

08|09 CATALOG & student handbook

CENTRAL CAROLINA TECHNICAL COLLEGE



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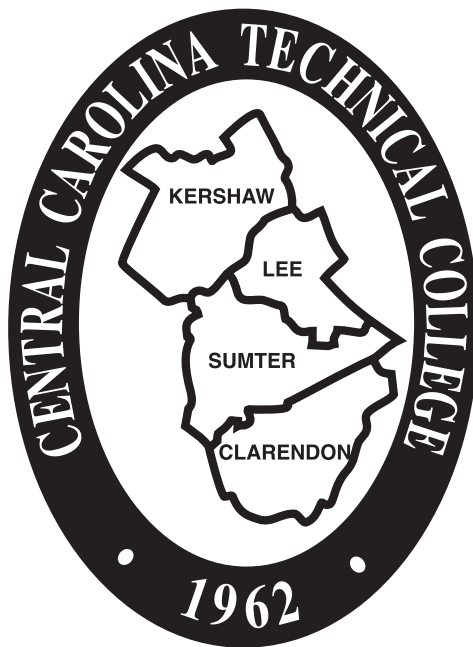
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Central Carolina Technical College

2008-2009

College Catalog and Student Handbook



**Central Carolina Technical College
506 North Guignard Drive
Sumter, South Carolina 29150-2499
(803) 778-1961**

**Toll-free 1-800-221-8711 from Clarendon, Kershaw, and Lee Counties
www.cctech.edu**

• Established 1962 •

Central Carolina Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone 404-679-4501) to award the associate degree.

This catalog is effective for new students who enter Fall Semester 2008. It is for information only and does not constitute a contract between Central Carolina and its students, applicants for admission, or any other person. The College reserves the right to change, modify, or alter without notice any statement in this catalog, including those concerning fees, charges, tuition, expenses, and costs of any kind. Further, the College can add or delete without notice any course, program, or policy information contained in the Catalog in order to keep curriculum content and College policies current. Information regarding changes is available in the Office of the Vice President for Academic Affairs. The electronic version of this catalog is available on CD in the Admissions and Counseling Services Office and on the CCTC website, www.cctech.edu.

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General Information

We want to help you find YOUR path!

We have many options -
one is right for you!



Find **YOUR** Path 

www.cctech.edu



President's Message



Your decision to enroll as a student at Central Carolina Technical College is an indication of your desire to prepare for the future. The faculty and staff of the College stand ready to assist you in this process. This publication will provide you with valuable information about the programs and services that we offer to assist you in achieving your goals. We

look forward to partnering with you, as you make important decisions about your future. The mission of Central Carolina Technical College is to provide high quality, affordable, and accessible educational opportunities to the residents of Clarendon, Kershaw, Lee and Sumter counties.

The global economy of today requires a workforce that is highly skilled, technically proficient, and committed to life-long learning. Our College's focus is to prepare students to be competitive in this global environment both now and in the future. To accomplish this demanding goal, our faculty and staff will offer their expertise and caring attitude to ensure that you have a successful college experience.

Each year we enroll more than 3,000 students at Central Carolina Technical College. We take great pride in the fact that each student receives individual attention during the education process. The core values of the College are excellence, innovation, and integrity. These values exist to serve you as you make decisions today that will greatly influence the rest of your life. We invite you to experience the excitement of pursuing your career along with the other students who are choosing the high quality education offered at the College. May your journey to a bright and rewarding future be enhanced by the decision to become a part of Central Carolina Technical College.

Tim Hardee

**CENTRAL CAROLINA
TECHNICAL COLLEGE
AREA COMMISSION
MEMBERS**

J. MAC SUMMERS
Chairman
Sumter County

RUTH J. BELL
Vice Chairman
Lee County

BOBBY R. ANDERSON
Secretary
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Sumter County

RAY REICH
Sumter County

JAMES J. SANYI, JR.
Sumter County

JENNETT TOWLES-MICKENS
Sumter County



COLLEGE INFORMATION

Vision Statement

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

Statement of Values

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

Excellence • Integrity • Innovation

College Mission Statement

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

The College’s vast array of associate degree, diploma, and certificate programs prepares students to enter the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. Specifically, Central Carolina offers academic programs in business, the health sciences, public service, industrial and engineering technology, and the arts and sciences. Through its comprehensive programs and support services, the College annually serves over 4,500 credit students and 10,500 continuing education students in both traditional and non-traditional formats.

(Revision Approved by the Central Carolina Technical College Area Commission, July 21, 2005)

Statement of Role and Scope

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

- GRADUATES: The College is committed to graduating students who will be productive members

of society with strong values and ethics; who will have employability skills, including oral and written communication skills, critical thinking, problem solving, analytical, scientific and computational skills; who can utilize and adapt to new technology and accept and initiate change; and who have an appreciation for cultural diversity, are self-directed and self-disciplined, and have the ability to function cooperatively.

- STUDENTS: The College seeks to provide for its students an affordable, quality postsecondary education while maintaining an open door admissions policy. Students will have the opportunity to succeed regardless of educational preparation through developmental programs and services as well as to pursue a vocational and personal growth needs in an environment embracing rapidly changing technologies.
- EMPLOYERS: The College is dedicated to providing employers with skilled work-ready employees and to serving as an avenue for on-going specialized training with access to the latest technologies and educational services so that existing and new employers will find the area attractive for their workforce.
- COMMUNITY: The College seeks to serve the community by providing access to education wherever, whenever, and however necessary to meet community and individual needs for affordable education opportunities leading to an improved quality of life.
- K-12 STUDENTS: The College will provide opportunities for K-12 students to experience career exploration and planning, have access to a seamless progression toward a career or higher education and have an opportunity to accelerate their learning for employability and/or advanced placement through faculty/staff collaboration.
- OTHER EDUCATIONAL INSTITUTIONS: The College will endeavor to have a high utilization of resources through partnerships with other institutions who will be collaborative partners working to expand education programs while minimizing duplication.

History of the College

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

In 1971, the institution changed its name to Sumter Area Technical College and in 1974 received initial accredita-

tion by the Commission on Colleges of the Southern Association of Colleges and Schools as a two-year college offering technical and vocational programs. In 1989 the South Carolina Commission on Higher Education authorized Sumter Area Technical College to begin offering the Associate in Arts and the Associate in Science degree programs designed specifically for transfer to four-year colleges and universities. With the addition of the transfer programs, Sumter Area Technical College achieved the status of a comprehensive community college. In the fall of 1992, the College changed its name to Central Carolina Technical College to better reflect its service area. In 1998, the College assumed operation of the F. E. DuBose Career Center located in Clarendon County. In 2001, Central Carolina established the Kershaw County Site in Camden. During the 2005-2006 academic year, a site was also added in Lee County.

More than 15,000 students each year are enrolled in a variety of associate degree, diploma, and certificate programs and non-credit continuing education activities.

College Accreditation

Central Carolina Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone: (404) 679-4501) to award the associate degree.

Program Accreditations and Approvals

- The Associate Degree Nursing Program is approved by the South Carolina Labor, Licensing, and Regulation Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, New York 10006, www.nlnac.org, (212) 363-5555, ext. 153, or (800) 669-1656, ext. 153, fax (212) 812-0390.
- The Practical Nursing Diploma program is approved by the South Carolina Labor, Licensing and Regulation Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, New York 10006, www.nlnac.org, (212) 363-5555, ext. 153, or (800) 669-1656, ext. 153, fax (212) 812-0390.
- Central Carolina Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).
- The Paralegal Program is approved by the American Bar Association (ABA).
- The Accounting, Management, Administrative Office Technology, and Computer Technology associate

degree programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33736, (727) 210-2350, www.caahep.org, on recommendation of the Accreditation Review Committee for Surgical Technology (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262, fax (303) 741-3655, www.arcst.org.
- The Early Care and Education Associate Degree program is accredited by the National Association for the Education of Young Children (NAEYC), 1313 L Street, NW, Suite 500, Washington, DC 20005.
- The Machine Tool Technology Diploma is accredited by the National Institute for Metalworking Skills (NIMS).
- The Automotive Mechanics program is accredited by the National Automotive Technicians Education Foundation (NATEF).

Policy on Nondiscrimination

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, sex, age, national origin, religion or certain legally defined physical or mental disabilities. 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; Sections 503 and 504 of the Rehabilitation Act of 1973; and the South Carolina Human Affairs Law of 1972. The College's 504 and Title IX Coordinator for students is Barbara Wright. Her office is located in M300R and her telephone is 778-6695. The 504 and Title IX Coordinator for staff and faculty is the Director of Personnel, Ronald Stover. Her office is located in M300A, and her telephone number is 778-6688.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 makes it unlawful to discriminate against individuals with disabilities in employment in state and local government services, public accommodations, transportation, and telecommunications. It adopts the general prohibitions of discrimination under Section 504 as well as the requirements for making programs accessible to individuals with disabilities and for providing a way to communicate effectively. It complements but does not replace Section 504.

