition I   | 3        |
| CPT 170                     | Computer Applications I | 3        |
| <b>Total Semester Hours</b> |                         | <b>7</b> |

**Second Semester**

|                             |                           |          |
|-----------------------------|---------------------------|----------|
| LOG 215                     | Supply Chain Management   | 3        |
| LOG 250                     | Advanced Global Logistics | 3        |
| <b>Total Semester Hours</b> |                           | <b>6</b> |

**Third Semester**

|                                    |                                      |           |
|------------------------------------|--------------------------------------|-----------|
| BUS 230                            | Purchasing                           | 3         |
| LOG 260                            | Processes in Supply Chain Management | 3         |
| <b>Total Semester Hours</b>        |                                      | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                      | <b>19</b> |

<sup>1</sup> General education course

# Supply Chain Management Associate in Applied Science

## Program Description

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.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## Mission Statement

The mission of the Supply Chain Management program is to develop students with leading-edge technology to manage integrated supply chain and logistics systems, while improving overall business performance for employers.

## Entrance Requirements

High school diploma or GED

## Type of Program

Day, evening and online

## Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

## Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## Employment Opportunities

Manufacturing and service industries, hospital systems, governmental agencies

Visit our web page at <https://www.gvltec.edu/supplychain/>.

## Recommended Program Schedule

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.

| First Semester                     |                                                          | Hours     |
|------------------------------------|----------------------------------------------------------|-----------|
| CPT 170                            | Computer Applications I                                  | 3         |
| ENG 101                            | English Composition I <sup>1</sup>                       | 3         |
| MAT 120                            | Probability and Statistics (or higher math) <sup>1</sup> | 3         |
| COL 105                            | Freshman Seminar                                         | 3         |
| COL 111                            | E-Learning Success                                       | 1         |
| <b>Total Semester Hours</b>        |                                                          | <b>13</b> |
| Second Semester                    |                                                          |           |
| MGT 101                            | Principles of Management                                 | 3         |
| ACC 101                            | Accounting Principles I                                  | 3         |
| LOG 215                            | Supply Chain Management                                  | 3         |
| Select either of the following:    |                                                          | 3         |
| ECO 210                            | Macroeconomics <sup>1</sup>                              |           |
| ECO 211                            | Microeconomics (most recommended) <sup>1</sup>           |           |
| <b>Total Semester Hours</b>        |                                                          | <b>12</b> |
| Third Semester                     |                                                          |           |
| ENG 105                            | Editing Academic Writing                                 | 1         |
| SPC 205                            | Public Speaking <sup>1</sup>                             | 3         |
| BUS 105                            | Business Economics Applications                          | 3         |
| CPT 270                            | Computer Applications II                                 | 3         |
| BUS 230                            | Purchasing                                               | 3         |
| <b>Total Semester Hours</b>        |                                                          | <b>13</b> |
| Fourth Semester                    |                                                          |           |
| LOG 245                            | Production Planning Processes <sup>4</sup>               | 3         |
| BUS 121                            | Business Law I                                           | 3         |
| LOG 250                            | Advanced Global Logistics                                | 3         |
| Humanities Elective <sup>3</sup>   |                                                          | 3         |
| <b>Total Semester Hours</b>        |                                                          | <b>12</b> |
| Fifth Semester                     |                                                          |           |
| LOG 260                            | Processes in Supply Chain Management <sup>5</sup>        | 3         |
| LOG 240                            | Purchasing Logistics                                     | 3         |
| MKT 101                            | Marketing                                                | 3         |
| Business Elective <sup>6</sup>     |                                                          | 3         |
| <b>Total Semester Hours</b>        |                                                          | <b>12</b> |
| <b>Total Required Credit Hours</b> |                                                          | <b>62</b> |

- PHI 105 Introduction to Logic <sup>1</sup>
- PHI 110 Ethics <sup>1</sup>
- REL 201 Religions of the World
- SPA 102 Elementary Spanish II

<sup>4</sup> Offered in the fall semester online

<sup>5</sup> Offered in the spring semester evenings

<sup>6</sup> Approved Electives

- ACC 102 Accounting Principles II
- BAF 101 Personal Finance
- BUS 220 Business Ethics
- BUS 250 Introduction to International Business
- BUS 270 SCWE in Business
- CWE 111-268 Cooperative Work Experience
- ECO 210 Macroeconomics <sup>1</sup>
- ECO 211 Microeconomics <sup>1</sup>
- FRE 101 Elementary French I
- GER 101 Elementary German I
- MGT 201 Human Resource Management
- MGT 270 Managerial Communications
- SPA 101 Elementary Spanish I

<sup>1</sup> General education course

<sup>2</sup> Not transferable to 4-year college

<sup>3</sup> Choose one of the following Humanities Electives:

- FRE 102 Elementary French II
- GER 102 Elementary German II
- HSS 295 Leadership Through the Humanities (recommended)
- HIS 105 World History II
- HIS 122 History, Technology, and Society
- HIS 202 American History: 1877 to Present <sup>1</sup>

# SCHOOL OF ENGINEERING TECHNOLOGY & PROFESSIONAL STUDIES

The School of Engineering Technology & Professional Studies at Greenville Technical College provides classes for over 1000 credit and non-credit students annually to include dual-enrolled high school students. The School offers the Associate in Applied Science Degree and Certificate in Applied Science credentials. The school houses ten departments:

- Architectural Engineering Technology
- Construction Engineering Technology
- Criminal Justice
- Culinary Arts/Hospitality and Tourism
- Early Care & Education
- Electronics Engineering Technology
- Engineering Design Technology
- Human Services
- Mechanical Engineering Technology
- Paralegal Studies

Uniquely, the School offers many experiential learning opportunities for students to practice and serve the general public through its Child Development Center, culinary lunch offerings, and continuing education training at the Truist Culinary and Hospitality Innovation Center (CHI).

The Culinary Arts associate degree with an emphasis in Culinary Arts Technology is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The Early Care and Education associate degree and the Child Development Center are accredited by the National Association for the Education of Young Children (NAEYC). (<https://www.naeyc.org/>) The Paralegal Studies program is approved by the American Bar Association.

The Engineering Technology Associate in Applied Science degree programs hold programmatic accreditation through the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

## Associate Degrees

- Architectural Engineering Technology Associate in Applied Science (p. 156)
- Construction Engineering Technology Associate in Applied Science (p. 157)
- Criminal Justice Technology Associate in Applied Science (p. 159)
- Culinary Arts Technology Associate in Applied Science (p. 162)
- Early Care and Education Associate in Applied Science (p. 169)
- Electronics Engineering Technology Associate in Applied Science (p. 172)
- Engineering Design Technology Associate in Applied Science (p. 175)
- Engineering Fundamentals Associate in Applied Science (p. 176)
- Hospitality/Tourism-Management Associate in Applied Science (p. 165)
- Human Services Associate in Applied Science (p. 181)

- Mechanical Engineering Technology Associate in Applied Science (p. 182)
- Paralegal Associate in Applied Science (p. 185)

## Certificates

- 3D Design & Digital Manufacturing Certificate in Applied Science (p. 174)
- 3D Modeling CAD Design Certificate in Applied Science (p. 175)
- Architectural CAD Drafting Certificate in Applied Science (p. 155)
- Baking and Pastry Arts Certificate in Applied Science (p. 161)
- Child Care Assistant Certificate in Applied Science (p. 168)
- Culinary Education Certificate in Applied Science (p. 163)
- Early Childhood Development Certificate in Applied Science (p. 170)
- Early Childhood Special Education Certificate in Applied Science (p. 170)
- Electrical Controls Technology Certificate in Applied Science (p. 172)
- Food and Beverage Management Certificate in Applied Science (p. 164)
- Lodging and Tourism Management Certificate in Applied Science (p. 166)

Visit our web page at <https://www.gvltec.edu/etps/>.

## Architectural Engineering Technology Programs

- Architectural CAD Drafting Certificate in Applied Science (p. 155)
- Architectural Engineering Technology Associate in Applied Science (p. 156)

## Courses

### AET 101 Building Systems I (2-3-3)

*Offered Spring and Summer Semesters*

Prerequisite: AET 110

Pre- or Co-requisite: AET 103 (prerequisite preferred)

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*

Prerequisite: AET 110

Co-requisite: AET 101

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*

This course includes architectural/construction, basic computer-aided design commands and creation of construction industry symbols and standards.

**AET 122 Basic Design Theory (1-6-3)***Offered Fall Semester*

Prerequisites: AET 110

Co-requisite: ARV 110

This course will research the elements of design and incorporate ideas into simple design projects. Topics include developing written programs, diagrams and flow-charts, 2-D manual and CAD drawings, as well as 3-D models. Students will analyze and synthesize information to develop design skills.

**AET 127 Building Information Modeling (2-3-3)***Offered Fall, Spring, and Summer Semesters*

This course is the study of Building Information Modeling (BIM) using industry-leading software. AutoDesk Revit and Navisworks software will be utilized.

**AET 150 Preliminary Project Estimating (1-3-2)***Offered Summer Semester*

This course covers basic construction estimating concepts with the main focus on square footage costs and preliminary budget estimating procedures.

**AET 201 Building Systems II (2-5-3)***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*

Prerequisite: AET 127

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 225 Architectural Design Senior Project (2-6-4)***Offered Spring Semester*

Prerequisite: AET 122

This course introduces architectural design problems that focus on different architectural contexts, as well as structural principles and construction processes. Instruction will continue to develop students' communication skills via oral presentation and 2-D and 3-D visualization.

**AET 231 Architectural Computer Graphics III (2-6-4)***Offered Spring Semester*

Prerequisite: AET 127

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.

**AET 299 Applied Research in Architecture (0-12-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic in the architecture discipline using the application of practical research methods and is an independent study. This course is designed for students in the Architecture Engineering Technology 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.

## Architectural CAD Drafting Certificate in Applied Science

### Overview

### Program Description

This program will train students in the use of AUTOCAD and REVIT software, as well as manual drafting, which will be utilized by local companies in the architectural field to produce construction drawings.

### Mission Statement

The mission of the Architectural CAD Drafting Certificate is to provide students with a foundation of architectural and construction drawings, to be proficient in AUTOCAD and REVIT software and with the technical skills to produce new or edit existing architectural drawings that will be used in the construction of residential, commercial, institutional or infrastructural projects.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day or evening

### Employment Opportunities

Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

Visit our web page at <https://www.gvltec.edu/aet/>.

### Recommended Program Schedule

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:** This program begins in the **summer semester**. Please contact your advisor for recommended evening schedules.

| First Semester              |                                    | Hours    |
|-----------------------------|------------------------------------|----------|
| AET 127                     | Building Information Modeling      | 3        |
| <b>Total Semester Hours</b> |                                    | <b>3</b> |
| Second Semester             |                                    |          |
| AET 110                     | Architectural Graphics I           | 3        |
| AET 221                     | Architectural Computer Graphics II | 4        |
| <b>Total Semester Hours</b> |                                    | <b>7</b> |

**Third Semester**

|                                    |                                     |           |
|------------------------------------|-------------------------------------|-----------|
| EGR 210                            | Introduction to Engineering CAD     | 3         |
| AET 231                            | Architectural Computer Graphics III | 4         |
| <b>Total Semester Hours</b>        |                                     | <b>7</b>  |
| <b>Total Required Credit Hours</b> |                                     | <b>17</b> |

## Architectural Engineering Technology Associate in Applied Science

### Program Description

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.

### 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

High school diploma or GED

### Type of Program

Day or evening

### Program Accreditation

The AET Associate in Applied Science program is accredited by the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

### Employment Opportunities

Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

### Transfer Options

Students planning to transfer and pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for specific career pathways 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 transfer to a four-year institution has been made.

Visit our web page at <https://www.gvltec.edu/aet/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>       |                                      | <b>Hours</b> |
|-----------------------------|--------------------------------------|--------------|
| EGR 130                     | Engr Tech Applications & Programming | 3            |
| AET 110                     | Architectural Graphics I             | 3            |
| ENG 101                     | English Composition I                | 3            |
| MAT 110                     | College Algebra                      | 3            |
| CET 120                     | Construction Materials               | 3            |
| <b>Total Semester Hours</b> |                                      | <b>15</b>    |

| <b>Second Semester</b>      |                                          | <b>Hours</b> |
|-----------------------------|------------------------------------------|--------------|
| EGR 210                     | Introduction to Engineering CAD          | 3            |
| AET 127                     | Building Information Modeling            | 3            |
| AET 101                     | Building Systems I                       | 3            |
| PHY 201                     | Physics I                                | 4            |
| CET 103                     | Construction Surveying                   | 2            |
| AET 103                     | International Building/Residential Codes | 3            |
| <b>Total Semester Hours</b> |                                          | <b>18</b>    |

| <b>Third Semester</b>                     |                                | <b>Hours</b> |
|-------------------------------------------|--------------------------------|--------------|
| AET 150                                   | Preliminary Project Estimating | 2            |
| Humanities elective (ART 107 recommended) |                                | 3            |
| ARV 121                                   | Design                         | 3            |
| MAT 111                                   | College Trigonometry           | 3            |
| <b>Total Semester Hours</b>               |                                | <b>11</b>    |

| <b>Fourth Semester</b>      |                                    | <b>Hours</b> |
|-----------------------------|------------------------------------|--------------|
| AET 122                     | Basic Design Theory                | 3            |
| AET 105                     | Construction Documents             | 3            |
| AET 221                     | Architectural Computer Graphics II | 4            |
| CET 115                     | Mechanical & Electrical Systems    | 2            |
| EGR 194                     | Statics and Strength of Materials  | 4            |
| <b>Total Semester Hours</b> |                                    | <b>16</b>    |

| <b>Fifth Semester</b>                                  |                                                                              | <b>Hours</b> |
|--------------------------------------------------------|------------------------------------------------------------------------------|--------------|
| SPC 205                                                | Public Speaking                                                              | 3            |
| AET 225                                                | Architectural Design Senior Project (or Department Head approved CWE course) | 4            |
| AET 231                                                | Architectural Computer Graphics III                                          | 4            |
| AET 201                                                | Building Systems II                                                          | 3            |
| Social Science Elective (SOC 101 or PSY 201 suggested) |                                                                              | 3            |
| <b>Total Semester Hours</b>                            |                                                                              | <b>17</b>    |
| <b>Total Required Credit Hours</b>                     |                                                                              | <b>77</b>    |

## Construction Engineering Technology Programs

- Construction Engineering Technology Associate in Applied Science (p. 157)

## Courses

### **CET 103 Construction Surveying (1-3-2)**

*Offered Spring and Fall Semesters*

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 (0-6-2)**

*Offered Fall and Summer Semesters*

Prerequisite: AET 127

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, Spring, and Summer Semesters*

This course includes a study of basic materials used in construction, including research of building product specifications, as included in construction methods.

### **CET 230 Construction Management (2-3-3)**

*Offered Fall Semester*

Prerequisite: AET 101

Co-requisites: AET 103, CET 232

This course covers the study of management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs and labor relations.

### **CET 232 Construction Estimating I (3-3-4)**

*Offered Fall Semester*

Prerequisites: AET 101, MAT 110 and CPT 170 or EGR 130

Co-requisites: CET 230, AET 103

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 236 Computerized Construction Estimating (3-3-4)**

*Offered Spring Semester*

Prerequisites: CET 230, CET 232

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 230, CET 232

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 230, CET 232

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.

### **CET 299 Applied Research in Construction (0-12-4)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic in the construction discipline using the application of practical research methods and is an independent study. This course is designed for students in the Construction Engineering Technology 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.

## Construction Engineering Technology Associate in Applied Science

### Program Description

This program prepares students for limited site supervision, contracting, estimating, scheduling and assistant project management in a construction office.

### 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

High school diploma or GED.

### Type of Program

Day or evening

### Professional Credentials

Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams. Students must have one year of work experience under a licensed contractor. It is advised to review eligibility requirements with the LLR.

### Program Accreditation

The CET Associate in Applied Science program is accredited by the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

### Employment Opportunities

Construction companies, estimating firms, highway departments, builders, architectural/engineering firms

### Transfer Options

Students planning to transfer and pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for specific career pathways 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 transfer to a four-year institution has been made.

Visit our web page at <https://www.gvltec.edu/cet/>.

## Recommended Program Schedule

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.

| First Semester                              |                                                                      | Hours     |
|---------------------------------------------|----------------------------------------------------------------------|-----------|
| COL 105                                     | Freshman Seminar                                                     | 3         |
| AET 110                                     | Architectural Graphics I                                             | 3         |
| AET 105                                     | Construction Documents                                               | 3         |
| MAT 110                                     | College Algebra                                                      | 3         |
| CET 120                                     | Construction Materials                                               | 3         |
| <b>Total Semester Hours</b>                 |                                                                      | <b>15</b> |
| Second Semester                             |                                                                      |           |
| CET 103                                     | Construction Surveying                                               | 2         |
| ENG 101                                     | English Composition I                                                | 3         |
| AET 101                                     | Building Systems I                                                   | 3         |
| PHY 201                                     | Physics I                                                            | 4         |
| AET 103                                     | International Building/Residential Codes                             | 3         |
| <b>Total Semester Hours</b>                 |                                                                      | <b>15</b> |
| Third Semester                              |                                                                      |           |
| EGR 130                                     | Engr Tech Applications & Programming                                 | 3         |
| Humanities Elective (HSS 295 suggested)     |                                                                      | 3         |
| Social Science Elective (ECO 211 suggested) |                                                                      | 3         |
| MAT 111                                     | College Trigonometry                                                 | 3         |
| <b>Total Semester Hours</b>                 |                                                                      | <b>12</b> |
| Fourth Semester                             |                                                                      |           |
| CET 232                                     | Construction Estimating I                                            | 4         |
| SPC 205                                     | Public Speaking                                                      | 3         |
| CET 230                                     | Construction Management                                              | 3         |
| CET 115                                     | Mechanical & Electrical Systems                                      | 2         |
| EGR 194                                     | Statics and Strength of Materials                                    | 4         |
| <b>Total Semester Hours</b>                 |                                                                      | <b>16</b> |
| Fifth Semester                              |                                                                      |           |
| CET 254                                     | Construction Senior Project (or Department Head approved CWE course) | 5         |
| CET 236                                     | Computerized Construction Estimating                                 | 4         |
| CET 238                                     | Construction Planning & Scheduling                                   | 2         |
| AET 201                                     | Building Systems II                                                  | 3         |
| AET 127                                     | Building Information Modeling (or department head-approved elective) | 3         |
| <b>Total Semester Hours</b>                 |                                                                      | <b>17</b> |
| <b>Total Required Credit Hours</b>          |                                                                      | <b>75</b> |

## Criminal Justice Technology Programs

- Criminal Justice Technology Associate in Applied Science (p. 159)

## Courses

### CRJ 101 Introduction to Criminal Justice (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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 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 Spring Semesters*

Prerequisite: CRJ 101

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 and Spring Semesters*

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, Spring, and Summer 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 Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 101

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 Spring 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 Summer Semester*

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.

## Criminal Justice Technology Associate in Applied Science

### Program Description

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. This program is both theoretical and practical and pertains to all areas of the criminal justice profession.

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.

### 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

High school diploma or GED

## Type of Program

Day, evening and online (limited)

## Requirements for Completion

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.

## Employment Opportunities

Law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation and juvenile justice agencies

Visit our web page at <https://www.gvltec.edu/criminaljustice/>.

## Recommended Program Schedule

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.

| First Semester                   |                                        | Hours     |
|----------------------------------|----------------------------------------|-----------|
| CPT 170                          | Computer Applications I                | 3         |
| CRJ 101                          | Introduction to Criminal Justice       | 3         |
| COL 105                          | Freshman Seminar                       | 3         |
| ENG 101                          | English Composition I <sup>1</sup>     | 3         |
| Select one of the following:     |                                        | 3         |
| MAT 155                          | Contemporary Mathematics <sup>1</sup>  |           |
| Higher college transferable math |                                        |           |
| <b>Total Semester Hours</b>      |                                        | <b>15</b> |
| Second Semester                  |                                        |           |
| CRJ 115                          | Criminal Law I                         | 3         |
| CRJ 140                          | Criminal Justice Report Writing        | 3         |
| CRJ 224                          | Police Community Relations             | 3         |
| PSC 201                          | American Government <sup>1</sup>       | 3         |
| SOC 101                          | Introduction to Sociology <sup>1</sup> | 3         |
| <b>Total Semester Hours</b>      |                                        | <b>15</b> |
| Third Semester                   |                                        |           |
| CRJ 125                          | Criminology                            | 3         |
| CRJ 230                          | Criminal Investigation I               | 3         |
| CRJ 236                          | Criminal Evidence                      | 3         |
| CRJ 210                          | The Juvenile & the Law                 | 3         |
| SPC 205                          | Public Speaking <sup>1</sup>           | 3         |
| <b>Total Semester Hours</b>      |                                        | <b>15</b> |
| Fourth Semester                  |                                        |           |
| CRJ 130                          | Police Administration                  | 3         |
| CRJ 222                          | Ethics in Criminal Justice             | 3         |
| CRJ 242                          | Correctional Systems                   | 3         |



|                                    |              |
|------------------------------------|--------------|
| Humanities Elective <sup>1,2</sup> | 3-4          |
| CRJ Elective <sup>3</sup>          | 3            |
| <b>Total Semester Hours</b>        | <b>15-16</b> |
| <b>Total Required Credit Hours</b> | <b>60-61</b> |

<sup>1</sup> General education course

<sup>2</sup> Humanities Electives:

- HIS 202 American History: 1877 to Present
- HSS 295 Leadership Through the Humanities
- PHI 105 Introduction to Logic
- PHI 110 Ethics
- REL 201 Religions of the World
- SPA 102 Elementary Spanish II

<sup>3</sup> CRJ Electives:

- CRJ 233 Cyber Crimes and the Law
- CRJ 235 Practical Crime Scene Investigations
- CRJ 250 Criminal Justice Internship I

## Culinary Arts Programs

- Baking and Pastry Arts Certificate in Applied Science (p. 161)
- Culinary Arts Technology Associate in Applied Science (p. 162)
- Culinary Education Certificate in Applied Science (p. 163)
- Food and Beverage Management Certificate in Applied Science (p. 164)
- Hospitality/Tourism-Management Associate in Applied Science (p. 165)
- Lodging and Tourism Management Certificate in Applied Science (p. 166)

## Courses

### CUL 101 Principles of Food Production I (1-6-3)

*Offered Fall and Spring 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 (2-3-3)

*Offered Fall and Spring Semesters*

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 based on enrollment*

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

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*

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, HOS 171

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and record-keeping techniques.

## Hospitality

### HOS 128 Culinary Management and Human Resources (3-0-3)

*Offered Fall Semester*

Prerequisite: HOS 256

This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.

### HOS 130 Professional Etiquette and Manners (3-0-3)

*Offered Fall Semester*

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*

This course is a survey of the hospitality industry and the principles of operations of both lodging and foodservice industries.

**HOS 150 Hotel Management (3-0-3)***Offered Spring Semester*

Prerequisite: HOS 256

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

**HOS 156 Alcoholic Beverage Service and the Law (3-0-3)***Offered Spring Semester*

This course provides training intervention procedures to support the responsible service of alcohol. Emphasis is placed on the consequences and legal liabilities of failure to serve alcohol in a responsible manner.

**HOS 157 Hospitality Service (3-0-3)***Offered Fall Semester*

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer's perspective and the behavioral component of service.

**HOS 159 Hospitality Accounting Applications (3-0-3)***Offered Summer Semester*

This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.

**HOS 160 Purchasing for Hospitality (2-3-3)***Offered Fall and Spring Semesters*

Pre- or co-requisite: CUL 155

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 161 Event Management (3-0-3)***Offered Summer Semester*

This course provides an introduction to the event management industry. Topics include planning, implementation and evaluation of special events and festivals.

**HOS 162 Housekeeping Administration (3-0-3)***Offered Fall Semester*

This course is a study of the housekeeping functions and management in the hospitality industry. Emphasis is placed on the training of housekeepers and assistants. Staffing, scheduling, and laundry operations are covered in the course.

**HOS 164 Travel and Tourism (3-0-3)***Offered Spring Semester*

This course covers the history, development, concepts, and principles of the travel and tourism industry.

**HOS 168 Front Office Management (3-0-3)***Offered Spring Semester*

This course is a study of the total hotel organization as it relates to the front office management. The course covers methods of statistical analysis as applied to price structure, occupancy patterns, and computer management.

**HOS 171 Food and Beverage Controls (3-0-3)***Offered Fall Semester*

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 Semester*

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*

This course is a study of the theory and principles of management as applied to the hospitality industry.

**HOS 262 Hospitality Software Applications (3-0-3)***Offered Fall Semester*

This course is a study of the total hotel organization as it relates to the front office management. The course covers methods of statistical analysis as applied to price structure, occupancy patterns, and computer management.

**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 are 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 Spring Semester*

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.

## Baking and Pastry Arts Certificate in Applied Science

### Program Description

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.

### 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

High school diploma or GED

### Type of Program

Day

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Employment Opportunities

Restaurants, catering businesses, self-employment, private clubs, hotels, and bakeries

Visit our web page at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/).

## Recommended Program Schedule

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.

| First Semester                     |                                          | Hours     |
|------------------------------------|------------------------------------------|-----------|
| BKP 120                            | Bakeshop Production                      | 3         |
| CUL 155                            | Sanitation                               | 3         |
| HOS 160                            | Purchasing for Hospitality               | 3         |
| CUL/HOS Elective <sup>1</sup>      |                                          | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>12</b> |
| Second Semester                    |                                          |           |
| BKP 121                            | Cake Decorating and Finishing Techniques | 3         |
| BKP 182                            | Artisan Breads                           | 3         |
| HOS 171                            | Food and Beverage Controls               | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>9</b>  |
| Third Semester                     |                                          |           |
| BKP 183                            | Plated Desserts                          | 3         |
| BKP 220                            | Advanced Bakeshop                        | 3         |
| HOS 256                            | Hospitality Management Concepts          | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                          | <b>30</b> |

<sup>1</sup> One elective from the following: CUL 103 Nutrition, CUL 110 Food Production Management, HOS 130 Professional Etiquette and Manners, HOS 157 Hospitality Service, HOS 245 Hospitality Marketing, HOS 264 Food and Beverage Pairing, HOS 299 Special Topics in Culinary Studies, CWE 113 Cooperative Work Experience I (NOTE: This class is reserved for Culinary/Hospitality students)

## Culinary Arts Technology Associate in Applied Science

### Program Description

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. Outside of the degree options, certificates are also available in each of these specialty areas.

- **The Culinary Arts Concentration** trains students in basic skills, methods and techniques applicable to all aspects of food preparation. This program is designed to provide students the skills enabling them to obtain a position in the food production industry including, but not limited to, a la carte service, catering,

buffet preparation, and plating. This concentration teaches the art of professional food preparation and enables graduates to advance into executive industry roles. Other areas of focus include 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 courses. Students develop skills including baking artisan breads, cake decorating, cookies, pies, tarts, and the art of presentation. This concentration includes instruction in sugar and chocolate work, including confectionery and showpieces, enabling graduates to excel in industry positions such as bakers, cake decorators, and pastry chefs. Other areas of focus include food and beverage management, purchasing, sanitation, marketing, cost control, law, and nutrition.

*The Culinary ARTS Associate in Applied Science degree allows students to select one concentration. **Students can only be awarded ONE associate in applied science degree in Culinary Arts.** If students want to expand their knowledge of other Culinary Arts areas of study, they may consider any available certificate under Culinary/Hospitality/Tourism Management. Likewise, **individual certificates can only be awarded once.***

### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

## Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education guided by our core values of excellence, leadership, professionalism, ethics and respect for diversity. 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

High school diploma or GED

## Type of Program

Day

## Requirements for Completion

- A grade of "C" or higher in all program courses is required.

## Program Accreditation

The Culinary Arts concentration of the Associate in Applied Science degree 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.

## Employment Opportunities

Restaurants, hotels, cruise lines, resorts, clubs, caterers, personal chef, and institutional settings

Visit our web page at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/).

## Recommended Program Schedule

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.

| First Semester                                                                |                                          | Hours     |
|-------------------------------------------------------------------------------|------------------------------------------|-----------|
| CUL 101                                                                       | Principles of Food Production I          | 3         |
| CUL 155                                                                       | Sanitation                               | 3         |
| COL 105                                                                       | Freshman Seminar                         | 3         |
| HOS 160                                                                       | Purchasing for Hospitality               | 3         |
| College Level Math Elective/Biological/Physical Science Elective <sup>1</sup> |                                          | 3         |
| <b>Total Semester Hours</b>                                                   |                                          | <b>15</b> |
| Second Semester                                                               |                                          |           |
| BKP 120                                                                       | Bakeshop Production                      | 3         |
| CUL 102                                                                       | Principles of Food Production II         | 3         |
| Select one of the following:                                                  |                                          | 3         |
| CUL 103                                                                       | Nutrition                                |           |
| BIO 240                                                                       | Nutrition                                |           |
| Select one of the following:                                                  |                                          | 3         |
| ENG 165                                                                       | Professional Communications <sup>1</sup> |           |
| ENG 101                                                                       | English Composition I <sup>1</sup>       |           |
| Humanities/Fine Arts Elective <sup>1</sup>                                    |                                          | 3         |
| <b>Total Semester Hours</b>                                                   |                                          | <b>15</b> |
| Third Semester                                                                |                                          |           |
| HOS 171                                                                       | Food and Beverage Controls               | 3         |
| BKP/CUL/HOS Elective <sup>2,3</sup>                                           |                                          | 3         |
| BKP/CUL/HOS Elective <sup>2,3</sup>                                           |                                          | 3         |
| Social Science Elective <sup>1</sup>                                          |                                          | 3         |
| <b>Total Semester Hours</b>                                                   |                                          | <b>12</b> |
| Fourth Semester                                                               |                                          |           |
| CUL 145                                                                       | Dining Room Operations                   | 3         |
| CUL 235                                                                       | Menu Planning                            | 3         |
| Select one of the following:                                                  |                                          | 3         |
| SPC 209                                                                       | Interpersonal Communication <sup>1</sup> |           |
| SPC 205                                                                       | Public Speaking <sup>1</sup>             |           |
| BKP/CUL/HOS Elective <sup>2,3</sup>                                           |                                          | 3         |
| BKP/CUL/HOS Elective <sup>2,3</sup>                                           |                                          | 3         |
| <b>Total Semester Hours</b>                                                   |                                          | <b>15</b> |
| Fifth Semester                                                                |                                          |           |
| Select one of the following:                                                  |                                          | 3         |
| HOS 256                                                                       | Hospitality Management Concepts          |           |
| MGT 101                                                                       | Principles of Management                 |           |
| MGT 150                                                                       | Fundamentals of Supervision              |           |
| Select one of the following:                                                  |                                          | 3         |
| HOS 245                                                                       | Hospitality Marketing                    |           |
| MKT 101                                                                       | Marketing                                |           |
| MKT 130                                                                       | Customer Service Principles              |           |
| HOS 265                                                                       | Hotel, Restaurant & Travel Law           | 3         |

|                                     |           |
|-------------------------------------|-----------|
| BKP/CUL/HOS Elective <sup>2,3</sup> | 3         |
| <b>Total Semester Hours</b>         | <b>12</b> |
| <b>Total Required Credit Hours</b>  | <b>69</b> |

### <sup>1</sup> General education course

Recommend:

- MAT 155 Contemporary Mathematics or MAT 170 Algebra, Geometry, and Trigonometry I
- HSS 295 Leadership Through the Humanities or SPA 102 Elementary Spanish II (prerequisite SPA 101 Elementary Spanish I or exemption test for SPA 101 Elementary Spanish I)
- PSY 103 Human Relations or PSY 201 General Psychology

### <sup>2</sup> Culinary Arts Concentration:

- Required: CUL 108 Food Production Techniques and CUL 225 Buffet Organization
- Three electives from the following: BKP 121 Cake Decorating and Finishing Techniques, BKP 182 Artisan Breads, BKP 183 Plated Desserts, BKP 220 Advanced Bakeshop, CUL 110 Food Production Management, HOS 130 Professional Etiquette and Manners, HOS 264 Food and Beverage Pairing, HOS 157 Hospitality Service, HOS 299 Special Topics in Culinary Studies, CWE 113 Cooperative Work Experience I

### <sup>3</sup> Baking and Pastry Arts Concentration:

- Required: BKP 121 Cake Decorating and Finishing Techniques, BKP 182 Artisan Breads, BKP 183 Plated Desserts, BKP 220 Advanced Bakeshop
- One elective from the following: CUL 110 Food Production Management, HOS 130 Professional Etiquette and Manners, HOS 264 Food and Beverage Pairing, HOS 157 Hospitality Service, HOS 299 Special Topics in Culinary Studies, CWE 113 Cooperative Work Experience I

## Culinary Education Certificate in Applied Science

### Program Description

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.

### 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

High school diploma or GED

## Type of Program

Day

## Requirements for Completion

A grade of "C" or higher in all courses is required.

## Employment Opportunities

Restaurants, hospital systems, school systems, hotels, motels, private clubs and caterers

Visit our web page at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/).

## Recommended Program Schedule

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.

| First Semester                     |                                  | Hours     |
|------------------------------------|----------------------------------|-----------|
| CUL 155                            | Sanitation                       | 3         |
| CUL 101                            | Principles of Food Production I  | 3         |
| HOS 160                            | Purchasing for Hospitality       | 3         |
| HOS 256                            | Hospitality Management Concepts  | 3         |
| <b>Total Semester Hours</b>        |                                  | <b>12</b> |
| Second Semester                    |                                  |           |
| CUL 102                            | Principles of Food Production II | 3         |
| CUL 103                            | Nutrition                        | 3         |
| HOS 171                            | Food and Beverage Controls       | 3         |
| BKP 120                            | Bakeshop Production              | 3         |
| <b>Total Semester Hours</b>        |                                  | <b>12</b> |
| Third Semester                     |                                  |           |
| CUL 225                            | Buffet Organization <sup>1</sup> | 4         |
| <b>Total Semester Hours</b>        |                                  | <b>4</b>  |
| Fourth Semester                    |                                  |           |
| CUL 108                            | Food Production Techniques       | 3         |
| <b>Total Semester Hours</b>        |                                  | <b>3</b>  |
| <b>Total Required Credit Hours</b> |                                  | <b>31</b> |

<sup>1</sup> Offered summer only

# Food and Beverage Management Certificate in Applied Science Overview

*Anticipated 2025FA start – Pending State Tech System and DOE approvals.*

### Program Description

This certificate allows for entry-level employment within the Food and Beverage Management Industry, including hotel dining, front-of-the-house restaurant management, and entrepreneurial ventures. This certificate

can be embedded within the AAS.HOS Hospitality Food and Beverage Management degree.

The purpose of this program is to create training and employment opportunities for students in the field of hospitality and advancement for those already in the workforce. The Food and Beverage Management Certificate will produce graduates with the skills needed to be employable in many areas of front-of-the-house foodservice within hotel and lodging industry, including food and beverage management, dining room management, purchasing, and menu development. Graduates will be competent in guest satisfaction and service techniques, sanitation, basic foodservice production skills, and cost control.

## Mission Statement

The Culinary Institute of the Carolinas Hospitality and Tourism Management program is dedicated to developing highly skilled future leaders in the diverse and global industry of hospitality and tourism.

Our goal is to be recognized as the leader in professionalism and excellence in local and global hospitality and tourism through an engaging, dynamic, and community-focused curriculum and skilled, guest-focused graduates.

## Entrance Requirements

High school diploma or GED.

Type of Program

Day

## Requirements for Completion

High school diploma or GED.

- A grade of "C" or higher in all program courses is required.

## Employment Opportunities

Hotel management, event planning and food services industries

Visit our web pages at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/)

## Recommended Program Schedule

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.

### Preferred Sequence

| First Semester              |                                    | Hours     |
|-----------------------------|------------------------------------|-----------|
| CUL 155                     | Sanitation                         | 3         |
| HOS 157                     | Hospitality Service                | 3         |
| HOS 160                     | Purchasing for Hospitality         | 3         |
| CUL 101                     | Principles of Food Production I    | 3         |
| CUL 102                     | Principles of Food Production II   | 3         |
| <b>Total Semester Hours</b> |                                    | <b>15</b> |
| Second Semester             |                                    |           |
| CUL 145                     | Dining Room Operations             | 3         |
| HOS 130                     | Professional Etiquette and Manners | 3         |



|                                    |                            |           |
|------------------------------------|----------------------------|-----------|
| HOS 171                            | Food and Beverage Controls | 3         |
| CUL 235                            | Menu Planning              | 3         |
| HOS 264                            | Food and Beverage Pairing  | 3         |
| <b>Total Semester Hours</b>        |                            | <b>15</b> |
| <b>Total Required Credit Hours</b> |                            | <b>30</b> |

## Hospitality/Tourism-Management Associate in Applied Science

### Overview

### Program Description

The purpose of this program is to create training and employment opportunities for students in the field of hospitality and for those already in the workforce. The Hospitality/Tourism Management degree will produce graduates with the skills needed to be employable in many areas of hotel management, event planning, and food service industries. Graduates will be conversant in software skills and laws governing travel, hotels, restaurants, and alcohol service.

*The Hospitality/Tourism Management Associate in Applied Science degree allows students to select one concentration. **Students can only be awarded ONE associate in applied science degree in Hospitality/Tourism Management**. If students want to expand their knowledge of other Hospitality/Tourism Management areas of study, they may consider any available certificate under Culinary/Hospitality/Tourism Management. Likewise, **individual certificates can only be awarded once**.*

#### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day

### Requirements for Completion

A grade of "C" or higher in all courses is required.

### Employment Opportunities

Hotel management, event planning and food services industries

Visit our web pages at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/)

## Recommended Program Schedule

| First Semester |                                    | Hours |
|----------------|------------------------------------|-------|
| HOS 130        | Professional Etiquette and Manners | 3     |
| COL 105        | Freshman Seminar                   | 3     |
| CUL 155        | Sanitation                         | 3     |
| HOS 157        | Hospitality Service                | 3     |

|                             |                             |           |
|-----------------------------|-----------------------------|-----------|
| ENG 101                     | English Composition I       | 3         |
| or ENG 165                  | Professional Communications |           |
| <b>Total Semester Hours</b> |                             | <b>15</b> |

#### Second Semester

|                                         |                                 |           |
|-----------------------------------------|---------------------------------|-----------|
| MAT 155                                 | Contemporary Mathematics        | 3         |
| HOS 265                                 | Hotel, Restaurant & Travel Law  | 3         |
| HOS 256                                 | Hospitality Management Concepts | 3         |
| HOS 168                                 | Front Office Management         | 3         |
| Humanities Elective (HIS 201 preferred) |                                 | 3         |
| <b>Total Semester Hours</b>             |                                 | <b>15</b> |

#### Third Semester

|                                             |                         |          |
|---------------------------------------------|-------------------------|----------|
| ACC 101                                     | Accounting Principles I | 3        |
| HOS/CUL/BKP Elective <sup>1</sup>           |                         | 3        |
| Social Science Elective (PSC 201 preferred) |                         | 3        |
| <b>Total Semester Hours</b>                 |                         | <b>9</b> |

#### Fourth Semester

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| ACC 102                     | Accounting Principles II          | 3         |
| HOS 245                     | Hospitality Marketing             | 3         |
| HOS 162                     | Housekeeping Administration       | 3         |
| HOS 262                     | Hospitality Software Applications | 3         |
| SPC 205                     | Public Speaking                   | 3         |
| or SPC 209                  | Interpersonal Communication       |           |
| <b>Total Semester Hours</b> |                                   | <b>15</b> |

#### Fifth Semester

|                             |                                         |           |
|-----------------------------|-----------------------------------------|-----------|
| BUS 110                     | Entrepreneurship                        | 3         |
| HOS 128                     | Culinary Management and Human Resources | 3         |
| HOS 164                     | Travel and Tourism                      | 3         |
| HOS 161                     | Event Management                        | 3         |
| HOS 150                     | Hotel Management                        | 3         |
| <b>Total Semester Hours</b> |                                         | <b>15</b> |

**Total Required Credit Hours 69**

## Food and Beverage Concentration

| First Semester              |                                    | Hours     |
|-----------------------------|------------------------------------|-----------|
| HOS 130                     | Professional Etiquette and Manners | 3         |
| COL 105                     | Freshman Seminar                   | 3         |
| CUL 155                     | Sanitation                         | 3         |
| HOS 157                     | Hospitality Service                | 3         |
| ENG 101                     | English Composition I              | 3         |
| or ENG 165                  | Professional Communications        |           |
| <b>Total Semester Hours</b> |                                    | <b>15</b> |

#### Second Semester

|                                                   |                                 |           |
|---------------------------------------------------|---------------------------------|-----------|
| MAT 155                                           | Contemporary Mathematics        | 3         |
| HOS 265                                           | Hotel, Restaurant & Travel Law  | 3         |
| HOS 256                                           | Hospitality Management Concepts | 3         |
| CUL 101                                           | Principles of Food Production I | 3         |
| Humanities/Fine Arts Elective (HIS 201 preferred) |                                 | 3         |
| <b>Total Semester Hours</b>                       |                                 | <b>15</b> |

#### Third Semester

|                                   |                            |   |
|-----------------------------------|----------------------------|---|
| HOS 160                           | Purchasing for Hospitality | 3 |
| BKP/CUL/HOS Elective <sup>1</sup> |                            | 3 |

|                                             |           |
|---------------------------------------------|-----------|
| Social Science Elective (PSC 201 preferred) | 3         |
| <b>Total Semester Hours</b>                 | <b>9</b>  |
| <b>Fourth Semester</b>                      |           |
| ACC 101 Accounting Principles I             | 3         |
| HOS 245 Hospitality Marketing               | 3         |
| CUL 102 Principles of Food Production II    | 3         |
| HOS 171 Food and Beverage Controls          | 3         |
| SPC 205 Public Speaking                     | 3         |
| or SPC 209 Interpersonal Communication      |           |
| <b>Total Semester Hours</b>                 | <b>15</b> |
| <b>Fifth Semester</b>                       |           |
| ACC 102 Accounting Principles II            | 3         |
| CUL 235 Menu Planning                       | 3         |
| HOS 262 Hospitality Software Applications   | 3         |
| HOS 264 Food and Beverage Pairing           | 3         |
| CUL 145 Dining Room Operations              | 3         |
| <b>Total Semester Hours</b>                 | <b>15</b> |
| <b>Total Required Credit Hours</b>          | <b>69</b> |

- <sup>1</sup>
- Hospitality Management Track: One elective from the following: CUL 145 Dining Room Operations, CUL 235 Menu Planning, HOS 264 Food and Beverage Pairing, HOS 299 (<https://catalog.gvltec.edu/search/?P=HOS%20299>) Special Topics in Culinary Studies, CWE 113 (<https://catalog.gvltec.edu/search/?P=CWE%20113>) Cooperative Work Experience (NOTE: This class is reserved for Culinary/Hospitality students and requires instructor approval)
  - Food and Beverage Management Track: One elective from the following: CUL 103 Nutrition, CUL 108 Food Production Techniques, CUL 225 Buffet Organization, HOS 164 Travel and Tourism, HOS 299 Special Topics in Culinary Studies, CWE 113 Cooperative Work Experience I (NOTE: This class is reserved for Culinary/Hospitality students and requires instructor approval)

## Lodging and Tourism Management Certificate in Applied Science

### Overview

*Anticipated 2025FA start – Pending State Tech System and DOE approvals.*

### Program Description

This certificate allows for entry-level employment within the Hospitality and Tourism industry, including the hotel and lodging sector, travel and tourism sector, and/or entrepreneurial travel and tourism ventures. This certificate can be embedded within the AAS.HOS Hospitality and Tourism Management degree.

The purpose of this program is to create training and employment opportunities for students in the field of hospitality and advancement for those already in the workforce. The Travel and Tourism Management Certificate will produce graduates with the skills needed to be employable in many areas of hotel and lodging industry, including front desk, housekeeping management, rooms management, and special event management. Graduates will be competent in guest satisfaction and

service techniques, basic human resources management, and laws governing travel, hotels, restaurants, and alcohol service.

### Mission Statement

The Culinary Institute of the Carolinas Hospitality and Tourism Management program is dedicated to developing highly skilled future leaders in the diverse and global industry of hospitality and tourism. Our goal is to be recognized as the leader in professionalism and excellence in local and global hospitality and tourism through an engaging, dynamic, and community-focused curriculum and skilled, guest-focused graduates.

### Entrance Requirements

High school diploma or GED

- A grade of "C" or higher in all program courses is required.

### Type of Program

Day

### Requirements for Completion

High school diploma or GED

- A grade of "C" or higher in all program courses is required.

### Employment Opportunities

Hotel management, event planning and food services industries

Visit our web pages at [https://www.gvltec.edu/culinary\\_institute/](https://www.gvltec.edu/culinary_institute/)

### Recommended Program Schedule

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.

#### Preferred Sequence

| First Semester                     |                                         | Hours     |
|------------------------------------|-----------------------------------------|-----------|
| CUL 155                            | Sanitation                              | 3         |
| HOS 157                            | Hospitality Service                     | 3         |
| HOS 130                            | Professional Etiquette and Manners      | 3         |
| HOS 162                            | Housekeeping Administration             | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>12</b> |
| Second Semester                    |                                         |           |
| HOS 168                            | Front Office Management                 | 3         |
| HOS 265                            | Hotel, Restaurant & Travel Law          | 3         |
| HOS 128                            | Culinary Management and Human Resources | 3         |
| HOS 164                            | Travel and Tourism                      | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>12</b> |
| Third Semester                     |                                         |           |
| HOS 161                            | Event Management                        | 3         |
| HOS 150                            | Hotel Management                        | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                         | <b>30</b> |

# Early Care and Education Programs

- Child Care Assistant Certificate in Applied Science (p. 168)
- Early Care and Education Associate in Applied Science (p. 169)
- Early Childhood Development Certificate in Applied Science (p. 170)
- Early Childhood Special Education Certificate in Applied Science (p. 170)

## Courses

### **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*

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*

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 106 Observation of Young Children (3-0-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ECD 102 or ECD 203

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

### **ECD 107 Exceptional Children (3-0-3)**

*Offered Fall Semester*

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*

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*

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 Spring Semester*

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 (2-3-3)**

*Offered Fall Semester*

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*

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*

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 201 Principles of Ethics and Leadership in Early Care and Education (3-0-3)**

*Offered Fall Semester*

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*

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 Fall Semester*

Prerequisite: ECD 101

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 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*

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 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 252 Diversity Issues in Early Care and Education (3-0-3)***Offered Fall Semester*

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 Spring 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.

# Child Care Assistant Certificate in Applied Science

## Program Description

This program offers students a basic understanding of the needs of young children and prepares them to assist in the care and supervision of children in preschool programs.

## Mission Statement

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

## Entrance Requirements

High school diploma or GED

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with S.C. Code Section 63-13-40.
  - Documentation of freedom from TB, signed by a health care provider.

## Type of Program

Day, evening and limited online

## Requirements for Completion

A minimum grade of "C" is required for all ECD courses in order to count toward graduation.

## Employment Opportunities

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment

Visit our web page at <https://www.gvltec.edu/earlycare/>.

## Recommended Program Schedule

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.

| First Semester              |                                                       | Hours     |
|-----------------------------|-------------------------------------------------------|-----------|
| COL 111                     | E-Learning Success                                    | 1         |
| ECD 101                     | Introduction to Early Childhood                       | 3         |
| ECD 105                     | Guidance-Classroom Management Growth & Development II | 3         |
| ECD 107                     | Exceptional Children Growth & Development II          | 3         |
| ECD 201                     | Ethics and Leadership in ECE                          | 3         |
| <b>Total Semester Hours</b> |                                                       | <b>13</b> |

**Second Semester**

|                                         |                                                        |           |
|-----------------------------------------|--------------------------------------------------------|-----------|
| ECD 108                                 | Family and Community Relations Growth & Development II | 3         |
| ECD 135                                 | Health, Safety and Nutrition                           | 3         |
| ECD 237                                 | Methods and Materials                                  | 3         |
| Special Education Elective <sup>1</sup> |                                                        | 3         |
| <b>Total Semester Hours</b>             |                                                        | <b>12</b> |
| <b>Total Required Credit Hours</b>      |                                                        | <b>25</b> |

<sup>1</sup> Choose one of the following Special Education electives: ECD 210, ECD 254, ECD 259, or ECD 260.

## Early Care and Education Associate in Applied Science

### Program Description

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.

#### *Embedded Certificate*

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Mission Statement

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

### Entrance Requirements

High school diploma or GED

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal record check in compliance with S.C. Code Section 63-13-40.
  - Documentation of freedom from TB, signed by a health care provider.

### Type of Program

Day, evening and limited online

### Requirements for Completion

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.

### Program Accreditation

This program is accredited through the National Association for the Education of Young Children (NAEYC).

## 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

Visit our web page at <https://www.gvltec.edu/earlycare/>.

## Recommended Program Schedule

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.

| <b>First Semester</b>                           |                                                                     | <b>Hours</b> |
|-------------------------------------------------|---------------------------------------------------------------------|--------------|
| COL 105                                         | Freshman Seminar                                                    | 3            |
| COL 111                                         | E-Learning Success                                                  | 1            |
| ECD 101                                         | Introduction to Early Childhood <sup>4</sup>                        | 3            |
| ECD 102                                         | Growth and Development I <sup>1,4</sup>                             | 3            |
| ENG 101                                         | English Composition I <sup>2</sup>                                  | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>13</b>    |
| <b>Second Semester</b>                          |                                                                     |              |
| ECD 108                                         | Family and Community Relations Growth & Development II <sup>4</sup> | 3            |
| ECD 135                                         | Health, Safety and Nutrition <sup>4</sup>                           | 3            |
| ECD 203                                         | Growth and Development II <sup>1,4</sup>                            | 3            |
| MAT 155                                         | Contemporary Mathematics <sup>2</sup>                               | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>12</b>    |
| <b>Third Semester</b>                           |                                                                     |              |
| ECD 105                                         | Guidance-Classroom Management Growth & Development II <sup>4</sup>  | 3            |
| ECD 106                                         | Observation of Young Children <sup>4</sup>                          | 3            |
| PSY 201                                         | General Psychology <sup>2</sup>                                     | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>9</b>     |
| <b>Fourth Semester</b>                          |                                                                     |              |
| ECD 107                                         | Exceptional Children Growth & Development II                        | 3            |
| ECD 132                                         | Creative Experiences <sup>1</sup>                                   | 3            |
| ECD 133                                         | Science and Math Concepts                                           | 3            |
| ECD 201                                         | Ethics and Leadership in ECE                                        | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>12</b>    |
| <b>Fifth Semester</b>                           |                                                                     |              |
| ECD 131                                         | Language Arts <sup>1</sup>                                          | 3            |
| ECD 237                                         | Methods and Materials                                               | 3            |
| SPC 205                                         | Public Speaking <sup>2</sup>                                        | 3            |
| Early Childhood Education Elective <sup>3</sup> |                                                                     | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>12</b>    |
| <b>Sixth Semester</b>                           |                                                                     |              |
| ECD 243                                         | Supervised Field Experience I <sup>1</sup>                          | 3            |
| Humanities Requirement <sup>2</sup>             |                                                                     | 3            |
| <b>Total Semester Hours</b>                     |                                                                     | <b>6</b>     |
| <b>Total Required Credit Hours</b>              |                                                                     | <b>64</b>    |



<sup>1</sup> Course with required lab hours in the Greenville Technical College Child Development Center

<sup>2</sup> General education course

<sup>3</sup> ECD Elective - Choose one:

- ECD 109 Administration and Supervision
- ECD 205 Soc & Group Care of Infants & Toddlers
- ECD 210 Early Childhood Intervention
- ECD 252 Diversity Issues in Early Care & Educ
- ECD 254 Facilit & Environ Mgt for ECD Spec Educ
- ECD 259 Behavior Management for Special Needs
- ECD 260 Methods of Teaching Spec Needs Students
- ECD 280 Registered Behavior Technician

<sup>4</sup> It is strongly recommended to take the courses ECD 101, ECD 102, ECD 105, ECD 106, ECD 108, ECD 135, and ECD 203 during the 1st year.

## Early Childhood Development Certificate in Applied Science

### Program Description

This program gives students a basic understanding of the needs of young children and prepares them to implement quality pre-school programming.

### Mission Statement

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

### Entrance Requirements

High school diploma or GED

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with S.C. Code Section 63-13-40
  - Documentation of freedom from TB, signed by a health care provider

### Type of Program

Day, evening and limited online

### Requirements for Completion

A minimum grade of "C" is required for all ECD courses in order to count toward graduation.

### Employment Opportunities

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment

Visit our web page at <https://www.gvltec.edu/earlycare/>.

## Recommended Program Schedule

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.

| First Semester                     |                                                       | Hours     |
|------------------------------------|-------------------------------------------------------|-----------|
| ECD 101                            | Introduction to Early Childhood                       | 3         |
| ECD 102                            | Growth and Development I <sup>1</sup>                 | 3         |
| ECD 132                            | Creative Experiences <sup>1</sup>                     | 3         |
| ECD 133                            | Science and Math Concepts                             | 3         |
| <b>Total Semester Hours</b>        |                                                       | <b>12</b> |
| Second Semester                    |                                                       |           |
| COL 111                            | E-Learning Success                                    | 1         |
| ECD 131                            | Language Arts <sup>1</sup>                            | 3         |
| ECD 135                            | Health, Safety and Nutrition                          | 3         |
| ECD 203                            | Growth and Development II <sup>1</sup>                | 3         |
| <b>Total Semester Hours</b>        |                                                       | <b>10</b> |
| Third Semester                     |                                                       |           |
| ECD 105                            | Guidance-Classroom Management Growth & Development II | 3         |
| ECD 107                            | Exceptional Children Growth & Development II          | 3         |
| <b>Total Semester Hours</b>        |                                                       | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                                                       | <b>28</b> |

<sup>1</sup> Indicates course with required lab hours in the Greenville Technical College Child Development Center

## Early Childhood Special Education Certificate in Applied Science

### Program Description

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.

### Mission Statement

The Early Childhood Department views its primary mission as educating and preparing those who work with young children and providing students with opportunities to develop the knowledge, skills and dispositions necessary to meet the needs of all learners.

### Entrance Requirements

High school diploma or GED

- Upon enrollment in a lab course, students must have
  - Documentation of a criminal background check in compliance with the S.C. Code Section 63-13-40
  - Documentation of freedom from TB, signed by a health care provider

## Type of Program

Day, evening and limited online

- All courses may be completed online, with the exception of the elective, which indicates a course with required lab hours in a designated program

## Requirements for Completion

A minimum grade of "C" is required for all ECD courses in order to count toward graduation.

## Employment Opportunities

Centers for children with special needs, child care centers, preschools, Head Start and Early Head Start programs, child development centers

Visit our web page at <https://www.gvltec.edu/earlycare/>.

## Recommended Program Schedule

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.

| First Semester                     |                                                                            | Hours     |
|------------------------------------|----------------------------------------------------------------------------|-----------|
| COL 111                            | E-Learning Success                                                         | 1         |
| ECD 107                            | Exceptional Children Growth & Development II                               | 3         |
| ECD 135                            | Health, Safety and Nutrition                                               | 3         |
| <b>Total Semester Hours</b>        |                                                                            | <b>7</b>  |
| Second Semester                    |                                                                            |           |
| ECD 108                            | Family and Community Relations Growth & Development II                     | 3         |
| ECD 259                            | Behavior Management for Special Needs                                      | 3         |
| ECD 260                            | Methods of Teaching Spec Needs Students                                    | 3         |
| <b>Total Semester Hours</b>        |                                                                            | <b>9</b>  |
| Third Semester                     |                                                                            |           |
| ECD 210                            | Early Childhood Intervention                                               | 3         |
| ECD 254                            | Facilit & Environ Mgt for ECD Spec Educ                                    | 3         |
| Lab Elective (choose one):         |                                                                            | 3         |
| ECD 257<br>or ECD 280              | Super Field Exp in Early Child Spec Educ<br>Registered Behavior Technician |           |
| <b>Total Semester Hours</b>        |                                                                            | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                                                            | <b>25</b> |

## Electronics Engineering Technology Programs

- Electrical Controls Technology Certificate in Applied Science (p. 172)
- Electronics Engineering Technology Associate in Applied Science (p. 172)

## Courses

### EET 111 DC Circuits (3-3-4)

*Offered Spring and Summer Semesters*

Co-requisite: MAT 110

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 Summer and Fall Semesters*

Prerequisites: EET 111 and MAT 110

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 Fall and Spring 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 Spring and Summer 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 Fall and Spring Semesters*

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 Fall and Spring Semesters*

Prerequisite: EET 112 or PHY 202 or PHY 222 or Instructor Permission

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

### EET 233 Control Systems (3-3-4)

*Offered Spring and Summer 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 Summer and Fall 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 Spring and Summer 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 Academic Program Director Permissions

This course includes the construction and testing of an instructor-approved project. This is an opportunity for the student to do self-paced independent research, design and construction of a project of the individual's choice. A written report is required.

## Electrical Controls Technology Certificate in Applied Science

### Overview

### Program Description

The Electrical Controls Technology certificate program will train students in the basics of electricity and controls to be used in a manufacturing environment.

### Mission Statement

The Electronics Engineering Technology program will equip graduates to use their training and education to provide engineering and technological support to local industry and manufacturing while encouraging them to stay at the cutting edge of changing technologies through continued life-long learning.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day or evening

### Requirements for Completion

*Requires a minimum grade of "C" in all courses with the exception of General Education Courses.*

Visit our department web page at <https://www.gvltec.edu/eet/>.

### Recommended Program Schedule

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.

| First Semester              |                          | Hours |
|-----------------------------|--------------------------|-------|
| EET 111                     | DC Circuits              | 4     |
| Total Semester Hours        |                          | 4     |
| Second Semester             |                          |       |
| EET 145                     | Digital Circuits         | 4     |
| EET 112                     | AC Circuits              | 4     |
| Total Semester Hours        |                          | 8     |
| Third Semester              |                          |       |
| EET 227                     | Electrical Machinery     | 3     |
| Total Semester Hours        |                          | 3     |
| Fourth Semester             |                          |       |
| EET 233                     | Control Systems          | 4     |
| Total Semester Hours        |                          | 4     |
| Fifth Semester              |                          |       |
| EET 235                     | Programmable Controllers | 3     |
| Total Semester Hours        |                          | 3     |
| Total Required Credit Hours |                          | 22    |

## Electronics Engineering Technology Associate in Applied Science

### Program Description

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.

**Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### Mission Statement

The Electronics Engineering Technology program will equip graduates to use their training and education to provide engineering and technological support to local industry and manufacturing while encouraging them to stay at the cutting edge of changing technologies through continued life-long learning.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day or evening

### Program Accreditation

The EET Associate in Applied Science program is accredited by the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

## Employment Opportunities

Power companies, manufacturing, computer and service industries

## Transfer Options

Students planning to transfer and pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for specific career pathways 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 transfer to a four-year institution has been made.

- 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 choose the substitute courses as listed for the EET course.

Visit our web page at <https://www.gvltec.edu/eet/>.

## Recommended Program Schedule

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.

| First Semester              |                                                   | Hours     |
|-----------------------------|---------------------------------------------------|-----------|
| EET 145                     | Digital Circuits                                  | 4         |
| EGR 130                     | Engr Tech Applications & Programming <sup>1</sup> | 3         |
| or EGR 269                  | Engineering Disciplines and Skills                |           |
| ENG 101                     | English Composition I                             | 3         |
| MAT 110                     | College Algebra                                   | 3         |
| COL 105                     | Freshman Seminar                                  | 3         |
| <b>Total Semester Hours</b> |                                                   | <b>16</b> |
| Second Semester             |                                                   |           |
| EET 111                     | DC Circuits                                       | 4         |
| EET 251                     | Microprocessor Fundamentals                       | 4         |
| MAT 111                     | College Trigonometry                              | 3         |
| PHY 201                     | Physics I                                         | 4         |
| or PHY 221                  | University Physics I                              |           |
| <b>Total Semester Hours</b> |                                                   | <b>15</b> |
| Third Semester              |                                                   |           |
| EET 112                     | AC Circuits                                       | 4         |
| EET 243                     | Data Communications                               | 3         |
| or IST 220                  | Data Communications                               |           |
| SPC 205                     | Public Speaking                                   | 3         |
| <b>Total Semester Hours</b> |                                                   | <b>10</b> |

### Fourth Semester

|                              |                       |              |
|------------------------------|-----------------------|--------------|
| EGT 151                      | Introduction to CAD   | 3            |
| EET 131                      | Active Devices        | 4            |
| EET 227                      | Electrical Machinery  | 3            |
| Select one of the following: |                       | 4            |
| PHY 202                      | Physics II            |              |
| PHY 222                      | University Physics II |              |
| CHM 110                      | College Chemistry I   |              |
| Humanities elective          |                       | 3-4          |
| <b>Total Semester Hours</b>  |                       | <b>17-18</b> |

### Fifth Semester

|                                    |                            |              |
|------------------------------------|----------------------------|--------------|
| EET 141                            | Electronic Circuits        | 4            |
| EET 233                            | Control Systems            | 4            |
| EET 235                            | Programmable Controllers   | 3            |
| EET 273                            | Electronics Senior Project | 1-3          |
| or CPT 234                         | C Programming I            |              |
| Social/Behavioral Science elective |                            | 3            |
| <b>Total Semester Hours</b>        |                            | <b>15-17</b> |
| <b>Total Required Credit Hours</b> |                            | <b>73-76</b> |

<sup>1</sup> Students who substitute EGR 269 Engineering Disciplines and Skills for EGR 130 Engr Tech Applications & Programming must take an additional credit hour to meet the total hours required for graduation.

<sup>2</sup> Students who substitute ECE classes for EET classes will need to take an additional one credit hour ECE lab course. Please contact your advisor.

## Engineering Design Technology Programs

- 3D Design & Digital Manufacturing Certificate in Applied Science (p. 174)
- 3D Modeling CAD Design Certificate in Applied Science (p. 175)
- Engineering Design Technology Associate in Applied Science (p. 175)

## Courses

### EGT 110 Engineering Graphics I (2-6-4)

*Offered Fall, Spring, and Summer Semesters*

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 Fall and Spring Semesters*

Prerequisite: EGT 110

Co-requisite: EGR 210 or EGR 275

This course in engineering graphics science includes additional drawing techniques for industrial applications.

**EGT 119 Geometrics (3-0-3)***Offered Summer Semester*

Prerequisites: EGT 115 and EGR 210 or EGR 275

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 151 Introduction to CAD (2-3-3)***Offered Fall, Spring, and Summer Semesters*

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This course includes mechanical and electrical applications using 2D AutoCAD as the design software.

**EGT 210 Engineering Graphics III (2-6-4)***Offered Fall Semester*

Prerequisites: EGT 115 and EGR 210 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 Spring Semester*

Prerequisites: EGT 115, EGT 119, 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 245 Principles of Parametric CAD (2-3-3)***Offered Fall Semester*

Prerequisite: EGR 210 or EGR 275, or Instructor Permission

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 V5 3D CAD software.

**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.

## 3D Design & Digital Manufacturing Certificate in Applied Science

### Program Description

This certificate includes SolidWorks, CATIA V5, GD&T and Mastercam or CAMWorks, to enhance the student's abilities in order to expand their employment opportunities in engineering and manufacturing, including the automotive and aerospace sectors.

This certificate allows technicians in engineering and manufacturing to add new knowledge and skills in order to bridge the gap between 3D CAD design and the fabrication of products in the digital manufacturing environment, including subtractive and additive manufacturing, 3D printing, 3D laser scanning, reverse engineering, CNC programming and metrology/CMM processes.

### Mission Statement

This certificate gives technicians in engineering & manufacturing additional skills to cross over the gap between 3D CAD design and the skills of fabricating products in the digital manufacturing environment – including subtractive & additive manufacturing, CNC programming, 3D scanning, quality control and metrology.

### Entrance Requirements

High school diploma or GED

Students must be a graduate from one of the following programs or have equivalent industrial knowledge/experience:

- Associate Degree in CNC Technology
- Engineering (CAD) Design Technology
- Mechanical Engineering Technology
- Machine Tool Technology
- Certificate in 3D CAD Modeling Design

### Type of Program

Day or evening

### Employment Opportunities

Manufacturing, engineering companies, product design and machine design companies.

Visit our web page at <https://www.gvltec.edu/edt/>.

### Recommended Program Schedule

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.

| First Semester        |                                                                                    | Hours |
|-----------------------|------------------------------------------------------------------------------------|-------|
| MTT 121               | Machine Tool Theory I                                                              | 3     |
| EGR 275               | Introduction to Engineering/Computer Graphics                                      | 3     |
| Total Semester Hours  |                                                                                    | 6     |
| Second Semester       |                                                                                    |       |
| MTT 245               | Rapid Prototype Setup and Operations                                               | 3     |
| EGT 119               | Geometrics                                                                         | 3     |
| EGT 245               | Principles of Parametric CAD                                                       | 3     |
| Total Semester Hours  |                                                                                    | 9     |
| Third Semester        |                                                                                    |       |
| QAT 209<br>or MTT 243 | Adv Metrology & Coord Measure Machines<br>Adv Dimensional Metrology for Machinists | 3     |
| MTT 250               | Principles of CNC                                                                  | 3     |
| MTT 251               | CNC Operations                                                                     | 3     |
| Total Semester Hours  |                                                                                    | 9     |
| Fourth Semester       |                                                                                    |       |
| EGT 252               | Advanced CAD                                                                       | 3     |



|                                    |                   |           |
|------------------------------------|-------------------|-----------|
| MTT 254                            | CNC Programming I | 3         |
| or MTT 258                         | Machine Tool CAM  |           |
| <b>Total Semester Hours</b>        |                   | <b>6</b>  |
| <b>Total Required Credit Hours</b> |                   | <b>30</b> |

## 3D Modeling CAD Design Certificate in Applied Science

### Program Description

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.

### Mission Statement

The mission of the 3D Modeling CAD Design certificate is to provide students with a foundation of industrial 3D Solid Modeling CAD skills, along with 3D printing and manufacturing processes, in order to contribute in the workplace as a CAD design technician.

### Entrance Requirements

High school diploma or GED

### Type of Program

Day or evening

### Employment Opportunities

Manufacturing, engineering companies, product design and machine design companies.

Visit our web page at <https://www.gvltec.edu/edt/>.

### Recommended Program Schedule

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.

| First Semester              |                                               | Hours     |
|-----------------------------|-----------------------------------------------|-----------|
| EGT 110                     | Engineering Graphics I                        | 4         |
| EGR 130                     | Engr Tech Applications & Programming          | 3         |
| EGT 151                     | Introduction to CAD                           | 3         |
| <b>Total Semester Hours</b> |                                               | <b>10</b> |
| Second Semester             |                                               |           |
| EGT 115                     | Engineering Graphics II                       | 4         |
| EGR 175                     | Manufacturing Processes                       | 3         |
| EGR 275                     | Introduction to Engineering/Computer Graphics | 3         |
| <b>Total Semester Hours</b> |                                               | <b>10</b> |
| Third Semester              |                                               |           |
| EGT 245                     | Principles of Parametric CAD                  | 3         |

|                                    |              |           |
|------------------------------------|--------------|-----------|
| EGT 252                            | Advanced CAD | 3         |
| <b>Total Semester Hours</b>        |              | <b>6</b>  |
| <b>Total Required Credit Hours</b> |              | <b>26</b> |

## Engineering Design Technology Associate in Applied Science

### Program Description

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.

#### Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form ([https://www.gvltec.edu/admissions\\_aid/student\\_forms/](https://www.gvltec.edu/admissions_aid/student_forms/)) requesting to opt out of the embedded certificate.

### 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

High school diploma or GED

### Type of Program

Day or evening

### Requirements for Completion

To graduate with an associate degree, candidates must meet the computer competency requirement by taking EGR 130 Engineering Technology Applications and Programming or by passing the exemption exam at a cost to be assessed by the college.

### Program Accreditation

The EDT Associate in Applied Science program is accredited by the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

### Employment Opportunities

Manufacturing, industrial, engineering, mechanical contractors, design & build

Visit our web page at <https://www.gvltec.edu/edt/>.

### Recommended Program Schedule

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.

| First Semester                          |                                                      | Hours     |
|-----------------------------------------|------------------------------------------------------|-----------|
| COL 105                                 | Freshman Seminar                                     | 3         |
| EGT 110                                 | Engineering Graphics I                               | 4         |
| EGT 151                                 | Introduction to CAD                                  | 3         |
| ENG 101                                 | English Composition I                                | 3         |
| MAT 110                                 | College Algebra                                      | 3         |
| <b>Total Semester Hours</b>             |                                                      | <b>16</b> |
| Second Semester                         |                                                      |           |
| EGR 130                                 | Engr Tech Applications & Programming                 | 3         |
| EGT 115                                 | Engineering Graphics II                              | 4         |
| EGR 275                                 | Introduction to Engineering/Computer Graphics        | 3         |
| MAT 111                                 | College Trigonometry                                 | 3         |
| MTT 121                                 | Machine Tool Theory I                                | 3         |
| <b>Total Semester Hours</b>             |                                                      | <b>16</b> |
| Third Semester                          |                                                      |           |
| EGR 175                                 | Manufacturing Processes                              | 3         |
| EGT 119                                 | Geometrics                                           | 3         |
| PHY 201                                 | Physics I                                            | 4         |
| Social/Behavioral Elective <sup>1</sup> |                                                      | 3         |
| <b>Total Semester Hours</b>             |                                                      | <b>13</b> |
| Fourth Semester                         |                                                      |           |
| EGT 210                                 | Engineering Graphics III                             | 4         |
| EGT 245                                 | Principles of Parametric CAD                         | 3         |
| EGR 170                                 | Engineering Materials                                | 3         |
| EGR 194                                 | Statics and Strength of Materials                    | 4         |
| SPC 205                                 | Public Speaking                                      | 3         |
| <b>Total Semester Hours</b>             |                                                      | <b>17</b> |
| Fifth Semester                          |                                                      |           |
| EGT 215                                 | Mechanical Drawing Applications                      | 4         |
| EGT 252                                 | Advanced CAD                                         | 3         |
| Select one of the following:            |                                                      | 2         |
| EGR 255                                 | Engineering Tech Senior Systems Project <sup>2</sup> |           |
| CWE                                     | Cooperative Work Experience <sup>2</sup>             |           |
| MAT 120                                 | Probability and Statistics                           | 3         |
| Humanities /Fine Arts Elective          |                                                      | 3         |
| <b>Total Semester Hours</b>             |                                                      | <b>15</b> |
| <b>Total Required Credit Hours</b>      |                                                      | <b>77</b> |

<sup>1</sup> Approved Social/Behavioral Electives

- ECO 211 Microeconomics
- PSY 201 General Psychology
- SOC 101 Introduction to Sociology

<sup>2</sup> Department head approval required (two-course minimum)

## Engineering Fundamentals

- Engineering Fundamentals Associate in Applied Science (p. 176)

## Engineering Fundamentals Associate in Applied Science

*Anticipated 2026SP start – Pending State Tech System and DOE approvals.*

### Program Description

The Engineering Fundamentals degree program at Greenville Tech allows students to complete the first two years of their education before transferring to a four-year institution to pursue a Bachelor of Science in an engineering discipline.

The Engineering Fundamentals Associate in Applied Science degree allows students to select a concentration from the following list.

- The **Automotive/Mechanical Engineering Concentrations** offers students an introduction to engineering principles, design methodologies, and analytical techniques essential for the development and improvement of mechanical systems and products. Through a combination of theoretical coursework and hands-on projects, students learn to apply their knowledge to real-world challenges in areas such as thermodynamics, fluid dynamics, materials science, and mechanics. This program prepares graduates for further study in mechanical engineering at a four-year institution, equipping them to develop and improve mechanical systems across diverse industries, including automotive, aerospace, and manufacturing.
- The **Civil Engineering Concentration** provides students with a solid foundation in the principles of engineering, design, and project management necessary for the planning, construction, and maintenance of infrastructure and environmental systems. Through a blend of theoretical coursework and practical experience, students explore key areas such as structural analysis and geotechnical engineering. This program prepares graduates for further study in civil engineering at a four-year institution, equipping them to tackle real-world challenges in urban development, infrastructure, and environmental sustainability.
- The **Chemical Engineering Concentration** offers students an essential understanding of chemistry fundamentals during the first two years of study. Through a mix of chemistry coursework and introductory engineering classes, students explore key areas such as organic chemistry, physical chemistry, and chemical processes. This program prepares graduates for further study in chemical engineering at a four-year institution, equipping them to pursue careers in fields such as pharmaceuticals, environmental science, and materials development.
- The **Computer Engineering Concentration** equips students with a foundational understanding of computer systems, hardware, and software design, preparing them for careers in a rapidly evolving technology landscape. Through a combination of theoretical coursework and hands-on projects, students delve into key areas such as digital logic design, microprocessors, embedded systems, and software engineering. This program prepares graduates for further study in computer engineering at a four-year institution, equipping them to innovate and develop solutions in various industries, including telecommunications, robotics, and cybersecurity.
- The **Electrical Engineering Concentration** offers students an essential understanding of electrical systems, circuits, and technology. Through a blend of theoretical coursework and practical

experience, students explore key areas such as circuit analysis, signal processing, electronics. This program prepares graduates for further study in electrical engineering at a four-year institution, equipping them to contribute to advancements in various fields, including power systems, communications, and automation.

While the program was designed for transfer to Clemson University, the courses are also accepted at many major universities in South Carolina, including The Citadel and USC. Students should consult an advisor at their intended transfer institution to confirm course eligibility. Those wishing to transfer into one of Clemson's 11 engineering majors must complete a minimum of 30 transferable credit hours with a GPA of at least 2.7; meeting these requirements does not guarantee acceptance.

## Mission Statement

The Engineering Fundamentals program is dedicated to facilitating the successful transfer of students to four-year institutions by offering high-quality, affordable engineering education directly in the Greenville area. Tailored for high school graduates who may not have been accepted directly into a four-year engineering program, as well as those facing financial constraints or individuals returning to academics, the program provides a supportive pathway to academic and professional success. Through personalized guidance and a robust curriculum, we empower students to achieve their educational goals and pursue their passion for engineering.

## Entrance Requirements

High school diploma or equivalent and meet the eligibility requirements for MAT-140 Analytical Geometry and Calculus I, which includes completing MAT-111 College Trigonometry or achieving a satisfactory placement score. Students who do not meet the math requirements are encouraged to register for an appropriate Engineering Technology associate degree program prior to transferring to the Engineering Fundamentals program.

## Type of Program

Associate degree (day, evening, online)

## Requirements for Completion

Students must complete course requirements with a minimum of 2.7 GPA.

## Transfer Requirements

Students planning to transfer and pursue a bachelor's degree are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for transfer tracks 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 transfer to a four-year institution has been made.

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.

Visit our web page at [https://www.gvltec.edu/academics\\_learning/engineering-professional-studies/engineering\\_transfer/index.html](https://www.gvltec.edu/academics_learning/engineering-professional-studies/engineering_transfer/index.html) ([https://www.gvltec.edu/academics\\_learning/engineering-professional-studies/engineering\\_transfer/](https://www.gvltec.edu/academics_learning/engineering-professional-studies/engineering_transfer/))

## Recommended Program Schedule

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.

## The Automotive/Mechanical Engineering Concentration

### Preferred Sequence

| First Semester                                        |                                    | Hours        |
|-------------------------------------------------------|------------------------------------|--------------|
| CHM 110                                               | College Chemistry I                | 4            |
| ENG 101                                               | English Composition I              | 3            |
| MAT 140                                               | Analytical Geometry and Calculus I | 4            |
| EGR 269                                               | Engineering Disciplines and Skills | 3            |
| Social Science Elective (transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                           |                                    | <b>17-18</b> |

| Second Semester                                   |                                   | Hours        |
|---------------------------------------------------|-----------------------------------|--------------|
| ENG 102                                           | English Composition II            | 3            |
| MAT 141                                           | Analytical Geometry & Calculus II | 4            |
| PHY 221                                           | University Physics I              | 4            |
| EGR 270                                           | Introduction to Engineering       | 3            |
| Humanities Elective (transferable) <sup>1,2</sup> |                                   | 3-4          |
| <b>Total Semester Hours</b>                       |                                   | <b>17-18</b> |

| Third Semester              |                                               | Hours     |
|-----------------------------|-----------------------------------------------|-----------|
| PHY 222                     | University Physics II                         | 4         |
| EGR 209                     | Statistics for Engineers                      | 3         |
| EGR 275                     | Introduction to Engineering/Computer Graphics | 3         |
| <b>Total Semester Hours</b> |                                               | <b>10</b> |

| Fourth Semester             |                                          | Hours     |
|-----------------------------|------------------------------------------|-----------|
| MAT 240                     | Analytical Geometry and Calculus III     | 4         |
| ECE 221                     | Introduction to Electrical Engineering I | 3         |
| ECE 220                     | Electrical Engineering Lab I             | 1         |
| EGR 260                     | Engineering Statics                      | 3         |
| EGR 206                     | Introduction to Materials Science        | 3         |
| <b>Total Semester Hours</b> |                                          | <b>14</b> |

| Fifth Semester |                                          | Hours |
|----------------|------------------------------------------|-------|
| MAT 242        | Differential Equations                   | 4     |
| EGR 262        | Engineering Dynamics                     | 3     |
| EGR 203        | Foundations of Fluid and Thermal Systems | 3     |
| EGR 204        | Mechanics of Materials                   | 3     |

|                                              |              |
|----------------------------------------------|--------------|
| Literature Elective (200 Level transferable) | 3            |
| <b>Total Semester Hours</b>                  | <b>16</b>    |
| <b>Total Required Credit Hours</b>           | <b>74-76</b> |

<sup>1</sup> South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students planning to transfer to a BS degree should consider PSC 201 American Government as the social science requirement OR HIS 201 American History: Discovery to 1877 as the humanities requirement.

<sup>2</sup> It is recommended that you check with an advisor at the school you are interested in transferring to about specifics regarding requirements, electives, and those courses that they accept in transfer.

## Civil Engineering Concentration

### Preferred Sequence

| First Semester                                    |                                    | Hours        |
|---------------------------------------------------|------------------------------------|--------------|
| CHM 110                                           | College Chemistry I                | 4            |
| ENG 101                                           | English Composition I              | 3            |
| MAT 140                                           | Analytical Geometry and Calculus I | 4            |
| EGR 269                                           | Engineering Disciplines and Skills | 3            |
| Humanities Elective (transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                       |                                    | <b>17-18</b> |

### Second Semester

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| ENG 102                     | English Composition II            | 3         |
| MAT 141                     | Analytical Geometry & Calculus II | 4         |
| PHY 221                     | University Physics I              | 4         |
| EGR 270                     | Introduction to Engineering       | 3         |
| GLY 101                     | Physical Geology                  | 4         |
| <b>Total Semester Hours</b> |                                   | <b>18</b> |

### Third Semester

|                             |                                 |           |
|-----------------------------|---------------------------------|-----------|
| PHY 222                     | University Physics II           | 4         |
| EGR 209                     | Statistics for Engineers        | 3         |
| EGR 210                     | Introduction to Engineering CAD | 3         |
| <b>Total Semester Hours</b> |                                 | <b>10</b> |

### Fourth Semester

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| MAT 240                     | Analytical Geometry and Calculus III | 4         |
| EGR 260                     | Engineering Statics                  | 3         |
| EGR 206                     | Introduction to Materials Science    | 3         |
| EGR 285                     | Engineering Surveying I              | 3         |
| EGR 295                     | Engineering Surveying Lab I          | 1         |
| <b>Total Semester Hours</b> |                                      | <b>14</b> |

### Fifth Semester

|                                                       |                        |     |
|-------------------------------------------------------|------------------------|-----|
| MAT 242                                               | Differential Equations | 4   |
| EGR 262                                               | Engineering Dynamics   | 3   |
| EGR 204                                               | Mechanics of Materials | 3   |
| Social Science Elective (transferable) <sup>1,2</sup> |                        | 3-4 |

|                                              |              |
|----------------------------------------------|--------------|
| Literature Elective (200 Level transferable) | 3            |
| <b>Total Semester Hours</b>                  | <b>16-17</b> |
| <b>Total Required Credit Hours</b>           | <b>75-77</b> |

<sup>1</sup> South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students planning to transfer to a BS degree should consider PSC 201 American Government as the social science requirement OR HIS 201 American History: Discovery to 1877 as the humanities requirement.