English Fluency

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

FALL SEMESTER 2008

August 7-8 (Th-F)
 August 11-21(M-Th)
 August 22 (F)
 August 23 (S)

Faculty Workdays
 Fall Registration
 Late Registration
 Adjunct Faculty Orientation, 8:00 am - 1:30 pm

Fall Semester - 16 Weeks

August 25 (M)
 August 25 (M)
 August 26 (T)

 August 25-29 (M-F)
 August 30 (S)
 September 1(M)
 October 16-17 (Th-F)
 October 18 (S)
 October 31 (F)
 November 4 (T)
 November 26 (W)
 November 27-28 (Th-F)
 November 29 (S)
 December 9 (T)
 December 6 (S)
 December 10-16 (W-T)
 December 18 (Th)
 December 19-December 31 (F-W)

Classes Begin
 Internet Course Orientation, Main Campus, 4:00 pm - 5:30 pm
 Internet Course Orientation, Kershaw Campus and
 F.E. DuBose Campus, 4:00 pm - 5:30 pm
 Drop/Add Period
 No Saturday Classes
 Labor Day (College Closed)
 No Classes—Fall Break Faculty Workdays/Inservice
 No Saturday Classes for Fall Break
 Last Day to Withdraw with “W”
 Election Day—No Classes/Faculty Workday
 Faculty/Student Holiday
 Thanksgiving (College Closed)
 No Saturday Classes for Thanksgiving Break
 Classes End for Fall Except Saturday Classes
 Saturday Classes End
 Fall Semester Exams— See Published Schedule
 Faculty Workdays/Grades Due at Noon
 Faculty Christmas Holidays

Fall Minimester I - 8 Weeks

August 25(M)
 August 25-27 (M-W)
 August 30 (S)
 September 1 (M)
 September 26 (W)
 October 13(M)
 October 14-15 (T-W)
 October 16 (Th)
 October 17 (F)

Classes Begin for Fall Minimester I
 Drop/Add Period
 No Saturday Classes
 Labor Day (College Closed)
 Last Day to Withdraw with “W”
 Classes End for Fall Minimester I
 Exams for Fall I—During Regular Class Times
 Grades Due for Fall Minimester I at Noon
 Fall Minimester II Registration

Fall Minimester II - 8 Weeks

October 20 (M)
 October 20-22 (M-W)
 November 19 (Th)
 November 26 (W)
 November 27-28 (Th-F)
 December 9 (T)
 December 10-16 (W-T)
 December 18 (Th)

Classes Begin for Fall Minimester II
 Drop/Add Period
 Last Day to Withdraw with “W”
 Faculty/Student Holiday
 Thanksgiving (College Closed)
 Classes End for Fall Minimester II
 Exams for Fall Minimester II - See Published Exam Schedule
 Grades Due for Fall Minimester II at Noon

2009 spring semester academic calendar

SPRING SEMESTER 2009

January 1 (Th)	New Year's Day—College Closed
January 2 (F)	College Closed
January 5-8 (M-Th)	College Reopens Spring Registration
January 9 (F)	Late Registration
January 10 (S)	Adjunct Faculty Orientation, 8:00 am - 1:30 pm

Spring Semester - 16 Weeks

January 12 (M)	Classes Begin
January 13 (T)	Internet Course Orientation, Main Campus and Lee County Site, 4:00 pm - 5:30 pm
January 14 (W)	Internet Course Orientation, Kershaw Site and DuBose Site, 4:00 pm - 5:30 pm
January 12-16 (M-F)	Drop/Add Period
January 19 (M)	Martin Luther King Holiday - No Classes Faculty/Staff Holiday
February 20 (F)	SCTEA/Faculty Work Day (No Classes)
March 31 (T)	Last Day to Withdraw with a "W"
April 13-17 (M-F)	Spring Break (No Classes)
April 19 (S)	No Saturday Classes during Spring Break
April 23 (Th)	Awards Convocation, 7:00 pm
April 29 (W)	Classes End for Spring Semester
April 30-May 6 (Th-W)	Spring Semester Exams— See Published Schedule
May 7 (Th)	Faculty Work Day/Grades Due by 12 Noon
May 8 (F)	Faculty Work Day/Graduation, 7:00 pm Exhibition Center

Spring Minimester I—8 Weeks

January 12 (M)	Classes Begin
January 12-14 (M-W)	Drop/Add Period
February 19 (Th)	Last Day to Withdraw with a "W"
February 20 (F)	SCTEA/Faculty Work Day (No Classes)
March 2 (M)	Classes End for Spring Minimester I
March 3-4 (T-W)	Exams for Spring Minimester I - During regular class time
March 5 (Th)	Spring Minimester I Grades Due by 12 Noon

Spring Minimester II—8 Weeks

March 9 (M)	Classes Begin for Spring Minimester II
March 9-11 (M-W)	Drop/Add Period
April 10 (F)	Last Day to Withdraw with a "W"
April 13-17 (M-F)	Spring Break (No Classes)
April 29 (W)	Classes End for Spring Minimester II
April 30 - May 6 (Th-W)	Exams for Spring Minimester II - See Published Schedule
May 7 (Th)	Spring Minimester II Grades Due by 12 Noon
May 8 (F)	Graduation, 7:00 pm Exhibition Center

SUMMER SEMESTER 2009

May 11 (M)	Faculty Workday
May 12-14 (T-Th)	Summer Registration
May 15 (F)	Late Registration
May 16 (S)	Adjunct Faculty Orientation, 8:00 am - 1:30 pm

Summer Session 10-Weeks

May 18 (M)	Classes Begin
May 18 (M)	Internet Course Orientation, Main Campus and Lee County, 4:00 pm - 5:30 pm
May 19 (T)	Internet Course Orientation, Kershaw Site and DuBose Site, 4:00 pm - 5:30 pm
May 18-20 (M-W)	Drop/Add Period
May 25 (M)	Memorial Day (No Classes), Faculty Workday
June 29-July 3 (M-F)	Summer Break/Independence Day Holiday
July 17 (F)	Last Day to Drop with a "W"
July 29 (W)	Classes End for Summer Session
July 30-August 4 (Th-T)	Exams for Summer Session - See Published Schedule
August 5-6 (W-Th)	Faculty Workdays
August 6 (Th)	Grades Due at 12 Noon
August 7 (F)	Faculty Workday

Summer Session I-5 Weeks

May 18 (M)	Classes Begin for Summer Session I
May 18-20 (M-W)	Drop/Add Period
May 25 (M)	Memorial Day (No Classes), Faculty Workday
June 10 (W)	Last Day to Drop with a "W"
June 18 (Th)	Classes End for Summer Session I
June 19 (F)	Exams for Summer Session I
June 22 (M)	Summer Session I Grades Due by 12 Noon

Summer Session II-5 Weeks

June 22 (M)	Classes Begin for Summer Session II
June 22-24 (M-W)	Drop/Add Period
June 29-July 3 (M-F)	Summer Break/Independence Day Holiday
July 15 (W)	Last Day to Drop with a "W"
July 29 (W)	Classes End for Summer Session II
July 30-August 4 (Th-T)	Exams for Summer Session II— See Published Schedule
August 5-6 (W-Th)	Faculty Work Days
August 6 (Th)	Grades Due at 12 Noon
August 7 (F)	Faculty Workday

Summer Session 8-Weeks: Shaw Center

June 8 (M)	Classes Begin for Summer 8-Week
June 8-10 (M-W)	Drop/Add Period
June 29-July 3 (M-F)	Summer Break/Independence Day Holiday
July 7 (T)	Last Day to Drop with a "W"
July 29 (W)	Classes End for Summer 8-Week
July 30-August 4 (Th-T)	Exams for Summer 8-Week
August 5-6 (W-Th)	Faculty Work Days
August 6 (Th)	Grades Due by 12 Noon
August 7 (F)	Faculty Workday

ADMISSIONS

12 easy steps to CCTC!

- STEP 1: Entrance Requirements**
- STEP 2: Application**
- STEP 3: Official Transcripts**
- STEP 4: Admission Interview**
- STEP 5: Financial Aid**
- STEP 6: Advisement and Registration**
- STEP 7: New Student Orientation**
- STEP 8: Tuition Payment**
- STEP 9: Book Purchase**
- STEP 10: Student ID and Parking**
- STEP 11: Classes Begin**
- STEP 12: Graduation**



12 EASY STEPS TO CCTC!

STEP 1: Entrance Requirements

Take the College's placement test, submit acceptable SAT or ACT scores, or provide acceptable college transcripts. The ASSET or COMPASS placement test may be taken at Central Carolina Technical College (CCTC) or another postsecondary institution. Test scores and/or transcripts can be mailed or faxed to Admissions and Counseling Services.

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

Acceptable placement test scores:

- CCTC placement test OR
- Scholastic Aptitude Test (SAT): Recentered (R) 470 minimum verbal and (R) 460 minimum math OR
- SAT 2005: Critical Reading 470, Math 460, and Grammar subsection 47 OR
- America College Test (ACT): 19 Reading, 19 English subscore, 19 Math subscore.

Technology Placement Test and Exit Exam

The College's Quality Enhancement Plan (QEP) is designed to measure technology skills. All prospective students take a Technology Placement Test, which is used to place students in the proper entry-level computer course.

Exemptions to Placement Testing

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

- You have attained the minimum Scholastic Aptitude Test (SAT) or American College Test (ACT) score at the level required for the program in which you wish to enroll.
- You have earned a grade of "C" or higher in appropriate college-level English, mathematics, and technology courses at a regionally accredited college or university.
- You have earned the appropriate score for advanced placement in English and/or math on CLEP, DANTES, and/or AP exams that are recognized by the College.
- You have earned an associate degree or higher degree from a regionally accredited college or university.
- You are not pursuing an academic award and desire to be admitted to take specific courses. (You must still meet all course prerequisites.)

The College's placement test may be taken during the day or evening. An appointment is recommended. Placement testing is available at all campus locations.

STEP 2: Application

An admissions application may be downloaded from the College's website <http://www.cctech.edu>, or you may pick up an application at any of our sites. Submit your completed application by mailing or faxing it to Admissions and Counseling Services. Fax: 803-778-6696.

STEP 3: Official Transcripts

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

STEP 4: Admission Interview

Meet with an admissions counselor to review test scores and/or college transcripts and discuss a program of study. This meeting may occur in person, by phone, or by e-mail. If you require accommodations, please contact the Disability Services Counselor at 803-778-6695.

STEP 5: Financial Aid

Apply for financial aid online at www.fafsa.ed.gov. Financial assistance available includes grants, loans, scholarships, and South Carolina Lottery Tuition Assistance. If you have questions regarding your FAFSA, you may contact Financial Aid by phone or e-mail. Supporting documentation may be faxed to Financial Aid, if necessary. Students who may be eligible for Veteran's Affairs benefits should go to <http://www.cctech.edu/financialsvcs/498.htm> for more information. Phone: 803-778-7831 Fax: 803-778-6696.

STEP 6: Advisement and Registration

After you have been admitted to the College, you will receive an acceptance letter from Admissions and Counseling Services. This letter will contain your username and password for access to myCCTC. Through this account, you will be able to access your student information and register for classes. Assistance with registration is available. You will be assigned a faculty advisor who will help you select courses.

STEP 7: New Student Orientation

An orientation for new students is available in myCCTC. The orientation is also available on CD, which can be requested by contacting Admissions and Counseling Services. The orientation should be viewed prior to the beginning of classes.

STEP 8: Tuition Payment

Your tuition can be paid by mailing a check to the cashier, located in Student Services or by phone using a credit card. If you are using financial aid, you should contact the cashier to ensure that your tuition has been paid.

STEP 9: Book Purchase

Purchase your books in the Central Carolina Bookstore located in Building 100 in the Student Center. The semester booklist can be viewed on the College's website.

STEP 10: Student ID and Parking

If you need to visit the College's campus to access services such as the library, testing center, computer labs, etc., you will need a College ID. You will also need to register your vehicle. The Security Office is located in Building 300.

STEP 11: Classes Begin

Once you have completed the application, admission, and registration process, it is time to attend classes! If you encounter any technical problems with your online course or myCCTC account, contact User Support Services. If you encounter problems with your course material, contact your instructor or academic advisor. If you are not sure who your academic advisor is, please check myCCTC or call Admissions and Counseling Services.

STEP 12: Graduation

Once you have completed the coursework necessary for graduation, you should complete a Program Completion Application. This form can be obtained from Student Records on Main Campus or at any Outreach Campus.

A Basic Technology Competencies Exit Exam will be administered during a student's last semester. Basic Technology Competencies include the ability to:

1. Open applications using the Start button.
2. Maximize and minimize windows.
3. Save a file on floppy disk.
4. Access Windows "Help & Support"
5. Create a folder on a floppy disk.
6. Access folders and files on the I-drive (student drive).
7. Create a new WORD document.
8. Edit a WORD document:
 - a. Open a file located in a folder on a disk
 - b. Change margin settings
 - c. Change font size
 - d. Change font type
 - e. Bold text
 - f. Center text on a line
 - g. Correct misspelled words
 - h. Cut, copy, and paste text.
9. Print a document.
10. Use search engine (e.g., Google) to do research.
11. Use myCCTC to send e-mail with attachments.
12. Print a copy of the computer screen. (Use the Print Screen key, WORD, paste function, and print function.)

Note: Office 2007 will be used for the Basic Technology Competencies Exit Exam.

CONTACT INFORMATION**Central Carolina Technical College****Main Campus**

506 North Guignard Drive

Sumter, SC 29150

803-778-1961

800-221-8711 Toll Free

www.cctech.edu

F. E. DuBose Campus

US Hwy. 521

Manning, SC 29102

803-473-2531

Distance Education**Office**

803-778-6638

803-778-7896 Fax

**Kershaw County
Campus**

1125 Little Street

Camden, SC 29020

803-425-8388

**Admissions and
Counseling Services**

803-778-6605

803-778-6696 Fax

Lee County Site

200 N. Main Street

Bishopville, SC 29010

803-483-2282

Bookstore

803-774-3342

Cashier

803-778-7864

803-778-6696 Fax

Shaw Center

2140 Peach Orchard Road

(Hwy. 441)

Sumter, SC 29154

803-499-4171

Student Records

803-778-6603

803-778-6693 Fax

Base Education Office

Bldg. 501

398 Shaw Drive

Shaw AFB

Sumter, SC 29152

803-666-2422

Financial Aid Office

803-778-7831

803-778-6696 Fax

User Support Services

803-778-6607

helpdesk@cctech.edu

Downtown Site

101 S. Main Street

Sumter, SC 29150

803-778-6613

Security Office

803-778-6623

**ADDITIONAL ADMISSIONS
INFORMATION****Admissions Policy**

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

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

General Admissions Requirements

All prospective students applying for admission must:

- Be at least 18 years old or possess a diploma from an accredited high school or hold a GED. Students between the ages of 16 and 18 who are attending high school must obtain written permission from the high school principal in the area in which the student resides.
- Complete the admissions requirements described in the steps above, including submitting an application, official transcripts, and placement scores.

To obtain additional information regarding admissions, contact the Admissions and Counseling Services Office, or call 778-6605, or toll free 1-800-221-8711, ext. 205, from Clarendon, Kershaw, or Lee Counties.



Specific Admissions Requirements

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

Categories of Admission

- **Career Development** – Applicants who wish to enroll in a limited number of classes for upgrading their skills but do not wish to pursue a degree, diploma, or certificate may take a maximum of fifteen (15) credit hours. Applicants must:
 - Submit an Application for Admission
 - Meet course prerequisites where applicable
 - Pay all fees by the payment deadline for each semester. (No financial aid is available to this category of student.)
- **Dual Enrollment** – Central Carolina Technical College provides a program whereby qualified high school juniors and seniors may enroll in college courses each semester. Students seeking dual enrollment must:
 - Be at least 16 years old
 - Receive permission from the high school principal and/or guidance counselor
 - Meet entrance placement criteria
 - Submit an Application for Admission Form
 - Meet course prerequisites
 - Pay all fees by the payment deadline for each semester.
- **Senior Citizens** – Legal residents of South Carolina who are at least 60 years of age may enroll for credit courses during the late registration period on a space-available basis without paying tuition, provided these persons meet admission and other standards deemed appropriate by the College and if these persons do not receive compensation as full-time employees. Senior citizens must:
 - Submit an Application for Admission Form
 - Meet entrance placement criteria or course prerequisites
 - Be a career development student to receive a tuition waiver
 - Sign Certification of Age and Employment Form (form available from the Cashier)
 - Pay applicable fees, including fees for certain courses
 - Enroll in a course only one time.
- **Transfer Students** – Any student who has attended one or more regionally accredited colleges or universities prior to applying for admission to Central Carolina Technical College must:
 - Submit an Application for Admission
 - Meet with an admissions counselor
 - Request that college transcripts be sent to the Student Records and request high school/GED transcripts be sent to the Admissions and Counseling Services Office
 - Refer to the “Transfer to Central Carolina Technical College” information section of this catalog for additional information.
- **Transient Students** – A student who enrolls in Central Carolina Technical College courses to transfer to his or her primary college must apply as a Career Development student. The transient student must:
 - Submit a Transient Student Form from the receiving institution specifying the courses to be taken.
 - Meet Central Carolina Technical College’s course prerequisites where applicable. Documentation of course eligibility must be provided prior to registration.



- **Concurrent Admissions Programs (ConAP)**
The Concurrent Admissions Program allows new soldiers to apply for and be admitted to colleges or universities at the same time they enlist. Upon completion of initial enlistment for active military service or initial duty of training for the Army Reserve, the student will be aware that he or she is accepted and ready to enroll at the college of his or her choice. This program is available through the Servicemembers Opportunity Colleges (SOC), of which Central Carolina Technical College is a participating member. This agreement is in effect for two years following completion of initial enlistment requirements. The student must meet entrance and degree requirements of the catalog in effect at the time of enrollment in classes at the College.

Advanced Standing

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

- **Advanced Placement Examinations (AP Exams)**
The Advanced Placement Examination program of The College Board is accepted by Central Carolina Technical College. In order for credit to be granted, a score of 3 or higher must be attained. For a listing of courses that have been approved for course credit through the AP exams, students should contact the Admissions and Counseling Services Office.
- **College Level Examinations Program (CLEP)**
Central Carolina Technical College awards credit for knowledge demonstrated as a result of nontraditional learning experience, validated by the CLEP Exam. The official results scored on the CLEP tests must be requested by the student and must be on file in Student Records before an evaluation will be made. To obtain a listing of approved courses, students should contact the Admissions and Counseling Services Office.
- **Defense Activity for Non-Traditional Education Support (DANTES)**
The College awards credit for college-level examinations that have been completed with satisfactory scores through the Armed Services. Official results must be requested by the student and must be on file in Student Records before an evaluation will be made. A listing of tests approved for course credit may be obtained from the Admissions and Counseling Services Office.
- **Proficiency Tests**
Students may challenge credit courses with the approval of the course department chair by paying a \$10 fee per exam. Students cannot receive credit by examination for a course equivalent to or at a lower level than the course in which they are currently enrolled or a course for which they have previously

enrolled or previously received a grade. Students may not challenge any course that has been previously audited. A student may not take a proficiency test more than once. All prerequisites must be met before taking a proficiency examination. Proficiency exams are not available for ENG 101, English Composition I; ENG 102, English Composition II; SPC 205, Public Speaking; literature courses; and other selected courses. (See course department chair for details.)

- **Secondary School Articulation Agreements**
Central Carolina Technical College has developed articulation agreements with the career centers and with the high schools in the four-county service region of Clarendon, Kershaw, Lee, and Sumter Counties. Students may earn college credit for completion of specified technical courses at the high school level. Prospective students are encouraged to check with guidance counselors and teachers at their high schools and career centers or with Central Carolina Technical College's Registrar to determine whether specific secondary course work is eligible for articulation and to obtain information on requirements and procedures for requesting articulation credit. Completion of a competency form by the high school instructor, and the level of competency will be evaluated.
- **Experiential Learning and Professional Certification**
Central Carolina Technical College recognizes that work related activities may provide a student with the opportunity to master skills and gain experience while on the job, which may meet the competencies of some college course work. The College may award exemption (E) credit for that course.