<sup>2</sup> It is recommended that you check with an advisor at the school you are interested in transferring to about specifics regarding requirements, electives, and those courses that they accept in transfer.

## Chemical Engineering Concentration

### Preferred Sequence

| First Semester                                    |                                    | Hours        |
|---------------------------------------------------|------------------------------------|--------------|
| CHM 110                                           | College Chemistry I                | 4            |
| ENG 101                                           | English Composition I              | 3            |
| MAT 140                                           | Analytical Geometry and Calculus I | 4            |
| EGR 269                                           | Engineering Disciplines and Skills | 3            |
| Humanities Elective (transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                       |                                    | <b>17-18</b> |

### Second Semester

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| ENG 102                     | English Composition II            | 3         |
| MAT 141                     | Analytical Geometry & Calculus II | 4         |
| PHY 221                     | University Physics I              | 4         |
| CHM 111                     | College Chemistry II              | 4         |
| <b>Total Semester Hours</b> |                                   | <b>15</b> |

### Third Semester

|                                                       |                          |              |
|-------------------------------------------------------|--------------------------|--------------|
| PHY 222                                               | University Physics II    | 4            |
| EGR 209                                               | Statistics for Engineers | 3            |
| Social Science Elective (transferable) <sup>1,2</sup> |                          | 3-4          |
| <b>Total Semester Hours</b>                           |                          | <b>10-11</b> |

### Fourth Semester

|                             |                                          |           |
|-----------------------------|------------------------------------------|-----------|
| MAT 240                     | Analytical Geometry and Calculus III     | 4         |
| ECE 221                     | Introduction to Electrical Engineering I | 3         |
| ECE 220                     | Electrical Engineering Lab I             | 1         |
| CHM 211                     | Organic Chemistry I                      | 4         |
| EGR 270                     | Introduction to Engineering              | 3         |
| <b>Total Semester Hours</b> |                                          | <b>15</b> |

### Fifth Semester

|                                              |                        |   |
|----------------------------------------------|------------------------|---|
| MAT 242                                      | Differential Equations | 4 |
| CHM 212                                      | Organic Chemistry II   | 4 |
| Literature Elective (200 Level transferable) |                        | 3 |
| SPC 205                                      | Public Speaking        | 3 |

|                                    |                                               |              |
|------------------------------------|-----------------------------------------------|--------------|
| EGR 275                            | Introduction to Engineering/Computer Graphics | 3            |
| <b>Total Semester Hours</b>        |                                               | <b>17</b>    |
| <b>Total Required Credit Hours</b> |                                               | <b>74-76</b> |

<sup>1</sup> South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students planning to transfer to a BS degree should consider PSC 201 American Government as the social science requirement OR HIS 201 American History: Discovery to 1877 as the humanities requirement.

<sup>2</sup> It is recommended that you check with an advisor at the school you are interested in transferring to about specifics regarding requirements, electives, and those courses that they accept in transfer.

## Computer Engineering Concentration

### Preferred Sequence

| First Semester                                    |                                    | Hours        |
|---------------------------------------------------|------------------------------------|--------------|
| CHM 110                                           | College Chemistry I                | 4            |
| ENG 101                                           | English Composition I              | 3            |
| MAT 140                                           | Analytical Geometry and Calculus I | 4            |
| EGR 269                                           | Engineering Disciplines and Skills | 3            |
| Humanities Elective (transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                       |                                    | <b>17-18</b> |

### Second Semester

|                             |                                         |           |
|-----------------------------|-----------------------------------------|-----------|
| ENG 102                     | English Composition II                  | 3         |
| MAT 141                     | Analytical Geometry & Calculus II       | 4         |
| PHY 221                     | University Physics I                    | 4         |
| EGR 202                     | Introduction to Engineering Programming | 3         |
| ECE 211                     | Introduction to Computer Engineering I  | 3         |
| ECE 210                     | Computer Engineering Lab I              | 1         |
| <b>Total Semester Hours</b> |                                         | <b>18</b> |

### Third Semester

|                             |                                         |          |
|-----------------------------|-----------------------------------------|----------|
| PHY 222                     | University Physics II                   | 4        |
| ECE 212                     | Introduction to Computer Engineering II | 3        |
| ECE 215                     | Computer Engineering Lab II             | 1        |
| <b>Total Semester Hours</b> |                                         | <b>8</b> |

### Fourth Semester

|                                                       |                                          |              |
|-------------------------------------------------------|------------------------------------------|--------------|
| MAT 240                                               | Analytical Geometry and Calculus III     | 4            |
| SPC 205                                               | Public Speaking                          | 3            |
| EGR 270                                               | Introduction to Engineering              | 3            |
| ECE 221                                               | Introduction to Electrical Engineering I | 3            |
| ECE 220                                               | Electrical Engineering Lab I             | 1            |
| Social Science Elective (transferable) <sup>1,2</sup> |                                          | 3-4          |
| <b>Total Semester Hours</b>                           |                                          | <b>17-18</b> |

### Fifth Semester

|         |                          |   |
|---------|--------------------------|---|
| MAT 242 | Differential Equations   | 4 |
| EGR 209 | Statistics for Engineers | 3 |

|                                              |                                    |              |
|----------------------------------------------|------------------------------------|--------------|
| ECE 222                                      | Intro to Electrical Engineering II | 3            |
| ECE 225                                      | Electrical Engineering Lab II      | 1            |
| Literature Elective (200 Level transferable) |                                    | 3            |
| <b>Total Semester Hours</b>                  |                                    | <b>14</b>    |
| <b>Total Required Credit Hours</b>           |                                    | <b>74-76</b> |

<sup>1</sup> South Carolina Act 26 of 2021, the "REACH Act," requires undergraduate students baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students planning to transfer to a BS degree should consider PSC 201 American Government as the social science requirement OR HIS 201 American History: Discovery to 1877 as the humanities requirement.

<sup>2</sup> It is recommended that you check with an advisor at the school you are interested in transferring to about specifics regarding requirements, electives, and those courses that they accept in transfer.

## Electrical Engineering Concentration

### Preferred Sequence

| First Semester                                    |                                    | Hours        |
|---------------------------------------------------|------------------------------------|--------------|
| CHM 110                                           | College Chemistry I                | 4            |
| ENG 101                                           | English Composition I              | 3            |
| MAT 140                                           | Analytical Geometry and Calculus I | 4            |
| EGR 269                                           | Engineering Disciplines and Skills | 3            |
| Humanities Elective (transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                       |                                    | <b>17-18</b> |

### Second Semester

|                             |                                         |           |
|-----------------------------|-----------------------------------------|-----------|
| ENG 102                     | English Composition II                  | 3         |
| MAT 141                     | Analytical Geometry & Calculus II       | 4         |
| PHY 221                     | University Physics I                    | 4         |
| EGR 202                     | Introduction to Engineering Programming | 3         |
| ECE 211                     | Introduction to Computer Engineering I  | 3         |
| ECE 210                     | Computer Engineering Lab I              | 1         |
| <b>Total Semester Hours</b> |                                         | <b>18</b> |

### Third Semester

|                             |                                         |           |
|-----------------------------|-----------------------------------------|-----------|
| PHY 222                     | University Physics II                   | 4         |
| ECE 212                     | Introduction to Computer Engineering II | 3         |
| ECE 215                     | Computer Engineering Lab II             | 1         |
| CHM 111                     | College Chemistry II                    | 4         |
| <b>Total Semester Hours</b> |                                         | <b>12</b> |

### Fourth Semester

|                             |                                          |           |
|-----------------------------|------------------------------------------|-----------|
| MAT 240                     | Analytical Geometry and Calculus III     | 4         |
| SPC 205                     | Public Speaking                          | 3         |
| EGR 270                     | Introduction to Engineering              | 3         |
| ECE 221                     | Introduction to Electrical Engineering I | 3         |
| ECE 220                     | Electrical Engineering Lab I             | 1         |
| <b>Total Semester Hours</b> |                                          | <b>14</b> |

### Fifth Semester

|         |                        |   |
|---------|------------------------|---|
| MAT 242 | Differential Equations | 4 |
|---------|------------------------|---|



|                                                           |                                    |              |
|-----------------------------------------------------------|------------------------------------|--------------|
| EGR 209                                                   | Statistics for Engineers           | 3            |
| ECE 222                                                   | Intro to Electrical Engineering II | 3            |
| ECE 225                                                   | Electrical Engineering Lab II      | 1            |
| Social Science Elective (200 transferable) <sup>1,2</sup> |                                    | 3-4          |
| <b>Total Semester Hours</b>                               |                                    | <b>14-15</b> |
| <b>Total Required Credit Hours</b>                        |                                    | <b>75-77</b> |

<sup>1</sup> South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students planning to transfer to a BS degree should consider PSC 201 American Government as the social science requirement OR HIS 201 American History: Discovery to 1877 as the humanities requirement.

<sup>2</sup> It is recommended that you check with an advisor at the school you are interested in transferring to about specifics regarding requirements, electives, and those courses that they accept in transfer.

## Human Services

### Programs

- Human Services Associate in Applied Science (p. 181)

### Courses

#### HUS 101 Introduction to Human Services (3-0-3)

*Offered Fall Semester*

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*

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, Spring, and Summer 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*

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, knowledgebase, goals and the roles of the social worker in society.

#### HUS 205 Gerontology (3-0-3)

*Offered Summer Semester*

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 Summer Semester*

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*

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*

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*

Prerequisite: HUS 208

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 Spring Semester*

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 225 Personal/Interpersonal Adjustment (3-0-3)

*Offered Spring Semester*

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

#### HUS 231 Counseling Techniques (3-0-3)

*Offered Spring Semester*

Prerequisites: HUS 101, HUS 102 and PSY 201

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 Spring 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 reestablish individual function. Students are required to demonstrate mock crisis activities.

**HUS 241 The Counseling Relationship (3-0-3)***Offered Spring Semester*

Prerequisites: HUS 231, plus 12 additional credit hours in Human Services and 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 260 Human Services Special Topics (3-0-3)***Offered Based on Enrollment*

This course is a study of special topics of interest to particular populations and locations.

## Human Services Associate in Applied Science

### Program Description

The HUS program prepares graduates for entry level positions in the helping profession. The program is not an online program and requires face-to-face classes most every semester. Students will learn the necessary theoretical and practical skills that will enable graduates to provide basic human service care (non-medical). This program is for those interested in counseling, social work, and psychology.

### 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

High school diploma or GED

### Type of Program

Day, limited online

### Requirements for Completion

- 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.

### Employment Opportunities

Public, non-profit and private health and human service agencies

Visit our web page at <https://www.gvltec.edu/humanservices/>.

### Recommended Program Schedule

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.

| First Semester                       |                                           | Hours     |
|--------------------------------------|-------------------------------------------|-----------|
| COL 105                              | Freshman Seminar                          | 3         |
| COL 111                              | E-Learning Success                        | 1         |
| ENG 101                              | English Composition I <sup>1</sup>        | 3         |
| HUS 101                              | Introduction to Human Services            | 3         |
| HUS 102                              | Pers & Prof Dev in Helping Professions    | 3         |
| PSY 201                              | General Psychology <sup>1</sup>           | 3         |
| <b>Total Semester Hours</b>          |                                           | <b>16</b> |
| Second Semester                      |                                           |           |
| HUS 209                              | Case Management                           | 3         |
| HUS 231                              | Counseling Techniques                     | 3         |
| Select one of the following:         |                                           | 3         |
| MAT 155                              | Contemporary Mathematics <sup>1</sup>     |           |
| MAT 120                              | Probability and Statistics <sup>1,2</sup> |           |
| Human Services Elective <sup>3</sup> |                                           | 3         |
| <b>Total Semester Hours</b>          |                                           | <b>12</b> |
| Third Semester                       |                                           |           |
| SOC 101                              | Introduction to Sociology <sup>1</sup>    | 3         |
| Human Services Elective <sup>3</sup> |                                           | 3         |
| Human Services Elective <sup>3</sup> |                                           | 3         |
| <b>Total Semester Hours</b>          |                                           | <b>9</b>  |
| Fourth Semester                      |                                           |           |
| HUS 204                              | Introduction to Social Work <sup>1</sup>  | 3         |
| HUS 235                              | Group Dynamics                            | 3         |
| HUS 237                              | Crisis Intervention                       | 3         |
| SPC 205                              | Public Speaking <sup>1</sup>              | 3         |
| or SPC 209                           | Interpersonal Communication               |           |
| <b>Total Semester Hours</b>          |                                           | <b>12</b> |
| Fifth Semester                       |                                           |           |
| HUS 150                              | Supervised Field Placement I              | 3         |
| HUS 241                              | The Counseling Relationship               | 3         |
| Human Services Elective <sup>3</sup> |                                           | 3         |
| Humanities Elective <sup>1</sup>     |                                           | 3         |
| <b>Total Semester Hours</b>          |                                           | <b>12</b> |
| <b>Total Required Credit Hours</b>   |                                           | <b>61</b> |

<sup>1</sup> General education course

<sup>2</sup> MAT 120 Probability and Statistics should be chosen by students who plan to transfer to a four-year university. Please consult with HUS faculty.

<sup>3</sup> Four Human Services electives selected from the following list:

- HUS 205 Gerontology
- HUS 206 Death and Dying
- HUS 208 Alcohol and Drug Abuse
- HUS 216 Behavior Change Techniques
- HUS 217 Addictions Counseling
- HUS 220 Diversity Issues in Human Serv Practice
- HUS 225 Personal/Interpersonal Adjustment
- HUS 260 Human Services Special Topics

- PSY 203 Human Growth and Development
- PSY 212 Abnormal Psychology

## Mechanical Engineering Technology Programs

- Mechanical Engineering Technology Associate in Applied Science (p. 182)

### Courses

#### **MET 211 Strength of Materials (2-6-4)**

*Offered Fall and Spring Semesters*

Prerequisites: EGR 194 or EGR 260

Co-requisites : 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: EGR 194 or EGR 260 and 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

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

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 or EGR 204

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 : 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.

## Mechanical Engineering Technology Associate in Applied Science

### Program Description

Mechanical Engineering Technology involves assisting engineers in designing, developing, testing, and manufacturing machinery, products and equipment. To qualify for these positions, which command excellent salaries, job applicants should have a resume that includes an associate degree.

The Greenville Technical College Mechanical Engineering Technology (MET) program delivers textbook knowledge and hands-on practice with the software and technology of the industry, preparing graduates to enter the field and succeed.

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.

### 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

High school diploma or GED

### Type of Program

Day or evening

### Program Accreditation

The MET Associate in Applied Science program is accredited by the Engineering Technology Accreditation Commission of ABET, <https://www.abet.org/>.

### Transfer Options/Continuing Education

Students planning to transfer and pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for specific career pathways 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 transfer to a four-year institution has been made.

- 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.
- 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.
- In addition, required general education courses, such as ENG 101 English Composition I\*, 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.

Visit our web page at <https://www.gvltec.edu/met/>.

## Recommended Program Schedule

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.

The course schedule listed is designed for students who begin the program with ENG 101 English Composition I\* and MAT 110 College Algebra\* based on the college placement.

**Note:** Please contact your advisor for recommended evening schedules.

| First Semester               |                                                                          | Hours     |
|------------------------------|--------------------------------------------------------------------------|-----------|
| EGR 130                      | Engr Tech Applications & Programming <sup>1</sup>                        | 3         |
| EGR 170                      | Engineering Materials <sup>1</sup>                                       | 3         |
| EGT 110                      | Engineering Graphics I                                                   | 4         |
| MAT 110                      | College Algebra                                                          | 3         |
| ENG 101                      | English Composition I <sup>3</sup>                                       | 3         |
| <b>Total Semester Hours</b>  |                                                                          | <b>16</b> |
| Second Semester              |                                                                          |           |
| EGR 175                      | Manufacturing Processes                                                  | 3         |
| Select one of the following: |                                                                          | 3         |
| EGR 275                      | Introduction to Engineering/Computer Graphics (Solid Works) <sup>4</sup> |           |
| EGT 151                      | Introduction to CAD <sup>4</sup>                                         |           |
| MAT 111                      | College Trigonometry                                                     | 3         |
| PHY 201                      | Physics I <sup>1</sup>                                                   | 4         |

| SPC 205                              | Public Speaking                                   | 3            |
|--------------------------------------|---------------------------------------------------|--------------|
| <b>Total Semester Hours</b>          |                                                   | <b>16</b>    |
| Third Semester                       |                                                   |              |
| EET 227                              | Electrical Machinery                              | 3            |
| EGR 194                              | Statics and Strength of Materials <sup>1</sup>    | 4            |
| Select one of the following:         |                                                   | 4            |
| PHY 202                              | Physics II <sup>1</sup>                           |              |
| CHM 110                              | College Chemistry I <sup>3</sup>                  |              |
| QAT 109                              | Introduction to Metrology                         | 1            |
| <b>Total Semester Hours</b>          |                                                   | <b>12</b>    |
| Fourth Semester                      |                                                   |              |
| Select one of the following:         |                                                   | 3-4          |
| MAT 140                              | Analytical Geometry and Calculus I <sup>1,3</sup> |              |
| MAT 120                              | Probability and Statistics                        |              |
| MET 211                              | Strength of Materials <sup>1,2</sup>              | 4            |
| MET 214                              | Fluid Mechanics                                   | 3            |
| MET 235                              | Manufacturing Engineering Principles              | 2            |
| Technical Elective I <sup>5,6</sup>  |                                                   | 3            |
| <b>Total Semester Hours</b>          |                                                   | <b>15-16</b> |
| Fifth Semester                       |                                                   |              |
| MET 231                              | Machine Design                                    | 4            |
| EGR 255                              | Engineering Tech Senior Systems Project           | 2            |
| Technical Elective II <sup>6</sup>   |                                                   | 3            |
| Humanities Elective <sup>7</sup>     |                                                   | 3            |
| Social Science Elective <sup>7</sup> |                                                   | 3            |
| <b>Total Semester Hours</b>          |                                                   | <b>15</b>    |
| <b>Total Required Credit Hours</b>   |                                                   | <b>74-75</b> |

<sup>1</sup> Substitutable courses: Many of the MET program's courses are either the same, or closely related to, the engineering courses that are a part of the Associate in Applied Science Engineering Fundamentals Degree with an Engineering Transfer Track. ***Students may only be awarded ONE associate in Engineering Fundamentals regardless of tracks.*** 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.

- Take EGR 269 Engineering Disciplines and Skills instead of EGR 130 Engr Tech Applications & Programming
- Take EGR 206 Introduction to Materials Science instead of EGR 170 Engineering Materials
- Take PHY 221 University Physics I instead of PHY 201 Physics I
- Take EGR 260 Engineering Statics instead of EGR 194 Statics and Strength of Materials
- Take PHY 222 University Physics II instead of PHY 202 Physics II
- Take EGR 204 Mechanics of Materials instead of MET 211 Strength of Materials <sup>2</sup>

<sup>2</sup> Students who substitute EGR 204 Mechanics of Materials for MET 211 Strength of Materials must take an additional credit hour for each to meet the total hours required for graduation.

<sup>3</sup> Courses that usually transfer to Clemson or the University of South Carolina.

- <sup>4</sup> Students pursuing an MET degree are strongly encouraged to take EGR 275 Introduction to Engineering/Computer Graphics, which is SolidWorks-based, rather than EGT 151 Introduction to CAD, which focuses on AutoCAD. SolidWorks offers greater relevance and applicability in later MET courses.
- <sup>5</sup> Department head approved co-op may be used to substitute for up to three (3) hours of technical electives.
- <sup>6</sup> Please see advisor for technical elective list.
- <sup>7</sup> Students planning to continue in or transfer to a 4-year program should consider taking one of these courses. South Carolina Act 26 of 2021, the "REACH Act", requires undergraduate students completing a baccalaureate degree to complete a three-credit course that requires, at a minimum, the reading of the U.S. Constitution, the Declaration of Independence, the Emancipation Proclamation, five Federalist Papers, and one document foundational to the African American Struggle; collectively known as the "Founding Documents." Therefore, students graduating from the BAS.MFG program are required to successfully complete either PSC 201 (American Government) as the social science requirement or one of the general education elective requirements OR HIS 201 (American History – Discovery to 1877) as the humanities requirement or one of the general education elective requirements.

**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.

## Paralegal Programs

- Paralegal Associate in Applied Science (p. 185)

## Courses

### LEG 120 Torts (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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*

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 and Spring Semesters as needed*

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: ENG 101, LEG 135, LEG 230

Co-requisites: LEG 132 and LEG 201 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*

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, LEG 135, LEG 230, LEG 262

Co-requisites: LEG 132 and LEG 201 may be taken together by students who possess a bachelor's degree and are on the one-year track

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

Co-requisites: 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: 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-requisite: ENG 101

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 240 Claims Investigation (3-0-3)

*Offered Spring and Summer Semesters*

Prerequisites: LEG 201

Co-requisite: LEG 202

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 Permission

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 Fall, Spring, and Summer Semesters*

Prerequisites: LEG 135, LEG 230

Co-requisites: LEG 135, LEG 230 and LEG 262 may be taken together by students who possess a bachelor's degree and are on the one-year track. 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: Eligibility for NALA exam and Instructor Permissions

This course provides a review and preparation for testing for a national paralegal certification exam.

## Paralegal Associate in Applied Science

### Program Description

This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.

### 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 program provides students the tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

### Entrance Requirements

High school diploma or GED

- This program accepts limited transfers from other paralegal programs. Those credits must be earned at a regionally accredited institution, preferably with an ABA-approved program. Transferability is based on course content, hours of instruction, format of instruction, and the grade earned in the course by the student. Transcripts will be reviewed by the department head, whose decision is final.
- Students with a bachelor's degree should apply for the Advanced Placement program option of the Paralegal Program (AAS.LEG.APLA). An official transcript showing the conferring of the bachelor's degree is required. After the successful transfer of at least 18 credit hours in lower level general education courses, the AAS.LEG.APLA student will complete 43 credit hours in program coursework, including 15 required courses and one elective course. Although not required, the 43 credit hours may be completed within one year. This accelerated program schedule has been provided on the next tab.

### Type of Program

- Day and evening courses are available. Learning experiences for students in this program are provided in classrooms as well as online. Most of the program courses are blended, with a class meeting as well as online instructional activities. A few of the program courses are available as asynchronous online with no class meeting time.
- It is possible to complete this program remotely (online). This would include synchronous online instruction with set class meetings attended remotely. Each student must complete the equivalent of at least nine credit hours of legal specialty courses through direct "in class" instruction attended in person and/or remotely.

### Requirements for Completion

- All Paralegal courses must be completed with a "C" or better in order to count toward graduation.
- Many of the courses in this program have prerequisites. Students must earn a "C" or higher in a prerequisite course before advancing to the next level course. Please check with an advisor to be certain classes are taken in the proper order.

### Professional Credentials

At this time, certification of paralegals remains voluntary in South Carolina. However, students are encouraged to pursue certification, which is recognized in the legal community as representing the highest standard of excellence and professionalism. Students who complete this degree are eligible to take national certification exams, including the Certified Paralegal (CP) Exam administered through the National Association of Legal Assistants (NALA). This national certification is recognized throughout the country. Other voluntary options include the South Carolina Certified Paralegal credential through the South Carolina Bar Association and the Professional Paralegal (PP) designation through the National Association for Legal Support Professionals (NALS).

### Employment Opportunities

- Employment opportunities may be found in private law firms, corporate legal departments, non-profit legal agencies, insurance companies, financial institutions, and governmental agencies.
- Please be aware that jobs in this field may require a criminal background check. If you have any questions, please contact the department head before enrolling in this program.
- Unauthorized Practice of Law (UPL) Statement: Paralegals may not provide legal services directly to the public. 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).

### Program Affiliations

- This program is approved by the American Bar Association (ABA).
- This program is an institutional member of the American Association for Paralegal Education (AafPE).
- This program is a member of the local paralegal organizations and encourages students to become members as well. These two organizations, South Carolina Upstate Paralegal Association and Legal Staff Professionals of Greenville, also have representatives attend the program's advisory committee.

## 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 professionalism and cooperation skills necessary to assist an attorney in the practice of law.

Visit our web page at <https://www.gvltec.edu/paralegal/>.

## Recommended Program Schedule

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.

## Paralegal Associate Degree

| First Semester                                      |                                             | Hours     |
|-----------------------------------------------------|---------------------------------------------|-----------|
| COL 105                                             | Freshman Seminar                            | 3         |
| ENG 101                                             | English Composition I <sup>1</sup>          | 3         |
| LEG 135                                             | Introduction to Law and Ethics <sup>2</sup> | 3         |
| LEG 230                                             | Legal Writing                               | 3         |
| COL 111                                             | E-Learning Success                          | 1         |
| <b>Total Semester Hours</b>                         |                                             | <b>13</b> |
| Second Semester                                     |                                             |           |
| LEG 120                                             | Torts                                       | 3         |
| LEG 132                                             | Legal Bibliography                          | 3         |
| MAT 155                                             | Contemporary Mathematics <sup>1,3</sup>     | 3         |
| Select one of the following:                        |                                             | 3         |
| SPC 205                                             | Public Speaking <sup>1</sup>                |           |
| SPC 208                                             | Intercultural Communication                 |           |
| SPC 209                                             | Interpersonal Communication <sup>1,4</sup>  |           |
| <b>Total Semester Hours</b>                         |                                             | <b>12</b> |
| Third Semester                                      |                                             |           |
| LEG 213                                             | Family Law                                  | 3         |
| LEG 262                                             | Litigation Applications                     | 3         |
| Transferable Humanities Elective <sup>1,5</sup>     |                                             | 3         |
| Transferable Social Science Elective <sup>1,6</sup> |                                             | 3         |
| <b>Total Semester Hours</b>                         |                                             | <b>12</b> |
| Fourth Semester                                     |                                             |           |
| LEG 201                                             | Civil Litigation I (Discovery)              | 3         |
| LEG 214                                             | Property Law                                | 3         |
| LEG 233                                             | Wills, Trusts, and Probate                  | 3         |

| LEG 121                                          | Business Law I                      | 3         |
|--------------------------------------------------|-------------------------------------|-----------|
| General Education Elective <sup>7</sup>          |                                     | 3         |
| <b>Total Semester Hours</b>                      |                                     | <b>15</b> |
| Fifth Semester                                   |                                     |           |
| LEG 202                                          | Civil Litigation II (Pleadings)     | 3         |
| LEG 240                                          | Claims Investigation                | 3         |
| LEG 270                                          | Paralegal Certification Preparation | 3         |
| Paralegal Elective, select one of the following: |                                     | 3         |
| LEG 122                                          | Business Law II                     |           |
| LEG 212                                          | Workers' Compensation               |           |
| LEG 250                                          | Internship for Paralegal            |           |
| <b>Total Semester Hours</b>                      |                                     | <b>12</b> |
| <b>Total Required Credit Hours</b>               |                                     | <b>64</b> |

<sup>1</sup> General education course

<sup>2</sup> Recommended first semester

<sup>3</sup> or other college transferable math

<sup>4</sup> SPC 209 Interpersonal Communication recommended for oral communications

<sup>5</sup> For transferrable Humanities elective, HIS 202 American History: 1877 to Present recommended

<sup>6</sup> For transferrable Social Science elective, PSC 201 American Government or PSY 201 General Psychology recommended

<sup>7</sup> ENG 102 English Composition II recommended

## Paralegal - Advanced Placement Option for Paralegal Students with a Bachelor's Degree

A one-year, accelerated track is available for Paralegal students who have graduated with a bachelor's degree from a regionally accredited college or university. This track assumes the successful transfer of at least 18 credit hours in lower-level, general education coursework.

| First Semester                                   |                                             | Hours     |
|--------------------------------------------------|---------------------------------------------|-----------|
| LEG 120                                          | Torts                                       | 3         |
| LEG 121                                          | Business Law I                              | 3         |
| LEG 262                                          | Litigation Applications                     | 3         |
| LEG 135                                          | Introduction to Law and Ethics <sup>1</sup> | 3         |
| LEG 230                                          | Legal Writing                               | 3         |
| COL 111                                          | E-Learning Success                          | 1         |
| <b>Total Semester Hours</b>                      |                                             | <b>16</b> |
| Second Semester                                  |                                             |           |
| LEG 214                                          | Property Law                                | 3         |
| LEG 132                                          | Legal Bibliography                          | 3         |
| LEG 201                                          | Civil Litigation I (Discovery)              | 3         |
| LEG 233                                          | Wills, Trusts, and Probate                  | 3         |
| LEG 213                                          | Family Law                                  | 3         |
| <b>Total Semester Hours</b>                      |                                             | <b>15</b> |
| Third Semester                                   |                                             |           |
| LEG 202                                          | Civil Litigation II (Pleadings)             | 3         |
| LEG 240                                          | Claims Investigation                        | 3         |
| LEG 270                                          | Paralegal Certification Preparation         | 3         |
| Paralegal Elective, select one of the following: |                                             | 3         |

|                                    |                          |           |
|------------------------------------|--------------------------|-----------|
| LEG 122                            | Business Law II          |           |
| LEG 212                            | Workers' Compensation    |           |
| LEG 250                            | Internship for Paralegal |           |
| <b>Total Semester Hours</b>        |                          | <b>12</b> |
| <b>Total Required Credit Hours</b> |                          | <b>43</b> |

<sup>1</sup> Recommended first semester

# SCHOOL OF HEALTH SCIENCES

The School of Health Sciences provides classes for over 1000 credit students annually to include dual-enrolled high school students. The school offers Associate in Applied Science Degrees, Diplomas in Applied Science, and Certificates in Applied Science credentials in a variety of programs to prepare students for the workforce and to meet the community and/or regional needs for quality health care professionals. The school houses 20 programs.

Uniquely, the School of Health Sciences offers students simulated experiences through the Dr. Barbara P. Lassiter STAT Center Lab (Simulation Technologies And Training Center) and the departments of Dental Hygiene and Diagnostic Medical Sonography provide student-operated clinics open to the general public.

## Associate Degrees

- Dental Hygiene Associate in Applied Science (p. 196)
- Diagnostic Medical Sonography Associate in Applied Science (p. 200)
- General Technology Associate in Applied Science Health Information Management Systems Technology Career Path (p. 204)
- Health Information Management Associate in Applied Science (p. 205)
- Medical Laboratory Technology Associate in Applied Science (p. 210)
- Nursing Associate in Applied Science (p. 212)
- Occupational Therapy Assistant Associate in Applied Science (p. 215)
- Physical Therapist Assistant Associate in Applied Science (p. 218)
- Radiologic Technology Associate in Applied Science (p. 221)
- Respiratory Care Associate in Applied Science (p. 224)
- Surgical Technology Associate in Applied Science (p. 226)

## Diplomas

- Expanded Duty Dental Assisting Diploma in Applied Science (p. 198)

## Certificates

- Cancer Data Management Certificate in Applied Science (p. 203)
- Computed Tomography Certificate in Applied Science (p. 193)
- Medical Assistant Certificate in Applied Science (p. 207)
- Sterile Processing Technology Certificate in Applied Science (p. 226)
- Veterinary Assistant Certificate in Applied Science (p. 191)

Visit our web page at <https://www.gvltec.edu/health-sciences/>.

## Policies & Requirements

The following outlines the special admission requirements of all programs within the School of Health Sciences. Specific program requirements are found under each program in this catalog. Policies and

requirements of the School of Health Sciences may change during the academic year.

## Admission

Acceptance to the college is managed through the Admissions Office of the college and is required for consideration for acceptance into any program within the School of Health Sciences. However, college acceptance does not guarantee admissions into many of the School's programs as some programs have additional admission requirements that must be met such as a separate program application.

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. 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.

## Time-sensitive Courses

Programs within the School of Health Sciences may have the requirement that certain courses must be completed within five years of starting clinical courses. The applicable program's application form will list these requirements. Each program's application form is located on the program's webpage under the heading of sample form.

## Career Talk Sessions

Completion of a Career Talk session for the student's program of interest is a program admission requirement for all of the programs within the School of Health Sciences. Students are encouraged to complete a Career Talk session as soon as possible to ensure that they have the most up-to-date program information.

Career talk sessions are offered in an online format. The program specific Career Talk links are located at <https://www.gvltec.edu/careertalk/>.

## Essential Functions and Technical Standards

Programs within the School of Health Sciences may require specific mental and physical functions that must be possessed by students in order to successfully complete program requirements. The essential functions are necessary for admission, progression, and program completion; for the provision of safe and effective care of patients, and to protect the safety of all SoHS students. These functions are deemed so essential to the health professions that they are included on the student physical form and are evaluated by the student's medical provider upon acceptance to the program. See the Student Physical Form for specific details of the following required categories of essential functions: motor capability, sensory capability, communication capability, problem solving ability, behavioral skills, and professionalism. If the ability to perform these essential functions with or without reasonable accommodations result in the inability to meet identified student learning outcomes, the student may be at risk of not successfully completing the course and/or program. Students must also be able to meet the technical standards of his/her program in order to progress. Demonstration may be required. The abilities and expectations for the program must be met by all students admitted, with or without reasonable accommodation. Technical Performance Standards may be identified in the following categories: behavioral/emotional/social coping, interpersonal, communication, professional behavior, temperament, cognitive, critical thinking/problem

solving, environment, sensory abilities (visual, hearing, smell, tactile touch), motor skills, mobility, physical stamina, and self-care. 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 and the approval of the clinical affiliate.

## Clinical/Externship Requirements

All programs within the School of Health Sciences require participation in and successful completion of clinical/externship/internship courses. In order to provide such experiences, students may be assigned to agencies outside of the college. Written agreements between the agencies and the college outline the requirements of all parties: the college, students, faculty and the agencies. In establishing clinical/externship affiliation agreements, the school's programs are contractually obligated to comply with the requirements set forth in such agreements and are subject to change while in program progression. Students and faculty are "guests" and must conform to the rules, policies, and procedures of these facilities 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

Students accepted to a program within the School of Health Sciences may be required to have a physical exam based on individual program requirements. The exam includes a health history, health examination by a primary care provider, and evaluation of student's ability to perform the essential functions of the programs in the School of Health Sciences. Additional examination(s) may be required for changes in the student's physical and/or mental health while in the program of study. The physical exam must be performed by a licensed, practicing physician, physician's assistant or nurse practitioner and must be documented on the School's Student Physical Form. Results of the physical must indicate that the student is in good physical and mental health and medically cleared to perform essential functions defined by the School of Health Sciences programs. Due dates vary and will be provided either by a student's advisor or by the program faculty.

## Immunization Requirements

In order to comply with clinical affiliation agreements, all students enrolled in a program within the School of Health Sciences must comply with the School of Health Sciences immunization requirements for students. Additionally, this will protect the students enrolled in the programs within the School of Health Sciences and the patients/clients with whom the students come in contact from communicable diseases. Students are required to complete a School of Health Sciences Immunization Form and provide documentation of an up-to-date immunization record and/or titers to accompany the form. Program compliance requirements must be completed according to the deadlines given to students upon admission. The School of Health Sciences does not have an exemption process. Because this is a clinical affiliate requirement, all exemptions must follow the clinical affiliates' process and procedure. Some facilities may not allow exemptions. It is the student's responsibility to obtain any exemptions from these immunization requirements from all sites the student may be placed during the program of study. Questions regarding individual situations may be directed to the Assistant Dean of Compliance for the School of

Health Sciences. **Students must be eligible to participate in all learning activities that take place in these outside agencies, regardless of exemption status, to successfully progress through and complete the program of study.**

The immunization form must include:

- Two (2) MMR vaccinations: positive titers may be accepted
- Two (2) Varicella vaccinations: a positive titer may be accepted
- Negative TB screening
- Tdap within the past ten (10) years
- Annual Influenza (Flu) vaccination (in Fall semester)
- Hepatitis B vaccination (recommended)
- Covid-19 Vaccine (recommended but may be required at some clinical affiliates)

Although not required, all 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.

Although not required, all students are strongly encouraged to obtain the Covid-19 vaccine. However, if the Covid-19 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 at any time. Students assigned to such sites will be required to meet the immunization requirement(s) to continue in the program of study.

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.

Vaccines must remain current throughout the program of study. Noncompliance with these policies may interfere with program progression and completion.

## Drug Screenings

In order to comply with affiliate agencies, all students accepted into and enrolled in a program within the School of Health Sciences must submit to drug screening. 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. Initially, a negative 10-panel drug screen is required for clinical/externship eligibility. The student is responsible for paying for the initial drug screening. Drug screens must be completed through the agency outlined in the School's policy. All students are subject to random drug screening and/or drug screening with reasonable suspicion.

## Criminal Background Checks

In order to comply with affiliate agencies, all students enrolled in a program within the School of Health Sciences must submit to a comprehensive, multi-state criminal record check to include at minimum a check of the past seven (7) years. The student will be responsible for



the cost of each record check. The record check must be completed through the agency outlined in the School's policy. The criminal background check must be acceptable based upon the School's policy. Criminal background checks are conducted upon formal acceptance into a program. Students may be subject to more than one background check during a program based on affiliate requirements. Questions regarding individual situations may be directed to the Assistant Dean of Compliance for the School of Health Sciences.

## Regulatory Compliance Training

Training consists of modules addressing topics such as hazardous communication, electrical safety, infection control, HIPAA and many others. Many of the programs within the School of Health Sciences require students to complete these modules on an annual basis. The student will be responsible for the cost of this training and must use the agency outlined in the School's policy. 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 from the campus of their enrolled program of study. Transportation, parking, housing and food expenses are the responsibility of the student.

## STAT Center

### Dr. Barbara J. Lassiter Simulation Technologies and Training Center

A \$1.5 million Simulation Technologies and Training (STAT) Center opened in 2009 at Greenville Technical College.

## Mission

The mission of the STAT Center is to improve patient care, patient safety and healthcare education through the use of Advanced Instructional Technology.

## Features

- Twelve simulators in nine environments
- Simulators are portable and wireless and can sweat, cry, bleed, tear and salivate. They respond to medications and treatments as a human would.
- 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.
- Virtual and Augmented Reality Simulations are utilized to improve the authenticity of experiences.
- 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.

## 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 the hands-on experience and builds confidence.

## Used by students in the following programs

- Dental
- Medical Assisting
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

For more information, go to <https://www.gvltec.edu/STAT/>. To contact the STAT Center, email [simulation@gvltec.edu](mailto:simulation@gvltec.edu).

## Animal Studies Programs

- Veterinary Assistant Certificate in Applied Science (p. 191)

## Courses

### VET 106 Small Animal Behavior/Kennel Management (4-0-4)

*Offered Fall, Spring, and Summer Semesters*

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 Semester*

Co-requisites: VET 132, VET 133, VET 172

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 Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 134, VET 162, VET 165

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*

Co-requisite: VET 151

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

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 117 Animal Nutrition (2-0-2)***Offered Fall, Spring, and Summer Semesters*

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 Semester*

Co-requisites: VET 107, VET 133, VET 172

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 Semester*

Co-requisites: VET 107, VET 132, VET 172

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 Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 108, VET 162, VET 165

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 151 Veterinary Assisting I (2-3-3)***Offered Fall, Spring, and Summer Semesters*

Co-requisite: VET 111

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 162 Clinical Techniques of Pet Grooming (0-9-3)***Offered Spring Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 134, VET 172

Co-requisites: VET 108, VET 134, VET 165

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 Spring Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 108, VET 134, VET 162

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 (recommended), VET 251

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 Fall Semester*

Co-requisites: VET 107, VET 132, VET 133

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*

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 106, VET 111, VET 151

Co-requisites: VET 114, VET 166

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.

## Veterinary Assistant Certificate in Applied Science

### Program Description

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.