A student who has been admitted to Central Carolina Technical College and has mastered competencies in a non-academic setting may receive course credit based on earning a professional certificate. The student may be granted credit for professional certificate(s) that demonstrate comparable academic proficiencies and skill levels contained within the content of the credit course for which credit is awarded.

General education courses offered at Central Carolina Technical College are exempt from consideration for receiving credit for work experience. Contact the Registrar for additional information.
- **International Baccalaureate Credit Award Policy**
Each public institution of higher education within the state shall adopt and implement a policy by Fall 2008 for the acceptance of International Baccalaureate credit for first-time freshmen students who have scored "4" or above on any higher-level IB course examination. The amount of college course credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. This policy shall be referenced in the institution's academic catalog and

made available to the public in an electronic format on the institution's website.

CHE approved this policy for implementation in Fall 2008.

Approved October 4, 2007 (CHE)

Transfer to Central Carolina Technical College

It is the policy of Central Carolina Technical College to review all entering students' postsecondary course work completed at other regionally accredited colleges or universities. In order for course work to be evaluated, an official transcript must be on file in the student's academic record in Student Records. Decisions regarding the awarding of credit and the determination of such credit are made by the department chair from the program in which the student is entering, the department chair in which the transfer course resides, and the College Registrar. The postsecondary course work will be evaluated by the College Registrar and must meet the following criteria:

- The College will accept only credit course work with a grade of "C" or better which has been earned from other regionally accredited postsecondary institutions.
- The course work must closely parallel the course in the student's curriculum as offered by Central Carolina Technical College.
- Transfer credit time limits may vary by department. When a student decides to change his/her program, credit will be evaluated based on the requirements in the program to which the student is changing.
- If the credits being transferred were awarded in quarter credit hours, the credits will be converted to semester hour equivalents. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. The student may take a proficiency test, if applicable.
- The grade awarded from the conferring institution will appear on the Central Carolina Technical College transcript, but it will not be used in calculating the Central Carolina student's grade-point average (GPA). Transfer credit will, however, be calculated in the cumulative "Earned Hours" (EHRS) section of the transcript. In addition, grade points are not transferable from previous institutions.
- The College Registrar will evaluate transfer credit, confer with faculty and department chairs when required, and award transfer credit. Transfer credit will be awarded after acceptance and before the end of the first semester of enrollment provided the official transcript has been received from the awarding college/university. A student should not enroll in classes that may transfer until the evaluation has been completed. A student may access his/her myCCTC account to see the transferred credit awarded. A copy of the student's degree audit will be sent to the Financial Aid Office if applicable.

Readmission

Students who withdraw from the College or who do not attend for two consecutive semesters may be eligible for readmission; they must apply through the Admissions and Counseling Services Office. Students who have been suspended for academic reasons must adhere to the procedures described under Standards of Academic Progress to reapply.

Program Residency Requirements

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

New Student Orientation Session

A New Student Orientation Session is available through myCCTC. Students are given information about available services that can help them to be more successful in their classes. Further information about New Student Orientation is available through the Admissions and Counseling Services Office.

FINANCIAL AID

Overview of Applying for Financial Aid

Step 1: Apply for a Federal Student Aid personal identification number (PIN) at www.pin.ed.gov.

The PIN serves as your electronic signature for your FAFSA.

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

You may submit the FAFSA by mail or electronically at www.fafsa.ed.gov. You may "sign" the application online using your PIN. It is strongly recommended that students apply electronically to increase the timeliness and efficiency of processing the FAFSA application.

FAFSA applications or renewal applications are to be submitted each year for the new academic year beginning each fall semester. Applications can be submitted after January 1st of each year. It is recommended that you apply as far in advance as possible. Some funds are very limited and are awarded on a first-come, first-served basis.

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

Step 4: Before you accept any financial aid, be sure to complete a financial aid memorandum of understanding.

In order to maintain financial assistance, you must make progress toward your academic goal and maintain a certain grade-point average (GPA) to demonstrate success. Be sure to consult the Financial Aid Standards of Satisfactory Progress outlined in the Student Handbook section of this catalog. Ask questions if you do not understand the requirements. You do not want to end up repaying financial aid.

More Details about Applying for Financial Aid

Applications for Financial Aid

The FAFSA can be submitted prior to being admitted to a program of study. However, the financial aid application cannot be considered for award until the applicant is accepted into an eligible program. Completed applications received by April 1 of **each year** will receive priority over applications received after that date.

Verification

Students selected for verification will be notified by the Financial Aid Office. Approximately 30% of all applications for financial assistance are selected for verification. This process requires the students to submit documentation to verify certain data contained on the Free Application for Federal Aid (FAFSA). Students and parents should keep a copy of their federal tax return and W-2 documents, which may be needed to complete the verification process. Students are required to complete the verification process within thirty days after being notified by the college that they have been selected.

Students receiving any type of aid from a source other than Central Carolina Technical College must send a copy of the award notice to the Financial Aid Office. Students enrolled in more than one college in the same semester may receive financial assistance from only one college at a time.

Students applying for assistance after July 1 for fall or November 1 for spring semester should not expect aid to be finalized before classes begin. However, every effort will be made to make an award provided the file can be brought to completion. The Deferred Tuition Payment Plan is made available through the Central Carolina Technical College Business Office. Information regarding the payment plan may be obtained from the Financial Aid Office, the Business Office, or on the College's website at <http://www.cctech.edu/financialsvcs/433.htm>.

Types of Financial Aid

Federal Pell Grants

A Federal Pell Grant is based on need and does not have to be paid back. Generally, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Pell Grants for 2007-2008 ranged from \$200 to \$4,310.

Campus-based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students with financial need allowing them to earn money to help pay education expenses. The program encourages community service work and work related to a student's course of study. Federal Work-Study awards are made on a basis of a student's remaining need. Participants in this program must have a minimum 2.0 GPA.

State Funds

South Carolina Need Based Grant

The South Carolina Need Based Grant (SNBG) is a grant program funded by the State of South Carolina. The funds are awarded to students on a basis of need. Early applicants are given first priority for consideration. South Carolina Need Based Grant awarded amounts range from \$200 to \$1000.

Lottery Tuition Assistance

Lottery Tuition Assistance (LTA) is available to South Carolina residents that complete a Free Application for Federal Student Aid (FAFSA) and meet all other LTA eligibility criteria. According to state law, federal grants and need-based grants will be applied against technical college tuition before lottery-funded tuition assistance will be applied. For example, if a student receives \$400 in federal grants and \$200 in need-based grants, \$600 will be applied against the student's tuition before lottery-funded tuition will be applied. The law states students can apply tuition assistance toward only one certificate, diploma, or associate degree program every five years, unless the additional certificate, diploma, or associate degree is necessary for progress in the field of study.

LIFE Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based scholarship program approved by the General Assembly in 1998. The purpose of the LIFE Scholarship Program is to increase access to higher education, improve employability of South Carolina students, provide incentives for students to be better prepared for college, and encourage students to graduate from college on time. Eligibility criteria may be found at <http://www.che400.state.sc.us/>. It is the student's responsibility to adhere to LIFE Scholarship criteria and to self identify to the Financial Aid Office as eligible for LIFE funds.

IMPORTANT: Students may use their LIFE Scholarship award at a technical college; however, they will not be eligible for lottery-funded tuition assistance (LTA) during the same academic year.

Loans**Stafford Loans**

The Stafford loan program is the U. S. Department of Education's major form of self-help aid. Regular students enrolled in an eligible program of study at least half time (6 hours) may be eligible for the Stafford loan.

PLUS Loans

The Parent Loan for Undergraduate Study enables parents with a good credit history to borrow money to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. To be eligible to receive a PLUS, the parents will be required to pass a credit check or have a co-signer. PLUS can be made to eligible parents for amounts up to cost of attendance.

Foundation Scholarships

Scholarships are provided through the Central Carolina Technical College Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals. The scholarship recipient is selected by the donor or the Scholarship Review Committee for those scholarships awarded by the College.

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

Check with the Financial Aid Office for applications and deadline dates. For further information, contact the Central Carolina Technical College Foundation Office at (803) 778-6646.

Deferred Tuition Payment Plan

The Deferred Tuition Payment Plan is a monthly tuition management plan which provides students with a low-cost method for budgeting tuition and books. For more information on the tuition plan, please contact the Central Carolina Business Office at (803) 774-3322 or 774-3350, or visit the payment plan page on the College's website at <http://www.cctech.edu/financialsvcs/433.htm>.

Title IV School Code 003995 - (803) 778-7831

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

Veterans' Benefits

Central Carolina Technical College is approved by the State - approving agency for training service persons, veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits:

- VEAP (Chapter 32)
- New GI Bill - Active Duty Educational Assistance Program (Chapter 30)
- New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- Reservists called or ordered to serve in response to a war. (Chapter 1607)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)

Specific information regarding each Veteran's program may be obtained from the Veterans Affairs Office in Room M133. The Veterans Affairs Office is located in Building M100.

Free Tuition for Children of Certain Veterans

Children of certain disabled veterans and/or purple-heart recipients may be eligible for free tuition. Eligibility and application information may be obtained from the Financial Aid/Veterans Affairs Office or any county Veterans Affairs Office or from the Governor's Office, Division of Veterans Affairs, 1205 Pendleton Street, Columbia, SC 29201. Call (803) 255-4256.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning, Central Carolina Technical College acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving

Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses.

Veterans’ Affairs Standards of Academic Progress

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

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

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

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

Standards of Satisfactory Academic Progress for Financial Aid

Students receiving financial assistance through the Federal Pell Grant, Federal Supplemental Grant (SEOG), Federal Stafford Loan, and/or Federal College Work-study

program must be making Satisfactory Progress towards a degree, diploma, or certificate. Students receiving financial aid through State Programs will, at a minimum, meet the same standards when specific criteria are not prescribed. See Student Handbook for details.