### Mission Statement

The mission of the Veterinary Assistant program is to prepare students so that they may provide local veterinary clinics/offices with well-trained Veterinary Assistants. Graduates will be able to understand animal welfare and 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

High school diploma or GED

- An approved 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.
- Students must attend an Animal Studies Department Career Talk before beginning the program preferably but within the first semester. (Career Talk valid for one year.)

### Type of Program

Day

### Location

This program is located at the Northwest Campus. Students should see an advisor at the Northwest Campus to register for classes.

## Requirements for Completion

- Students must be able to attend all supervised work internship experiences.
- Students must purchase required supplies and uniforms.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.

## Employment Opportunities

Animal shelters, private veterinary practices, humane societies, animal hospitals, laboratories, veterinary care facilities

Visit our web page at [https://www.gvltec.edu/animal\\_studies/](https://www.gvltec.edu/animal_studies/).

## Recommended Program Schedule

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.

| First Semester                     |                                          | Hours     |
|------------------------------------|------------------------------------------|-----------|
| VET 106                            | Small Animal Behavior/Kennel Management  | 4         |
| VET 111                            | Intro. to Veterinary Medical Terminology | 3         |
| VET 151                            | Veterinary Assisting I                   | 3         |
| VET 242                            | Vet Law, Ethics and Client Relations     | 3         |
| <b>Total Semester Hours</b>        |                                          | <b>13</b> |
| Second Semester                    |                                          |           |
| VET 114                            | Pharmacy Skills                          | 4         |
| VET 117                            | Animal Nutrition                         | 2         |
| VET 166                            | SCWE in Veterinary Practice              | 2         |
| VET 251                            | Veterinary Assisting II                  | 2         |
| <b>Total Semester Hours</b>        |                                          | <b>10</b> |
| <b>Total Required Credit Hours</b> |                                          | <b>23</b> |

## Computed Tomography Programs

- Computed Tomography Certificate in Applied Science (p. 193)

## Courses

### RAD 101 Introduction to Radiography (2-0-2)

*Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission

Co-requisite: RAD 102, RAD 112, RAD 130, RAD 152

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 (2-1-2)

*Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission

Co-requisite: RAD 101, RAD 112, RAD 130, RAD 152

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 and Spring Semesters*

Prerequisite: Program Coordinator Permission

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: RAD 175, RAD 205, RAD 230

Co-requisites: RAD 225, RAD 268

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 or MAT 110

Co-requisites: RAD 101, RAD 102, RAD 130, RAD 152

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 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 136, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 130 Radiographic Procedures I (2-3-3)

*Offered Fall Semester*

Prerequisite: Acceptance into Phase II of Radiologic Technology program

Co-requisites: RAD 101, RAD 102, RAD 112, RAD 152

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography program

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: MAT 109, RAD 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography 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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 101, RAD 102, RAD 112, 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 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 136, RAD 201

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 136, RAD 160, RAD 201

Co-requisites: RAD 205, RAD 230

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, 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 Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisite: RAD 175, RAD 230

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 225 Selected Radiographic Topics (2-0-2)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 268

This course is a study of selected areas related to radiography.

**RAD 230 Radiographic Procedures III (2-3-3)**

*Offered Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisites: RAD 175, RAD 205

This course is a study of special radiographic procedures.

**RAD 236 Radiography Seminar II (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 111, RAD 225, RAD 268

Co-requisite: RAD 278

This course includes selected areas of radiography that require additional study or application.

**RAD 268 Advanced Radiography II (0-24-8)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 225

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 111, RAD 225, RAD 268

Co-requisite: RAD 236

This course includes routine and advanced radiographic procedures in the clinical environment.

## Computed Tomography Certificate in Applied Science

### Program Description

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).

### Mission Statement

The mission of the Computed Tomography program is to provide well trained and knowledgeable, entry-level CT technologists to meet the needs of the medical community.

## Type of Program

Full-time, distance education (online with clinical component)

## Entrance Requirements

High school diploma or GED

Current certification as a radiologic technologist, radiation therapist or nuclear medicine technologist (ARRT or NMTCB registered). State certification is required, if applicable.

- 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.

See "Program Requirements" Section for additional requirements.

## Professional Credentials

Registered Computed Tomography Technologist (subject to passing ARRT registry exam)

## Program Accreditation

- This program is recognized by the American Registry of Radiologic Technologists.

## Employment Opportunities

Hospitals, outpatient imaging centers, radiation therapy centers, mobile imaging, sales, applications

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## Program Requirements

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 the School of Health Sciences admissions requirements.

## General admissions requirements

- Submit a Greenville Tech application.
- 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.
- An acceptable criminal background check is required.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required.

## Requirements for Completion

- 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.
- Students are required to attend a one-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.
- Upon successful completion of the program, the student may sit for the ARRT Advanced Registry in Computed Tomography.

## Recommended Program Schedule

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.

| Course                             | Title                                   | Hours     |
|------------------------------------|-----------------------------------------|-----------|
| <b>Fall Semester</b>               |                                         |           |
| AHS 206                            | Cross Sect. Anatomy for Medical Imaging | 2         |
| RAD 103                            | Introduction to Computed Tomography     | 2         |
| RAD 120                            | Principles of Computed Tomography       | 3         |
| RAD 135                            | CT Body and Musculoskeletal Protocols   | 2         |
| RAD 140                            | Computed Tomography Clinical App I      | 6         |
| RAD 145                            | CT Physics and Instrumentation          | 3         |
| <b>Total Required Credit Hours</b> |                                         | <b>18</b> |

## Dental

### Programs

- Dental Hygiene Associate in Applied Science (p. 196)
- Expanded Duty Dental Assisting Diploma in Applied Science (p. 198)



## Courses

### Dental Assisting

#### **DAT 113 Dental Materials (3-3-4)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 115, DAT 116, DAT 118, DAT 154

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

#### **DAT 115 Ethics & Professionalism (1-0-1)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 113, DAT 116, DAT 118, DAT 154

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. (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 113, DAT 115, DAT 118, DAT 154

This course is a study of dental office emergencies, microbiology, pharmacology and oral pathology as related to the role of the dental assistant.

#### **DAT 118 Dental Morphology (1-3-2)**

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 113, DAT 115, DAT 116, DAT 154

This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.

#### **DAT 121 Dental Health Education (1-3-2)**

*Offered Spring Semester*

Prerequisites: DAT 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 127, DAT 160, DAT 175

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 relation to oral health and preventive dentistry.

#### **DAT 122 Dental Office Management (1-3-2)**

*Offered Summer Semester*

Prerequisites: DAT 121, DAT 127, DAT 160, DAT 175

Co-requisite: DAT 177

This course provides a study of the business aspect of a dental office and dental computer software.

#### **DAT 127 Dental Radiology (3-3-4)**

*Offered Spring Semester*

Prerequisites: DAT 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 160, DAT 175

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

#### **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: DAT 113, DAT 115, DAT 116, DAT 118

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 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 127, DAT 175

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 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 127, DAT 160

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 121, DAT 127, DAT 160, DAT 175

Co-requisite: DAT 122

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

## Dental Hygiene

#### **DHG 115 Medical & Dental Emergencies (2-0-2)**

*Offered Fall Semester*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 121, DHG 125, DHG 161

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. CPR certification is obtained prior to entering the dental hygiene program.

#### **DHG 121 Dental Radiography (2-3-3)**

*Offered Fall Semester*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 125, DHG 161

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 (2-0-2)**

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: DHG 141, DHG 143, DHG 165, DHG 244

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*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 121, DHG 161

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 Summer Semester*

Prerequisites: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 175, DHG 241

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 Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 125, DHG 121, DHG 161

Co-requisites: DHG 122, DHG 143, DHG 165, DHG 244

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 122, DHG 141, DHG 165, DHG 244

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 (2-7-4)***Offered Fall Semester*

Prerequisites: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 121, DHG 125

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 122, DHG 141, DHG 143, DHG 244

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*

Prerequisites: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 140, DHG 241

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 141, DHG 175, DHG 241

Co-requisite: DHG 255

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: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 140, DHG 175

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*

Prerequisites: DHG 232, DHG 255

Co-requisite: DHG 265

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 Semester for Dental Assisting students and Spring Semester for Dental Hygiene students*

Prerequisites: For Dental Assisting: Acceptance into Dental Assisting program. For Dental Hygiene: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: For Dental Assisting: DAT 115, DAT 116, DAT 118, DAT 154 ; for Dental Hygiene: DHG 122, DHG 141, DHG 143, DHG 165

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*

Prerequisites: DHG 141, DHG 175, DHG 241

Co-requisites: DHG 232

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*

Prerequisites: DHG 232, 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.

## Dental Hygiene Associate in Applied Science

### Program Description

Dental Hygiene is an allied health program that emphasizes the prevention of oral health disease. The program prepares the individual to be a dental hygienist. The primary functions of the clinical dental hygienist are assessing the patients' overall health, formulating evidence-based patient-centered treatment care plans, and performing the clinical procedures outlined in the individual treatment care plans. Additional

roles of the dental hygienist include the participation in community health programs, research, sales, and education. The dental hygiene student will perform procedures that include, but are not limited to, exposing radiographs, applying caries-preventive agents, providing oral health education, administering local anesthetics and antimicrobial agents, and performing oral prophylaxis, periodontal therapy, and risk assessments. The graduate will receive an Associate Degree in Applied Science and will be eligible to take national, regional, and state licensing examinations.

## Mission Statement

The primary mission of the Greenville Technical College Dental Hygiene program is to promote oral health in a culturally sensitive manner through education, community service, and preventive patient care. Graduates are expected to assume responsibility for continued personal and professional growth and to enhance knowledge and skills through continued education and lifelong learning.

## Entrance Requirements

High school diploma or GED

See "Program Requirements" Section for additional requirements.

## Type of Program

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 submitted no later than May 1st. Students are selected based on weighted admission criteria.

- Phase I: Day, night
- Phase II: Day

## Location

- Phase II is located at Greenville Tech's Barton Campus.

## Employment Opportunities

- Dental offices, public health departments, sales, education, and research.

## Professional Credentials

- Graduates are eligible to sit for the Dental Hygiene National Board Exam and a State or Regional licensure exam and credentialed as a Registered Dental Hygienist (subject to passing the National Board and State or Regional licensure exam).

## Program Accreditation

The Commission on Dental Accreditation, American Dental Association

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## Program Requirements

### Phase I Admission Requirements:

- Must meet college admission requirements.

### Phase II Admission Requirements:

- Meet all requirements for Phase I.
- Complete a Career Talk session for the major within a year prior to being accepted into Phase II.
- Complete a weighted admissions form by the designated date. Students are selected based on a "weighted admissions policy" and space availability.
- 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. Some BIO prefix courses may not be more than five years old.

### Once Accepted into Phase II:

- Submit a physical exam form (see details in the School of Health Sciences admissions requirements).
- Submit proof of current American Heart Association Health Care Providers course in CPR.
- Submit an acceptable criminal background check and a negative drug screen before beginning the clinical phase.
- Be prepared to purchase required supplies, instruments, and uniforms.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule for the Dental Hygiene program. 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.

| Course                                                  | Title                                       | Hours |
|---------------------------------------------------------|---------------------------------------------|-------|
| <b>Phase I</b>                                          |                                             |       |
| <i>First Semester</i>                                   |                                             |       |
| MAT 120                                                 | Probability and Statistics <sup>1</sup>     | 3     |
| BIO 210                                                 | Anatomy & Physiology I <sup>1</sup>         | 4     |
| CHM 105                                                 | General Organic & Biochemistry <sup>1</sup> | 4     |
| ENG 101                                                 | English Composition I <sup>1</sup>          | 3     |
| <i>Second Semester</i>                                  |                                             |       |
| BIO 225                                                 | Microbiology <sup>1</sup>                   | 4     |
| BIO 211                                                 | Anatomy & Physiology II <sup>1</sup>        | 4     |
| PSY 201                                                 | General Psychology <sup>1</sup>             | 3     |
| SPC 205                                                 | Public Speaking <sup>1</sup>                | 3     |
| <b>Phase II (Requires acceptance into the program.)</b> |                                             |       |
| <i>Third Semester</i>                                   |                                             |       |
| AHS 113                                                 | Head & Neck Anatomy                         | 1     |
| DHG 115                                                 | Medical & Dental Emergencies                | 2     |
| DHG 121                                                 | Dental Radiography                          | 3     |
| DHG 125                                                 | Tooth Morphology & Histology                | 2     |
| DHG 161                                                 | Clinical DHG I Foundation                   | 4     |

*Fourth Semester*

|         |                                        |   |
|---------|----------------------------------------|---|
| DHG 122 | Office Management for Dental Hygienist | 2 |
| DHG 141 | Periodontology                         | 2 |
| DHG 143 | Dental Pharmacology                    | 2 |
| DHG 165 | Clinical Dental Hygiene I              | 5 |
| DHG 244 | Dental Materials                       | 3 |

*Fifth Semester*

|         |                             |   |
|---------|-----------------------------|---|
| DHG 140 | General & Oral Pathology    | 2 |
| DHG 175 | Clinical Dental Hygiene II  | 5 |
| DHG 241 | Integrated Dental Hygiene I | 1 |

*Sixth Semester*

|         |                                        |   |
|---------|----------------------------------------|---|
| DHG 232 | Community Oral Health Outreach         | 2 |
| DHG 255 | Clinical Dental Hygiene III            | 5 |
| BIO 240 | Nutrition <sup>2</sup>                 | 3 |
| SOC 101 | Introduction to Sociology <sup>2</sup> | 3 |

*Seventh Semester*

|            |                                                |   |
|------------|------------------------------------------------|---|
| DHG 242    | Integrated Dental Hygiene II                   | 1 |
| DHG 265    | Clinical Dental Hygiene IV                     | 5 |
| HSS 295    | Leadership Through the Humanities <sup>2</sup> | 3 |
| or PHI 110 | Ethics                                         |   |

**Total Required Credit Hours** **84**

<sup>1</sup> General education course - students must take prior to acceptance to Phase II.

<sup>2</sup> 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.

## Expanded Duty Dental Assisting Diploma in Applied Science

### Program Description

This program prepares students to work as clinical dental assistants to receive and prepare patients for dental care, assist dentists and dental hygienists chairside, exposing dental x-rays, creating temporary crowns, and make impressions of teeth for study models. Students are educated and cross-trained in office management skills such as computer dental software management, maintaining confidential patient records, scheduling patient appointments, and insurance billing.

### 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

High school diploma or GED

See "Program Requirements" Section for additional requirements.

### Type of Program

Day (some evening classes/clinics required).

### Employment Opportunities

Dental offices, public health departments, dental schools.

### Professional Credentials

CDA- Certified Dental Assistant (subject to passing Dental Assisting National Board exam)

### Program Accreditation

The Commission on Dental Accreditation, American Dental Association

Visit our web page at <https://www.gvltec.edu/dental/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

### Program Requirements

Prior to acceptance students must

- Meet the specific program requirements outlined in The School of Health Sciences 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.
- Complete an online Career Talk session for the major within one year of application and program orientation after acceptance.

An acceptable criminal background check and a negative 10-panel drug screen are required after acceptance into the dental assisting program and before beginning class experience.

### Requirements for Completion

- A grade of "C" or higher is required in every course- prerequisites and dental assisting.
- 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.
- Students must purchase supply kits and uniforms at the start of the program from vendors selected by the Expanded Duty Dental Assisting program.
- Students must be able to provide transportation and attend all clinical experiences.
- Students must take and pass all three portions of the Dental Assisting National Board (DANB) in order to graduate from Greenville Technical College and become a certified dental assistant (CDA). Each semester, one portion of the DANB must be taken and passed during the required course to continue in the program. Students are responsible for exam fees each semester.

### Recommended Program Schedule

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.

| Course                             | Title                                          | Hours     |
|------------------------------------|------------------------------------------------|-----------|
| <b>Pre-program courses</b>         |                                                |           |
| BIO 112                            | Basic Anatomy & Physiology <sup>1,2</sup>      | 4         |
| ENG 101                            | English Composition I <sup>1</sup>             | 3         |
| SOC 101                            | Introduction to Sociology <sup>1</sup>         | 3         |
| Select one of the following:       |                                                | 3         |
| COL 105                            | Freshman Seminar <sup>3</sup>                  |           |
| HSS 295                            | Leadership Through the Humanities <sup>3</sup> |           |
| SPC 205                            | Public Speaking <sup>1,3,4</sup>               | 3         |
| <b>First Semester</b>              |                                                |           |
| DAT 115                            | Ethics & Professionalism                       | 1         |
| DAT 116                            | Fundamentals of Dental Medicine                | 3         |
| DAT 118                            | Dental Morphology                              | 2         |
| DAT 154                            | Clinical Procedures I                          | 4         |
| DAT 113                            | Dental Materials                               | 4         |
| <b>Second Semester</b>             |                                                |           |
| DAT 121                            | Dental Health Education                        | 2         |
| DAT 127                            | Dental Radiology                               | 4         |
| DAT 160                            | Expanded Duties/Specialties                    | 2         |
| DAT 175                            | Introduction to Clinical Experience            | 5         |
| <b>Third Semester</b>              |                                                |           |
| DAT 122                            | Dental Office Management                       | 2         |
| DAT 177                            | Dental Office Experience                       | 7         |
| <b>Total Required Credit Hours</b> |                                                | <b>52</b> |

<sup>1</sup> 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.

<sup>2</sup> The combination of the higher level BIO 210 Anatomy & Physiology I and BIO 211 Anatomy & Physiology II or BIO 215 Anatomy and BIO 216 Physiology will substitute for BIO 112 Basic Anatomy & Physiology, if the student has successfully completed both courses with a grade of "C" or better.

<sup>3</sup> For students who also intend to apply to the Dental Hygiene program, HSS 295 Leadership Through the Humanities should be taken in place of COL 105 Freshman Seminar and SPC 205 Public Speaking should be taken for the Speech requirement.

<sup>4</sup> SPC 208 Intercultural Communication and SPC 209 Interpersonal Communication are also acceptable for this program

## Diagnostic Medical Sonography Programs

- Diagnostic Medical Sonography Associate in Applied Science (p. 200)

## Courses

### DMS 101 Ultrasound Physics and Instrumentation I (2-0-2)

*Offered Fall Semester*

Prerequisite: MAT 109 or MAT 110 or higher

Co-requisites: DMS 104, DMS 105, DMS 117, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 116, DMS 119, DMS 165

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

Co-requisites: DMS 101, DMS 105, DMS 117, DMS 164

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*

Co-requisites: DMS 101, DMS 104, DMS 117, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 119, DMS 165

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*

Co-requisites: DMS 101, DMS 104, DMS 105, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 116, DMS 165

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*

Prerequisites: DMS 130, DMS 166

Co-requisites: DMS 167, DMS 200

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 Summer Semester*

Prerequisites: DMS 102, DMS 116, DMS 119, DMS 165

Co-requisites: DMS 166

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*

Co-requisites: DMS 101, DMS 104, DMS 105, DMS 117,

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 116, DMS 119

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*

Prerequisites: DMS 102, DMS 116, DMS 119, DMS 165

Co-requisites: DMS 130

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*

Prerequisites: DMS 130, DMS 166

Co-requisites: DMS 124, DMS 200

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 Fall Semester*

Prerequisites: DMS 166

Co-requisites: DMS 124, DMS 167

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.

# Diagnostic Medical Sonography Associate in Applied Science

## Program Description

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 <https://www.sdms.org/resources/careers> (<https://www.sdms.org/resources/careers/>).

## 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

High school diploma or GED

See "Program Requirements" Section for additional requirements.

## Type of Program

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.

- Phase I: Day, evening or weekend

## Location

Didactic courses are taught on the Barton Campus with clinical training at various clinical affiliates located throughout the Upstate of South Carolina.

- Clinical assignments are required in Phase II. Students will be responsible for transportation to their clinical sites.

## Employment Opportunities

Hospitals, clinics, physician offices and outpatient imaging centers.

## Professional Credentials

Diagnostic Medical Sonographer (subject to passing national certification exam)

- 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.

## Program Accreditation

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th Street, N. #7709

Seminole, FL 33775

(727) 210-2350

<https://www.caahep.org/>

Joint Review Committee on Educational in Diagnostic Medical Sonography (JRCDEMS)  
6021 University Boulevard

Suite 500  
 Ellicott City, MD 21043  
 Email address: jrcdms@intersocietal.org  
 (443) 973-3251  
<https://www.jrcdms.org/>

Visit our web page at <https://www.gvltec.edu/sonography/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Phase I admission requirements

- All individuals seeking to enter the Diagnostic Medical Sonography program must meet the requirements outlined in the School of Health Sciences 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 twelve months prior to application/consideration for acceptance into Phase II (required).
- BIO 210 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\* 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 Anatomy & Physiology II\* as a refresher.
- Physics must be completed no more than 5 years prior to beginning Phase II. The course/refresher for Physics is PHY 201 Physics I\* or RAD 107 Physics for Medical Imaging or PHS 111\* Conceptual Physics.
- Must obtain a minimum grade of "C" or higher with a minimum technical GPA of 2.50. Technical GPA is computed using the 8 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 submitted 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 Career Talk date 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 20 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. Clinical travel will be required (in some cases may be up to 2 hours).

- Documentation of CPR for the Healthcare Provider certification, through the American Heart Association, must be maintained throughout Phase II.
- Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
- Have an acceptable background for seven years prior to entering Phase II. Students may be subject to submit more than one background screen during the program. Some convictions greater than seven years old may prevent entry into and through the program.

## Recommended Program Schedule

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.

| Course                                       | Title                                            | Hours |
|----------------------------------------------|--------------------------------------------------|-------|
| <b>Phase I</b>                               |                                                  |       |
| <i>First Semester</i>                        |                                                  |       |
| ENG 101                                      | English Composition I <sup>1</sup>               | 3     |
| MAT 109<br>or MAT 110                        | College Algebra With Modeling<br>College Algebra | 3     |
| BIO 210                                      | Anatomy & Physiology I <sup>1,2</sup>            | 4     |
| COL 111                                      | E-Learning Success                               | 1     |
| <i>Second Semester</i>                       |                                                  |       |
| PSY 201                                      | General Psychology <sup>1</sup>                  | 3     |
| BIO 211                                      | Anatomy & Physiology II <sup>1,2</sup>           | 4     |
| College transferable Humanities <sup>1</sup> |                                                  | 3-4   |
| Select one of the following:                 |                                                  | 3-4   |
| RAD 107                                      | Physics for Medical Imaging (preferred)          |       |
| PHS 111                                      | Conceptual Physics I                             |       |
| PHY 201                                      | Physics I <sup>1</sup>                           |       |
| <b>Phase II</b>                              |                                                  |       |
| <i>Fourth Semester</i>                       |                                                  |       |
| DMS 101                                      | Ultrasound Physics & Instrumentation I           | 2     |
| DMS 104                                      | Patient Care for Sonography                      | 2     |
| DMS 105                                      | Sonographic Anatomy of the Abdomen               | 4     |
| DMS 117                                      | Gynecology                                       | 2     |
| DMS 164                                      | Introduction to Clinical Education               | 2     |
| <i>Fifth Semester</i>                        |                                                  |       |
| DMS 102                                      | Ultrasound Physics & Instrumentation II          | 3     |
| DMS 116                                      | Abdominal Ultrasound                             | 4     |
| DMS 119                                      | Embryology & First Trimester Ultrasound          | 2     |
| DMS 165                                      | Clinical Education II                            | 8     |
| <i>Sixth Semester</i>                        |                                                  |       |
| DMS 166                                      | Advanced Clinical Education                      | 7     |
| DMS 130                                      | Selected Topics in Sonography                    | 2     |
| <i>Seventh Semester</i>                      |                                                  |       |
| DMS 200                                      | Seminars in Sonography                           | 2     |
| DMS 124                                      | OB/GYN Sonography II                             | 2     |

|                                    |                   |              |
|------------------------------------|-------------------|--------------|
| DMS 167                            | Imaging Practicum | 8            |
| <b>Total Required Credit Hours</b> |                   | <b>74-76</b> |

<sup>1</sup> General education course — complete these courses (or equivalent) as prerequisite requirements with a grade of “C” or higher.

<sup>2</sup> Anatomy and Physiology courses must be either BIO 210 Anatomy & Physiology I/BIO 211 Anatomy & Physiology II or the BIO 215 Anatomy/BIO 216 Physiology combination. BIO 211 Anatomy & Physiology II **\*Must be current within 5 years at the start of the weighted admission period. Students who need a BIO refresher for DMS must take BIO 211.**

<sup>3</sup> MAT 120 Probability and Statistics will **not** be accepted in lieu of MAT 109 College Algebra With Modeling or MAT 110 College Algebra.

## Health Information Management Programs

- Cancer Data Management Certificate in Applied Science (p. 203)
- General Technology Associate in Applied Science Health Information Management Systems Technology Career Path (p. 204)
- Health Information Management Associate in Applied Science (p. 205)

## Courses

### HIM 101 Introduction to Health Information (1-0-1)

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, ENG 165

This course provides an introduction to the health information science profession.

### HIM 102 Introduction to Coding & Classification Systems (1-0-1)

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, ENG 165

This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics and the beginning foundation of the study of disease. This course concentrates on the coding of diseases, procedures and services rendered in both the inpatient and outpatient setting.

### HIM 110 Health Information Science I (2-3-3)

*Offered Fall Semester*

Pre- or Co-requisite: AHS 102

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 Spring Semester*

Prerequisite: HIM 110, HIM 135

This course provides an introduction to the study of laws applicable to the health care field with emphasis on health information practices.

### HIM 120 Health Information Science II (2-3-3)

*Offered Spring Semester*

Prerequisites: HIM 110, HIM 135

Co-requisites: HIM 115, HIM 215

This course covers quality assurance and health information management.

### HIM 130 Billing and Reimbursement (2-3-3)

*Offered Summer Semester*

Prerequisites: HIM 115, HIM 120, HIM 135

Co-requisite: HIM 141

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 Semester*

Pre- or Co-requisite: HIM 110

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention and terminology.

### HIM 141 Current Procedural Terminology II (2-3-3)

*Offered Summer Semester*

Prerequisites: HIM 115, HIM 120, HIM 135

Co-requisite: HIM 130

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 Spring Semester*

Prerequisites: HIM 216 (not for General Technology degree students), HIM 265, HIM 266

Co-requisite: HIM 225

Pre- or Co-requisites: HIM 115 (not for General Technology degree students), HIM 120, HIM 135

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*

Prerequisites: HIM 163, HIM 225

Co-requisite: HIM 227

Pre- or Co-requisites: HIM 130, HIM 141

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 Semester*

Co-requisites: HIM 265, HIM 266

Pre or Co-requisite: HIM 110, HIM 215

This course includes a study of disease and procedural coding and classification systems.

### HIM 225 Coding and Classification II (2-3-3)

*Offered Spring Semester*

Prerequisites: HIM 216, HIM 265, HIM 266

Co-requisite: HIM 163

Pre- or Co-requisite: HIM 115, HIM 120, HIM 135

This course provides a study of advanced coding and classification systems.

**HIM 227 Senior Professional Competencies (3-0-3)***Offered Summer Semester*

Prerequisites: HIM 163, HIM 225

Co-requisite: HIM 164

Pre- or Co-requisites: HIM 130, HIM 141

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 Semester*

Prerequisite: HIM 215

Co-requisites: HIM 110, HIM 266

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 Fall Semester*

Co-requisite: HIM 216, HIM 265

Pre- or Co-requisite: HIM 110, HIM 215

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.

## Cancer Data Management Certificate in Applied Science

### Program Description

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

#### Mission Statement

The Cancer Data Management (CDM) Program at Greenville Technical College transforms students' lives and helps our community thrive by providing students with the skills and knowledge that they need to become Certified Tumor Registrars (CTRs), thus providing a world-class, affordable education to students and building an educated, engaged workforce committed to life-long learning.

### Entrance Requirements

To enroll in this certificate program, it is preferred that students 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.

See "Program Requirements" Section for additional requirements.

### Type of Program

Online coursework, including a virtual practicum.

### Location

Cancer Data Management (CDM) course work is available online only.

### Employment Opportunities

Working in a Cancer Registry Program or organizations or companies that support cancer registration.

### 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 an Oncology Data Specialist (ODS), formerly called 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.

Visit our web page at <https://www.gvltec.edu/cancer-data-management/>.

### Program Requirements

#### 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. (See details in the School of Health Sciences admissions requirements.)
- Have a negative 10-panel drug screen
- Have an approved criminal background report

Before beginning the practicum, students must:

- Meet all requirements for all facilities in which they may be participating in practicum activities
- Complete the mandatory CDM practicum orientation.

#### Requirements for Completion

The Cancer Data Management certificate includes one practicum course (CDM 260 Cancer Data Management Practicum).

- The practicum course must be completed after all other courses in the CDM program are completed.
- The practicum course requires that students complete work virtually.
- Assessments of student skill are required during the virtual practicum and must be passed in order to complete the practicum and to complete the program.

## Recommended Program Schedule

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.

| First Semester                     |                                         | Hours     |
|------------------------------------|-----------------------------------------|-----------|
| AHS 102                            | Medical Terminology                     | 3         |
| CDM 110                            | Cancer Registry Management I            | 3         |
| HIM 135                            | Medical Pathology                       | 3         |
| HIM 110                            | Health Information Science I            | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>12</b> |
| Second Semester                    |                                         |           |
| BIO 210                            | Anatomy & Physiology I                  | 4         |
| CDM 120                            | Cancer Disease Management               | 3         |
| CDM 130                            | Abstracting Principles and Practices I  | 2         |
| CDM 220                            | Oncology Coding and Staging Systems     | 3         |
| <b>Total Semester Hours</b>        |                                         | <b>12</b> |
| Third Semester                     |                                         |           |
| BIO 211                            | Anatomy & Physiology II                 | 4         |
| CDM 210                            | Cancer Registry Management II           | 3         |
| CDM 230                            | Abstracting Principles and Practices II | 2         |
| <b>Total Semester Hours</b>        |                                         | <b>9</b>  |
| Fourth Semester                    |                                         |           |
| CDM 250                            | Cancer Statistics and Epidemiology      | 3         |
| CDM 260                            | Cancer Data Management Practicum        | 4         |
| <b>Total Semester Hours</b>        |                                         | <b>7</b>  |
| <b>Total Required Credit Hours</b> |                                         | <b>40</b> |

## General Technology Associate in Applied Science Health Information Management Systems Technology Career Path

### Program Description

This degree provides a choice of either a Health Information Management (HIM) or Information Systems Technology (IST) concentration.

### Entrance Requirements

High school diploma or GED

**Note:** Students must meet with the academic program director or department head to determine a specific roadmap for completion.

### Type of Program

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 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 only.

### Location

Phase II Cancer Data Management course work is available online only.

### Requirements for Completion

The Cancer Data Management certificate includes one practicum course (CDM 260 Cancer Data Management Practicum).

- The practicum course must be completed after all other courses in the CDM program are completed.
- The practicum course requires that students complete work virtually.
- Assessments of student skill are required during the virtual practicum and must be passed in order to complete the practicum and to complete the program.

Visit our web page at <https://www.gvltec.edu/him/>.

## Recommended Program Schedule

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.

## Health Information Management Concentration Recommended Program Schedule

| Course                 | Title                               | Hours |
|------------------------|-------------------------------------|-------|
| <b>Phase I</b>         |                                     |       |
| <i>First Semester</i>  |                                     |       |
| AHS 102                | Medical Terminology                 | 3     |
| BIO 210                | Anatomy & Physiology I*             | 4     |
| CPT 170                | Computer Applications I             | 3     |
| ENG 101                | English Composition I*              | 3     |
| <i>Second Semester</i> |                                     |       |
| SPC 205                | Public Speaking*                    | 3     |
| BIO 211                | Anatomy & Physiology II*            | 4     |
| MAT 120                | Probability and Statistics*         | 3     |
| PSY 201                | General Psychology*                 | 3     |
| <b>Phase II</b>        |                                     |       |
| <i>Third Semester</i>  |                                     |       |
| HIM 110                | Health Information Science I        | 3     |
| CDM 110                | Cancer Registry Management I        | 3     |
| HIM 135                | Medical Pathology                   | 3     |
| HIM 265                | Supervisory Principles              | 3     |
| HIM 266                | Computers in Health Care            | 3     |
| <i>Fourth Semester</i> |                                     |       |
| HIM 115                | Medical Records & the Law           | 2     |
| CDM 120                | Cancer Disease Management           | 3     |
| CDM 220                | Oncology Coding and Staging Systems | 3     |



|                                    |                                         |           |
|------------------------------------|-----------------------------------------|-----------|
| CDM 130                            | Abstracting Principles and Practices I  | 2         |
| College Transferable Humanities    |                                         | 3         |
| <i>Fifth Semester</i>              |                                         |           |
| CDM 210                            | Cancer Registry Management II           | 3         |
| CDM 230                            | Abstracting Principles and Practices II | 2         |
| AHS 147                            | Clinical Pharmacology                   | 3         |
| <i>Sixth Semester</i>              |                                         |           |
| CDM 250                            | Cancer Statistics and Epidemiology      | 3         |
| CDM 260                            | Cancer Data Management Practicum        | 4         |
| <b>Total Required Credit Hours</b> |                                         | <b>69</b> |

## Information Systems Concentration Recommended Program Schedule

| Course                             | Title                                    | Hours     |
|------------------------------------|------------------------------------------|-----------|
| <b>Phase I</b>                     |                                          |           |
| <i>First Semester</i>              |                                          |           |
| AHS 102                            | Medical Terminology                      | 3         |
| BIO 210                            | Anatomy & Physiology I*                  | 4         |
| BIO 211                            | Anatomy & Physiology II*                 | 4         |
| CPT 170                            | Computer Applications I                  | 3         |
| <i>Second Semester</i>             |                                          |           |
| ENG 101                            | English Composition I*                   | 3         |
| MAT 120                            | Probability and Statistics* <sup>1</sup> | 3         |
| PSY 201                            | General Psychology*                      | 3         |
| SPC 205                            | Public Speaking*                         | 3         |
| IST 226                            | Internet Programming                     | 3         |
| <b>Phase II</b>                    |                                          |           |
| <i>Third Semester</i>              |                                          |           |
| HIM 110                            | Health Information Science I             | 3         |
| HIM 135                            | Medical Pathology                        | 3         |
| CDM 110                            | Cancer Registry Management I             | 3         |
| IST 272                            | Relational Database <sup>1</sup>         | 3         |
| <i>Fourth Semester</i>             |                                          |           |
| CDM 120                            | Cancer Disease Management                | 3         |
| CDM 220                            | Oncology Coding and Staging Systems      | 3         |
| CDM 130                            | Abstracting Principles and Practices I   | 2         |
| IST 278                            | Database Programming <sup>1</sup>        | 3         |
| Humanities Elective                |                                          | 3         |
| <i>Fifth Semester</i>              |                                          |           |
| CDM 210                            | Cancer Registry Management II            | 3         |
| CDM 230                            | Abstracting Principles and Practices II  | 2         |
| AHS 147                            | Clinical Pharmacology                    | 3         |
| <i>Sixth Semester</i>              |                                          |           |
| CDM 250                            | Cancer Statistics and Epidemiology       | 3         |
| CDM 260                            | Cancer Data Management Practicum         | 4         |
| <b>Total Required Credit Hours</b> |                                          | <b>70</b> |

<sup>1</sup> MAT 120 Probability and Statistics\* must be completed prior to enrolling in IST 272 Relational Database or IST 278 Database Programming

## Health Information Management Associate in Applied Science

### Program Description

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.

### Mission Statement

The Health Information Management (HIM) Program at Greenville Technical College transforms students' lives and helps our community thrive by providing students with the skills and knowledge that they need to become accredited HIM professionals, thus providing our community with an educated, engaged workforce committed to life-long learning.

### Entrance Requirements

High school diploma or GED

See "Program Requirements" Section for additional requirements.

### Type of Program

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 I: Day, evening, weekend or online, full time or part-time;
- Phase II: Day with online component or all online, full time or part-time

### Location

Phase II is available online.

### 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

### 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)

Visit our web page at <https://www.gvltec.edu/him/>.

## Program Requirements

### Phase II eligibility requirements

- Have completed CPT 170 Computer Applications I 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; full-time or part-time. 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 via webinar.
- Submit a physical exam form with documentation of required immunization. (See details in the School of Health Sciences admissions requirements.)
- Submit a signed criminal background release form.
- Have a negative 10-panel drug screen.
- Have an approved criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page <https://www.gvltec.edu/him/>.

Before beginning the Professional Practice Experience, clinical students must

- Attend mandatory Professional Practice Experience Orientation for HIM 163 Supervised Clinical Practice I via webinar.
- Be able to attend all Professional Practice Experience clinical experiences.

### Requirements for Completion

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 Supervised Clinical Practice I and HIM 164 Supervised Clinical Practice II.
- 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.

## Recommended Program Schedule

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 assigned HIM advisor for other program and progression options.

| Course                                                        | Title                                      | Hours     |
|---------------------------------------------------------------|--------------------------------------------|-----------|
| <b>Phase I</b>                                                |                                            |           |
| <i>First Semester</i>                                         |                                            |           |
| AHS 102                                                       | Medical Terminology                        | 3         |
| BIO 210                                                       | Anatomy & Physiology I <sup>1</sup>        | 4         |
| CPT 170                                                       | Computer Applications I                    | 3         |
| ENG 101                                                       | English Composition I <sup>1</sup>         | 3         |
| Select one of the following:                                  |                                            | 3         |
| MAT 109                                                       | College Algebra With Modeling <sup>1</sup> |           |
| MAT 120                                                       | Probability and Statistics <sup>1</sup>    |           |
| Higher Math                                                   |                                            |           |
| <i>Second Semester</i>                                        |                                            |           |
| AHS 147                                                       | Clinical Pharmacology                      | 3         |
| BIO 211                                                       | Anatomy & Physiology II <sup>1</sup>       | 4         |
| ENG 102                                                       | English Composition II <sup>1</sup>        | 3         |
| PSY 201                                                       | General Psychology <sup>1</sup>            | 3         |
| or SOC 101                                                    | Introduction to Sociology                  |           |
| SPC 205                                                       | Public Speaking <sup>1</sup>               | 3         |
| Humanities Elective <sup>1</sup>                              |                                            | 3         |
| <b>Phase II</b>                                               |                                            |           |
| Full-time progression will vary from online progression       |                                            |           |
| <b>Traditional full-time day with online component format</b> |                                            |           |
| <i>Third Semester</i>                                         |                                            |           |
| HIM 110                                                       | Health Information Science I               | 3         |
| HIM 135                                                       | Medical Pathology                          | 3         |
| HIM 216                                                       | Coding and Classification I                | 3         |
| HIM 265                                                       | Supervisory Principles                     | 3         |
| HIM 266                                                       | Computers in Healthcare                    | 3         |
| <i>Fourth Semester</i>                                        |                                            |           |
| HIM 115                                                       | Medical Records and the Law                | 2         |
| HIM 215                                                       | Registries and Statistics                  | 3         |
| HIM 120                                                       | Health Information Science II              | 3         |
| HIM 163                                                       | Supervised Clinical Practice I             | 3         |
| HIM 225                                                       | Coding and Classification II               | 3         |
| <i>Fifth Semester</i>                                         |                                            |           |
| HIM 130                                                       | Billing and Reimbursement                  | 3         |
| HIM 141                                                       | Current Procedural Terminology II          | 3         |
| HIM 164                                                       | Supervised Clinical Practice II            | 3         |
| HIM 227                                                       | Senior Professional Competencies           | 3         |
| <b>Total Required Credit Hours</b>                            |                                            | <b>76</b> |

<sup>1</sup> General education course

# Medical Assistant Programs

- Medical Assistant Certificate in Applied Science (p. 207)

## Courses

### **MED 102 Introduction to the Medical Assisting Profession (1-3-2)**

*Offered Fall Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 104, 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 Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 102, MED 107

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, 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 Semester*

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 Semester*

Prerequisites: MED 102, MED 104

Co-requisites: MED 107, 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 Spring Semester*

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 Spring Semester*

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 Summer Semester*

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.