Office Hours

The Financial Aid Office is located in Building M300, at the Sumter Main Campus. Office hours are 8:00 am to 6:00 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday. During the summer semester, office hours on Friday are 8:00 am to 12:30 pm.

REGISTRATION INFORMATION

Academic Load

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

Course Scheduling

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

An academic advisor is available to assist you in scheduling classes to meet your educational goals. You will register on-line through your myCCTC account, which you will receive when you apply for admission.



Auditing Courses

You may take courses on an audit basis without earning credit. The tuition fee for auditing a course is the same as when the course is taken for credit. If you desire to change from audit status to credit status or from credit status to audit status, you must do so during the first week of class and must confer with the Vice President for Academic and Student Affairs. In order to change from audit status to credit status, you must meet all course prerequisites.

Add/Drop

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

Payment of Fees

Payment of fees must be made in accordance with published guidelines. You are not officially enrolled until all fees have been paid. If you have outstanding debts, you will not be permitted to register until the debts have been satisfied.

Residency Status

The amount of tuition and fees you pay for attending Central Carolina Technical College shall be determined by

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

The Admissions and Counseling Services Office is responsible for making all residency determinations. If you subsequently become eligible for a change of residency, it will be your responsibility to submit proper documentation to the Director of Admissions and Records requesting a change of residency. If the petition is approved, the change/status with supporting documentation will be effective the semester following approval of the petition. Decisions of the Director of Admissions and Records regarding residency may be appealed to the Vice President for Student Affairs.

Tuition and Fees - Effective Fall Semester 2008

- Tuition fees are as follows:
 - Students from Clarendon, Lee, Kershaw, and Sumter Counties — \$125 per credit hour to a maximum of \$1,500.
 - Students from other counties in the state — \$147 per credit hour to a maximum of \$1,764. Exception —tuition for students from South Carolina enrolled in Natural Resources Management or Environmental Engineering Technology is \$125 per credit hour to a maximum of \$1,500.
 - Students from out-of-state — \$223 per credit hour to a maximum of \$2,676.
- A laboratory fee of \$25 will be charged in selected science, allied health, nursing, and early childhood courses.
- Student parking decals are valid for one academic year beginning in the fall.
- All students who have registered but have not paid by the published deadlines will be dropped from classes.
- All students who register after the published registration period will be charged a \$25 late registration fee.
- A non-refundable enrollment/registration fee of \$10 will be charged to every student who registers, regardless of the number of credit hours for which the student enrolls.
- The cost of books, tools, and materials is in addition to tuition and other fees.
- Academic transcripts are \$5.
- All fees are due at the time of registration. Students are not officially enrolled until they have paid all fees and tuition.
- The College reserves the right to adjust tuition and fees without notice.
- No refunds will be made if not applied for within 90 days of the last date of attendance.



Insurance

A nominal fee for student insurance is included in the semester tuition charge. This insurance is considered secondary and covers treatment for injuries suffered by students while attending classes, taking field trips, or participating in College-sponsored activities.

Refund Policy-Credit Courses

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition upon withdrawal or reduction of course load below 12 credit hours.

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

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

- Students who never attend class will be considered to have constructively withdrawn before the start of semester.
- A student’s official withdrawal date will be based on the date initiated by the student, or in the case of attendance drops, by the instructor.
- Refunds for semesters that vary in length from the 16-week semester will be in proportion to the semester refund schedule delineated above.
- Enrollment/registration fees, late fees and late payment fees will not be refunded.
- Refunds to veterans in non-degree programs or military tuition assistance students will be made in accordance with existing government regulations.
- The Chief Student Services Officer may consider refunds on an individual basis where personal emergency or extreme hardship is involved. Written documentation will be required in these cases.

Refund Policy-Non-credit Courses, Seminars and Workshops

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

- **Full Refund** – A full refund will be issued for all courses, seminars, and workshops cancelled by Central Carolina Technical College.
- **Partial Refund** – Registrations cancelled before the cutoff date (2 working days) will be assessed a 20% administrative fee (minimum \$5)
- **No Refund** – There will be no refunds for cancellations less than two (2) working days prior to the starting date.
- **Special Refund Policy** – Tractor Trailer Course: The specific policy is available in the Continuing Education Office.

Return of Title IV Funds

Students who receive financial aid and completely withdraw from the College are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Stafford Loans; subsidized Federal Stafford Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid to the appropriate program(s). Examples are available in the Business Office.

Transfer Students

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

South Carolina Vocational Rehabilitation

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

Special Populations Program (Perkins)

This federally funded program provides assistance for students in programs considered non-traditional for their gender and students with disabilities, individuals from disadvantaged families, single parents, single pregnant women, displaced homemakers, and individuals with other barriers to education including those with limited English proficiency. Books, child care, and transportation fees may be provided to qualified students. This program is administered by the Admissions and Counseling Services Office in Building M300, Room M314, Sumter Main Campus.

Graduation/Program Completion

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

to the student. To graduate from a program and receive a degree, diploma, or certificate, a student must:

- Complete a core of general education courses as follows:
 - The core for associate degree programs (at least 15 semester hours) must include at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics and provide components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills
 - The core for diploma programs (at least 8 semester hours) is designed to develop communication, computational, behavioral, and social science skills appropriate to the occupational purpose of the program
- Complete all required courses for the curriculum program, including electives
- Earn a **program** GPA (grade-point average) of 2.0 for all curriculum work in the program in which the student is graduating
- Fulfill all financial obligations, including all fees and the return of all books and materials to the Library
- Submit a Program Completion Application to Student Records.

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

Graduation Ceremony

The graduation ceremony is held annually at the conclusion of the Spring semester. Caps, gowns, and invitations may be ordered through the College's Bookstore after the student completes a Program Completion Application. The College encourages students to participate in the graduation ceremony and to invite family and guests. The date for the 2008-2009 graduation ceremony is Friday, May 8, 2009, at 7:00 pm at the Sumter County Exhibition Center.

Scholastic Honors

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

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

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

Graduation Honors

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

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

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

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

Background

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

outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

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

In 1995, the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education “notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education.” These duties and responsibilities include the Commission’s responsibility “to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools.” This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which is now moving through the General Assembly during the 1996 session.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

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

Statewide Articulation of 86 Courses

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

Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions shall issue annually

in August a transfer guide covering at least the following items:

- A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Institutional procedures used to calculate student applicants’ GPAs for admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated, and they shall also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including “free elective” category) found on the home institution for the courses accepted.
- F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
- G. Lists of the institution’s Transfer Officer(s) personnel together with telephone and FAX numbers and office addresses.



- H. Institutional policies related to “academic bankruptcy” (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student’s earlier record.
 - I. “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a “C” grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institutions or program to which application has been made.
 - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system shall certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
 4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a “validation examination,” “placement examination/instrument,” “verification instrument,” or any other structure, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion Of The Associate In Arts And Associate In Science Degrees

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only.

Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

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

Related Reports And Statewide Documents

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

Assurance Of Quality

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

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

Statewide Publication And Distribution Of Information On Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the Commission. The staff shall also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":

- A. Print a copy of this document (without appendices).
- B. Print a copy of their entire transfer guide.
- C. Provide to staff of the Commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's Home Page on the Internet.

13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":

- A. Print a copy of this document (without appendices).
- B. Provide to the Commission staff in format suitable for placing on the Commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:

- A. Publish these procedures in their entirety (except Appendices).
- B. Designate a Chief Transfer Officer at the institution who shall
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
- C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
- D. Refer interested parties to the institutional Transfer Guide.

E. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division courses at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institution disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

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

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

Contact Information:

- Transfer Program Manager, Associate in Arts Program
- Carol Dabbs 803-778-6667
- Transfer Program Manager, Associate in Science
Program - Dr. Cheryl Davids 803-778-6632
- Central Carolina Technical College Home Page:
<http://www.cctech.edu>
- Commission on Higher Education Home Page: <http://www.che400.state.sc.us>

CAREER TRAINING AND DEVELOPMENT

The Career Training and Development Division is the first-choice training partner for industry, government and residents of Clarendon, Kershaw, Lee, and Sumter counties and supports economic development through education, collaboration, problem-solving, and matching resources to needs. Open enrollment courses and customized contract training programs and services are developed and delivered at convenient times and locations to meet the needs of business and industry. The Division provides job task and skill standard analysis for local employers using the DACUM and WorkKeys Job Profiling systems as well as other assessment instruments.

Program Areas

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

- **Business & Leadership**
Management, Supervisory Training, Achieve Global Leadership, Small Business, Human Resources Management Certification, Tractor Trailer Operator (CDL), and APICS.
- **Computer**
Professional IT Certification, Microsoft Office Specialist (MOS) Certification Training, WindowsXP, Word, Excel, Access, PowerPoint, Outlook, WebPage Development, Certified Internet WebMaster Series, Microsoft Certified Professional, Microsoft Certified Systems Engineer, CompTIA A+ Certification, Microsoft Office XP, Medical Business, etc.
- **Environmental**
Water, Wastewater, Environmental Engineering, Well Driller, GIS/GPS Mapping, Pool & Spa and Laboratory.
- **General Interest**
Defensive Driving, Conversational Spanish, Constable Training and Real Estate, etc.
- **Health & Human Services**
Emergency Medical Technician, CPR and First Aid, Certified Nurses Assistant, Medical Terminology, Ward Clerk, Phlebotomy, First Responder, etc.
- **Industrial**
Programmable Logic Controllers, AutoCAD, Residential Wiring, Electrical Code Exam Prep, Industrial Maintenance, Electronics, Electricity, Welding and CNO.
- **Safety**
Confined Space, Forklift, Hazardous Materials Transportation, Hazardous Waste Management, HAZCOM, HAZWOPER, OSHA, and Incident Command.