## Medical Assistant Certificate in Applied Science Program Description

This program prepares students to become versatile health care 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, pulmonary function tests and other screenings, collecting and processing CLIA-waived laboratory specimens and providing patient education).

Visit <https://www.gvltec.edu/medical-assistant/> for published annual program outcomes.

## Mission Statement

The mission of the Greenville Technical College 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

High School Diploma or GED

See "Program Requirements" Section for additional requirements.

## Type of Program

This program is designed as a One-Plus-One program. Phase I includes all prerequisite courses, including general education course work. Upon successful completion of Phase I courses, qualified students apply to Phase II, which includes all of the Medical Assistant course work.

Phase I: Day, evening, or online

Phase II: Day (some program-related evening events required)

## Employment Opportunities

Medical practices, hospital-based outpatient clinics, ambulatory surgery centers and laboratories.

Professional Credentials

Certified Medical Assistant – CMA (AAMA) (subject to passing national certification exam)

- Graduates are eligible to sit for the national certification examination administered by the American Association of Medical Assistants

## 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. (<http://www.maerb.org/>)

Commission on Accreditation of Allied Health Educational Programs (CAAHEP)

9355 - 113th St. N, #7709

Seminole, FL 33775

(727) 210-2350

<https://www.caahep.org/>

Visit our web page at <https://www.gvltec.edu/medical-assistant/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Phase I Admission Requirements

- Must meet college admission requirements.
- Must complete the online Medical Assistant Career Talk within two years prior to applying for Phase II program admission.

### Phase II Admission Requirements

- Meet all of the requirements of Phase I.
- Must complete all Phase I courses with a grade of "C" or better and a technical GPA of 2.50 or higher to be eligible for admission into the program. (Technical GPA 2.49 to 2.0 requires Program Director approval for admission into the program)
- AHS 102 (p. 238) Medical Terminology and BIO 112 (p. 243) Basic Anatomy and Physiology\* must be completed within five (5) years prior to applying for Phase II.
- Complete and submit the Weighted Admission Application Form with supporting documentation during the application window (March 15 - May 15).
- Students are selected based upon weighed admissions criteria.

### Upon Acceptance to Phase II

- Submit an Intent Form by the program deadline to secure a seat in the program.
- Complete a criminal background report. An acceptable report is required for mandatory practicum experiences. Students may be subject to more than one background check during the program based on affiliate requirements.
- A negative 10-panel drug screen will be required.
- Submit a physical exam form completed by a licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
- Meet the specific program requirements outlined in the School of Health Sciences Policies and Requirements (<https://catalog.gvltec.edu/school-health-sciences/#policiesrequirementstext>).

- Submit documentation of current CPR certification for the Health Care Provider through the American Heart Association (must be maintained throughout Phase II).
- Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
- Attend the mandatory program orientation.
- Must attest to ability to perform required program Technical Standards and submit a signed statement of understanding regarding program policies, procedures and requirements for progression.

\*Students may substitute BIO 210/211 (p. 243) combination or BIO 215/216 (p. 243) combination for Anatomy and Physiology course. If using combination, must complete both prior to applying for Phase II admission.

## Requirements for Completion

- Students will be required to demonstrate competency in applicable cognitive (knowledge), affective (behavior), and psychomotor (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 (also known as practicum or externship) 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 Medical Office Management and MED 156 Clinical Experience I.
- Prior to practicum placement, students are responsible for completing all required pre-clinical 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. Applicable course competencies must be completed in full prior to practicum placement.
- 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 are required for MED 112 Medical Assisting Pharmacology, MED 113 Basic Medical Laboratory Techniques, MED 114 Medical Assisting Clinical Procedures and MED 156 Clinical Experience I.
- A minimum grade of "C" is required to successfully pass MED courses.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a daytime 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.

| Course                                                                                                                                                                                              | Title               | Hours |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------|
| <b>Prerequisite courses</b>                                                                                                                                                                         |                     |       |
| 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     |

|         |                                         |   |
|---------|-----------------------------------------|---|
| BIO 112 | Basic Anatomy & Physiology <sup>1</sup> | 4 |
| CPT 170 | Computer Applications I                 | 3 |
| ENG 101 | English Composition I <sup>1</sup>      | 3 |

#### Recommended Day Program Schedule

##### First Semester

|         |                                         |   |
|---------|-----------------------------------------|---|
| MED 102 | Intro to the Med Assisting Profession   | 2 |
| MED 104 | Med Assisting Administrative Procedures | 4 |
| MED 107 | Medical Office Management               | 4 |

##### Second Semester

|         |                                       |   |
|---------|---------------------------------------|---|
| MED 112 | Medical Assisting Pharmacology        | 2 |
| MED 113 | Basic Medical Laboratory Techniques   | 3 |
| MED 114 | Medical Assisting Clinical Procedures | 4 |

##### Third Semester

|         |                       |   |
|---------|-----------------------|---|
| MED 156 | Clinical Experience I | 6 |
|---------|-----------------------|---|

**Total Required Credit Hours** **38**

<sup>1</sup> General education course

## Medical Laboratory Technology Programs

- Medical Laboratory Technology Associate in Applied Science (p. 210)

## Courses

### MLT 101 Introduction to Medical Lab Technology (2-0-2)

*Offered Fall Semester*

Co-requisites: MLT 105, MLT 115, MLT 130

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-requisites: MLT 101, MLT 115, MLT 130

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*

Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 210, MLT 241

This course introduces the routine analysis and clinical significance of urine and other body fluids.

### MLT 110 Hematology (3-3-4)

*Offered Spring Semester*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 120, MLT 205, MLT 230

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-requisites: MLT 101, MLT 105, MLT 130

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 205, MLT 230

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-requisites: MLT 101, MLT 105, MLT 115

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 120, MLT 230

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*

Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 108, MLT 241

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 120, MLT 205

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 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 108, MLT 210

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 210

Co-requisite: MLT 252

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 210

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 251, MLT 252

Co-requisite: MLT 254

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 251, MLT 252

Co-requisite: MLT 253

This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

# Medical Laboratory Technology Associate in Applied Science

## Program Description

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.

## 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, computer technology, 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

High school diploma or GED; high school algebra, biology & chemistry are strongly recommended

See "Program Requirements" Section for additional requirements.

## Type of Program

Day

## Location

This program is located on Greenville Tech's Northwest Campus.

## Employment Opportunities

Hospitals, private offices, blood centers, industrial/pharmaceutical labs

## 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 60018-5119

(773) 714-8880

- Graduates are eligible to sit for the national registry examinations.

Visit our web page at <https://www.gvltec.edu/mlt/>. ([https://www.gvltec.edu/academics\\_learning/health-sciences/medical\\_laboratory\\_technology/](https://www.gvltec.edu/academics_learning/health-sciences/medical_laboratory_technology/))

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

Prior to acceptance students must

- Meet the specific program requirements outlined in the School of Health Sciences admissions requirements.
  - **NOTE:** The TEAS test is no longer required for submission of the weighed admissions form for the MLT program.
- Have completed CHM 100 Introductory Chemistry (Non-Degree Credit) or CHM 110 College Chemistry I\* with a grade of "C" or higher.
- Have completed ENG 101 English Composition I\* with a grade of "C" or better.
- Have completed BIO 216 Physiology (or BIO 210 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\*) 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 year.
- 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. Formal acceptance is contingent upon an acceptable criminal background check and a negative drug screening. The program only admits students each fall.
- Have a negative 10-panel drug screen.
- Have an acceptable criminal background check. Students may be subject to more than one background check during the program based on affiliate requirements.
- Students must be able to attend all clinical experiences.

## Recommended Program Schedule

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:** In addition to the courses listed, students must also complete CHM 100 Introductory Chemistry (Non-Degree Credit) (or higher) as a pre-requisite for submitting a weighted admission form for MLT.

| First Semester                                 |                                        | Hours     |
|------------------------------------------------|----------------------------------------|-----------|
| BIO 216                                        | Physiology                             | 4         |
| ENG 101                                        | English Composition I                  | 3         |
| Select one of the following: MAT 120 preferred |                                        | 3         |
| MAT 120                                        | Probability and Statistics             |           |
| MAT 109                                        | College Algebra With Modeling          |           |
| MAT 110                                        | College Algebra                        |           |
| <b>Total Semester Hours</b>                    |                                        | <b>10</b> |
| Second Semester                                |                                        |           |
| MLT 101                                        | Introduction to Medical Lab Technology | 2         |
| MLT 130                                        | Clinical Chemistry                     | 4         |
| MLT 115                                        | Immunology                             | 3         |
| MLT 105                                        | Medical Microbiology                   | 4         |
| <b>Total Semester Hours</b>                    |                                        | <b>13</b> |
| Third Semester                                 |                                        |           |
| MLT 120                                        | Immunohematology                       | 4         |
| MLT 110                                        | Hematology                             | 4         |
| MLT 230                                        | Advanced Clinical Chemistry            | 4         |
| MLT 205                                        | Advanced Microbiology                  | 4         |
| <b>Total Semester Hours</b>                    |                                        | <b>16</b> |
| Fourth Semester                                |                                        |           |
| MLT 108                                        | Urinalysis and Body Fluids             | 3         |
| MLT 210                                        | Advanced Hematology                    | 4         |
| MLT 241                                        | Medical Lab Transition                 | 3         |
| <b>Total Semester Hours</b>                    |                                        | <b>10</b> |
| Fifth Semester                                 |                                        |           |
| MLT 251                                        | Clinical Experience I                  | 5         |
| MLT 252                                        | Clinical Experience II                 | 5         |
| Select one of the following: SPC 205 preferred |                                        | 3         |
| SPC 205                                        | Public Speaking                        |           |
| SPC 209                                        | Interpersonal Communication            |           |
| Humanities/Fine Arts course <sup>1</sup>       |                                        | 3         |
| <b>Total Semester Hours</b>                    |                                        | <b>16</b> |
| Sixth Semester                                 |                                        |           |
| MLT 253                                        | Clinical Experience III                | 5         |
| MLT 254                                        | Clinical Experience IV                 | 5         |
| Select one of the following:                   |                                        | 3         |
| PSY 201                                        | General Psychology                     |           |
| SOC 101                                        | Introduction to Sociology              |           |
| <b>Total Semester Hours</b>                    |                                        | <b>13</b> |
| <b>Total Required Credit Hours</b>             |                                        | <b>78</b> |

<sup>1</sup> It is strongly recommended that one of the following courses be selected for the 3-hour Humanities elective; SPA 102 Elementary Spanish II or SPA 201 Intermediate Spanish I; PHI 110 Ethics; REL 101 Introduction to Religion

**Note:** Entry-level foreign language courses (SPA 101 Elementary Spanish I, FRE 101 Elementary French I or GER 101 Elementary German I) are not acceptable.

## Nursing Programs

- Nursing Associate in Applied Science (p. 212)

## Post RN Specialty Courses Program Description

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.

## Entrance Requirements

Registered nurse or permission of instructor. Contact Nursing Specialties (864) 250-8216 or (864) 250-8547 for enrollment information. Online registration is not available.

## Type of Program

Day

## Employment Opportunities

Critical care units, oncology units, operating rooms, acute care, ER, trauma areas, telemetry and monitored areas

## Available Courses

| Course  | Title                                   | Hours |
|---------|-----------------------------------------|-------|
| NUR 230 | Physical Assessment <sup>1</sup>        | 3     |
| NUR 260 | Dysrhythmia Interpretation <sup>1</sup> | 2     |

<sup>1</sup> 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 our web page at <https://www.gvltec.edu/nursing/>.

## Courses

### NUR 139 Introduction to Nursing Concepts (2.5-3-3)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201

Co-requisites: BIO 211, NUR 141

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

This course introduces the role of the nurse in the safe and effective administration of medications.

**NUR 143 Basic Care and Comfort (1.5-6-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 139, NUR 141

Co-requisites: BIO 211, 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-requisites: BIO 211, 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 (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 143, NUR 144

Co-requisite: BIO 225

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 (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 145

Co-requisite: BIO 225

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 156 Physiological Adaptation and Risk Reduction III (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 146

Co-requisite: BIO 225

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 230 Physical Assessment (2-3-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN, APN, or Instructor Permission

This course facilitates the development of competence to perform a physical assessment.

**NUR 239 Mental Health Nursing Concepts (2.5-6-4)***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 (2.5-6-4)***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 (2.5-6.5-4)***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 253 Physiological Integrity (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 243

Co-requisite: Humanities elective; 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 256 Management of Care (2.5-7.5-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 253

Co-requisite: Humanities elective; 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 Instructor Permission

This course facilitates the development of the nurse's competence in interpretation of normal and abnormal EKG rhythms and includes life-threatening dysrhythmias.

## Nursing Associate in Applied Science Program Description

This program covers all aspects of the nursing profession and is designed to integrate both theory and practical "hands-on" educational experiences.

## Mission Statement

The Nursing Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate nurses will be able to use essential knowledge, attitudes, skills and technology to meet the healthcare needs of patients, families and communities while recognizing the need for an individualized plan of care. Faculty members strive to incorporate essential competencies for nurse educators while preparing graduates who will become the future of the nursing profession.

## Entrance Requirements

High school diploma or GED

TEAS test minimum score of 65

See "Program Requirements" Section for additional requirements.

## 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.

## Employment Opportunities

Hospitals, nursing homes, clinics, physicians' offices, home health agencies, industrial nursing

## 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.  
Columbia, SC 29210  
(803) 896-4550

The Associate in Applied Science nursing program at Greenville Technical College located in Greenville, SC is accredited by the:

Accreditation Commission for Education in Nursing, Inc.  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate in Applied Science nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm> (<http://www.acenursing.com/accreditedprograms/programsearch.htm>)

Visit our web page at <https://www.gvltec.edu/nursing/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Nursing Associate Degree Requirements

In order to be eligible for seating into the program, students must meet college admission requirements and:

- Complete the online Career Talk for Nursing, located under Nursing Program Requirements and Admission Process ([https://www.gvltec.edu/academics\\_learning/health-sciences/nursing/](https://www.gvltec.edu/academics_learning/health-sciences/nursing/)) (current within one year).
- Complete the full version of ATI TEAS® or TEAS VI prior to submitting an application.
  - A minimum score of 65 is required
  - Applicants are responsible for checking the version number of the TEAS test is accepted by GTC if the test was taken at another college or testing facility.
- Students may test at the Testing Center on the second floor of the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102).
- It is the applicant's responsibility to ensure that results of TEAS testing from other locations are sent to GTC directly by logging into ATI using their account information and requesting a transcript.
- TEAS test scores are valid for five (5) years.
- Students must have completed ENG 101 English Composition I\*, MAT 120 Probability and Statistics\*, BIO 210 Anatomy & Physiology I\* and PSY 201 General Psychology\*.
- 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 March 15 – May 15 for potential admission into the August, October, or January class. Submit a weighted admission form between the dates of July 15 – September 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 a \$100 deposit, and a student health form.
  - To reserve a seat, students must pay a \$100 non-refundable deposit and complete the student health form (physical exam may not be more than 12 months prior to beginning NUR courses) by the due date set in the admission letter. Program admission 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).
- BIO 216 Physiology may be taken to validate an expired BIO 210 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\*.
- Anatomy (BIO 215) and Physiology (BIO 216) may be taken instead of BIO 210 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\*. However, BIO 210 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\* are the recommended combination.
- 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 from AHA, preclinical orientation, completed student health form (physical exam), and documentation of required immunizations as a course requirement for NUR 139 Introduction to Nursing Concepts.
- 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 may be subject to more than one background check during the program based on affiliate requirements.

- 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.
- Students must be able to attend all clinical experiences.
- 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 in Science majors. See your assigned advisor for questions regarding this matter.

## Recommended Program Schedule

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.

## Nursing Recommended Program Schedule

**Note:** Due to the required Pre-Nursing courses and the weighted admission process, the program length will be longer than two years.

| Course                             | Title                                                | Hours     |
|------------------------------------|------------------------------------------------------|-----------|
| <b>Pre-Nursing Courses</b>         |                                                      |           |
| MAT 120                            | Probability and Statistics <sup>1</sup>              | 3         |
| BIO 210                            | Anatomy & Physiology I <sup>1</sup>                  | 4         |
| PSY 201                            | General Psychology <sup>1</sup>                      | 3         |
| ENG 101                            | English Composition I <sup>1</sup>                   | 3         |
| <b>Phase I</b>                     |                                                      |           |
| BIO 211                            | Anatomy & Physiology II <sup>1</sup>                 | 4         |
| NUR 139                            | Introduction to Nursing Concepts <sup>2</sup>        | 3         |
| NUR 141                            | Pharmacological Therapies I <sup>2</sup>             | 2         |
| NUR 143                            | Basic Care and Comfort <sup>2</sup>                  | 3         |
| NUR 144                            | Pharmacological Therapies II <sup>2</sup>            | 1         |
| <b>Phase II</b>                    |                                                      |           |
| BIO 225                            | Microbiology <sup>1</sup>                            | 4         |
| NUR 145                            | Physiol Adaptation & Risk Reduction I <sup>2</sup>   | 4         |
| NUR 146                            | Physiol Adaptation & Risk Reduction II <sup>2</sup>  | 4         |
| NUR 156                            | Physiol Adaptation & Risk Reduction III <sup>2</sup> | 4         |
| <b>Phase III</b>                   |                                                      |           |
| SPC 205                            | Public Speaking <sup>1</sup>                         | 3         |
| NUR 239                            | Mental Health Nursing Concepts <sup>2</sup>          | 4         |
| NUR 241                            | Hlth Promo & Risk Redu-Mot/Ch <sup>2</sup>           | 4         |
| NUR 243                            | Hlth Promo & Risk Reduction - Children <sup>2</sup>  | 4         |
| <b>Phase IV</b>                    |                                                      |           |
| NUR 253                            | Physiological Integrity <sup>2</sup>                 | 4         |
| NUR 256                            | Management of Care <sup>2</sup>                      | 4         |
| Humanities Elective <sup>1,3</sup> |                                                      | 3         |
| BSN Prerequisites (Optional)       |                                                      |           |
| <b>Total Required Credit Hours</b> |                                                      | <b>68</b> |

<sup>1</sup> General education course

<sup>2</sup> All nursing courses are seven weeks in length.

<sup>3</sup> Must be college transferable

## Occupational Therapy Assistant Programs

- Occupational Therapy Assistant Associate in Applied Science (p. 215)

## Courses

### OTA 103 Introduction to Occupational Therapy (2-0-2)

*Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program

Co-requisite: OTA 163, OTA 200

This course introduces the philosophy, history and development of occupational therapy.

### OTA 130 Therapeutic Media I (0-3-1)

*Offered Fall Semester*

Prerequisites: OTA 103, OTA 163 OTA 200

Co-requisites: OTA 131, OTA 153, OTA 203

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: OTA 103, OTA 163 OTA 200

Co-requisites: OTA 130, OTA 153, OTA 203

This course is the study of occupational therapy principles that emphasize the use of purposeful activities to enhance role function.

### OTA 135 Therapeutic Media II (0-3-1)

*Offered Spring Semester*

Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 136, OTA 140, OTA 245, OTA 253

This course covers the fabrication and use of therapeutic equipment.

### OTA 136 Occupational Performance II (2-3-3)

*Offered Spring Semester*

Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 140, OTA 245, OTA 253

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 245, OTA 253

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: OTA 103, OTA 163, OTA 200

Co-requisites: OTA 130, OTA 131, OTA 203

This course is a laboratory and clinical course emphasizing screening and assessment, treatment planning and therapeutic intervention. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

**OTA 163 Psycho-Social Aspects of Occupational Therapy (1-3-2)***Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program.

Co-requisites: OTA 103, OTA 200

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"

Co-requisites: OTA 103, OTA 163

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 (2-3-3)***Offered Fall Semester*

Prerequisites: OTA 103, OTA 163, OTA 200

Co-requisites: OTA 130, OTA 131, OTA 153

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 140, OTA 253

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 140, OTA 245

This course is a continuation of Clinical Application I with increased emphasis on reassessment for effect of intervention and maximizing treatment gains. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

**OTA 262 OTA Clinical Application (0-21-7)***Offered Fall and Summer Semesters*

Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253

This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.

**OTA 268 Clinical VI (0-21-7)***Offered Fall and Summer Semesters*

Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253

This course emphasizes direct participation in pediatric, geriatric, or mental health clinic experience.

## Occupational Therapy Assistant Associate in Applied Science

### Program Description

The Occupational Therapy Assistant program prepares students for entry-level practice in the field of occupational therapy. Occupational Therapy Assistants (OTA) are helpers, healers, and a core member of the care team. Occupational therapy assistants help people of all ages from 0-110 years of age to function in ALL of their environments including community, home, school and work. OTA's help people learn or regain their independence to live life to the fullest through the use of therapeutic everyday activities.

Greenville Technical College's nationally accredited occupational therapy program will get you moving toward a rewarding career that addresses the physical, psychological and cognitive aspects of all ages. Occupational therapy is both an art and a science. Being an occupational therapy assistant allows you to treat patients "outside the box" while applying science in order to meet the patient's needs.

### Mission Statement

The mission of the Occupational Therapy Assistant program, in conjunction with Greenville Technical College's mission, is to transform students' lives and help our community thrive by providing high-quality, affordable education to students and building an educated, engaged workforce committed to life-long learning.

We are committed to assisting students from diverse backgrounds in the achievement of the essential skills, leadership, community service actions, and professional behaviors necessary for successful employment as an occupational therapy assistant in diverse settings. We provide hands-on learning, the use of evidence-based practice, and access to emerging practices and technology to ensure our students are equipped to enter the profession successfully.

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, as well as graduates who continue to contribute to the profession by providing meaningful feedback, mentorship/fieldwork training, networking, and referrals.

### Entrance Requirements

High school diploma or GED

See "Program Requirements" Section for additional requirements.

### Type of Program

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 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.

## Location

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.

## Employment Opportunities

Hospitals, clinics, rehabilitation centers, schools, pediatric clinics, home health care, mental health facilities, long-term care facilities, private practice, industrial consulting and research

## Professional Credentials

Certified Occupational Therapy Assistant (COTA) (subject to passing national exam)

- 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.

## Program Accreditation

Accreditation Council for Occupational Therapy Education (ACOTE)  
c/o Accreditation Department, American Occupational Therapy Association (AOTA)  
7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814  
<https://www.acoteonline.org/> or <https://www.aota.org/> or <https://www.aota.org/Education-Careers/Accreditation.aspx>  
email: [accred@aota.org](mailto:accred@aota.org)  
(301) 652-6611

Visit our web page at <https://www.gvltec.edu/ota/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Phase I Admission Requirements

- Complete Greenville Tech application.
- Submit all high school transcripts or GED and official college transcripts, if applicable.

- Strongly recommend that students meet with a School of Health Sciences advisor to plan course progression.

Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, the final five (full-time enrollment) or seven (part-time enrollment) of academic and clinical occupational therapy assistant coursework.

## Phase II Admission Requirements

- Read and complete the Career Talk requirements for the OTA program within 1 year 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 <https://www.gvltec.edu/ota/>.

## After acceptance into Phase II of the OTA program

Students will be required to:

- Attend in-person OTA Program new student orientation.
- Have a negative 10-panel drug screen.
- Complete the online SC Passport when assigned by Administrative Assistant.
- Submit documentation of current Healthcare Provider CPR certification.
- Have an acceptable criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- 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

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.

| Course                | Title | Hours |
|-----------------------|-------|-------|
| <b>Phase I</b>        |       |       |
| <i>First Semester</i> |       |       |

|                                    |                                            |           |
|------------------------------------|--------------------------------------------|-----------|
| AHS 102                            | Medical Terminology                        | 3         |
| ENG 101                            | English Composition I                      | 3         |
| PSY 201                            | General Psychology                         | 3         |
| BIO 210                            | Anatomy & Physiology I                     | 4         |
| <i>Second Semester</i>             |                                            |           |
| BIO 211                            | Anatomy & Physiology II                    | 4         |
| PSY 203                            | Human Growth and Development               | 3         |
| <i>Third Semester</i>              |                                            |           |
| PSY 212                            | Abnormal Psychology                        | 3         |
| Select one of the following:       |                                            | 3         |
| MAT 109                            | College Algebra With Modeling <sup>1</sup> |           |
| MAT 110                            | College Algebra                            |           |
| MAT 120                            | Probability and Statistics <sup>1</sup>    |           |
| Higher College Transferable Math   |                                            |           |
| SPC 205                            | Public Speaking                            | 3         |
| or SPC 209                         | Interpersonal Communication                |           |
| Humanities elective                |                                            | 3         |
| <b>Phase II</b>                    |                                            |           |
| <i>Summer</i>                      |                                            |           |
| OTA 103                            | Introduction to Occupational Therapy       | 2         |
| OTA 163                            | Psycho-Social Aspects of Occup Therapy     | 2         |
| OTA 200                            | Introduction to Kinesiology                | 3         |
| <i>Fall</i>                        |                                            |           |
| OTA 130                            | Therapeutic Media I                        | 1         |
| OTA 131                            | Occupational Performance I                 | 3         |
| OTA 153                            | Clinical Applications I                    | 5         |
| OTA 203                            | Kinesiology for Occupational Therapy       | 3         |
| <b>Spring</b>                      |                                            |           |
| OTA 135                            | Therapeutic Media II                       | 1         |
| OTA 136                            | Occupational Performance II                | 3         |
| OTA 140                            | Clinical Introduction                      | 1         |
| OTA 245                            | Occupational Therapy Dept Management       | 2         |
| OTA 253                            | Clinical Applications II                   | 5         |
| <i>Summer</i>                      |                                            |           |
| OTA 262                            | OTA Clinical Application I                 | 7         |
| <i>Fall</i>                        |                                            |           |
| OTA 268                            | Clinical VI                                | 7         |
| <b>Total Required Credit Hours</b> |                                            | <b>77</b> |

## Physical Therapist Assistant Programs

- Physical Therapist Assistant Associate in Applied Science (p. 218)

## Courses

### 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 (required for extended track): PTH 270

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 (required for 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 (required for 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 (required for 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 (required for 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 (required for 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-requisite: PTH 220

This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

**PTH 234 Clinical Education I (0-10.5-3)***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 (4-3-5)***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 (required for full-time track): PTH 101, PTH 220, PTH 226 (required for extended track): 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.

## Physical Therapist Assistant Associate in Applied Science

### Program Description

The Physical Therapist Assistant program prepares students to become licensed to work in the field of physical therapy as a vital 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.

### 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

High school diploma or GED

See "Program Requirements" Section for additional requirements.

### Type of Program

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 I: Day, evening, online or weekend
- Phase II: Day

### Location

Phase II courses are taught at Greenville Tech's Benson Campus located in Greer, SC.

Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home.

## Employment Opportunities

Hospitals, rehabilitation centers, schools, home health care, private practice

## Professional Credentials

Physical Therapist Assistant (subject to passing national licensure exam)

- Graduates of this program must pass a national licensure exam to practice as a physical therapist assistant.

## Program Accreditation

The Physical Therapist Assistant program at Greenville Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE):

3030 Potomac Ave., Suite 100  
Alexandria, Virginia 22305-3085  
(800) 999-2782

email: [accreditation@apta.org](mailto:accreditation@apta.org)

website: <http://www.capteonline.org/home.aspx>

Visit our web page at <https://www.gvltec.edu/pta/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Phase I Admission Requirements

- Complete Greenville Tech application.
- Submit all high school transcripts or GED and official college transcripts, if applicable.
- Complete the online Career Talk within one year of the March 31 deadline for submitting Phase II PTA Weighted Admission Application.
- Meet with a PTA program advisor to plan course progression.

### Phase II Admission Requirements

- Complete all of the admissions requirements of Phase I.
- Take the TEAS entrance exam at the Testing Center on the second floor of the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102).
- Submit a completed PTA Program Phase II Weighted Admission Packet by March 31 of the year students anticipate admission into Phase II. Application can be found on the PTA advising website: <https://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.

- BIO 150 Anatomy Review for Kinesiology (for Physical Therapist Assistant majors) must be completed within five years of admission to Phase II and is offered only at GTC

## After acceptance into Phase II

Students will be required to

- Attend new PTA program student orientation.
- Have a negative 10-panel drug screen report.
- Have an acceptable criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- Submit a physical exam with documentation of required immunizations.
- Submit documentation of current Healthcare Provider CPR certification.
- Complete all preclinical training modules.
- Be able to attend all clinical experiences, which require driving to and from clinical sites.
- Pass the PTA Program Physical Competency Assessment.

## Recommended Program Schedule

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.

| Course                                                                                             | Title                                       | Hours |
|----------------------------------------------------------------------------------------------------|---------------------------------------------|-------|
| <b>Phase I</b>                                                                                     |                                             |       |
| All courses listed under first and second semester are required prior to acceptance into Phase II. |                                             |       |
| <i>First Semester (Full Time)</i>                                                                  |                                             |       |
| ENG 101                                                                                            | English Composition I <sup>1</sup>          | 3     |
| or ENG 102                                                                                         | English Composition II                      |       |
| AHS 102                                                                                            | Medical Terminology                         | 3     |
| PSY 201                                                                                            | General Psychology <sup>1</sup>             | 3     |
| BIO 210                                                                                            | Anatomy & Physiology I <sup>1</sup>         | 4     |
| or BIO 215                                                                                         | Anatomy                                     |       |
| MAT 120                                                                                            | Probability and Statistics <sup>1</sup>     | 3     |
| <i>Second Semester (Full Time)</i>                                                                 |                                             |       |
| PSY 203                                                                                            | Human Growth and Development <sup>1</sup>   | 3     |
| SPC 205                                                                                            | Public Speaking <sup>1,2</sup>              | 3     |
| or SPC 209                                                                                         | Interpersonal Communication                 |       |
| BIO 150                                                                                            | Anatomy Review for Kinesiology <sup>1</sup> | 1     |
| BIO 211                                                                                            | Anatomy & Physiology II <sup>1</sup>        | 4     |
| or BIO 216                                                                                         | Physiology                                  |       |
| Humanities Elective <sup>1</sup>                                                                   |                                             | 3     |
| <b>Phase II</b>                                                                                    |                                             |       |
| <i>Third Semester (Full Time)</i>                                                                  |                                             |       |
| PTH 102                                                                                            | Introduction to PT Intervention             | 2     |
| PTH 105                                                                                            | Introduction to Kinesiology                 | 3     |
| PTH 115                                                                                            | Pathology for Phys Therapist Assistants     | 3     |



|                                    |                                           |           |
|------------------------------------|-------------------------------------------|-----------|
| PTH 118                            | Physical Agents and Modalities            | 4         |
| <i>Fourth Semester (Full Time)</i> |                                           |           |
| PTH 101                            | Physical Therapy Professional Preparation | 2         |
| PTH 220                            | Patient Assessment Techniques             | 4         |
| PTH 226                            | Therapeutic Exercises                     | 3         |
| PTH 270                            | Special Topics in Physical Therapy        | 3         |
| PTH 234                            | Clinical Education I                      | 3         |
| <i>Fifth Semester (Part-Time)</i>  |                                           |           |
| PTH 242                            | Orthopedic Management                     | 4         |
| PTH 246                            | Neuromuscular Rehabilitation              | 5         |
| <i>Sixth Semester (Part-Time)</i>  |                                           |           |
| PTH 264                            | Clinical Education II                     | 5         |
| PTH 274                            | Clinical Education III                    | 5         |
| <b>Total Required Credit Hours</b> |                                           | <b>76</b> |

<sup>1</sup> General education courses

<sup>2</sup> Although SPC 205 Public Speaking is preferred SPC 209 Interpersonal Communication will be accepted.

## Radiologic Technology Programs

- Radiologic Technology Associate in Applied Science (p. 221)

## Courses

### **RAD 101 Introduction to Radiography (2-0-2)**

*Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission  
Co-requisite: RAD 102, RAD 112, RAD 130, RAD 152

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 (2-1-2)**

*Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission  
Co-requisite: RAD 101, RAD 112, RAD 130, RAD 152

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 and Spring Semesters*

Prerequisite: Program Coordinator Permission

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: RAD 175, RAD 205, RAD 230

Co-requisites: RAD 225, RAD 268

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 or MAT 110

Co-requisites: RAD 101, RAD 102, RAD 130, RAD 152

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 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 136, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 130 Radiographic Procedures I (2-3-3)**

*Offered Fall Semester*

Prerequisite: Acceptance into Phase II of Radiologic Technology program  
Co-requisites: RAD 101, RAD 102, RAD 112, RAD 152

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography program

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: MAT 109, RAD 101, RAD 102, RAD 112, RAD 130, RAD 152  
Co-requisites: RAD 114, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography 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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 101, RAD 102, RAD 112, 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 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 136, RAD 201

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 136, RAD 160, RAD 201

Co-requisites: RAD 205, RAD 230

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, 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 Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisite: RAD 175, RAD 230

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 225 Selected Radiographic Topics (2-0-2)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 268

This course is a study of selected areas related to radiography.

**RAD 230 Radiographic Procedures III (2-3-3)**

*Offered Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisites: RAD 175, RAD 205

This course is a study of special radiographic procedures.

**RAD 236 Radiography Seminar II (2-0-2)**

*Offered Spring Semester*

Prerequisites: RAD 111, RAD 225, RAD 268

Co-requisite: RAD 278

This course includes selected areas of radiography that require additional study or application.

**RAD 268 Advanced Radiography II (0-24-8)**

*Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 225

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 111, RAD 225, RAD 268

Co-requisite: RAD 236

This course includes routine and advanced radiographic procedures in the clinical environment.

## Radiologic Technology Associate in Applied Science

### Program Description

This program instructs students in the production of diagnostic images, patient care and management, and as a technical assistant to radiologists.

### 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.

Visit <https://www.gvltec.edu/radtech/> for published annual program goals and outcomes.

### Entrance Requirements

High school diploma or GED.

See "Program Requirements" Section for additional requirements.

### Type of Program

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.

**Phase I:** Day, evening or weekend

**Phase II:** Day (some evening and weekend clinicals required)

### Employment Opportunities

Hospitals, clinics, health departments, doctor's offices, outpatient imaging centers

## Professional Credentials

Registered Radiologic Technologist (subject to passing national certification exam)

- Graduates are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists.

## Program Accreditation

Joint Review Committee on Education in Radiologic Technology

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Chicago, IL 60606-3182  
Phone: (312) 704-5300; Fax: (312) 704-5304  
E-mail: mail@jrcert.org

Visit our web page at <https://www.gvltec.edu/radtech/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Phase I admission requirements

- Meet the specific program requirements outlined in the School of Health Sciences admissions requirements, excluding the physical exam.
- High school level biology, physics and chemistry are strongly encouraged.
- Complete a Career Talk session for the major within one year prior to consideration for acceptance into Phase II.

### 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
- 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 Anatomy & Physiology I\* and BIO 211 Anatomy & Physiology II\* must be completed within five (5) years of applying for Phase II.
- Students are selected based upon weighted admissions criteria.

### Upon acceptance to Phase II

- Submit Intent Form along with a \$100 non-refundable deposit to secure a seat in the program.
- Submit a physical exam form completed by a licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
- Have an acceptable background for seven years prior to entering Phase II. Students may be subject to more than one background check during the program based on affiliate requirements. Some convictions greater than seven years old may prevent progression through the program.
- A negative 10-panel drug screen will be required.

- Submit documentation of current CPR certification for the Health Care Provider through the American Heart Association (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.
- Students must be able to participate in all clinical experiences in order to complete clinical competency.

## Requirements for Completion

Clinical assignments are required in Phase II and may require evening or weekend time periods. Transportation is the responsibility of the student.

## Recommended Program Schedule

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 other program options.

| Course                                                | Title                                                        | Hours |
|-------------------------------------------------------|--------------------------------------------------------------|-------|
| <b>Phase I</b>                                        |                                                              |       |
| <i>First Semester</i>                                 |                                                              |       |
| AHS 102                                               | Medical Terminology                                          | 3     |
| BIO 210<br>or BIO 215                                 | Anatomy & Physiology I <sup>1</sup><br>Anatomy               | 4     |
| ENG 101                                               | English Composition I <sup>1</sup>                           | 3     |
| Select one of the following:                          |                                                              | 3     |
| MAT 109                                               | College Algebra With Modeling <sup>1</sup>                   |       |
| MAT 110                                               | College Algebra <sup>1</sup>                                 |       |
| Higher college transferrable algebra                  |                                                              |       |
| <i>Second Semester</i>                                |                                                              |       |
| BIO 211<br>or BIO 216                                 | Anatomy & Physiology II <sup>1</sup><br>Physiology           | 4     |
| SOC 101<br>or PSY 201                                 | Introduction to Sociology <sup>1</sup><br>General Psychology | 3     |
| Select one of the following: SPC 205 preferred        |                                                              | 3     |
| SPC 205                                               | Public Speaking                                              |       |
| SPC 208                                               | Intercultural Communication                                  |       |
| SPC 209                                               | Interpersonal Communication                                  |       |
| College Transferable Humanities Elective <sup>1</sup> |                                                              | 3     |
| <b>Phase II</b>                                       |                                                              |       |
| (begins each Fall Semester)                           |                                                              |       |
| <i>Block I</i>                                        |                                                              |       |
| RAD 101                                               | Introduction to Radiography                                  | 2     |
| RAD 102                                               | Radiology Patient Care Procedures                            | 2     |
| RAD 112                                               | Radiographic Imaging Fundamentals                            | 2     |
| RAD 130                                               | Radiographic Procedures I                                    | 3     |
| RAD 152                                               | Applied Radiography I                                        | 2     |
| <i>Block II</i>                                       |                                                              |       |
| RAD 201                                               | Radiation Biology                                            | 2     |
| RAD 114                                               | Radiographic Imaging Fundamentals II                         | 2     |
| RAD 136                                               | Radiographic Procedures II                                   | 3     |
| RAD 160                                               | Clinical Applications II                                     | 6     |

*Block III*

|         |                             |   |
|---------|-----------------------------|---|
| RAD 175 | Applied Radiography III     | 5 |
| RAD 205 | Radiographic Pathology      | 2 |
| RAD 230 | Radiographic Procedures III | 3 |

*Block IV*

|         |                                      |   |
|---------|--------------------------------------|---|
| RAD 268 | Advanced Radiography II              | 8 |
| RAD 225 | Selected Radiographic Topics         | 2 |
| RAD 111 | Introduction to Radiographic Physics | 2 |

*Block V*

|         |                          |   |
|---------|--------------------------|---|
| RAD 236 | Radiography Seminar II   | 2 |
| RAD 278 | Advanced Radiography III | 8 |

**Total Required Credit Hours** **82**

## Respiratory Care

### Programs

- Respiratory Care Associate in Applied Science (p. 224)

### Courses

#### **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

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

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

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

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 (2-0-2)**

*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.

## Respiratory Care Associate in Applied Science

### Program Description

This program trains students to treat patients with difficulty breathing because of problems affecting the cardiopulmonary (heart-lung) system.

The Respiratory Care program is a Phase I/Phase II program.

### 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

High school diploma or GED

See "Program Requirements" Section for additional requirements.

### Type of Program

Day

### Location

The Respiratory Care program is located at the Barton Campus.

### Employment Opportunities

Hospitals, sales, home health care, management, physician offices and pulmonary rehabilitation.

## Professional Credentials

Certified Respiratory Therapist (CRT); Registered Respiratory Therapist (RRT)

- Graduates are eligible to take the Therapist Multiple-Choice Examination, offered by the National Board for Respiratory Care (NBRC), upon successful completion of the program.
- Completion of the TMC with the high cut score enables the graduate to take the Clinical Simulation Exam and earn the Registered Respiratory Therapist (RRT) credential.

## Program Accreditation

Commission on Accreditation for Respiratory Care

264 Precision Blvd.

Telford, TN 37690

(817) 283-2835

<https://www.coarc.com/>

Visit our web page at <https://www.gvltec.edu/respiratorycare/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Pre-Program/Phase I Admission Requirements

- Must meet college admission requirements.
- Complete Online Career Talk.
- Take the TEAS entrance exam at the Testing Center on the second floor of the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102). Must have a total score of 60 or higher to be considered eligible for the program.

### 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.
- Students with the highest scores on their weighted admission application will receive an admission letter, intent form and physical exam form.
- Previously completed respiratory courses from other programs can not be transferred into Phase II.

## After acceptance into Phase II

Before beginning clinical coursework, students will be required to

- 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 an acceptable background for seven years prior to entering Phase II. Students may be subject to more than one background check during the program based on affiliate requirements. 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 American Heart Association Healthcare Provider CPR certification.
- Students must pass an exit examination in order to complete their requirements for graduation.

## Recommended Program Schedule

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 other program options.

| Course                           | Title                                              | Hours |
|----------------------------------|----------------------------------------------------|-------|
| <b>Phase I</b>                   |                                                    |       |
| BIO 210<br>or BIO 215            | Anatomy & Physiology I <sup>1</sup><br>Anatomy     | 4     |
| BIO 211<br>or BIO 216            | Anatomy & Physiology II <sup>1</sup><br>Physiology | 4     |
| BIO 225                          | Microbiology                                       | 4     |
| ENG 101                          | English Composition I <sup>1</sup>                 | 3     |
| Select one of the following:     |                                                    | 3     |
| MAT 109                          | College Algebra With Modeling                      |       |
| MAT 110                          | College Algebra                                    |       |
| MAT 120                          | Probability and Statistics                         |       |
| Select one of the following:     |                                                    | 3     |
| PSY 201                          | General Psychology <sup>1</sup>                    |       |
| SOC 101                          | Introduction to Sociology <sup>1</sup>             |       |
| Humanities Elective <sup>1</sup> |                                                    | 3-4   |
| <b>Phase II Clinical</b>         |                                                    |       |
| <i>First Semester</i>            |                                                    |       |
| RES 101                          | Introduction to Respiratory Care                   | 3     |
| RES 121                          | Respiratory Skills I                               | 4     |
| RES 152                          | Clinical Applications II                           | 3     |
| RES 246                          | Respiratory Pharmacology                           | 2     |
| <i>Second Semester</i>           |                                                    |       |
| RES 111                          | Pathophysiology                                    | 2     |
| RES 131                          | Respiratory Skills II                              | 4     |
| RES 154                          | Clinical Applications II                           | 4     |
| RES 232                          | Respiratory Therapeutics                           | 2     |
| <i>Third Semester</i>            |                                                    |       |
| RES 141                          | Respiratory Skills III                             | 3     |
| RES 236                          | Cardiopulmonary Diagnostics                        | 3     |
| RES 241                          | Respiratory Care Transition                        | 1     |
| RES 265                          | Advanced Clinical Applications I                   | 3     |
| <i>Fourth Semester</i>           |                                                    |       |

|         |                                      |   |
|---------|--------------------------------------|---|
| RES 204 | Neonatal/Pediatric Care              | 3 |
| RES 242 | Advanced Respiratory Care Transition | 1 |
| RES 244 | Advanced Respiratory Skills I        | 4 |
| RES 275 | Advanced Clinical Practice           | 5 |

### *Fifth Semester*

|         |                                |   |
|---------|--------------------------------|---|
| RES 207 | Management in Respiratory Care | 2 |
| RES 249 | Comprehensive Applications     | 2 |
| RES 251 | Clinical Applications III      | 8 |

**Total Required Credit Hours 83-84**

<sup>1</sup> General education course

## Surgical Technology Programs

- Sterile Processing Technology Certificate in Applied Science (p. 226)
- Surgical Technology Associate in Applied Science (p. 226)

## Courses

### **SUR 101 Introduction to Surgical Technology (4-3-5)**

*Offered Fall Semester*

Prerequisites: Admission into the SUR diploma or SUR AAS program

Co-requisite: SUR 123

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

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

Co-requisite: 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-requisite: SUR 110

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

Co-requisites: SUR 103, SUR 104

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*

Prerequisites: SUR 104, SUR 110

Co-requisites: SUR 120

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

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: Admission into the SUR diploma program or SUR AAS program

Co-requisites: SUR 101, SUR 102

This course provides a detailed study of the preparation and processing procedures of surgical instruments.

## Sterile Processing Technology Certificate in Applied Science

*\*This program is not eligible for Federal Financial Aid. See the Financial Aid Office for details.*

### Program Description

This program teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization and distribution. Students must be accepted into the Associate Degree in Surgical Technology Program to qualify for this certificate.

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.

### Mission Statement

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

High school diploma or GED; Acceptance into the Surgical Technology Program

See "Program Requirements" Section for additional requirements.

### Type of Program

Day

### Employment Opportunities

Sterile processing departments, hospitals, surgical centers, obstetrical care offices, veterinarians' offices, physician's offices and dentists' offices

### Professional Credentials

Certified Registered Central Sterile Technician (subject to passing the exam)

- 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).

Visit our web page at <https://www.gvltec.edu/surgtech/>.

### Program Requirements

In order to be eligible for seating into the program, students must be accepted in the Surgical Technology Program.

### Requirements for Completion

- The student must achieve a final average of 78% to complete the course.

### Recommended Program Schedule

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.

| Course                             | Title                               | Hours     |
|------------------------------------|-------------------------------------|-----------|
| SUR 101                            | Introduction to Surgical Technology | 5         |
| SUR 102                            | Applied Surgical Techniques         | 5         |
| SUR 123                            | Sterile Processing                  | 3         |
| <b>Total Required Credit Hours</b> |                                     | <b>13</b> |

## Surgical Technology Associate in Applied Science

### Program Description

This program prepares students to pass instruments, sutures and sponges and to assist in surgery.

The Surgical Technology Program is a Phase I/Phase II Program.

#### **Embedded Certificate**

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form (<https://dynamicforms.ngwebsolutions.com/>) to opt out of the embedded certificate.

## 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

High school diploma or GED

See "Program Requirements" Section for additional requirements.

## Type of Program

Day

## Location

The Surgical Technology Program is located on the Barton Campus

## Employment Opportunities

Hospitals, surgical centers, obstetrical care, veterinarians' offices, private surgeons' offices, physician's offices, sterile processing departments and GI labs

## Professional Credentials

Certified Surgical Technologist (subject to passing exam)

- Graduates are eligible to sit for the National Board of Surgical Technology and Surgical Assisting Certified Surgical Technologist (CST) Exam.

## Program Accreditation

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th Street, N. #7709

Seminole, FL 33775

(727) 210-2350

<https://www.caahep.org/>

Visit our web page at <https://www.gvltec.edu/surgtech/>.

Visit [https://www.gvltec.edu/academics\\_learning/licensure-disclosures/index.html](https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html) ([https://www.gvltec.edu/academics\\_learning/licensure-disclosures/](https://www.gvltec.edu/academics_learning/licensure-disclosures/)) for important information concerning educational requirements for professional licensure in a specific state or territory.

## Program Requirements

### Pre-Program/Phase I Admission Requirements

- Must meet college admission requirements.
- Complete Online Career Talk for Surgical Technology within one years of applying to the Phase II.

## Phase II Admission Requirements

- Completed all Phase I courses with a grade of "C" or better.
- Have a minimal 2.50 technical GPA for Phase I courses.
- Complete and submit the Weighted Admission Form with supporting documentation for Phase II between March 15 and May 15.
- Students with the highest scores on their weighted admission application will receive an admission letter, intent form and physical exam form.

## After acceptance into Phase II

Before beginning clinical coursework, students will be required to

- Attend a new student orientation for the Surgical Technology program.
- Be able to attend all clinical experiences, which require driving to and from clinical sites.
- Have an acceptable background for seven years prior to entering Phase II. Some convictions greater than seven years old may prevent progression through the program.
- Submit a physical exam form completed by a licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
- 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 documentation of current American Heart Association Healthcare provider CPR certification (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.
- Students will be required to successfully complete the sterile processing certification to progress to the second semester of the Surgical Technology program.

## Recommended Program Schedule

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.

| First Semester       |                            | Hours |
|----------------------|----------------------------|-------|
| ENG 101              | English Composition I      | 3     |
| MAT 120              | Probability and Statistics | 3     |
| or MAT 110           | College Algebra            |       |
| PSY 201              | General Psychology         | 3     |
| or SOC 101           | Introduction to Sociology  |       |
| BIO 210              | Anatomy & Physiology I     | 4     |
| or BIO 215           | Anatomy                    |       |
| Total Semester Hours |                            | 13    |
| Second Semester      |                            |       |
| BIO 211              | Anatomy & Physiology II    | 4     |
| or BIO 216           | Physiology                 |       |
| SPC 205              | Public Speaking            | 3     |

|                                    |                                     |           |
|------------------------------------|-------------------------------------|-----------|
| or SPC 209                         | Interpersonal Communication         |           |
| BIO 225                            | Microbiology                        | 4         |
| Humanities Elective                |                                     | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>14</b> |
| <b>Third Semester</b>              |                                     |           |
| SUR 101                            | Introduction to Surgical Technology | 5         |
| SUR 102                            | Applied Surgical Techniques         | 5         |
| SUR 123                            | Sterile Processing                  | 3         |
| <b>Total Semester Hours</b>        |                                     | <b>13</b> |
| <b>Fourth Semester</b>             |                                     |           |
| SUR 103                            | Surgical Procedures I               | 4         |
| SUR 104                            | Surgical Procedures II              | 4         |
| SUR 110                            | Introduction to Surgical Practicum  | 5         |
| <b>Total Semester Hours</b>        |                                     | <b>13</b> |
| <b>Fifth Semester</b>              |                                     |           |
| SUR 111                            | Basic Surgical Practicum            | 7         |
| SUR 120                            | Surgical Seminar                    | 2         |
| <b>Total Semester Hours</b>        |                                     | <b>9</b>  |
| <b>Total Required Credit Hours</b> |                                     | <b>62</b> |

<sup>1</sup> General education course

# GENERAL TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

## Program Description

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.

## Requirements for Completion

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.

## Requirements and Course Options

### 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 Professional Communications 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 Computer Applications I 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 loans. 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 graduate from only one General Technology degree program regardless of the primary and secondary technical specialties.



# GENERAL EDUCATION

Greenville Technical College's general education curriculum is derived from the college's core competencies, a set of skills, knowledge, and behaviors identified as critical to the success of all GTC degree and diploma students. These core competencies include the following:

- **Communication:** Students will demonstrate effective written and oral communication skills to convey information, ideas, or opinions.
- **Critical Thinking:** Students will demonstrate effective reasoning, problem solving, or quantitative skills to develop an opinion or conclusion.
- **Information Literacy:** Students will locate, evaluate, and use information effectively from diverse sources.

All associate degree programs are required to complete a minimum of 15 semester credit hours of general education courses to include the following:

- One course for written communication:
  - ENG 101 English Composition I\*
  - ENG 102 English Composition II\*
  - ENG 165 Professional Communications
- One course for oral communication:
  - SPC 205 Public Speaking\*
  - SPC 208 Intercultural Communication
  - SPC 209 Interpersonal Communication
- One from humanities/fine arts:
- One from social/behavioral sciences
- One from natural sciences/mathematics

Bachelor degree programs are required to complete a minimum of 30 semester credit hours of general education courses. At minimum, the following is required:

- Written communication:
  - ENG 101 English Composition I\*
  - ENG 102 English Composition II\*
- One course for oral communication:
  - SPC 205 Public Speaking\*
  - SPC 208 Intercultural Communication
  - SPC 209 Interpersonal Communication
- One from humanities/fine arts<sup>1</sup>
- One from social/behavioral sciences<sup>1</sup>
- One from natural sciences/mathematics

See program listing for specific program requirements.

<sup>1</sup>Either PSC 201 American Government\* or HIS 201 American History: Discovery to 1877\* is required for program completion. PSC 201 American Government\* may be taken as the social science requirement and HIS 201 American History: Discovery to 1877\* may be taken as the humanities requirement,

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

| Course  | Title                       | Hours |
|---------|-----------------------------|-------|
| ENG 101 | English Composition I*      | 3     |
| ENG 102 | English Composition II*     | 3     |
| ENG 165 | Professional Communications | 3     |

## English Communications – Oral

| Course  | Title                       | Hours |
|---------|-----------------------------|-------|
| SPC 205 | Public Speaking*            | 3     |
| SPC 208 | Intercultural Communication | 3     |
| SPC 209 | Interpersonal Communication | 3     |

## Humanities

| Course  | Title                                | Hours |
|---------|--------------------------------------|-------|
| ART 101 | Art History and Appreciation*        | 3     |
| ART 105 | Film as Art*                         | 3     |
| ENG 201 | American Literature I*               | 3     |
| ENG 202 | American Literature II*              | 3     |
| ENG 205 | English Literature I*                | 3     |
| ENG 206 | English Literature II*               | 3     |
| ENG 207 | Literature for Children              | 3     |
| ENG 208 | World Literature I*                  | 3     |
| ENG 209 | World Literature II*                 | 3     |
| ENG 213 | Short Fiction                        | 3     |
| ENG 215 | Young Adult Literature               | 3     |
| ENG 225 | Graphic Literature                   | 3     |
| ENG 228 | Studies in Film Genre                | 3     |
| ENG 230 | Women in Literature*                 | 3     |
| ENG 238 | Creative Writing                     | 3     |
| FRE 101 | Elementary French I*                 | 4     |
| FRE 102 | Elementary French II*                | 4     |
| FRE 201 | Intermediate French I*               | 3     |
| FRE 202 | Intermediate French II*              | 3     |
| GER 101 | Elementary German I*                 | 4     |
| GER 102 | Elementary German II*                | 4     |
| GER 201 | Intermediate German I                | 3     |
| GER 202 | Intermediate German II               | 3     |
| HIS 101 | Western Civilization to 1689*        | 3     |
| HIS 102 | Western Civilization Post 1689*      | 3     |
| HIS 104 | World History I                      | 3     |
| HIS 105 | World History II                     | 3     |
| HIS 106 | Introduction to African History      | 3     |
| HIS 115 | African-American History             | 3     |
| HIS 122 | History, Technology and Society      | 3     |
| HIS 201 | American History: Discovery to 1877* | 3     |
| HIS 202 | American History: 1877 to Present*   | 3     |
| HSS 105 | Technology and Culture               | 3     |
| HSS 295 | Leadership Through the Humanities    | 3     |

|         |                             |   |
|---------|-----------------------------|---|
| MUS 105 | Music Appreciation*         | 3 |
| MUS 110 | Music Fundamentals          | 3 |
| PHI 101 | Introduction to Philosophy* | 3 |
| PHI 105 | Introduction to Logic*      | 3 |
| PHI 110 | Ethics*                     | 3 |
| REL 101 | Introduction to Religion    | 3 |
| REL 201 | Religions of the World      | 3 |
| SPA 101 | Elementary Spanish I*       | 4 |
| SPA 102 | Elementary Spanish II*      | 4 |
| SPA 201 | Intermediate Spanish I*     | 3 |
| SPA 202 | Intermediate Spanish II*    | 3 |
| THE 101 | Introduction to Theatre*    | 3 |
| THE 105 | Fundamentals of Acting      | 3 |

## Mathematics

| Course  | Title                                | Hours |
|---------|--------------------------------------|-------|
| MAT 103 | Quantitative Reasoning               | 3     |
| MAT 109 | College Algebra with Modeling        | 3     |
| MAT 110 | College Algebra*                     | 3     |
| MAT 111 | College Trigonometry*                | 3     |
| MAT 120 | Probability and Statistics*          | 3     |
| MAT 130 | Elementary Calculus*                 | 3     |
| MAT 140 | Analytical Geometry and Calculus I*  | 4     |
| MAT 141 | Analytical Geometry and Calculus II* | 4     |
| MAT 155 | Contemporary Mathematics             | 3     |
| MAT 170 | Algebra, Geometry and Trigonometry I | 3     |
| MAT 211 | Math for Elementary Education I      | 3     |
| MAT 212 | Math for Elementary Education II     | 3     |
| MAT 215 | Geometry                             | 3     |
| MAT 220 | Advanced Statistics                  | 3     |
| MAT 230 | Basic Multivariable Calculus         | 3     |
| MAT 240 | Analytical Geometry & Calculus III*  | 4     |
| MAT 242 | Differential Equations*              | 4     |

## Sciences – Biological and Physical

| Course  | Title                                      | Hours |
|---------|--------------------------------------------|-------|
| AST 101 | Solar System Astronomy*                    | 4     |
| AST 102 | Stellar Astronomy*                         | 4     |
| BIO 101 | Biological Science I*                      | 4     |
| BIO 102 | Biological Science II*                     | 4     |
| BIO 105 | Principles of Biology (non-majors biology) | 4     |
| BIO 112 | Basic Anatomy & Physiology                 | 4     |
| BIO 203 | General Genetics                           | 4     |
| BIO 209 | Principles of Environmental Science        | 4     |
| BIO 210 | Anatomy & Physiology I*                    | 4     |
| BIO 211 | Anatomy & Physiology II*                   | 4     |
| BIO 215 | Anatomy                                    | 4     |
| BIO 216 | Physiology                                 | 4     |
| BIO 225 | Microbiology*                              | 4     |
| BIO 240 | Nutrition                                  | 3     |
| BIO 241 | Clinical Nutrition                         | 3     |
| BIO 275 | Human Pathophysiology                      | 3     |

|         |                                |   |
|---------|--------------------------------|---|
| CHM 105 | General Organic & Biochemistry | 4 |
| CHM 110 | College Chemistry I*           | 4 |
| CHM 111 | College Chemistry II*          | 4 |
| CHM 211 | Organic Chemistry I*           | 4 |
| CHM 212 | Organic Chemistry II*          | 4 |
| PHS 101 | Physical Science I             | 4 |
| PHS 111 | Conceptual Physics I           | 3 |
| PHY 201 | Physics I*                     | 4 |
| PHY 202 | Physics II*                    | 4 |
| PHY 221 | University Physics I*          | 4 |
| PHY 222 | University Physics II*         | 4 |

## Social Sciences

| Course  | Title                                   | Hours |
|---------|-----------------------------------------|-------|
| ANT 101 | General Anthropology*                   | 3     |
| ANT 202 | Cultural Anthropology                   | 3     |
| ECO 105 | Introduction to Economic Principles     | 3     |
| ECO 210 | Macroeconomics*                         | 3     |
| ECO 211 | Microeconomics*                         | 3     |
| GEO 101 | Introduction to Geography*              | 3     |
| GEO 102 | World Geography*                        | 3     |
| PSC 201 | American Government*                    | 3     |
| PSC 205 | Politics and Government                 | 3     |
| PSC 215 | State and Local Government*             | 3     |
| PSC 220 | Introduction to International Relations | 3     |
| PSY 103 | Human Relations                         | 3     |
| PSY 201 | General Psychology*                     | 3     |
| PSY 203 | Human Growth and Development*           | 3     |
| PSY 208 | Human Sexuality*                        | 3     |
| PSY 212 | Abnormal Psychology*                    | 3     |
| PSY 225 | Social Psychology                       | 3     |
| SOC 101 | Introduction to Sociology*              | 3     |
| SOC 205 | Social Problems*                        | 3     |
| SOC 225 | Gender Issues                           | 3     |
| SOC 299 | Research in Sociology                   | 3     |

# COURSE DESCRIPTIONS

## Explanation of Terms

## Explanation of Terms Used in Course Descriptions

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: <https://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 school 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.**

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- ACM - Aircraft Maintenance (p. 235)
- ACR - Air Conditioning and Refrigeration (p. 237)
- AET - Architectural Engineering Technology (p. 237)
- AHS - Allied Health Sciences (p. 238)
- AMT - Automated Manufacturing Technology (p. 238)
- ANT - Anthropology (p. 238)
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- ART - Art (p. 239)
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### B

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### C

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## N

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## O

- OTA - Occupational Therapy Assistant (p. 278)

## P

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## T

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## V

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## W

- WLD - Welding (p. 287)

## ABR - Auto Body Repair

### ABR 102 Mig Welding (2-5-3)

*Offered Spring 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 (2-5-3)

*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 (2-5-3)

*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 (2-5-3)

*Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of plastic repair procedures and metal straightening techniques.

### ABR 107 Refinishing Fundamentals (2-5-3)

*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 109 Accessories (2-5-3)***Offered Summer Semester*

This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles.

**ABR 114 Estimating Fundamentals (2-5-3)***Offered Summer Semester*

Prerequisites: ABR 104

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 (2-5-3)***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 (2-5-3)***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 (2-5-3)***Offered Spring Semester*

Prerequisite: ABR 107

This course is a study of mixing and applying automotive topcoats, including spray gun set-up, mixing equipment and spraying equipment for solvent and waterborne refinishes.

**ABR 118 Refinishing II (2-5-3)***Offered Summer Semester*

Prerequisite: ABR 127

This course covers overall refinishing with the newest type paints.

**ABR 119 Estimating Repairs (1-3-2)***Offered Fall Semester*

This course covers writing estimates on damaged vehicles using collision repair guides.

**ABR 124 Advanced Estimating Procedures (2-5-3)***Offered Fall Semester*

Prerequisites: ABR 114

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 (2-5-3)***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 (2-5-3)***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 (2-5-3)***Offered Spring Semester*

Co-requisite: ABR 124

This course covers basic leadership skills and automotive shop management procedures.

**ABR 135 Structural Sectioning and Frame Replacement (2-5-3)***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 (2-5-3)***Offered Spring Semester*

Prerequisite: ABR 126

This course covers metal shaping and fabrication of vehicle parts using metal forming equipment.

**ABR 137 Advanced Refinishing Processes (2-5-3)***Offered Spring Semester*

Prerequisite: ABR 127

This course covers the use of specialty finishes and custom paint applications.

**ABR 142 Mechanical Systems (2-5-3)***Offered Fall Semester*

Prerequisite: ABR 115

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 (2-5-3)***Offered Fall Semester*

Prerequisite: ABR 104

This course is an exploration of basic circuitry and electrical problems associated with collision-damaged vehicles.

**ABR 144 Heating, Cooling and Air Conditioning Systems (2-5-3)***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 - Accounting

**ACC 101 Accounting Principles I\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

Prerequisite: ACC 101

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 - Aircraft Maintenance

**ACM 101 General Regulations (2-0-2)***Offered Fall Semester*

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)***Offered Fall Semester*

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)***Offered Fall Semester*

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)***Offered Fall Semester*

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)***Offered Fall Semester*

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)***Offered Fall Semester*

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)***Offered Summer Semester*

This course covers the procedures necessary for powerplant inspection to the conformity of the manufacturer's and FAA requirements.

**ACM 234 Propellers & Components (3-4-4)***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.

# ACR - Air Conditioning and Refrigeration

## 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*

Prerequisite: ACR 106

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 ductwork.

## 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.

# AET - Architectural Engineering Technology

## AET 101 Building Systems I (2-3-3)

*Offered Spring and Summer Semesters*

Prerequisite: AET 110

Pre- or Co-requisite: AET 103 (prerequisite preferred)

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*

Prerequisite: AET 110

Co-requisite: AET 101

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*

This course includes architectural/construction, basic computer-aided design commands and creation of construction industry symbols and standards.

## AET 122 Basic Design Theory (1-6-3)

*Offered Fall Semester*

Prerequisites: AET 110

Co-requisite: ARV 110

This course will research the elements of design and incorporate ideas into simple design projects. Topics include developing written programs, diagrams and flow-charts, 2-D manual and CAD drawings, as well as 3-D models. Students will analyze and synthesize information to develop design skills.

## AET 127 Building Information Modeling (2-3-3)

*Offered Fall, Spring, and Summer Semesters*

This course is the study of Building Information Modeling (BIM) using industry-leading software. AutoDesk Revit and Navisworks software will be utilized.

**AET 150 Preliminary Project Estimating (1-3-2)***Offered Summer Semester*

This course covers basic construction estimating concepts with the main focus on square footage costs and preliminary budget estimating procedures.

**AET 201 Building Systems II (2-5-3)***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*

Prerequisite: AET 127

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 225 Architectural Design Senior Project (2-6-4)***Offered Spring Semester*

Prerequisite: AET 122

This course introduces architectural design problems that focus on different architectural contexts, as well as structural principles and construction processes. Instruction will continue to develop students' communication skills via oral presentation and 2-D and 3-D visualization.

**AET 231 Architectural Computer Graphics III (2-6-4)***Offered Spring Semester*

Prerequisite: AET 127

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.

**AET 299 Applied Research in Architecture (0-12-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic in the architecture discipline using the application of practical research methods and is an independent study. This course is designed for students in the Architecture Engineering Technology 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.

## AHS - Allied Health Sciences

**AHS 102 Medical Terminology (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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 (1-2-1)***Offered Fall Semester*

Prerequisites: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: DHG 115, DHG 121, DHG 125, DHG 161

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 119 Health Careers (3-1-3)***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 147 Clinical Pharmacology (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210 or BIO 215

This course is the study of a broad spectrum of drugs, their classification, physical and chemical properties, usage and contraindication 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 Instructor Permission

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.

## AMT - Automated Manufacturing Technology

**AMT 105 Robotics and Automated Control I (2-3-3)***Offered Fall and Spring Semesters*

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 205 Robotics and Automated Control II (2-3-3)***Offered Spring and Summer Semesters*

Prerequisite: AMT 105

This course covers installation, testing, troubleshooting and repairing of automated systems.

## ANT - Anthropology

**ANT 101 General Anthropology\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

**ANT 202 Cultural Anthropology (3-0-3)***Offered on a rotational basis*

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.

## AOT - Administrative Office Technology

**AOT 104 Keyboarding and Input Technologies (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course focuses on the mastery of touch keyboarding and introduces new input technologies, such as voice, pen and scanner.



**AOT 110 Document Formatting (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 104

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

**AOT 133 Professional Development (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: AOT 251, SPC 205 or SPC 209

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 162 Basic Information Processing (3-0-3)***Offered Fall Semester*

This is an entry-level course to introduce the user to basic computer information processing software applications. Course is taught online only.

**AOT 196 Office Confidentiality and Security (3-0-3)***Offered Fall and Summer Semesters*

Prerequisite: AOT 251

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPAA and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

**AOT 212 Medical Document Production (3-0-3)***Offered Spring Semester*

Prerequisite: AHS 102

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

**AOT 234 Administrative Office Communications (3-0-3)***Offered Spring Semester*

Prerequisites: AOT 110, AOT 251, CPT 270, ENG 101

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 250 Advanced Information Processing (3-0-3)***Offered Spring Semester*

Prerequisites: AOT 162, AOT 251, CPT 170

This course emphasizes complex applications of information processing software using advanced features and concepts.

**AOT 251 Administrative Systems and Procedures (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 110, CPT 170

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

**AOT 252 Medical Systems & Procedures (3-0-3)***Offered Summer Semester*

Co-requisite: AOT 212

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

**AOT 255 Senior Practicum (3-0-3)***Offered Summer Semester*

Prerequisites: Instructor Permission, plus AOT 133, AOT 256, and AOT 212 or ACC 245 or LOG 215 or LEG 262

This course includes practical experience in an approved office setting, as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude and other subjects which enhance employability skills.

**AOT 256 Office Management (3-0-3)***Offered Fall Semester*

Prerequisites: AOT 251, MKT 130

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records and supervisory/leadership skills.

## ART - Art

**ART 101 Art History and Appreciation\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 203 Ceramics II (2-3-3)***Offered Summer Semester*

Prerequisite: ART 202

This course provides an advanced study of the functional and sculptural skills acquired in ceramics. Additional topics may include slump and hump molds, wide-based forms, englobes, slips, patinas, stains, and glaze formulations, as well as reduction, oxidation, and primitive firing methods.

**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 Spring Semester*

Prerequisite: ART 101 or ART 108

This course is the study of the movements and trends of art and architecture from 1945 to the present; exploring specific artists, artworks and the forces that have shaped them.

**ART 210 History of Graphic Design (3-0-3)***Offered on a rotational basis*

Prerequisite: 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 emphasized.

**ART 268 Seminar in Fine Arts (2-3-3)***Offered on a rotational basis*

Prerequisite: Instructor Permission

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. Through a study of the technical, historical, and ethical considerations of photography, students will explore strategies for nonfiction visual storytelling to create their own photographic study on a topic of their choosing.

**ART 299 Research in Visual Arts (0-9-3)***Offered on a rotational basis*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic related to visual arts using the application of practical research methods.

## ARV - Visual Arts

**ARV 110 Computer Graphics I (2-3-3)***Offered Fall, Spring, and Summer Semesters*

This course is a study of the fundamentals of computer-assisted graphic design. It utilizes Adobe applications. No computer experience is required to enroll in this course.

**ARV 114 Photography I (2-3-3)***Offered on a rotational basis*

Prerequisites: ARV 110, ARV 121

This course is a study of the principles, terminology, techniques, tools and materials of basic photography. Students will learn manual camera controls while exploring digital capture techniques and a digital workflow. Emphasis is placed on photography as a creative medium for expression and visual communication.

**ARV 121 Design (2-3-3)***Offered Fall, Spring, and Summer Semesters*

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 and Spring 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 on a rotational basis*

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. This course is for non-art majors with emphasis placed on photography as a creative medium for expression and visual communication.

**ARV 214 Photography II (2-3-3)**

*Offered Fall Semester*

Prerequisite: ARV 114

This course covers advanced projects in photography, including studio work. Through studying the properties of light, students will learn how to use artificial lighting for both commercial and artistic applications. The course includes, but is not limited to, lighting techniques for portraiture, editorial, still life, and product photography.

**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. Students will produce black and white prints through an exploration of darkroom photographic techniques including, but not limited to, film developing, negative enlargement, printing, toning, and digital scanning. Emphasis is placed on photography as a creative medium for expression and visual communication.

**ARV 217 Computer Imagery (2-3-3)**

*Offered on a rotational basis*

Prerequisites: ART 111, ARV 110

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 222 Computer Animation (2-3-3)**

*Offered Spring Semester*

Prerequisites: ARV 110, ARV 121

This course introduces techniques of creating the illusion of motion and three-dimensional space. This course covers basic components of digital design tools including vector, raster, modeling language and animation.

**ARV 227 Web Site Design I (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisites: ARV 110, ARV 121

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 Dreamweaver, HTML and CSS coding, and Adobe Photoshop. The student will produce an efficient, optimized web site which 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 on a rotational basis*

Prerequisite: ARV 210

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, a 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 on a rotational basis*

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 Spring Semester*

Prerequisite: ARV 122

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 276 Studio Practicum I (2-3-3)**

*Offered Spring Semester*

Prerequisite: ARV 110

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: Instructor Permission

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 a verbal presentation is required.

## AST - Astronomy

**AST 101 Solar System Astronomy\* (3-3-4)**

*Offered Fall and Summer Semesters*

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 and Summer Semesters*

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 - Automotive Technology

**AUT 100 Introduction to Automotive Hazardous Materials (1-0-1)**

*Offered Fall and Spring Semesters*

This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.

**AUT 103 Engine Reconditioning (3-4-4)***Offered Fall and Spring Semesters*

Prerequisite: AUT 159, AUT 231

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 (3-4-4)***Offered Spring and Summer Semesters*

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 110 Introduction to Automotive Welding (2-3-3)***Offered Fall Semester*

This course is an introduction to basic welding as it applies to automotive technology. This course will cover safety procedures, cutting torch operation, basic gas welding and basic mig welding.

**AUT 112 Braking Systems (3-4-4)***Offered Spring and Summer Semesters*

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 (3-4-4)***Offered Fall and Summer Semesters*

Prerequisite: AUT 159

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 (3-4-4)***Offered Spring and Summer Semesters*

Prerequisite: AUT 159

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 (3-4-4)***Offered Fall and Spring Semesters*

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 143 Active Devices and Sensors (3-4-4)***Offered Fall and Spring Semesters*

Prerequisites: AUT 159, AUT 231

This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnosis.

**AUT 149 Ignition and Fuel Systems (3-4-4)***Offered Fall and Summer Semesters*

Prerequisites: AUT 103, AUT 159, AUT 231

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 (3-4-4)***Offered Fall and Spring Semesters*

Prerequisite: AUT 159, AUT 231

This course is a basic study of power flow and hydraulics, including torque converter operation.

**AUT 159 Tools, Equipment and Reference Manuals (2-5-3)***Offered Fall and Spring Semesters*

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 (3-4-4)***Offered Spring and Summer Semesters*

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 Summer and Fall Semesters*

Prerequisite: AUT 159, 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 (3-4-4)***Offered Fall and Summer Semesters*

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 (3-4-4)***Offered Spring and Summer Semesters*

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 (2-5-3)***Offered Spring and Summer Semesters*

Prerequisites: AUT 122, AUT 143

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

**AUT 275 Alternate Technology Vehicles (2-5-3)***Offered Fall and Spring Semesters*

Prerequisite: AUT 231

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.

## BAF - Banking and Finance

### BAF 101 Personal Finance (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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.

## BIO - Biology

### BIO 101 Biological Science I\* (3-3-4)

*Offered Fall, Spring, and Summer Semesters*

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 (non-majors biology) (3-3-4)

*Offered Fall and Spring Summer Semesters*

This is an introductory biology course, unifying biology concepts and principles at all levels. This course is designed for non-science majors.

### BIO 112 Basic Anatomy & Physiology (3-3-4)

*Offered Fall, Spring, and Summer Semesters*

This course is a basic integrated study of the structure and function of the human body. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

### BIO 150 Anatomy Review for Kinesiology (for Physical Therapist Assistant majors) (0-3-1)

*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 203 General Genetics (3-3-4)

*Offered based on enrollment*

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 209 Principles of Environmental Science (3-3-4)

*Offered Fall and Spring Semesters*

Prerequisite: BIO 101 or BIO 105

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*

(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.

Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

### 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.

Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

### BIO 215 Anatomy (3-3-4)

*Offered Fall, Spring, and Summer Semesters*

(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. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

### BIO 216 Physiology (3-3-4)

*Offered Fall, Spring, and Summer Semesters*

(Note: AHS 102 or BIO 101 or BIO 112 highly recommended)

This course is a study of human physiological processes in relation to homeostasis. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

### BIO 225 Microbiology\* (3-3-4)

*Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 101 or BIO 210

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*

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 based on enrollment*

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 based on enrollment*

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 275 Human Pathophysiology (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: BIO 211 or BIO 215 and BIO 216

This course studies human disease processes, including inflammation, degeneration, immunity, neoplasia, congenital anomalies and acquired or inherited conditions. Common diseases for each body system are covered with emphasis placed on clinical manifestations, diagnosis, treatment and prevention. Prior knowledge of cellular biology, anatomy and physiology is required; microbiology is highly recommended. Technical Performance Standard: Near and far visual acuity sufficient for observation, assessment and implementation; i.e., read exams, view pictures, computer screens and overhead projections.

**BIO 299 Research in the Biological Sciences (0-9-3)***Offered Fall, Spring, and Summer Semesters based on student request and Instructor Permission*

Prerequisite: Instructor Permission

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 - Baking and Pastry

**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 (1-6-3)***Offered Spring Semester*

Prerequisites: BKP 120, CUL 155

This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

**BKP 182 Artisan Breads (1-6-3)***Offered Fall Semester*

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 Spring Semester*

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.

## BUS - Business

**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. It emphasizes the practical applications of finance and economics used in all business environments and the study of the time value of money, asset valuation, risk and return, and capital budgeting.

**BUS 110 Entrepreneurship (3-0-3)***Offered Fall and Spring Semesters*

This course is an introduction to the process of starting a small business, including forms of ownership and management. Students will determine a business idea of interest to them, then develop it through a 10 stage process.

**BUS 121 Business Law I (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: 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 160 Fundamentals of Transportation and Logistics (3-0-3)***Offered Fall and Spring Semesters*

MGT 101

This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode.

**BUS 190 Business Analytics I (3-0-3)***Offered Fall Semester*

Prerequisites: CPT 170, IST 272 and CPT 168 or MGT 101

This course introduces basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

**BUS 230 Purchasing (3-0-3)***Offered Spring 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, 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 Instructor Permission*

Prerequisite: Instructor Permission

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 - Cancer Data Management

**CDM 110 Cancer Registry Management I (3-0-3)***Offered Fall Semester*

Prerequisite: Admission to the Cancer Data Management Program

Co-requisite: HIM 135

Pre- or Co-requisite: HIM 110

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 Spring Semester*

Prerequisite: CDM 110, HIM 110, HIM 135

Co-requisite: CDM 130, CDM 220

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*

Prerequisites: CDM 110, HIM 110, HIM 135

Co-requisites: CDM 120, CDM 220

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*

Prerequisites: CDM 130, CDM 220, HIM 135

Co-requisite: CDM 230

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*

Prerequisites: CDM 110, HIM 110, HIM 135

Co-requisites: CDM 120, CDM 130

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*

Prerequisites: CDM 130, CDM 220, HIM 135

Co-requisite: CDM 210

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*

Prerequisites: CDM 210, CDM 230

Co-requisite: CDM 260

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 210, CDM 230

Co-requisite: CDM 250

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 - Construction Engineering Technology

**CET 103 Construction Surveying (1-3-2)***Offered Spring and Fall Semesters*

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 (0-6-2)***Offered Fall and Summer Semesters*

Prerequisite: AET 127

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, Spring, and Summer Semesters*

This course includes a study of basic materials used in construction, including research of building product specifications, as included in construction methods.

**CET 230 Construction Management (2-3-3)***Offered Fall Semester*

Prerequisite: AET 101

Co-requisites: AET 103, CET 232

This course covers the study of management of construction firms, including one or more of the following areas: bidding process, contracts, job costs, labor costs and labor relations.

**CET 232 Construction Estimating I (3-3-4)***Offered Fall Semester*

Prerequisites: AET 101, MAT 110 and CPT 170 or EGR 130

Co-requisites: CET 230, AET 103

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 236 Computerized Construction Estimating (3-3-4)***Offered Spring Semester*

Prerequisites: CET 230, CET 232

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 230, CET 232

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 230, CET 232

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.

**CET 299 Applied Research in Construction (0-12-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic in the construction discipline using the application of practical research methods and is an independent study. This course is designed for students in the Construction Engineering Technology 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.

## CHM - Chemistry

**CHM 100 Introductory Chemistry (Non-Degree Credit) (3-3-4)***Offered Fall, Spring, and Summer Semesters*

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 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 that 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 and MAT 109 or MAT 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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

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 on a rotational basis*

Prerequisite: Instructor Permission

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 in Arts or Associate in 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.

## COL - College Orientation

**COL 101 College Orientation (1-0-1)***(This course is currently inactive and not being offered)*

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, Spring, and Summer Semesters*

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 111 E-Learning Success (1-0-1)***Offered Fall, Spring, and Summer Semesters*

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.

# COS - Cosmetology

## **COS 101 Fundamentals of Cosmetology (0-10-3)**

*Offered Fall and Spring Semesters*

Co-requisite: COS 120

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

## **COS 106 Facials and Makeup (1-6-3)**

*Offered Summer Semester*

Prerequisites: COS 101, COS 114, COS 120, COS 201

Co-requisites: COS 220, COS 222

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry and safety.

## **COS 108 Nail Care (1-7-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 110, COS 210

Co-requisite: COS 206

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 101, COS 114, COS 120, COS 201

Co-requisite: COS 210

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 (1-9-4)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 101, COS 120

Co-requisite: COS 201

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 Fall and Spring Semesters*

Co-requisite: COS 101

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*

Co-requisites: COS 156, COS 165, COS 221, COS 223

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*

Co-requisites: COS 151, COS 165, COS 221, COS 223

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*

Co-requisites: COS 151, COS 156, COS 221, COS 223

This course covers basic salon business practices, including rules, regulations and codes governing the practice of skincare.

## **COS 201 Salon Management (2-3-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 101, COS 120

Co-requisite: COS 114

This course is a study of salon management, including rules, regulations and codes governing the practice of cosmetology.

## **COS 206 Chemical Hair Waving (0-10-3)**

*Offered Fall and Spring Semesters*

Prerequisites: COS 110, COS 210

Co-requisite: COS 108

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 101, COS 114, COS 120, COS 201

Co-requisite: COS 110

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 Summer Semester*

Prerequisites: COS 101, COS 114, COS 120, COS 201

Co-requisites: COS 106, COS 222

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*

Co-requisites: COS 151, COS 156, COS 165, COS 223

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 Summer Semester*

Prerequisites: COS 101, COS 114, COS 120, COS 201

Co-requisites: COS 106, 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*

Co-requisites: COS 151, COS 156, COS 165, COS 221

This course provides for the integration of corrective and preservative facials, massage and makeup application skills in a simulated salon environment.