South Carolina Department of Commerce: The Enterprise Zone Act

The South Carolina Legislature has enacted laws that provide economic incentives to manufacturing industries that enter into SC Department of Commerce approved agreements to conduct training of existing employees through their local technical colleges. As a result, the Career Training and Development Division of Central Carolina Technical College is a partner with the SC Department of Commerce and many industries in our four-county area in the implementation of this incentive program.

All manufacturers who have not accepted job tax credits for start-ups or expansions are eligible to receive up to \$2000 per employee in rebates from the South Carolina Department of Revenue over a five-year period. Industries that have expanded since 1996 may inquire as to their full or partial eligibility. Industries contemplating expansion or new facility start-ups may be eligible for non-training incentives.

WorkKeys

WorkKeys is a national system for documenting and improving workplace knowledge and skills. It is designed to benefit individuals, businesses, educators, and policy-makers, and to improve the overall quality of America's workforce. WorkKeys offers a complete spectrum of job analysis, assessment, instructional support, reporting, and training services. The program is built around a common scale that accurately measures both the knowledge and skills of individuals and the knowledge and skills required for successful job performance.

Contact Information

The Career Training and Development Division can be reached at the following locations:

- **Sumter Downtown Site**, (803) 774-3315, is located in the heart of downtown Sumter at 101 S. Main Street.
- **The South Carolina Environmental Training Center**, (803) 778-6656, is located at the corner of Theater Street and N. Guignard Drive.



08|09

Programs of Study

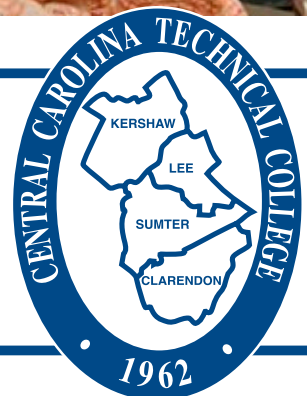
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one is right for you!



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Basic Program Information

Sequence of Courses

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

Frequency of Course Offerings

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

General Education Courses

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

Humanities/Fine Arts

ART	101	Art History and Appreciation (3)
ENG	102	English Composition II (3)
ENG	203	American Literature Survey (3) (replaces ENG 201 & 202)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	208	World Literature I (3)
ENG	209	World Literature II (3)
FRE	101	Elementary French I (4)
FRE	102	Elementary French II (4)
HIS	101	Western Civilization to 1689 (3)
HIS	102	Western Civilization Post 1689 (3)
HIS	105*	World History II (3)
HIS	115*	African American History (3)
HIS	201	American History: Discovery to 1877 (3)
HIS	202	American History: 1877 to Present (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (3)
REL	101*	Introduction to Religion (3)
SPA	101	Elementary Spanish I (4)
SPA	102	Elementary Spanish II (4)
SPA	105*	Conversational Spanish (3)
SPA	201	Intermediate Spanish I (3)
SPA	202	Intermediate Spanish II (3)
THE	101	Introduction to Theatre (3)
THE	105*	Fundamentals of Acting (3)

Social/Behavioral Sciences

ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
PSC	201	American 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	212	Abnormal Psychology (3)
SOC	101	Introduction to Sociology (3)

Natural Science/Mathematics

AST	101	Solar System Astronomy (4)
AST	102	Stellar Astronomy (4)
BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	112*	Basic Anatomy and Physiology (4)
BIO	115*	Basic Microbiology (3)
BIO	205	Ecology (3)
BIO	206	Ecology Lab (1)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
BIO	225	Microbiology (4)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)
MAT	101*	Beginning Algebra (3)
MAT	102*	Intermediate Algebra (3)
MAT	110	College Algebra (3)
MAT	111	College Trigonometry (3)
MAT	120	Probability and Statistics (3)
MAT	122	Finite College Mathematics (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)
PHY	201	Physics I (4)
PHY	221	University Physics I (4)
PHY	222	University Physics II (4)

Oral Communication

SPC	205	Public Speaking (3)
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Written Communication

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

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

Major in Accounting (ACCT) Associate Degree in Business 69 Semester Hours

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

The Accounting Technology Associate Degree Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

General Education Core Requirements - 15 Credit Hours

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

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

FALL SEMESTER - FIRST YEAR				
		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
MKT 101	Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15



Find your career
in the field of
accounting.

SPRING SEMESTER - FIRST YEAR

ACC 102	Accounting Principles II	3	0	3
ACC 124	Individual Tax Procedures	3	0	3
ACC 150	Payroll Accounting	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
MGT 101	Principles of Management	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

ACC 240	Computerized Accounting	3	0	3
BUS 130	Business Communications	3	0	3
SPC 205	Public Speaking	3	0	3
		9	0	9

FALL SEMESTER - SECOND YEAR

ACC 201	Intermediate Accounting I	3	0	3
ACC 230	Cost Accounting I	3	0	3
BUS 121	Business Law I	3	0	3
ECO 210	Macroeconomics	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		15	0	15

SPRING SEMESTER - SECOND YEAR

ACC 202	Intermediate Accounting II	3	0	3
ACC 245	Accounting Applications	3	0	3
BAF 201	Principles of Finance	3	0	3
BUS 240	Business Statistics	3	0	3
MGT 240	Management Decision Making	3	0	3
		15	0	15

Certificate in Accounting Specialist (ACSP)

27 Semester Hours

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

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

FALL SEMESTER

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
BUS 130	Business Communications	3	0	3
CPT 101	Introduction to Computers	3	0	3
MGT 101	Principles of Management	3	0	3
— —	Approved Elective	3	0	3
		15	0	15

SPRING SEMESTER

ACC 102	Accounting Principles II	3	0	3
ACC 124	Individual Tax Procedures	3	0	3
ACC 150	Payroll Accounting	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
		12	0	12

Cosmetology Certificate (COSM)

40 Credit Hours
1545 Contact Hours

The Cosmetology Certificate is designed to provide students with the knowledge and skills to become a cosmetologist.

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit
COS 101 Fundamentals of Cosmetology	1	6	3
COS 110 Scalp and Hair Care	1	6	3
COS 112 Shampoo and Rinses	<u>2</u>	<u>6</u>	<u>4</u>
	4	18	10

SPRING SEMESTER - FIRST YEAR

COS 114 Hair Shaping	1	9	4
COS 206 Chemical Hair Waving	<u>1</u>	<u>6</u>	<u>3</u>
	2	15	7

SUMMER SEMESTER - FIRST YEAR

COS 116 Hair Styling I	1	9	4
COS 120 Manikin Practice	<u>1</u>	<u>6</u>	<u>3</u>
	2	15	7

FALL SEMESTER - SECOND YEAR

COS 108 Nail Care	1	6	3
COS 210 Hair Coloring	<u>0</u>	<u>10</u>	<u>3</u>
	1	16	6

SPRING SEMESTER - SECOND YEAR

COS 220 Cosmetology Clinical Practice I	0	10	3
COS 106 Facials and Makeup	<u>1</u>	<u>6</u>	<u>3</u>
	1	16	6

SUMMER SEMESTER - SECOND YEAR

COS 222 Cosmetology Clinical Practice II	0	10	3
COS 231 Special Topics in Cosmetology	<u>0</u>	<u>10</u>	<u>1</u>
	0	20	4



Cosmetology skills
are often the foundation
for building a successful
business.

Major in Management (MGNT) Associate Degree in Business 69 Semester Hours

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

The Management Technology Associate Degree is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

General Education Core Requirements - 15 Credit Hours

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

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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit	
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
MGT 101	Principles of Management	3	0	3
MKT 101	Marketing	3	0	3
		<hr/>	<hr/>	<hr/>
		15	0	15



Management skills
are essential for
today's business careers.

SPRING SEMESTER - FIRST YEAR

BUS 121	Business Law I	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
IDS 201	Leadership Development	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SUMMER SEMESTER - FIRST YEAR

BUS 110	Entrepreneurship	3	0	3
BUS 130	Business Communications	3	0	3
QAT 103	Quality Management	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

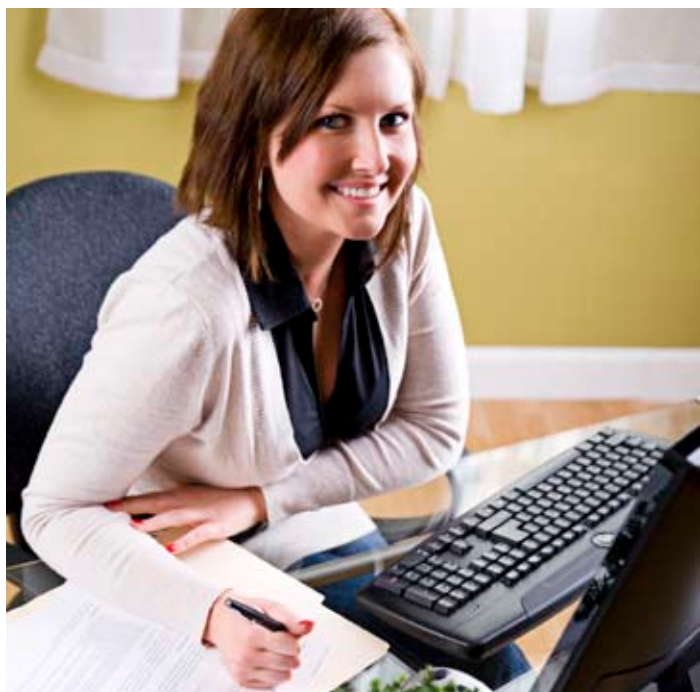
FALL SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
BUS 250	International Business	3	0	3
ECO 210	Macroeconomics	3	0	3
MGT 121	Small Business Operations	3	0	3
MGT 201	Human Resources Management	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER - SECOND YEAR

BAF 201	Principles of Finance	3	0	3
BUS 240	Business Statistics	3	0	3
MGT 240	Management Decision Making	3	0	3
MGT 255	Organizational Behavior	3	0	3
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

Computer skills are essential for students seeking employment in business organizations.