# CPT - Computer Technology

## **CPT 113 Information Systems (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course is an introduction to the principles and technologies used in modern management information systems.

## **CPT 127 Python Programming I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 113

This course is a study of Python programming and covers the language syntax and algorithm design. Students also learn how Python can be used for many purposes in information systems.

## **CPT 170 Computer Applications I (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

This course introduces computer applications software, including word processing, databases, spreadsheets, graphs and their integration.

**CPT 189 Data Science I (3-0-3)***Offered Fall Semester*

Prerequisites: CPT 168 or CPT 127 and CPT 170, IST 272

This course is an introduction to foundational topics in data science. Topics include data collection, integration, management, modeling, analysis, visualization, presentation, and decision making.

**CPT 209 Computer Systems Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

**CPT 227 Python Programming II (3-0-3)***Offered Spring and Fall Semesters*

Prerequisites: CPT 168 or CPT 127 and IST 272

This course is a study of advanced topics of Python programming. Topics covered can include applications of web development, gaming, data science, cybersecurity, machine learning, artificial intelligence, and quantum computing.

**CPT 230 C# Programming I (3-0-3)***Offered Fall and Summer Semesters*

Prerequisites: CPT 168 or CPT 127

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 and Spring Semesters*

Prerequisite: CPT 230

Co-requisite: IST 272

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 Java Programming I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: CPT 127 or CPT 168

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 Java Programming II (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 based on enrollment*

Prerequisites: CPT 230, IST 226, IST 272

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*

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*

Prerequisites: CPT 267; and (CPT 231 or CPT 237 or CPT 273 or CPT 289 or IST 191 or IST 203 or IST 258 or IST 292 or IST 293 or IST 294 or BUS 190); and (SPC 205, SPC 208, or SPC 209); and MAT 109 or higher college transferable math\*\*\* Instructor or Department Head Permission

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 Computer Applications II (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: CPT 170

This course emphasizes the integration of popular computer software packages using advanced concepts in computer applications software.

**CPT 273 Data Visualization (3-0-3)***Offered Spring Semester*

Prerequisites: CPT 168 or CPT 127, CPT 170, IST 272

Co-requisite: IST 278

This course explores key concepts in data visualization and reporting. Topics include methods used in graphical representation of data, exploration and reporting of data, and basic predictive modeling methods.

**CPT 275 Computer Technology Senior Project (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: CPT 264; and CPT 231 or CPT 237 or IST 203 or IST 204 or IST 258 or IST 191 or IST 292 or IST 294; and SPC 205, SPC 208 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)***Offered based on enrollment*

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 based on enrollment*

Prerequisites: CPT 168, IST 226 and IST 272

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.

**CPT 289 Data Science II (3-0-3)**

*Offered Spring Semester*

Prerequisites: CPT 189, IST 272

This course explores popular data science programming tools. Students will review and assess the features, capabilities, and limitations of open-source, commercial, and cloud-based solutions.

## CRJ - Criminal Justice

**CRJ 101 Introduction to Criminal Justice (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

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 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 Spring Semesters*

Prerequisite: CRJ 101

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 and Spring Semesters*

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, Spring, and Summer 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 Fall, Spring, and Summer Semesters*

Prerequisite: CRJ 101

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 Spring 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 Summer Semester*

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 - Culinary Arts

**CUL 101 Principles of Food Production I (1-6-3)**

*Offered Fall and Spring 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 (2-3-3)**

*Offered Fall and Spring Semesters*

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 based on enrollment*

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

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*

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, HOS 171

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 - Cooperative Work Experience

**CWE 101 Cooperative Work Experience Preparation (1-0-1)***Offered based on enrollment*

This course includes preparation for cooperative work experience. Topics include career planning, resume writing techniques, interviewing techniques and job maintenance skills.

**CWE 111 Cooperative Work Experience I - IX (1-8 SHC)***Offered based on enrollment*

These courses include cooperative work experience in an approved setting.

**CWE 113 Cooperative Work Experience (NOTE: This class is reserved for Culinary students) (0-15-3)***Offered based on enrollment*

Prerequisites: CUL 101, CUL 102, CUL 155

This course integrates culinary and hospitality skills at an approved worksite related to the hospitality industry.

## CYB - Cybersecurity

**CYB 110 Introduction to Cybersecurity (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: AOT 162 or CPT 270 or IST 220

An introduction/broad overview course of cybersecurity knowledge domains including the need for cybersecurity, malicious activity, Internet and Internet of Things (IoT), access controls, security operations and administration, risk management, cryptography, network security, certification and law.

**CYB 201 Cybersecurity Operations (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and IST 266

Co-requisite: IST 190

This course is a study of the concepts and technologies related to Security Operations Center teams that detect and respond to cybersecurity threats. Topics cover an in-depth review of security concepts and monitoring, host-based and network intrusion analysis, and security policies and procedures.

**CYB 269 Digital Forensics (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and CPT 209, IST 190

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

**CYB 282 Security and Risk Analysis (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: IST 110 or CYB 110 and IST 291 or CYB 294

An overview of risk management and its implication on infrastructure, compliance and organizational objectives. Risk to people, processes and technology is addressed. Modern frameworks for risk analysis and mitigation are used. Students will write security policy and create implementation plan.

**CYB 293 Attack Vectors (Red Teaming) (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 267 or CYB 201

This course introduces methods for attacking and compromising various systems including authentication systems, passwords, networks, computers, people and peripheral devices (IoT). Students will develop skills necessary to participate in Red Team ethical hacking exercises and competitions.

**CYB 294 Incident Response (Blue Teaming) (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and IST 266

Co-requisite: IST 190

This course introduces skills and techniques necessary to detect, respond and recover from cyber incidents. The goal is to learn how to integrate business continuity/ disaster recovery plans into the incident response process. Students will document/communicate impact of cybersecurity incidents.

# DAT - Dental Assisting

## DAT 113 Dental Materials (3-3-4)

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 115, DAT 116, DAT 118, DAT 154

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

## DAT 115 Ethics & Professionalism (1-0-1)

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 113, DAT 116, DAT 118, DAT 154

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. (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 113, DAT 115, DAT 118, DAT 154

This course is a study of dental office emergencies, microbiology, pharmacology and oral pathology as related to the role of the dental assistant.

## DAT 118 Dental Morphology (1-3-2)

*Offered Fall Semester*

Prerequisite: Acceptance into the Dental Assisting program

Co-requisites: DAT 113, DAT 115, DAT 116, DAT 154

This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.

## DAT 121 Dental Health Education (1-3-2)

*Offered Spring Semester*

Prerequisites: DAT 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 127, DAT 160, DAT 175

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 relation to oral health and preventive dentistry.

## DAT 122 Dental Office Management (1-3-2)

*Offered Summer Semester*

Prerequisites: DAT 121, DAT 127, DAT 160, DAT 175

Co-requisite: DAT 177

This course provides a study of the business aspect of a dental office and dental computer software.

## DAT 127 Dental Radiology (3-3-4)

*Offered Spring Semester*

Prerequisites: DAT 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 160, DAT 175

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

## 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: DAT 113, DAT 115, DAT 116, DAT 118

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 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 127, DAT 175

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 113, DAT 115, DAT 116, DAT 118, DAT 154

Co-requisites: DAT 121, DAT 127, DAT 160

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 121, DAT 127, DAT 160, DAT 175

Co-requisite: DAT 122

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

# DHG - Dental Hygiene

## DHG 115 Medical & Dental Emergencies (2-0-2)

*Offered Fall Semester*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 121, DHG 125, DHG 161

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. CPR certification is obtained prior to entering the dental hygiene program.

## DHG 121 Dental Radiography (2-3-3)

*Offered Fall Semester*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 125, DHG 161

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 (2-0-2)

*Offered Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: DHG 141, DHG 143, DHG 165, DHG 244

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*

Prerequisite: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 121, DHG 161

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 Summer Semester*

Prerequisites: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 175, DHG 241

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 Spring Semester*

Prerequisites: AHS 113, DHG 115, DHG 125, DHG 121, DHG 161

Co-requisites: DHG 122, DHG 143, DHG 165, DHG 244

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 122, DHG 141, DHG 165, DHG 244

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 (2-7-4)***Offered Fall Semester*

Prerequisites: Completion of Phase I courses and admittance to the Dental Hygiene program

Co-requisites: AHS 113, DHG 115, DHG 121, DHG 125

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 122, DHG 141, DHG 143, DHG 244

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*

Prerequisites: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 140, DHG 241

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 141, DHG 175, DHG 241

Co-requisite: DHG 255

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: DHG 122, DHG 141, DHG 143, DHG 165, DHG 244

Co-requisites: DHG 140, DHG 175

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*

Prerequisites: DHG 232, DHG 255

Co-requisite: DHG 265

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 Semester for Dental Assisting students and Spring Semester for Dental Hygiene students*

Prerequisites: For Dental Assisting: Acceptance into Dental Assisting program. For Dental Hygiene: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161

Co-requisites: For Dental Assisting: DAT 115, DAT 116, DAT 118, DAT 154 ; for Dental Hygiene: DHG 122, DHG 141, DHG 143, DHG 165

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*

Prerequisites: DHG 141, DHG 175, DHG 241

Co-requisites: DHG 232

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*

Prerequisites: DHG 232, 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 - Diesel Mechanics

**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 (2-4-3)***Offered Fall 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 (2-4-3)***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 (1-5-2)***Offered Spring Semester*

Co-requisite: 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 (1-5-2)***Offered Spring Semester*

Co-requisite: DHM 173

This course is an introduction to basic theory and practical application of diagnostic testing equipment in trouble-shooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

**DHM 125 Diesel Fuel Systems (2-4-3)***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 Power Trains (2-4-3)***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 equipment to improve payload space, safety, or location.

**DHM 173 Electrical Systems I (2-4-3)***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 (2-4-3)***Offered Fall 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 (2-4-3)***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 (2-4-3)***Offered Fall Semester*

Prerequisite: DHM 125

This course covers the theory and practical application of electronic fuel power systems.

**DHM 232 Heating, Cooling, & Air Conditioning Systems (2-4-3)***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 are explored.

**DHM 251 Suspension and Steering (1-6-3)***Offered Summer Semester*

This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

**DHM 255 Air Brake Systems (2-4-3)***Offered Fall Semester*

This course is a study of air compressors, valves, electrical controls and brake designs.

**DHM 262 ABS and TCS Brake Systems (1-5-2)***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 (2-4-3)***Offered Spring 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 (1-5-2)***Offered Spring 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 Spring 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 (2-4-3)***Offered Fall Semester*

Co-requisite: DHM 173

This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

## DMS - Diagnostic Medical Sonography

**DMS 101 Ultrasound Physics and Instrumentation I (2-0-2)***Offered Fall Semester*

Prerequisite: MAT 109 or MAT 110 or higher

Co-requisites: DMS 104, DMS 105, DMS 117, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 116, DMS 119, DMS 165

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

Co-requisites: DMS 101, DMS 105, DMS 117, DMS 164

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*

Co-requisites: DMS 101, DMS 104, DMS 117, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 119, DMS 165

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*

Co-requisites: DMS 101, DMS 104, DMS 105, DMS 164

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 116, DMS 165

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*

Prerequisites: DMS 130, DMS 166

Co-requisites: DMS 167, DMS 200

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 Summer Semester*

Prerequisites: DMS 102, DMS 116, DMS 119, DMS 165

Co-requisites: DMS 166

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*

Co-requisites: DMS 101, DMS 104, DMS 105, DMS 117,

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*

Prerequisites: DMS 101, DMS 104, DMS 105, DMS 117, DMS 164

Co-requisites: DMS 102, DMS 116, DMS 119

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*

Prerequisites: DMS 102, DMS 116, DMS 119, DMS 165

Co-requisites: DMS 130

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*

Prerequisites: DMS 130, DMS 166

Co-requisites: DMS 124, DMS 200

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 Fall Semester*

Prerequisites: DMS 166

Co-requisites: DMS 124, DMS 167

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 - Early Childhood Development

**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*

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*

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 106 Observation of Young Children (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: ECD 102 or ECD 203

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

**ECD 107 Exceptional Children (3-0-3)***Offered Fall Semester*

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*

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*

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 Spring Semester*

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 (2-3-3)***Offered Fall Semester*

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*

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*

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 201 Principles of Ethics and Leadership in Early Care and Education (3-0-3)***Offered Fall Semester*

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*

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 Fall Semester*

Prerequisite: ECD 101

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 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*

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 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 252 Diversity Issues in Early Care and Education (3-0-3)***Offered Fall Semester*

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 Spring 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 - Electrical and Computer Engineering Technology

**ECE 205 Electrical and Computer Lab I (1-6-3)***Offered Spring Semester*

Prerequisites: ECE 211, ECE 221

Co-requisite: ECE 222

This course covers basic test and measurement instrumentation, basic electrical components and circuits and technical writing using word processing.

**ECE 210 Computer Engineering Lab I (0-3-1)***Offered Spring Semester*

Co-requisite: ECE 211

This course is an introduction to designing, building, simulating and testing digital logic circuits. Topics include SSI and MSI ICs; general combinational circuits; adders, decoders and multiplexors; general sequential circuits; shift registers, counters and memory.

**ECE 211 Introduction to Computer Engineering I (3-0-3)***Offered Spring Semester*

Prerequisite: MAT 140 or Instructor Permission

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*

Prerequisites: CPT 234, ECE 211

This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

**ECE 215 Computer Engineering Lab II (0-3-1)***Offered Summer Semester*

Prerequisites: ECE 210, ECE 211

Co-requisite: ECE 212

This course enhances the student's understanding of computer organization via assignments involving assembly language programming. Topics include basic syntax, branching and loops, addressing modes, arrays and pointers, subroutines and stacks.

**ECE 220 Electrical Engineering Lab I (0-3-1)***Offered Fall Semester*

Co-requisite: ECE 221

This course covers the principles of measurement and instruments used to measure parameters and dynamic variables in electric circuits. Steady-state and transient measurements in DC and AC circuits and data analysis methods are included.

**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.

**ECE 225 Electrical Engineering Lab II (0-3-1)***Offered Spring Semester*

Prerequisites: ECE 220, ECE 221

Co-requisite: ECE 222

This course emphasizes measurement techniques in AC steady-state circuits and comparison to theoretical predictions. Two-port network methodology and transfer functions are studied experimentally and related to analysis using transform techniques.

## ECO - Economics

### ECO 105 Introduction to Economic Principles (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

This course is a study of basic micro-macro economic concepts, including economic problems and decisions. Topics include free enterprise and other economic systems.

### ECO 210 Macroeconomics\* (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

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*

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 - Education

### 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.

### EDU 245 Principles of American Education (3-0-3)

*Offered Spring Semester*

Prerequisite: ENG 101

This course is an examination of the legal, social, historical, and philosophical influences and functions of US educational institutions. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year institution.

## EEM - Industrial Electricity/Electronics

### EEM 105 Basic Electricity (1-3-2)

*Offered Fall and Spring Semesters*

This course is a survey of basic electrical principles, circuits and measurements.

### EEM 117 AC/DC Circuits I (3-3-4)

*Offered Fall and Spring Semesters*

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 and Summer Semesters*

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*

Prerequisite: EEM 105 or EEM 117 or ACR 106

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*

Prerequisite: EEM 140

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*

Prerequisite: EEM 140

This course is a study of wiring methods and practices used in commercial and industrial applications.

### EEM 215 DC/AC Machines (1-6-3)

*Offered Fall and Spring Semesters*

Prerequisites: EEM 105, ACR 106

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 and Spring Semesters*

Prerequisite: EEM 117, EEM 151 or MEC 130

This course covers the principles of operation and application of DC drives and AC drives.

### EEM 251 Programmable Controllers (2-3-3)

*Offered Fall and Spring Semesters*

Prerequisites: EEM 117, 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.

### EEM 252 Programmable Controller Applications (2-4-3)

*Offered 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 and Summer Semesters*

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 and Summer Semesters*

Prerequisite: EEM 252

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical and electromechanical systems.

## EET - Electronic Engineering Technology

**EET 111 DC Circuits (3-3-4)***Offered Spring and Summer Semesters*

Co-requisite: MAT 110

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 Summer and Fall Semesters*

Prerequisites: EET 111 and MAT 110

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 Fall and Spring 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 Spring and Summer 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 Fall and Spring Semesters*

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 Fall and Spring Semesters*

Prerequisite: EET 112 or PHY 202 or PHY 222 or Instructor Permission

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

**EET 233 Control Systems (3-3-4)***Offered Spring and Summer 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 Summer and Fall 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 Spring and Summer 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 Academic Program Director Permissions

This course includes the construction and testing of an instructor-approved project. This is an opportunity for the student to do self-paced independent research, design and construction of a project of the individual's choice. A written report is required.

## EGR - Engineering Technology

**EGR 102 Introduction to Industrial/Engineering Careers (0-3-1)***Offered Fall, Spring, and Summer Semesters*

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 104 Engineering Technology Foundations (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

**EGR 130 Engineering Technology Applications and Programming (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

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 170 Engineering Materials (2-3-3)**

*Offered Fall and Spring Semesters*

Co-requisites: ENG 101

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*

Prerequisite: EGR 130 or EGR 269

Co-requisite: EGR 210 or EGR 275 or other department head approved CAD course

Pre- or Co-requisites: ENG 101 and MAT 110 (prerequisite preferred)  
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 (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 202 Introduction to Engineering Programming (2-3-3)**

*Offered Spring and Summer Semesters*

Prerequisite: EGR 269 or CPT 170 or CPT 113

This course is an introduction into algorithm development and the use of a high-level programming language to solve engineering problems.

**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

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 and Spring Semesters*

Prerequisite: CHM 110

Co-requisite: MAT 141

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 209 Statistics for Engineers (3-0-3)**

*Offered Spring and Summer Semesters*

Co-requisite: MAT 140

This course covers basic probability and statistics with applications and examples in engineering. Topics include elementary probability, random variables and their distributions, random processes, statistical inference, linear regression, correlation, and basic design of experiments.

**EGR 210 Introduction to Engineering CAD (2-3-3)**

*Offered Fall, Spring, and Summer Semesters*

Co-requisites: AET 110 or EGT 110 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

(Transfer course) This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. 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

(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 (2-3-3)***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

(Transfer course) This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications. 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*

(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 Instructor Permission*

Prerequisite: Instructor Permission

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 - Engineering Graphics Technology

**EGT 110 Engineering Graphics I (2-6-4)***Offered Fall, Spring, and Summer Semesters*

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 Fall and Spring Semesters*

Prerequisite: EGT 110

Co-requisite: EGR 210 or EGR 275

This course in engineering graphics science includes additional drawing techniques for industrial applications.

**EGT 119 Geometrics (3-0-3)***Offered Summer Semester*

Prerequisites: EGT 115 and EGR 210 or EGR 275

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 151 Introduction to CAD (2-3-3)***Offered Fall, Spring, and Summer Semesters*

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This course includes mechanical and electrical applications using 2D AutoCAD as the design software.

**EGT 210 Engineering Graphics III (2-6-4)***Offered Fall Semester*

Prerequisites: EGT 115 and EGR 210 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 Spring Semester*

Prerequisites: EGT 115, EGT 119, 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 245 Principles of Parametric CAD (2-3-3)***Offered Fall Semester*

Prerequisite: EGR 210 or EGR 275, or Instructor Permission

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 V5 3D CAD software.

**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 - Emergency Medical Technology

**EMS 105 Emergency Medical Care I (2-6-4)***Offered Fall, Spring, and Summer Semesters*

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 150 Introduction to Advanced Care (2-9-5)***Offered Spring Semester*

Prerequisites: BIO 210 or BIO 215 and EMS 105, EMS 106 (or equivalent)

Co-requisites: BIO 211 or BIO 216; EMS 151, 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*

BIO 210 or BIO 215 and EMS 105, EMS 106 (or equivalent)

Co-requisites: BIO 211 or BIO 216, EMS 150, PSY 201

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 204 Dynamic Paramedic Review (2-6-4)***Offered Fall Semester*

Prerequisites: BIO 211 or BIO 216, ENG 101, MAT 120, PSY 201, SPC 205, Humanities Elective and EMS, 105, EMS 106, EMS 150, EMS 151, EMS 230, EMS 231, EMS 240, EMS 242, EMS 270, EMS 272

This course covers current best clinical practices used by paramedics in the prehospital environment. The course also prepares and meets all requirements to allow registered nurses to challenge the NREMT Advanced Psychomotor and Computer Adaptive Testing. Prospective students must hold a current paramedic certification, nursing license, or have approval from the SC DHEC Bureau of EMS to enroll in this course.

**EMS 230 Advanced Emergency Medical Care I (2-9-5)***Offered Summer Semester*

Prerequisites: EMS 150, EMS 151

Co-requisites: EMS 232,

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 Fall Semester*

Prerequisites: EMS 230, EMS 232

Co-requisite: EMS 240, EMS 242

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-requisite: EMS 230

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 232

Co-requisite: EMS 231, EMS 242

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

**EMS 242 Paramedic Internship II (0-6-2)***Offered Fall Semester*

Prerequisites: EMS 230, EMS 232

Co-requisites: EMS 231, EMS 240

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 231, EMS 240, EMS 242

Co-requisite: EMS 271 (required for Paramedic Degree: Recommended for Paramedic Certificate), EMS 272

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 242

Co-requisites: EMS 270, EMS 272

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 242

Co-requisites: EMS 270, EMS 271

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 - English

**ENG 012 Developmental English Workshop (1-0-1)***Offered Fall, Spring, and Summer Semesters*

Co-requisite: ENG 101

This course provides support for mastery of English competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.) Students will receive Satisfactory (S) or Unsatisfactory (U) grade for this course.

**ENG 101 English Composition I\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate reading and multimedia selections, with frequent assignments to reinforce effective writing. A review of 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, critical reading and research.

**ENG 105 Editing Academic Writing (1-0-1)***Offered Fall and Spring Semesters*

Prerequisite: 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*

This course develops practical written and oral professional communication skills.

**ENG 201 American Literature I\* (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

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 on a rotational basis*

Prerequisite: ENG 102

This course is a study of American literature from the Civil War to the present.

**ENG 205 English Literature I\* (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

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 on a rotational basis*

Prerequisite: ENG 102

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 207 Literature for Children (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing and illustration and assessing concerns in the field. This course will strengthen students' knowledge of a variety of writings for children, as well as acquaint students with authors for children and critical theory with a focus on children's literature. A goal of this course is to help students develop a critical approach in their understanding of the changing purpose and development of children's literature in America in relation to classic literature written for children.

**ENG 208 World Literature I\* (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

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 on a rotational basis*

Prerequisite: ENG 102

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 on a rotational basis*

Prerequisite: ENG 102

This course is a study of short fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

**ENG 215 Young Adult Literature (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

This course provides an introduction to young adult literature across multiple cultures. Emphasis is on examining the historical development, critical issues, and diverse themes specific to the genre.

**ENG 225 Graphic Literature (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

This course is a study of graphic literature in multiple forms. Emphasis is on the nature of the genre and appropriate reading strategies. Significance of the genre will be explored through historical background, societal influences and techniques of creation in various graphic literary forms, such as graphic novels, comics and manga.

**ENG 228 Studies in Film Genre (3-0-3)***Offered on a rotational basis*

Prerequisite: ENG 102

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 on a rotational basis*

Prerequisite: ENG 102

This course is a critical study of women's writings examined from historical, social and psychological points of view.

**ENG 238 Creative Writing (3-0-3)***Offered on a rotational basis*

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 Instructor Permission*

Prerequisites: ENG 101, ENG 102 and Instructor Permission

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 - English as Second Language

**ESL 010 Communication I (0-3-1)**

This course is a study of functions and forms of spoken English.

**ESL 011 Reading/Writing I (0-3-1)**

This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement.

**ESL 012 Grammar I (0-3-1)**

This course is a general review of English grammar with writing emphasis at the sentence level.

**ESL 013 Pronunciation I (0-3-1)**

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)**

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)**

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)**

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)**

This course includes practice in pronunciation with emphasis on intonation, stress and rhythm of North American English.

**ESL 018 Grammar III (0-3-1)**

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)**

This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition.

## FRE - French

**FRE 101 Elementary French I\* (4-0-4)**

*Offered Fall Semester*

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 Instructor Permission

This course continues the development of basic language skills and includes a study of French culture.

**FRE 201 Intermediate French I\* (3-0-3)**

*Offered Fall Semester*

Prerequisite: FRE 102 or Instructor Permission

This course continues the development of basic language skills and includes a study of French culture.

**FRE 202 Intermediate French II\* (3-0-3)**

*Offered Spring Semester*

Prerequisite: FRE 201 or Instructor Permission

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

## GEO - Geography

**GEO 101 Introduction to Geography\* (3-0-3)**

*Offered Fall, Spring, and Summer Semesters*

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*

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 - German

**GER 101 Elementary German I\* (4-0-4)**

*Offered Fall Semester*

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 Instructor Permission

This course continues the development of the four basic language skills and the study of German culture.

**GER 201 Intermediate German I (3-0-3)**

*Offered Fall Semester*

Prerequisite: GER 102 or Instructor Permission

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

**GER 202 Intermediate German II (3-0-3)**

*Offered Spring Semester*

Prerequisite: GER 201 or Instructor Permission

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

## GLY - Geology

**GLY 101 Physical Geology (3-3-4)**

*Offered Fall, Spring, and Summer Semesters*

This course is a study of the earth's surface, internal processes and the resulting rock products. Topics include plate tectonics, the rock cycle and uniformitarianism. The course will also cover earth history and scientific methods in earth studies.

## HIM - Health Information Management

**HIM 101 Introduction to Health Information (1-0-1)**

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, ENG 165

This course provides an introduction to the health information science profession.

**HIM 102 Introduction to Coding & Classification Systems (1-0-1)**

*Offered Fall and Spring Semesters*

Prerequisites: AHS 102, BIO 112, ENG 165

This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics and the beginning foundation of the study of disease. This course concentrates on the coding of diseases, procedures and services rendered in both the inpatient and outpatient setting.

**HIM 110 Health Information Science I (2-3-3)**

*Offered Fall Semester*

Pre- or Co-requisite: AHS 102

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 Spring Semester*

Prerequisite: HIM 110, HIM 135

This course provides an introduction to the study of laws applicable to the health care field with emphasis on health information practices.

**HIM 120 Health Information Science II (2-3-3)**

*Offered Spring Semester*

Prerequisites: HIM 110, HIM 135

Co-requisites: HIM 115, HIM 215

This course covers quality assurance and health information management.



**HIM 130 Billing and Reimbursement (2-3-3)***Offered Summer Semester*

Prerequisites: HIM 115, HIM 120, HIM 135

Co-requisite: HIM 141

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 Semester*

Pre- or Co-requisite: HIM 110

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention and terminology.

**HIM 141 Current Procedural Terminology II (2-3-3)***Offered Summer Semester*

Prerequisites: HIM 115, HIM 120, HIM 135

Co-requisite: HIM 130

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 Spring Semester*

Prerequisites: HIM 216 (not for General Technology degree students), HIM 265, HIM 266

Co-requisite: HIM 225

Pre- or Co-requisites: HIM 115 (not for General Technology degree students), HIM 120, HIM 135

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*

Prerequisites: HIM 163, HIM 225

Co-requisite: HIM 227

Pre- or Co-requisites: HIM 130, HIM 141

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 Semester*

Co-requisites: HIM 265, HIM 266

Pre or Co-requisite: HIM 110, HIM 215

This course includes a study of disease and procedural coding and classification systems.

**HIM 225 Coding and Classification II (2-3-3)***Offered Spring Semester*

Prerequisites: HIM 216, HIM 265, HIM 266

Co-requisite: HIM 163

Pre- or Co-requisite: HIM 115, HIM 120, HIM 135

This course provides a study of advanced coding and classification systems.

**HIM 227 Senior Professional Competencies (3-0-3)***Offered Summer Semester*

Prerequisites: HIM 163, HIM 225

Co-requisite: HIM 164

Pre- or Co-requisites: HIM 130, HIM 141

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 Semester*

Prerequisite: HIM 215

Co-requisites: HIM 110, HIM 266

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 Fall Semester*

Co-requisite: HIM 216, HIM 265

Pre- or Co-requisite: HIM 110, HIM 215

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 - History

**HIS 101 Western Civilization to 1689\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shape the modern western world.

**HIS 104 World History I (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

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*

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 115 African-American History (3-0-3)***Offered Spring Semester*

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, Spring, and Summer Semesters*

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*

This course is a survey of U.S. history from European discovery to 1877. The course considers various developments during this time, such as the political, social, economic cultural, and intellectual.

**HIS 202 American History: 1877 to Present\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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.

## HOS - Hospitality

**HOS 128 Culinary Management and Human Resources (3-0-3)***Offered Fall Semester*

Prerequisite: HOS 256

This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.

**HOS 130 Professional Etiquette and Manners (3-0-3)***Offered Fall Semester*

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*

This course is a survey of the hospitality industry and the principles of operations of both lodging and foodservice industries.

**HOS 150 Hotel Management (3-0-3)***Offered Spring Semester*

Prerequisite: HOS 256

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

**HOS 156 Alcoholic Beverage Service and the Law (3-0-3)***Offered Spring Semester*

This course provides training intervention procedures to support the responsible service of alcohol. Emphasis is placed on the consequences and legal liabilities of failure to serve alcohol in a responsible manner.

**HOS 157 Hospitality Service (3-0-3)***Offered Fall Semester*

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment from the customer's perspective and the behavioral component of service.

**HOS 159 Hospitality Accounting Applications (3-0-3)***Offered Summer Semester*

This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.

**HOS 160 Purchasing for Hospitality (2-3-3)***Offered Fall and Spring Semesters*

Pre- or co-requisite: CUL 155

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 161 Event Management (3-0-3)***Offered Summer Semester*

This course provides an introduction to the event management industry. Topics include planning, implementation and evaluation of special events and festivals.

**HOS 162 Housekeeping Administration (3-0-3)***Offered Fall Semester*

This course is a study of the housekeeping functions and management in the hospitality industry. Emphasis is placed on the training of housekeepers and assistants. Staffing, scheduling, and laundry operations are covered in the course.

**HOS 164 Travel and Tourism (3-0-3)***Offered Spring Semester*

This course covers the history, development, concepts, and principles of the travel and tourism industry.

**HOS 168 Front Office Management (3-0-3)***Offered Spring Semester*

This course is a study of the total hotel organization as it relates to the front office management. The course covers methods of statistical analysis as applied to price structure, occupancy patterns, and computer management.

**HOS 171 Food and Beverage Controls (3-0-3)***Offered Fall Semester*

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 Semester*

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*

This course is a study of the theory and principles of management as applied to the hospitality industry.

**HOS 262 Hospitality Software Applications (3-0-3)***Offered Fall Semester*

This course is a study of the total hotel organization as it relates to the front office management. The course covers methods of statistical analysis as applied to price structure, occupancy patterns, and computer management.

**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 are 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 Spring Semester*

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.

## HSS - Humanities

**HSS 105 Technology and Culture (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

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 Instructor Permission*

Prerequisite: Instructor Permission

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 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.

## HUS - Human Services

**HUS 101 Introduction to Human Services (3-0-3)***Offered Fall Semester*

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*

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, Spring, and Summer 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*

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, knowledgebase, goals and the roles of the social worker in society.

**HUS 205 Gerontology (3-0-3)***Offered Summer Semester*

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 Summer Semester*

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*

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*

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*

Prerequisite: HUS 208

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 Spring Semester*

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 225 Personal/Interpersonal Adjustment (3-0-3)***Offered Spring Semester*

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

**HUS 231 Counseling Techniques (3-0-3)***Offered Spring Semester*

Prerequisites: HUS 101, HUS 102 and PSY 201

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 Spring 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 reestablish individual function. Students are required to demonstrate mock crisis activities.

**HUS 241 The Counseling Relationship (3-0-3)***Offered Spring Semester*

Prerequisites: HUS 231, plus 12 additional credit hours in Human Services and 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 260 Human Services Special Topics (3-0-3)***Offered Based on Enrollment*

This course is a study of special topics of interest to particular populations and locations.

## IDS - Interdisciplinary Studies

**IDS 206 Special Topics in International Studies (0-3-1)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

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: Instructor Permission

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.

## IMT - Industrial Maintenance Technology

**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 troubleshooting techniques, root-cause analysis and interpretation of industrial schematics.

**IMT 112 Hand Tool Operations (2-3-3)***Offered Fall and Spring Semesters*

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 and Summer Semesters*

This course covers the basic technology and principles of hydraulics and pneumatics.

**IMT 161 Mechanical Power Applications (3-3-4)***Offered Fall and Spring Semesters*

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.

## IST - Information Systems Technology

**IST 190 LINUX Essentials (3-0-3)***Offered Fall and Summer Semesters*

Prerequisites: CPT 257 and IST 220

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 and Spring Semesters*

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 Computing I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 110 or CYB 110 and CPT 257, IST 220

Co-requisite: IST 190 or 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 Introduction to Networks (3-0-3)***Offered Summer Semester*

Prerequisite: IST 220

This course covers the architecture, structure, functions and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP).

**IST 202 Cisco Switching, Routing, and Wireless Essentials (3-0-3)***Offered Fall Semester*

Prerequisites: IST 201

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks.

**IST 203 Cisco Enterprise Networking, Security, and Automation (3-0-3)***Offered Spring Semester*

Prerequisite: IST 202

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation.

**IST 220 Data Communications (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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: AOT 162 or CPT 170 or CPT 257

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JavaScript and CSS, testing and debugging programs, uploading and maintaining internet pages and applications.

**IST 239 JavaScript (3-0-3)***Offered Fall and Summer Semesters*

Prerequisites: CPT 168 or CPT 127 and IST 226

This course includes concepts and skills for developing dynamic functionality and interactivity for websites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays.

**IST 257 LAN Network Server Technologies (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: CPT 257, IST 220

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.

**IST 258 LAN Directory Services (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: IST 257, IST 220

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*

Co-requisite: IST 110

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 113 or CPT 170

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 based on enrollment*

Prerequisites: IST 272

This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security.

## LEG - Paralegal

**LEG 120 Torts (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

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 and Spring Semesters as needed*

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: ENG 101, LEG 135, LEG 230

Co-requisites: LEG 132 and LEG 201 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*

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, LEG 135, LEG 230, LEG 262

Co-requisites: LEG 132 and LEG 201 may be taken together by students who possess a bachelor's degree and are on the one-year track  
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

Co-requisites: 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: 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-requisite: ENG 101

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 240 Claims Investigation (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: LEG 201

Co-requisite: LEG 202

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 Permission

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 Fall, Spring, and Summer Semesters*

Prerequisites: LEG 135, LEG 230

Co-requisites: LEG 135, LEG 230 and LEG 262 may be taken together by students who possess a bachelor's degree and are on the one-year track

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: Eligibility for NALA exam and Instructor Permissions

This course provides a review and preparation for testing for a national paralegal certification exam.

## LOG - Logistics

**LOG 215 Supply Chain Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: ENG 101, CPT 170

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 Fall Semester*

Prerequisite: 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 Fall and Spring Semesters*

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 - Math

**MAT 012 Developmental Mathematics Workshop (1-0-1)***Offered Spring, Summer and Fall Semesters*

Co-requisite: MAT 120

This course provides support for mastery of MAT 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).



**MAT 013 Developmental Mathematics - Compressed (1-0-1)***Offered Spring, Summer and Fall Semesters*

Co-requisite: MAT 103

This course provides a review, in a compressed time frame, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032. Successful completion of this course allows a student to exit Developmental Mathematics.

**MAT 019 Developmental Mathematics Workshop I (2-0-2)***Offered Spring, Summer and Fall Semesters*

Co-requisite: MAT 109

This course provides a study of basic algebraic concepts and application to real-world problem-solving (may include but not limited to laboratory work, technology and/or projects).

**MAT 020 Developmental Mathematics Workshop II (2-0-2)***Offered Spring, Summer and Fall Semesters*

Co-requisite: MAT 110

This course provides a study of algebraic and function concepts (may include but not limited to technology and/or projects).

**MAT 103 Quantitative Reasoning (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

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*

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; 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)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 109 or MAT 110 or satisfactory placement, (The preferred prerequisite is MAT 110)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations.

**MAT 120 Probability and Statistics\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course is an introduction to probability and statistics. Topics include organization of data, calculating probabilities, counting principles, binomial and normal distributions, central limit theorem, confidence intervals, hypothesis tests, linear regression, and correlation.

**MAT 130 Elementary Calculus\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: MAT 109 or MAT 110 or satisfactory placement (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*

Prerequisites: MAT 111 or satisfactory placement

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*

Prerequisites: 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*

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

**MAT 170 Algebra, Geometry and Trigonometry I (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

**MAT 211 Math for Elementary Education I (3-0-3)***Offered Spring Semester*

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 Spring Semester*

Prerequisites: MAT 211

This course includes the following topics: basic algebra, introductory geometry, probability and statistics.

**MAT 215 Geometry (3-0-3)***Offered Summer Semester*

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*

Prerequisites: 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*

Prerequisites: MAT 130

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*

Prerequisites: 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*

Prerequisites: 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.

**MAT 299 Research in Mathematics (0-9-3)***Offered Fall, Spring, and Summer Semesters*

This course provides an opportunity for students to investigate a faculty-approved topic related to mathematics using the application of practical research methods. \*This course is for use at Greenville Technical College in support of the academic agreement with Clemson University.

## MEC - Mechatronics

**MEC 130 Motor Controls (2-6-4)***Offered Fall and Spring Semesters*

Prerequisite: EEM 105 or EEM 117

This course is an introduction to the principles and applications of motor control circuits. A study of the various control devices and wiring used in industrial processes is also covered

**MEC 299 Research in Advanced Mechatronics (0-12-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: Instructor Permission (students must also have completed AMT 205 and EEM 252 and have a GPA of 3.5 or higher)

This course provides an opportunity for students to investigate a faculty-approved topic in automated manufacturing disciplines using the application of practical research methods. The course is designed for students in an industrial manufacturing 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 with high-tech industrial manufacturing industry leaders.

## MED - Medical Assistant

**MED 102 Introduction to the Medical Assisting Profession (1-3-2)***Offered Fall Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 104, 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 Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 102, MED 107

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, 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 Semester*

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 Semester*

Prerequisites: MED 102, MED 104

Co-requisites: MED 107, 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 Spring Semester*

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 Spring Semester*

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 Summer Semester*

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 - Mechanical Engineering Technology

**MET 211 Strength of Materials (2-6-4)***Offered Fall and Spring Semesters*

Prerequisites: EGR 194 or EGR 260

Co-requisites: 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: EGR 194 or EGR 260 and 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

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturils and nozzles.

**MET 226 Applied Heat Principles (3-3-4)***Offered Fall and Spring Semesters*

Prerequisite: MAT 110

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 or EGR 204

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 : 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.

## MFG - Manufacturing

**MFG 110 Introduction to Manufacturing CAD (2-3-3)***Offered Fall, Spring, and Summer Semesters*

This course introduces the basic skills and terminology required for the visualization, interpretation and sketching of 2D technical drawings used in the machine tool and manufacturing trades. The course includes an introduction to 3D CAD modeling and how CAD data supports manufacturing processes. The course emphasizes industrial and manufacturing applications utilizing 3D SolidWorks as the CAD software.

**MFG 300 Manufacturing Processes and Application (3-1-3)***Offered Fall Semester*

This course covers technologies and processes used in modern manufacturing. Engineering principles and technological concepts for diverse methods of production are introduced, including plastics processing, metal forming and other methods of manufacturing and materials processing.

**MFG 310 Manufacturing Quality (3-0-3)***Offered Summer Semester*

Prerequisites: MFG 300, MAT 109 or MAT 110 and MAT 120 or MAT 103

This course introduces the principles of quality control and quality management systems in manufacturing environments. Various technologies used for dimensional and mechanical inspection are introduced, as well as industry certifications for quality assurance.