Major in Computer Technology (CMPT)

Associate Degree in Computer Technology

72 Semester Hours

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

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

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

The Computer Technology Associate Degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

General Education Core Requirements - 15 Credit Hours

ECO 210	Macroeconomics (3)
ENG 101	English Composition I (3)
MAT 102	Intermediate Algebra (3)
	or
MAT 110	College Algebra (3)
SPC 205	Public Speaking (3)
— —	Humanities/Fine Arts Elective (3)

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

FALL SEMESTER - FIRST YEAR				
		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
CPT 168	Programming Logic and Design	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
ENG 101	English Composition I	3	0	3
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR				
		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
CPT 115	COBOL Programming I	3	0	3
CPT 209	Computer Systems Management	3	0	3
CPT 242	Database	3	0	3
IST 281	Presentation Graphics	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

CPT 236	JAVA I	3	0	3
IST 220	Data Communications	3	0	3
IST 226	Internet Programming	3	0	3
IST 272	Relational Database	3	0	3
		12	0	12

FALL SEMESTER - SECOND YEAR

ECO 210	Macroeconomics	3	0	3
IST 245	Local Area Networks	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Department Approved Elective	3	0	3
— —	Department Approved Elective	3	0	3
		15	0	15

SPRING SEMESTER - SECOND YEAR

CPT 264	Systems and Procedures	3	0	3
— —	Department Approved Elective	3	0	3
— —	Department Approved Elective	3	0	3
— —	Department Approved Elective	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		15	0	15

Departmental Approved Electives

- CPT 105 Visual Basic Essentials (3)
- CPT 174 Microcomputer Spreadsheets (3)
- CPT 208 Special Topics in Computer Technology (3)
- CPT 237 JAVA II (3)
- CPT 267 Technical Support Concepts (3)
- CPT 268 Computer End User Support (3)
- CPT 280 SCWE in Computer Tech I (3)
- IST 201 Cisco Internetworking Concepts (3)
- IST 202 Cisco Router Configuration (3)
- IST 203 Advanced Cisco Router Configuration (3)
- IST 204 Cisco Troubleshooting (3)
- IST 209 Fundamentals of Wireless LANs (3)
- IST 222 Web Page Production (3)
- IST 253 LAN Service and Support (3)
- IST 268 Computer Forensics (3)
- IST 290 Special Topics in Information Science (3)

Students learn skills that are necessary to use state-of-the-art computer systems.



Certificate in Computer Specialist (CMSP)

39 Semester Hours

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

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

FALL SEMESTER			Class	Lab	Credit
CPT 101	Introduction to Computers		3	0	3
CPT 168	Programming Logic and Design		3	0	3
CPT 176	Microcomputer Operating Systems		3	0	3
ENG 101	English Composition I		3	0	3
MAT 101	Beginning Algebra		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15
SPRING SEMESTER					
ACC 101	Accounting Principles I		3	0	3
CPT 115	COBOL Programming I		3	0	3
CPT 209	Computer Systems Management		3	0	3
CPT 242	Database		3	0	3
IST 281	Presentation Graphics		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15
SUMMER SEMESTER					
CPT 105	Visual BASIC Essentials		3	0	3
IST 220	Data Communications				
	or				
IST 272	Relational Database		3	0	3
IST 226	Internet Programming		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

Certificate in End User Support (EUSU)

24 Semester Hours

The End User Support Certificate provides students with the skills and experience necessary to become technical support services professionals for end users in business or other large or small enterprise settings. Instruction is given to utilizing communication, technical and customer service skills in the work environment. Help desk procedures are emphasized and cover troubleshooting, tracking, solving and documenting service calls as well as providing end user training.

The courses in this program use Microsoft authorized course materials for MCDST exams.

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

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
CPT 101	Introduction to Computers		3	0	3
CPT 176	Microcomputer Operating Systems		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

SPRING SEMESTER - FIRST YEAR

CPT 209	Computer Systems Management	3	0	3
CPT 267	Technical End User Support	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER - FIRST YEAR

CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 268	Computer End User Support	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

— —	Departmental Elective	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Departmental Electives

- CPT 172 Microcomputer Database
- CPT 179 Word Processing
- IST 201 Cisco Internetworking Concepts
- IST 202 Cisco Router Configuration
- IST 222 Introduction to Webpage Production
- IST 226 Internet Programming

Certificate in Internetworking Cisco (INWK)

18 Semester Hours

The Internetworking Certificate is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience with the building blocks of today's global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the Cisco Networking Academy Program, this program prepares students for the Cisco Certified Networking Associate exam (CCNA), Network+, and Cisco Wireless LAN Support Specialist exams. Career opportunities include network/LAN manager, WAN technician, and WAN manager.

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

FALL SEMESTER				
		Class	Lab	Credit
IST 201	Cisco Internetworking Concepts	2.5	1.5	3
IST 202	Cisco Router Configuration	2.5	1.5	3
IST 245	Local Area Networks	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9
SPRING SEMESTER				
IST 203	Advanced Cisco Router Configuration	2.5	1.5	3
IST 204	Cisco Troubleshooting	2.5	1.5	3
IST 209	Fundamentals of Wireless LANs	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9

Major in Administrative Office Technology (ADOT)

Associate Degree in Business

69 Semester Hours

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

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

Authorized certification course materials (MCAS--Microsoft Certified Application Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MCAS certification.

General Education Core Requirements - 15 Credit Hours

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

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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit	
AOT 104	Keyboarding and Input Technologies	3	0	3
AOT 180	Customer Service	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR

AOT 110	Document Formatting	3	0	3
BUS 130	Business Communications	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 179	Microcomputer Word Processing	3	0	3
SPC 205	Public Speaking	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

AOT 137	Office Accounting	3	0	3
AOT 143	Office Systems and Procedures	3	0	3
CPT 172	Microcomputer Database	3	0	3
IST 222	Introduction to Webpage Production	3	0	3
		12	0	12

FALL SEMESTER - SECOND YEAR

AOT 251	Administrative Systems Procedures	3	0	3
IST 281	Presentation Graphics	3	0	3
— —	Approved Elective	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		15	0	15

SPRING SEMESTER - SECOND YEAR

AOT 254	Office Simulation	3	0	3
AOT 256	Office Management Skills	3	0	3
AOT 265	Office Desktop Publishing	3	0	3
— —	Approved Elective	3	0	3
		12	0	12

Major in Administrative Support (ADSU) Diploma in Business 42 Semester Hours

The Administrative Support program is designed for individuals who desire to develop skills as proficient office support personnel in an electronic office environment. Graduates will develop skills in the following areas: keyboarding and input technologies, word processing, spreadsheets, database management applications, web page design, effective communication and customer service.

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

Authorized certification course materials (MCAS--Microsoft Certified Application Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MCAS certification.

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

FALL SEMESTER		Class	Lab	Credit
AOT 104	Keyboarding and Input Technologies	3	0	3
AOT 180	Customer Service	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
		15	0	15

SPRING SEMESTER

AOT 110	Document Formatting	3	0	3
BUS 130	Business Communications	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 179	Microcomputer Word Processing	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		15	0	15

SUMMER SEMESTER

AOT 137	Office Accounting	3	0	3
AOT 143	Office Systems and Procedures	3	0	3
CPT 172	Microcomputer Database	3	0	3
IST 222	Introduction to Webpage Production	3	0	3
		12	0	12

Certificate in Information Processing (INPR) 33 Semester Hours

The Information Processing program is designed for individuals who desire to develop skills as entry-level office support personnel in an electronic office environment. Graduates will develop skills in the following areas: keyboarding and input technologies, word processing, spreadsheets, database management applications, web page design, and effective communication and customer service.

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

Authorized certification course materials (MCAS--Microsoft Certified Application Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MCAS certification.

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

FALL SEMESTER

	Class	Lab	Credit
AOT 104 Keyboarding and Input Technologies	3	0	3
AOT 180 Customer Service	3	0	3
CPT 101 Introduction to Computers	3	0	3
ENG 101 English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
	12	0	12

SPRING SEMESTER

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

SUMMER SEMESTER

AOT 143 Office Systems and Procedures	3	0	3
CPT 172 Microcomputer Database	3	0	3
IST 222 Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9



Students in the
Information Processing
program learn the
latest business software.

Major in Criminal Justice Technology (CRJS) Associate Degree in Public Service 69 Semester Hours

The Criminal Justice Technology Associate Degree seeks to develop an understanding of the causes and the prevention of crime, impacts of human behavior, the legal system, and the organization and conduct of criminal justice functions. Additional courses are offered to meet the interests of individual students.

The Criminal Justice Technology curriculum provides essential knowledge of the functions and prevalent problems of criminal justice agencies and the organizational, legal, and social context within which they operate. The program meets the needs of in-service students who seek to improve their professional qualifications and of those students who are preparing for employment with criminal justice agencies.

Career opportunities include employment with municipal, county, and state law enforcement agencies and court systems; industrial/retail security; social service agencies; juvenile justice; and correctional agencies. In addition, Central Carolina Criminal Justice Technology courses may be used for recertification credit with the South Carolina Criminal Justice Academy. Once admitted, students must earn a grade of "C" or higher in each major course.

This program is offered during the day, evening, and through distance education.

Specific/Special Admission Information

Students should be aware that many positions in the Criminal Justice field require no previous criminal convictions (i.e., DUI, bad check convictions, open container convictions, excessive traffic convictions, etc.).