**MFG 311 Work Design, Ergonomics and Safety (3-0-3)***Offered Fall Semester*

This course covers the role of manufacturing management in maintaining a safe work environment. Topics covered include regulatory frameworks for safety and environmental management and the design of work cells and work plans to promote employee health and enhance productivity.

**MFG 312 Manufacturing Enterprise Resource Management (3-0-3)***Offered Spring and Summer Semesters*

Prerequisites: MFG 300, MFG 310, MFG 330

This course introduces students to concepts of enterprise resource planning (ERP) for manufacturing firms. Topics covered include product lifecycle management (PLM), change management, bill of materials management, purchasing and procurement. ERP and PLM software will be utilized.

**MFG 313 Strategic Sourcing and Procurement (3-0-3)***Offered Spring and Summer Semesters*

Co-requisite: MAT 109 or MAT 110 (or higher)

This course focuses on supplier management and purchasing in the global economy. Strategic management concepts to control cost and quality in the procurement of goods and services will be applied and aligned to the business objectives. Students will examine make versus buy decisions, outsourcing, contract negotiation, taxation and supplier quality management.

**MFG 314 Finance for Manufacturing (3-0-3)***Offered Spring Semester*

Co-requisites: MAT 109 or MAT 110 and MAT 103 or MAT 120

This course introduces basic concepts, terminology and application of finance, accounting and economics as applied to the management of manufacturing firms. Financial analyses will be performed to identify and resolve business problems.

**MFG 321 Advanced Manufacturing I (2-3-3)***Offered Spring Semester*

Prerequisite: MFG 300

This course introduces students to the principles of operation of metrology tools, CNC machine tools, metal forming, and heat treatment.

**MFG 322 Advanced Manufacturing II (2-3-3)***Offered Summer Semester*

Prerequisite: MFG 321

This course expands the concept of technologies and processes used in modern manufacturing. A study of principles of operation of the tools of automation and process control, including electrical circuits, mechanical systems, sensors, robotics, and programmable logic controllers.

**MFG 323 Advanced Manufacturing III (2-3-3)***Offered Fall Semester*

Prerequisite: MFG 322

This course provides advanced study of the technologies and tools used in modern manufacturing and provides advanced applications in the operation of plastics processing, metal casting and forging, 3D printing technologies, welding technologies, assembly, and fabrication tools.

**MFG 330 Manufacturing Project Management (3-0-3)***Offered Fall Semester*

Prerequisite: MFG 310

This course covers the fundamentals of project planning and execution in manufacturing environments. Students learn to define project requirements, identify subtasks, develop, build and manage a project schedule and budget, manage risk and close out a project.

**MFG 340 Computer-Aided Design for Manufacturing Engineering (2-3-3)***Offered Spring Semester*

Prerequisite: MAT 103 or MAT 120

Co-requisite: MAT 109 or MAT 110

This course covers construction and assemblies of three-dimensional objects using computer-aided design software, parametric modeling and tolerance analysis. Principles of machine design will be applied to translate these models into dimensioned and annotated drawings for manufacturing.

**MFG 350 Production Process Planning (3-0-3)***Offered Fall Semester*

Co-requisite: MFG 330

This course introduces the principles of planning, inventory control and supply chain management in manufacturing environments. Topics include the economics of production, workflows and documentation, facility considerations and overall operational efficiency.

**MFG 360 Leadership in Manufacturing (3-0-3)***Offered Summer Semester*

Prerequisite: MFG 330

This course covers theories of leadership and modern strategies of leadership development as applied in manufacturing environments. Topics include leadership styles, managing and leading change, team communication and ethics. Leadership concepts and skills will be applied in team settings.

**MFG 370 Principles of Lean Manufacturing (3-0-3)***Offered Spring Semester*

Prerequisite: MFG 310

This course covers the evolution of manufacturing systems, the principles and design of lean manufacturing systems and methods of continuous process improvement. Topics include operational models of manufacturing systems, statistical process control and the DMAIC problem-solving method.

**MFG 401 Advanced Metrology (3-3-4)***Offered Fall Semester*

This course covers geometric dimensioning and tolerance, accuracy and precision and dimensional metrology to ensure quality fit of manufactured parts. Other destructive and nondestructive testing techniques to quantify mechanical properties of manufactured components are introduced. Topics covered include programming and operating coordinate measurement machines, optical metrology systems and other precision measurement tools.

**MFG 402 Additive Manufacturing (3-3-4)***Offered Spring Semester*

This course covers the skills required to design and manufacture a part using industrial 3D printing technology, including metal additive manufacturing. Topics include metallurgy for additive manufacturing, post-processing design optimization, multi-jet printing and fuse deposition modeling.

**MFG 481 Industry Capstone Project I (1-3-2)***Offered Summer Semester*

This course introduces systematic manufacturing process design concepts and focuses on problem definition, solution ideation, research, intellectual property concepts and risk assessment. Students will begin defining a real-world manufacturing challenge with industry sponsors and mentors.

**MFG 482 Industry Capstone Project II (0-6-2)***Offered Fall Semester*

This course reinforces concepts of manufacturing technologies, lean manufacturing, project management and professional communications through an industry-sponsored capstone project. Students solve a real-world manufacturing challenge in teams, guided by industry and faculty mentors.

## MGT - Management

**MGT 101 Principles of Management (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

**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 based on enrollment*

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (This course is for BMW cohort only)

**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 220 Operations Management I (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

**MGT 221 Operations Management II (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 220

This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques.



**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 260 Leadership Fundamentals (3-0-3)***Offered Fall and Spring Semesters*

Prerequisite: MGT 101

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

**MGT 270 Managerial Communications (3-0-3)***Offered Fall and Spring Semesters*

Prerequisites: CPT 170, MGT 101

Co-requisite: 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 - Marketing

**MKT 101 Marketing (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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 Fall and Spring Semesters*

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

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: ENG 101

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*

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, Spring, and Summer Semesters*

Prerequisites: MKT 101, ENG 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 Fall, Spring, and Summer Semesters*

Prerequisites: MKT 101, ENG 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 - Medical Laboratory Technology

**MLT 101 Introduction to Medical Lab Technology (2-0-2)***Offered Fall Semester*

Co-requisites: MLT 105, MLT 115, MLT 130

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-requisites: MLT 101, MLT 115, MLT 130

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*

Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 210, MLT 241

This course introduces the routine analysis and clinical significance of urine and other body fluids.

**MLT 110 Hematology (3-3-4)***Offered Spring Semester*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 120, MLT 205, MLT 230

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-requisites: MLT 101, MLT 105, MLT 130

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 205, MLT 230

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-requisites: MLT 101, MLT 105, MLT 115

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 120, MLT 230

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*

Prerequisites: MLT 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 108, MLT 241

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*

Prerequisites: MLT 101, MLT 105, MLT 115, MLT 130

Co-requisites: MLT 110, MLT 120, MLT 205

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 110, MLT 120, MLT 205, MLT 230

Co-requisites: MLT 108, MLT 210

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 210

Co-requisite: MLT 252

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 210

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 251, MLT 252

Co-requisite: MLT 254

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 251, MLT 252

Co-requisite: MLT 253

This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

## MRI - Magnetic Resonance Imaging

**MRI 101 Introduction to MRI (1-0-1)***Offered Fall Semester*

Prerequisite: Instructor Permission

This course covers patient screening, safety and biological considerations, MR terminology and elementary imaging principles.

**MRI 103 MRI Patient Care and Safety (2-0-2)***Offered Fall Semester*

This course introduces basic patient care in an MRI environment, including professional ethics, patient communication and magnet safety.

**MRI 111 MRI Physics (5-0-5)***Offered Fall Semester*

Prerequisite: Instructor Permission

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 161 MRI Clinical Practicum (0-15-5)***Offered Fall Semester*

This course is an introduction to the MRI department to include communication, screening, safety and performance of routine MR procedures.

**MRI 162 MRI Clinical Practicum II (0-15-5)***Offered Spring Semester*

Prerequisites: MRI 101, MRI 161

This course is an extensive clinical experience to include advanced imaging.

## MTT - Machine Tool Technology

**MTT 105 Machine Tool Math Applications (3-0-3)***Offered Fall and Summer Semesters*

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 and Summer Semesters*

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 (1-6-3)***Offered Fall Semester*

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 Semester*

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 setups.

**MTT 124 Machine Tool Practice II (0-12-4)***Offered Spring Semester*

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 Summer Semester*

Prerequisite: MTT 122

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 Semester*

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 Spring Semester*

Prerequisite: MTT 126

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 (0-6-2)***Offered Spring Semester*

Prerequisite: MTT 254

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 243 Advanced Dimensional Metrology for Machinists (1-6-3)***Offered Fall Semester*

Prerequisites: MTT 120, MTT 121, MAT 170

This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more.

**MTT 245 Rapid Prototype Setup and Operations (1-6-3)***Offered Spring 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 (2-3-3)***Offered Spring Semester*

Prerequisites: MAT 170, MTT 120, MTT 121, MTT 122

Co-requisite: MTT 251

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 Spring Semester*

Co-requisite: MTT 250

This course is a study of CNC machine controls, setting tools and machine limits and capabilities.

**MTT 252 CNC Setup and Operations (1-9-4)***Offered Fall 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 workpiece, 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 Spring Semester*

Prerequisite: MTT 120, MTT 121

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 Master CAM.

**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 (2-3-3)***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 solid modeling, 2D and 3D machining and CNC lathe programming. Post-processing is also covered. The operational software used is CAM Works.

**MTT 260 Advanced Multi-Axis Programming and Operations I (0-12-4)***Offered Spring Semester*

Prerequisite: MTT 253, 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 wireframe surface part models for programming.

**MTT 261 Advanced Multi-Axis Programming and Operations II (0-12-4)***Offered Summer Semester*

Prerequisite: MTT 252, MTT 255

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.

**MTT 299 Research in Advanced CNC (0-9-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: Instructor Permission (students also must have completed MTT 260 and have a GPA of 3.0 or higher)

This course provides an opportunity for students to investigate a faculty-approved topic in the Computer Numerical Control (CNC) discipline using the application of practical research methods. 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 small groups to investigate a problem or issue in the discipline.

## MUS - Music

**MUS 105 Music Appreciation\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

This course is an introduction to the elements of music and music notation with keyboard applications.

## NUR - Nursing

**NUR 139 Introduction to Nursing Concepts (2.5-3-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201

Co-requisites: BIO 211, NUR 141

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

This course introduces the role of the nurse in the safe and effective administration of medications.

**NUR 143 Basic Care and Comfort (1.5-6-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 139, NUR 141

Co-requisites: BIO 211, 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-requisites: BIO 211, 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 (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisites: NUR 143, NUR 144

Co-requisite: BIO 225

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 (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 145

Co-requisite: BIO 225

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 156 Physiological Adaptation and Risk Reduction III (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 146

Co-requisite: BIO 225

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 230 Physical Assessment (2-3-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: RN, APN, or Instructor Permission

This course facilitates the development of competence to perform a physical assessment.

**NUR 239 Mental Health Nursing Concepts (2.5-6-4)***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 (2.5-6-4)***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 (2.5-6.5-4)***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 253 Physiological Integrity (2.5-6-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 243

Co-requisite: Humanities elective; 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 256 Management of Care (2.5-7.5-4)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: NUR 253

Co-requisite: Humanities elective; 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 Instructor Permission

This course facilitates the development of the nurse's competence in interpretation of normal and abnormal EKG rhythms and includes life-threatening dysrhythmias.

## OTA - Occupational Therapy Assistant

**OTA 103 Introduction to Occupational Therapy (2-0-2)***Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program

Co-requisite: OTA 163, OTA 200

This course introduces the philosophy, history and development of occupational therapy.

**OTA 130 Therapeutic Media I (0-3-1)***Offered Fall Semester*

Prerequisites: OTA 103, OTA 163 OTA 200

Co-requisites: OTA 131, OTA 153, OTA 203

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: OTA 103, OTA 163 OTA 200

Co-requisites: OTA 130, OTA 153, OTA 203

This course is the study of occupational therapy principles that emphasize the use of purposeful activities to enhance role function.

**OTA 135 Therapeutic Media II (0-3-1)***Offered Spring Semester*

Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 136, OTA 140, OTA 245, OTA 253

This course covers the fabrication and use of therapeutic equipment.

**OTA 136 Occupational Performance II (2-3-3)***Offered Spring Semester*

Prerequisites: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 140, OTA 245, OTA 253

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 245, OTA 253

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: OTA 103, OTA 163, OTA 200

Co-requisites: OTA 130, OTA 131, OTA 203

This course is a laboratory and clinical course emphasizing screening and assessment, treatment planning and therapeutic intervention. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

**OTA 163 Psycho-Social Aspects of Occupational Therapy (1-3-2)***Offered Summer Semester*

Prerequisite: Acceptance into Phase II of the OTA program.

Co-requisites: OTA 103, OTA 200

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"

Co-requisites: OTA 103, OTA 163

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 (2-3-3)***Offered Fall Semester*

Prerequisites: OTA 103, OTA 163, OTA 200

Co-requisites: OTA 130, OTA 131, OTA 153

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 140, OTA 253

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: OTA 130, OTA 131, OTA 153, OTA 203

Co-requisites: OTA 135, OTA 136, OTA 140, OTA 245

This course is a continuation of Clinical Application I with increased emphasis on reassessment for effect of intervention and maximizing treatment gains. Successful completion of the lecture, lab and clinical portions of this class is required in order to progress forward in the OTA curriculum.

**OTA 262 OTA Clinical Application (0-21-7)***Offered Fall and Summer Semesters*

Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253

This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.

**OTA 268 Clinical VI (0-21-7)***Offered Fall and Summer Semesters*

Prerequisites: OTA 135, OTA 136, OTA 140, OTA 245, OTA 253

This course emphasizes direct participation in pediatric, geriatric, or mental health clinic experience.

## PHI - Philosophy

**PHI 101 Introduction to Philosophy\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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*

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*

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

## PHS - Physical Science

**PHS 101 Physical Science I (3-3-4)***Offered on a rotational basis*

Prerequisite: MAT 170 or higher

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 111 Conceptual Physics I (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: MAT 170

This course is an introduction to the mechanical concepts of distance, time, mass, force, energy and power.



## PHY - Physics

### 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 - Political Science

### PSC 201 American Government\* (3-0-3)

*Offered Fall, Spring, and Summer Semesters*

This course is a study of American federal governmental institutions with a focus on the Constitution and key founding documents; the functions of the executive, legislative and judicial branches; civil liberties and rights; and the role and influence of the electorate, interest groups, and the media.

### PSC 205 Politics and Government (3-0-3)

*Offered based on enrollment*

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 215 State and Local Government\* (3-0-3)

*Offered Fall and/or Spring Semester*

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*

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 - Psychology

### 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*

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 on a rotational basis*

Prerequisite: PSY 201 or Instructor Permission

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 on a rotational basis*

Prerequisite: PSY 201 or Instructor Permission

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 on a rotational basis*

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 on a rotational basis*

Prerequisite: Instructor Permission

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 - Physical Therapy

## 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 (required for extended track): PTH 270  
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 (required for 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 (required for 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 (required for 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 (required for 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 (required for 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-requisite: PTH 220  
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

## PTH 234 Clinical Education I (0-10.5-3)

*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 (4-3-5)

*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 (required for full-time track): PTH 101, PTH 220, PTH 226 (required for extended track): 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 - Metrology

**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.

**QAT 209 Advanced Metrology & Coordinate Measurement Machines (2-3-3)***Offered Fall and Spring Semesters*

Prerequisite: QAT 109

This course is a study of advanced metrology and coordinate measurement machines.

## RAD - Radiology

**RAD 101 Introduction to Radiography (2-0-2)***Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission

Co-requisite: RAD 102, RAD 112, RAD 130, RAD 152

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 (2-1-2)***Offered Fall Semester*

Prerequisite: Medical Imaging Sciences Department Head Permission

Co-requisite: RAD 101, RAD 112, RAD 130, RAD 152

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 and Spring Semesters*

Prerequisite: Program Coordinator Permission

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: RAD 175, RAD 205, RAD 230

Co-requisites: RAD 225, RAD 268

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 or MAT 110

Co-requisites: RAD 101, RAD 102, RAD 130, RAD 152

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 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 136, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 130 Radiographic Procedures I (2-3-3)***Offered Fall Semester*

Prerequisite: Acceptance into Phase II of Radiologic Technology program

Co-requisites: RAD 101, RAD 102, RAD 112, RAD 152

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography program

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: MAT 109, RAD 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 160, RAD 201

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 and Spring Semesters*

Prerequisite: Acceptance into the Computed Tomography 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 and Spring Semesters*

Prerequisite: Admission into the Computed Tomography program or Program Coordinator Permission

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 101, RAD 102, RAD 112, 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 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, RAD 136, RAD 201

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 136, RAD 160, RAD 201

Co-requisites: RAD 205, RAD 230

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**RAD 201 Radiation Biology (2-0-2)***Offered Spring Semester*

Prerequisites: RAD 101, RAD 102, RAD 112, RAD 130, RAD 152

Co-requisites: RAD 114, 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 Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisite: RAD 175, RAD 230

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**RAD 225 Selected Radiographic Topics (2-0-2)***Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 268

This course is a study of selected areas related to radiography.

**RAD 230 Radiographic Procedures III (2-3-3)***Offered Summer Semester*

Prerequisites: RAD 114, RAD 136, RAD 160, RAD 201

Co-requisites: RAD 175, RAD 205

This course is a study of special radiographic procedures.

**RAD 236 Radiography Seminar II (2-0-2)***Offered Spring Semester*

Prerequisites: RAD 111, RAD 225, RAD 268

Co-requisite: RAD 278

This course includes selected areas of radiography that require additional study or application.

**RAD 268 Advanced Radiography II (0-24-8)***Offered Fall Semester*

Prerequisites: RAD 175, RAD 205, RAD 230

Co-requisite: RAD 111, RAD 225

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 111, RAD 225, RAD 268

Co-requisite: RAD 236

This course includes routine and advanced radiographic procedures in the clinical environment.

## REL - Religion

**REL 101 Introduction to Religion (3-0-3)***Offered Fall and Spring Semesters*

This course provides a study of religion and the nature of religious beliefs, practices and their influences on culture, history and philosophy.

**REL 102 Introduction to Biblical Studies (3-0-3)***Offered Fall Semester*

This course is an introduction to the contemporary analysis of the Bible, including its historical background, writing and transmission, its principal persons and events and its ideas and their significance for the present.

**REL 201 Religions of the World (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course surveys the major religious traditions of the world.

## RES - Respiratory Therapy

**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

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

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

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

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 (2-0-2)***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.

## SOC - Sociology

**SOC 101 Introduction to Sociology\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

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 on a rotational basis*

Prerequisite: SOC 101 or Instructor Permission

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 225 Gender Issues (3-0-3)***Offered on a rotational basis*

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 on a rotational basis*

Prerequisite: Instructor Permission

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.

## SPA - Spanish

**SPA 101 Elementary Spanish I\* (4-0-4)***Offered Fall, Spring, and Summer Semesters*

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 Instructor Permission

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 Instructor Permission

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 Instructor Permission

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

## SPC - Speech

**SPC 205 Public Speaking\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: 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 Fall and Spring Semesters*

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 298 Research in Communication (0-9-3)***Offered Fall, Spring, and Summer Semesters*

Prerequisite: Instructor Permission

This course provides an opportunity for students to investigate a faculty-approved topic related to communication 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.

## SUR - Surgical Technology

**SUR 101 Introduction to Surgical Technology (4-3-5)***Offered Fall Semester*

Prerequisites: Admission into the SUR diploma or SUR AAS program

Co-requisite: SUR 123

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

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

Co-requisite: 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-requisite: SUR 110

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

Co-requisites: SUR 103, SUR 104

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*

Prerequisites: SUR 104, SUR 110

Co-requisites: SUR 120

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

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: Admission into the SUR diploma program or SUR AAS program

Co-requisites: SUR 101, SUR 102

This course provides a detailed study of the preparation and processing procedures of surgical instruments.

## THE - Theater

**THE 101 Introduction to Theatre\* (3-0-3)***Offered Fall, Spring, and Summer Semesters*

This course includes the appreciation and analysis of theatrical literature, history and production.

**THE 105 Fundamentals of Acting (3-0-3)***Offered Fall Semester*

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*

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 on a rotational basis*

Prerequisite: THE 101 or Instructor Permission

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 on a rotational basis*

Prerequisite: THE 101 or Instructor Permission

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 backstage organization.

**THE 276 Script Analysis (3-0-3)***Offered on a rotational basis*

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 on a rotational basis*

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 - Veterinary Technology

**VET 106 Small Animal Behavior/Kennel Management (4-0-4)***Offered Fall, Spring, and Summer Semesters*

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 Semester*

Co-requisites: VET 132, VET 133, VET 172

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 Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 134, VET 162, VET 165

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*

Co-requisite: VET 151

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

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 117 Animal Nutrition (2-0-2)***Offered Fall, Spring, and Summer Semesters*

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 Semester*

Co-requisites: VET 107, VET 133, VET 172

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 Semester*

Co-requisites: VET 107, VET 132, VET 172

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 Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 108, VET 162, VET 165

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 151 Veterinary Assisting I (2-3-3)***Offered Fall, Spring, and Summer Semesters*

Co-requisite: VET 111

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 162 Clinical Techniques of Pet Grooming (0-9-3)***Offered Spring Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 134, VET 172

Co-requisites: VET 108, VET 134, VET 165

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 Spring Semester*

Prerequisites: VET 107, VET 132, VET 133, VET 172

Co-requisites: VET 108, VET 134, VET 162

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 (recommended), VET 251

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 Fall Semester*

Co-requisites: VET 107, VET 132, VET 133

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*

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 106, VET 111, VET 151

Co-requisites: VET 114, VET 166

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 - Welding

**WLD 102 Introduction to Welding (2-1-2)***Offered Fall and Spring 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, Spring, and Summer 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 107 Welding Codes and Procedures (3-0-3)***Offered Summer Semester*

Prerequisites: WLD 111, WLD 132

This course is an introduction to a variety of nationally known welding codes and welding procedure specifications (WPS).

**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 and Spring 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 Spring and Summer Semesters*

Prerequisite: WLD 111

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**WLD 115 Arc Welding III (1-9-4)***Offered Fall and Spring 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 and Spring 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 and Spring Semesters*

Prerequisite: WLD 132

This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

**WLD 141 Weld Quality (2-0-2)**

*Offered Fall, Spring, and Summer Semesters*

This is an introductory course in weld quality assurance.

**WLD 152 Tungsten Arc Welding (1-9-4)**

*Offered Fall and Spring Semesters*

Prerequisite: WLD 135

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

**WLD 160 Fabrication Welding (1-6-3)**

*Offered 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 171 Print Reading and Sketching for Structural Welding (3-3-4)**

*Offered Fall Semester*

Prerequisite: WLD 103

This course introduces the interpretation of basic welding drawings and implementation of sketching techniques for structural welding, including interpreting welding symbols, dimensioning, tolerancing, sectioning and mating of metal parts as performed in fabrication and welding assembly projects. Upon completion of this course, students will be able to comfortably and successfully read and interpret drawings.

**WLD 204 Metallurgy (3-0-3)**

*Offered Fall Semester*

This course covers the characteristics of ferrous and non-ferrous metals.

**WLD 208 Advanced Pipe Welding (0-9-3)**

*Offered Fall and Spring Semesters*

Prerequisite: WLD 135

This course is a study of advanced pipe welding. It also covers the process to fit and weld ferrous and non-ferrous metals.

**WLD 235 Robotic Welding I (2-0-2)**

*Offered Fall and Summer Semesters*

Co-requisite: WLD 240

This course covers basic theory and practice for robotic welding.

**WLD 240 Robotic Welding and Manufacturing (2-6-4)**

*Offered Fall and Summer Semesters*

Co-requisite: WLD 235 or AMT 205

This course covers robotic welding systems, safety, operations and applications.

## AREA COMMISSION

---

Ray A. Lattimore, Chair  
*Marketplace Staffing*

Jo Watson Hackl, Vice Chair  
*Wyche, P.A.*

S. Hunter Howard, Jr., Secretary  
*The Springs*

Kenneth G. Southerlin, Treasurer  
*Greenville County School District, Retired*

Paul O. Batson, III  
*Beacon Pointe, Senior Tax Advisor*

Thomas R. Britt, Jr.  
*Bank of Travelers Rest*

J. Coleman Shouse  
*LS Homes, Builder and Developer, Retired*

Dean E. Jones  
*Greenville County Workforce Investment Board*

Ray Martin  
*Real Estate and Insurance Executive, Retired*

Dr. W. Burke Royster  
*Superintendent, Greenville County Schools*

Keith Smith  
*Keith Smith Builders, LLC*

David K. Stafford  
*Michelin Americas Research Company, Retired*

(This information was correct as of publication. New appointments are made each May.)

Visit our web page at [https://www.gvltec.edu/area\\_commission/](https://www.gvltec.edu/area_commission/).



# PRESIDENT'S CABINET

---

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*President*

Jacqueline DiMaggio

*Vice President for Finance*

Dr. Candice Lewis

*Vice President for Learning and Workforce Development*

Ann Wright

*Vice President for Advancement*

Susan M. Jones

*Vice President for Human Resources*

Vacant

*Vice President for Student Services*

Lauren Simer

*Vice President for Institutional Effectiveness*

Wendy Walden

*Associate Vice President for Executive Affairs*

Julie Eddy

*Chief of Staff to the President*

Visit our web page at <https://www.gvltec.edu/administration/>.

# ADMINISTRATION

---

## Advising and other Academic Matters

Diane Thomas

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Jennifer Moorefield

*Associate Vice President, Corporate and Continuing Education*

Judy Haynes

*Interim Director, Academic Compliance and Instructional Support*

Dr. Tameka Brown

*Director, Dual Enrollment and Early College*

Michelle Byrd

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Kelvin Byrd

*Dean, School of Advanced Manufacturing & Transportation Technology*

Vacant

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Rene Sawyer

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Dr. William Brothers

*Dean, School of Engineering Technology & Professional Studies*

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Ginger Mauney

*Foundation Manager*

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Chrissy Schatzle

*Director of Veterans Financial Services*

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*Enrollment and Registration*

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*Director, Center for Student Advocacy*

## Student Safety, Wellness, Conduct and Disability Services

Vacant

*Chief of Police*

Jacqueline DiMaggio

*Ethics Officer*

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Gina Terry

*Associate Dean of Students*

Anthony Davis

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Barbara Wilson

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Juhi Gor

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---

## A

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Graduate Certificate, American Public University

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DANB Certified Dental Assistant  
DANB Certified in Dental Infection Prevention and Control

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Certified, NCCER – Core  
Certified, NCCER – Welding Instructor  
Certified, NCEER – Pipe Fitting

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Certified Food Safety Manager / Certified Food Allergy Manager  
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 American SAP Users Group (ASUG)  
 American Society for Clinical Laboratory Science (ASCLS)  
 American Society for Industrial Security-International (ASIS)  
 American Society of Clinical Pathologists (ASCP)  
 American Society of Engineering Educators (ASEE)  
 American Society of Mechanical Engineers (ASME)  
 American Society of Microbiology (ASM)  
 American Society of Radiologic Technologists (ASRT)  
 American Welding Society (AWS)  
 Associated Bodywork and Massage Professionals (ABMP)  
 Association for Computing Machinery (ACM)  
 Association for Slavic, East European, and Eurasian Studies  
 Association of College and Research Libraries  
 Association of Departments of English  
 Association of Operating Room Nurses  
 Association of Southeastern Biologists (ASB)  
 Association of Surgical Technologists (AST)  
 Association of Veterinary Technician Educators  
 Association of Women's Health, Obstetrics & Neonatal Nurses  
 Automotive Service Excellence (ASE)  
 Boy Scouts of America  
 Certifying Board for National Association of Legal Assistants (NALA)  
 Chief Automotive Systems  
 Chief Justice's Commission on the Professional  
 Cisco Networking Academy  
 College and University Food Bank Alliance (CUFBA)  
 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
 Commission on Accreditation for Respiratory Care (CoARC)  
 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 (SACSCOC)  
 Commission on Dental Accreditation (CODA)  
 Commission on Dental Competency Association  
 Community Advisory Board for Clemson University's Nursing Program  
 Community Advisory Board for Tri-County Technical College's Medical Assistant  
 Community College Undergraduate Research Initiative (CCURI)  
 CompTIA Academy Partner  
 Council of the Advancement of Standards in Higher Education (CAS)  
 Council on Undergraduate Research  
 Dental Assisting National Boards (DANB)  
 DONA International  
 Disabled American Veterans  
 ELI (Civil Treatment)  
 Emergency Nurse Association (ENA)  
 Einstein Learning Academy  
 Explorers Post of Boy Scouts of America (BSA)  
 Federal Aviation Administration (FAA)  
 General Motors Master Technician Certification  
 General Motors Product Service Training Certification  
 Georgia Women's Caucus for the Arts  
 Greenville County Bar Association  
 Greenville County Childcare Association (GCCA)  
 Greenville County First Steps  
 Greenville County Guardian Ad Litem Program  
 Greenville International Reading Association  
 Greenville Literacy Association  
 Greenville/Spartanburg/Anderson Technology Council (GSATC)  
 Greenville/Spartanburg Enterprise Developers Guild  
 HealthCare Simulation South Carolina (HCSSC)  
 Healthcare Sterile Processing Association (HSPA)  
 HVAC Excellence  
 Information Systems Security Association (ISSA)  
 Institute for Supply Management (ISM)

Institute of Electrical and Electronic Engineers (IEEE)  
 Institute of Management Accountants (IMA)  
 Instrument Society of America (ISA)  
 Inter-Industry Conference on Auto Collision Repair (ICAR)  
 International Association of Administrative Professionals (IAAP)  
 International Center of the Upstate  
 International Council on Systems Engineering  
 International Literacy Association  
 International Loving Touch Foundation, Inc.  
 International Society for Technology in Education  
 International Society of Nurses in Genetics  
 Irish Cara Organization  
 Joint Review Commission in Diagnostic Medical Sonography  
 Joint Review Commission on Education in Radiologic Technology (JRCERT)  
 Kappa Beta Delta (KBD)  
 Lamaze International  
 Lambda Epsilon Chi  
 Lambda Nu  
 Malcolm Baldrige National Quality Award Board of Excellence  
 Manufacturing Skill Standards Council (MSSC)  
 Mathematical Association of America Metropolitan Arts Council  
 Mid-South Sculptors Association  
 National Academic Advising Association (NACADA)  
 National Accreditation Agency for Clinical Laboratory Sciences  
 National Art Education Association  
 National Association for Associate Degree Nursing  
 National Association for the Education of Young Children (NAEYC)  
 National Association of Biology Teachers (NABT)  
 National Association of Community College Entrepreneurship (NACCE)  
 National Association of Developmental Educators  
 National Association of Legal Assistants (NALA)  
 National Board Certification of Occupational Therapy  
 National Board for Respiratory Care (NBRC)  
 National Cancer Registrars Association  
 National Cat Groomers Institute of America, Inc.  
 National Center for Construction Education and Research (NCCER)  
 National Collegiate Honors Council  
 National Council of Teachers of English  
 National Council of Teachers of Mathematics  
 National Dog Groomers Association of America, Inc.  
 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 Network of Health Care Programs in Two-Year Colleges (NN2)  
 National Organization for Student Success (NOSS)  
 National Restaurant Association (NRA)  
 National Science Teachers Association (NSTA)  
 National Society of Professional Engineers (NSPE)  
 National Student Nurses Association (NSNA)  
 National Women's Caucus for the Arts  
 North American Council of Automotive Teachers (NACAT/SC)  
 Oncology Nursing Society  
 Palmetto Shared Services  
 Partnership Among South Carolina Academic Libraries (PASCAL)  
 Perinatal Association  
 Phi Alpha Theta  
 Phi Kappa Phi  
 Phi Theta Kappa  
 Piedmont Chapter—South Carolina Society of Radiologic Technologists  
 Piedmont Dental Hygiene Society  
 Piedmont District Dietetic Association (PDA)  
 Red Hat Academy  
 Riley Diversity Institute Fellow  
 SAP Community Network (SCN)  
 Sigma Pi Sigma  
 Sigma Tau Delta  
 Sigma Theta Tau  
 Skills USA  
 Smithsonian Institute  
 Society for Anthropology in Community Colleges  
 Society for Maintenance and Reliability Professionals  
 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 Carolina Academy of Science  
 South Carolina Association for Respiratory Care (SCARC)  
 South Carolina Association for the Education of Young Children (SCAECY)  
 South Carolina Association of Accounting Educators (SCAAE)  
 South Carolina Association of Certified Public Accountants (SCACPA)  
 South Carolina Association of Developmental Educators  
 South Carolina Association of Early Childhood Teacher Educators (SCAECTE)  
 South Carolina Association of School Librarians  
 South Carolina Association of Veterinary Technicians  
 South Carolina Bar  
 South Carolina Board of Occupational Therapy  
 South Carolina Board of Paralegal Certification  
 South Carolina Business Education Association (SCBEA)  
 South Carolina Chapter of the American Mathematical Association of Two-Year Colleges (SOCAMATYC)  
 South Carolina Chiropractic Association (SCCA)  
 South Carolina Council of Deans and Directors of Nursing Education  
 South Carolina Dental Assisting Association  
 South Carolina Dental Hygiene Association  
 South Carolina Department of Environmental Services (SCDES)  
 South Carolina Department of Labor, Licensing and Regulation (SC LLR)  
 South Carolina Department of Public Health (DPH)  
 South Carolina Dietetic Association (SCDA)  
 South Carolina Early Childhood Association  
 South Carolina Hospitality Association  
 South Carolina Hospitality and Tourism Education Coalition  
 South Carolina Law Enforcement Association  
 South Carolina Library Association  
 South Carolina Mathematical Association for Two-Year Colleges (SOCAMATYC)  
 South Carolina Nurse Aide Registry (NNAAP)  
 South Carolina Nurses Association  
 South Carolina Nurses Association Continuing Education Approval Committee  
 South Carolina Occupational Therapy Association (SCOTA)  
 South Carolina Organization for Student Success (SCOSS)  
 South Carolina Radiation Quality Standards Association (SCRQSA)  
 South Carolina Reading Association  
 South Carolina Restaurant and Lodging Association (SCRLA)  
 South Carolina Society for Clinical Laboratory Science  
 South Carolina Society for Respiratory Care (SRSRC)  
 South Carolina Society of Medical Assistants

South Carolina Society of Professional Engineers (SCSPE)  
South Carolina Society of Radiologic Technologists  
South Carolina State Board of Nursing  
South Carolina Technical College System Library Peer Group  
South Carolina Technical Education Association (SCTEA)  
South Carolina Upstate Paralegal Association (SCUPA)  
South Carolina Veterinary Relief Corp (SCVRC)  
South Carolina Women in Higher Education (SCWHE)  
Southeast Regional Middle East and Islamic Studies Society (SERMEISS)

Southern Business Education Association (SBEA)  
Southern Regional Honors Council  
Southern Regional Testing Agency  
Southern States Communication Association  
Southern Sociological Society  
State Troopers' Association  
Student American Dental Hygiene Association (SADHA)  
Tau Beta Pi Engineering Honor Society  
The Nature Conservancy  
Tri-State Sculptors Education Association  
Two-Year College English Association — Southeast  
United States Association of Track and Field  
United States District Court for South Carolina  
United States Supreme Court Bar  
United Way of Greenville  
University of South Carolina Geriatric Faculty Institute  
Upstate International World Affairs Councils of America  
Upstate Nurse Practitioner Association  
Veterans of Foreign Wars  
VMware IT Academy  
Washington Sculptors Group  
Western History Association  
Women in Medicine

# ACCREDITING/LICENSING AGENCIES

*Information regarding Greenville Technical College's accreditation may be found by visiting the Institutional Effectiveness accreditation webpage ([https://www.gvltec.edu/about\\_greenvilletech/institutional\\_effectiveness/accreditation/](https://www.gvltec.edu/about_greenvilletech/institutional_effectiveness/accreditation/)).*

Engineering Technology Accreditation Commission of ABET  
(Accreditation Board for Engineering and Technology, Inc.)  
415 North Charles Street  
Baltimore, MD 21201  
(410) 347-7700  
<https://www.abet.org/>

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road, NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<https://www.acenursing.org/>

Accreditation Council for Occupational Therapy Education c/o  
Accreditation Department (ACOTE)  
American Occupational Therapy Association  
7501 Wisconsin Avenue, Suite 510E  
Bethesda, MD 20814  
(301) 652-6611  
<https://www.acoteonline.org/> (<https://www.aota.org/>)

Accreditation Review Council on Education in Surgical Technology and  
Surgical Assisting  
19751 East Mainstreet, Suite #339  
Parker, CO 80138  
(303) 694-9262  
<https://www.arcstsa.org/>

American Bar Association Standing Committee on Paralegals Approval  
Commission  
321 North Clark Street  
Chicago, IL 60654-7598  
(800) 285-2221  
<https://www.americanbar.org/groups/paralegals/>

American Culinary Federation Education Foundation, Inc. Accrediting  
Commission  
6816 Southpoint Parkway, Suite 400  
Jacksonville, FL 32216  
(904) 824-4468  
<https://www.acfcchefs.org> (<https://www.acfcchefs.org/>)

Accreditation Council for Business Schools and Programs (ACBSP)  
8101 College Blvd. #100  
Overland Park, KS 66210  
(913) 339-9356  
<https://acbsp.org/>

ASE Education Foundation  
1503 Edwards Ferry Road, NE, Suite 401  
Leesburg, VA 20176  
(703) 669-6650  
<http://www.aseeducationfoundation.org/>

Commission on Accreditation for Health Informatics and Information  
Management Education (CAHIIM) Accreditation Services  
c/o American Health Information Management Association (AHIMA)  
200 East Randolph Street, Suite 5100  
Chicago, IL 60601  
(312) 235-3255  
<https://www.cahiim.org/>

Commission on Accreditation in Physical Therapy Education (CAPTE)  
APTA Headquarters  
Accreditation Department  
3030 Potomac Ave., Suite 100  
Alexandria, VA 22305-3085  
(800) 999-2782  
<http://www.capteonline.org>

Commission on Accreditation of Allied Health Education Programs  
(CAAHEP)  
9355-113th Street, N, #7709  
Seminole, FL 33775  
(727) 210-2350  
<https://www.caahep.org/>

Commission on Accreditation for Respiratory Care (CoARC)  
264 Precision Blvd  
Telford, TN 37690  
(817) 283-2835  
<https://www.coarc.com/>

Commission on Dental Accreditation (CODA)  
American Dental Association  
211 East Chicago Avenue, Suite 1900  
Chicago, IL 60611-2678  
(800) 232-6180  
<https://coda.ada.org>

Federal Aviation Administration Flight Standards District Office  
SO-13-Columbia FSDO SO13/CAE FSDO  
125-B Summer Lake Drive  
West Columbia, SC 29170  
(803) 451-2640  
<https://www.faa.gov/>

HVAC Excellence  
PO Box 521  
Mount Prospect, IL 60056-0521  
(800) 394-5268  
<https://www.escogroup.org/accreditation> (<https://www.escogroup.org/accreditation/>)

Joint Review Committee on Education in Diagnostic Medical Sonography  
(JRCEDMS)  
6021 University Blvd., Suite 500  
Elliott City, MD 21043  
(443) 973-3251  
<https://www.jrcdms.org/>

Joint Review Committee on Education in Radiologic Technology  
(JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
<https://www.jrcert.org/>



National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
(773) 714-8880  
<https://www.naacls.org/>

National Association for the Education of Young Children (NAEYC)  
1401 H Street NW, Suite 600  
Washington, DC 20005  
(202) 232-8777  
<https://www.naeyc.org/>

National Cancer Registrars Association (NCRA)  
Formal Education Review Committee  
1330 Braddock Place, Suite 520  
Alexandria, VA 22314  
(703) 299-6640  
<http://www.ncra-usa.org/>

South Carolina Department of Labor, Licensing and Regulation  
South Carolina Board of Nursing  
Synergy Business Park: Kingstree Building  
110 Centerview Drive  
Columbia, SC 29210  
(803) 896-4550  
<https://llr.sc.gov/nurse/>

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