General Education Core Courses - 15/16 Credit Hours

- ENG 101 English Composition I (3)
- MAT 110 College Algebra (3)
- or
- MAT 155 Contemporary Mathematics (3)
- PSY 201 General Psychology (3)
- SPA 101 Elementary Spanish I (4)
- or
- SPA 105 Conversational Spanish (3)
- SPC 205 Public Speaking (3)

Graduates of the
Criminal Justice
Technology program
may become members
of law enforcement.



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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit
CPT 101 Introduction to Computers	3	0	3
CRJ 101 Introduction to Criminal Justice	3	0	3
CRJ 115 Criminal Law I	3	0	3
ENG 101 English Composition I	3	0	3
SOC 101 Introduction to Sociology	3	0	3
	<hr/>	<hr/>	<hr/>
	15	0	15

SPRING SEMESTER - FIRST YEAR

CRJ 120 Constitutional Law	3	0	3
CRJ 125 Criminology	3	0	3
CRJ 130 Police Administration	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
	<hr/>	<hr/>	<hr/>
	15	0	15

SUMMER SEMESTER - FIRST YEAR

BUS 130 Business Communications	3	0	3
CRJ 145 Juvenile Delinquency	3	0	3
CRJ 202 Criminalistics	3	0	3
	<hr/>	<hr/>	<hr/>
	9	0	9

FALL SEMESTER - SECOND YEAR

CRJ 220 Judicial Process	3	0	3
CRJ 222 Ethics in Criminal Justice	3	0	3
CRJ 224 Police Community Relations	3	0	3
MAT 110 College Algebra	3	0	3
or	3	0	3
MAT 155 Contemporary Mathematics			
SPA 101 Elementary Spanish I	4	0	4
or			
SPA 105 Conversational Spanish	3	0	3
	<hr/>	<hr/>	<hr/>
	15/16	0	15/16

SPRING SEMESTER - SECOND YEAR

CRJ 236 Criminal Evidence	3	0	3
CRJ 242 Correctional Systems	3	0	3
CRJ 244 Probation, Pardon, and Parole	3	0	3
CRJ 260 Seminar in Criminal Justice	3	0	3
___ ___ Elective *	3	0	3
	<hr/>	<hr/>	<hr/>
	15	0	15

* To include CRJ 250 for students who qualify.

Major in Paralegal (LEPA) Associate Degree in Public Service 69 Semester Hours

The goals of the Paralegal program are to offer a concentrated program of study to:

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

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

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

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

The Paralegal Program is approved by the American Bar Association as having met all curriculum requirements necessary for training qualified paralegals.

General Education Core Requirements - 18 Credit Hours

ENG 101 English Composition I (3)

ENG 102 English Composition II (3)

MAT 110 College Algebra (3)

or

MAT 155 Contemporary Mathematics (3)

SPC 205 Public Speaking (3)

Humanities/Fine Arts Elective (3)

Social/Behavioral Science Elective (3)

Paralegal students
learn legal skills as
well as the techniques
needed to work
with people.



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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit	
AOT 104	Keyboarding and Input Technologies	3	0	3
CRJ 115	Criminal Law I	3	0	3
ENG 101	English Composition I	3	0	3
LEG 135	Introduction to Law and Ethics	3	0	3
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER - FIRST YEAR

CPT 101	Introduction to Computers	3	0	3
AOT 180	Customer Service			
	or			
BUS 130	Business Communication	3	0	3
ENG 102	English Composition II	3	0	3
LEG 120	Torts**	3	0	3
LEG 132	Legal Bibliography**	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SUMMER SEMESTER - FIRST YEAR

ACC 101	Accounting Principles I			
	or			
AOT 137	Office Accounting	3	0	3
CPT 179	Microcomputer word Processing	3	0	3
LEG 212	Workers' Compensation**	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

FALL SEMESTER - SECOND YEAR

LEG 201	Civil Litigation I**	3	0	3
LEG 214	Property Law**	3	0	3
LEG 233	Wills, Trusts and Probate**	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER - SECOND YEAR

BUS 121	Business Law I	3	0	3
CRJ 120	Constitutional Law	3	0	3
LEG 213	Family Law**	3	0	3
LEG 232	Law Office Management**	3	0	3
	or			
LEG 250	Internship for Legal Assistant/Paralegal**	0	9	3
— —	Humanities/Fine Arts Elective	3	0	3
		<u>15/12</u>	<u>0/9</u>	<u>15</u>

** Core Legal Specialty Courses

Early Care and Education Programs

Early Childhood Requirements

All students enrolling in Early Childhood Development programs must meet the following requirements:

- Furnish information and fees (approximately \$50) for background checks conducted through Verified Credentials.
- Social Security Report (address locator)
- Criminal background check for places of residence for prior seven (7) years
- Check of the Sexual/Violent Offender Registry
- Check of any other registry or records required by law, accrediting agency or specific facility.
- Furnish a copy of a current physical exam on the Health Sciences Division form.
- Purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Purchase and maintain the school-provided uniform as required by a program.
- Provide or arrange own transportation to laboratory sites.
- Furnish equipment as required for specific courses.
- Maintain a minimum 2.0 GPA
- Earn a minimum of "C" in each early childhood course. Students may retake a course only once to earn the minimum grade of "C".

Core Performance Standards to Ensure Attainment of Competencies in Early Childhood Development Programs

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

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

NOTE: Examples are not all inclusive.

Student Reimbursement for Laboratory Experience: Students are not reimbursed for laboratory expenses while completing the laboratory component of a program.

Major in Early Care and Education (ECED) Associate Degree in Public Service 63 Semester Hours

The Associate Degree in Early Care and Education is designed to prepare individuals for employment in a variety of educational and child care programs for children from birth through school age.

Recent research and interest in the importance of education of children during the first three years of life has provided for a growing number of new opportunities in the field. Graduates are prepared to assume positions in programs such as Head Start, Early Head Start, public schools, childcare, after-school care, public or private preschools or kindergartens, or working with children with special needs.

The program is available during the day and evening.

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

General Education Core Courses - 24 Credit Hours

ENG 101	English Composition I (3)
ENG 102	English Composition II (3)
SPC 205	Public Speaking (3)
PSY 201	General Psychology (3)
MAT 101	Beginning Algebra (3)
	or
MAT 110	College Algebra (3)
CPT 101	Introduction to Computers (3)
MUS 105	Music Appreciation (3)
— —	Approved Elective (3)

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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit	
CPT 101	Introduction to Computers	3	0	3
ECD 101	Introduction to Early Childhood	3	0	3
ECD 102	Growth and Development I	2	3	3
ENG 101	English Composition I	3	0	3
— —	Departmental Elective	<u>2</u>	<u>3</u>	<u>3</u>
		13	6	15

SPRING SEMESTER - FIRST YEAR

ECD 107	Exceptional Children	2	3	3
ECD 203	Growth and Development II	2	3	3
ECD 131	Language Arts	3	0	3
ENG 102	English Composition II	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	15

SUMMER SEMESTER - FIRST YEAR

ECD 105	Guidance-Classroom Management	3	0	3
PSY 201	General Psychology	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

FALL SEMESTER - SECOND YEAR

ECD 108	Family and Community Relations	3	0	3
ECD 237	Methods and Materials	2	3	3
MAT 101	Beginning Algebra			
	or			
MAT 110	College Algebra	3	0	3
MUS 105	Music Appreciation	3	0	3
— —	Approved Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		14	3	15

SPRING SEMESTER - SECOND YEAR

ECD 135	Health, Safety, and Nutrition	3	0	3
ECD 243	Supervised Field Experience I			
	or			
ECD 251	Supervised Field Experience in Infant/Toddler Environment	1	6	3
SPC 205	Public Speaking	3	0	3
		<hr/>	<hr/>	<hr/>
		7	6	9

Departmental Electives - Choose 9 Credit Hours from the following:

- ECD 109 Administration and Supervision (3)
- ECD 132 Creative Experiences (3)
- ECD 133 Science and Math Concepts (3)
- ECD 200 Curriculum Issues in Infant and Toddler Development (3)
- ECD 201 Principles of Ethics and Leadership (3)
- ECD 205 Socialization and Group Care of Infants and Toddlers (3)
- ECD 207 Infants and Toddlers with Special Needs (3)
- ECD 270 Foundations in Early Care and Education (3)
- SAC 101 School Age Care (3)

ECD Electives

- ECD 132
- ECD 133
- 1 course from list above

Infant-Toddler Electives

- ECD 200
- ECD 205
- ECD 207

Management Electives

- ECD 109
- ECD 201
- 1 course from list above

Students in the Early Childhood Development program enjoy a fulfilling career in their work with children.



Major in Early Childhood Development (ECHD) Diploma in Public Service 42 Semester Hours

The Early Childhood Development Diploma is designed to prepare individuals for employment in educational and child care facilities serving children from birth through eight years of age. Positions which program graduates might assume include child development assistant, early childhood (child care) teacher, and special needs assistant. All courses in the Early Childhood Development Diploma program can be applied toward the Associate Degree in Early Care and Education.

The program is available during the day and evening.

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

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

FALL SEMESTER		Class	Lab	Credit
ECD 101	Introduction to Early Childhood*	3	0	3
ECD 102	Growth and Development I	2	3	3
ECD 132	Creative Experiences	3	0	3
ECD 133	Science and Math Concepts	2	3	3
ENG 101	English Composition I**			
	or			
ENG 165	Professional Communications	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	15
SPRING SEMESTER				
ECD 107	Exceptional Children	2	3	3
ECD 131	Language Arts	3	0	3
ECD 135	Health, Safety, and Nutrition	3	0	3
ECD 203	Growth and Development II	2	3	3
MAT 101	Beginning Algebra			
	or			
MAT 110	College Algebra**	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	15
SUMMER SEMESTER				
ECD 105	Guidance - Classroom Management	3	0	3
ECD 237	Methods and Materials	2	3	3
ECD 243	Supervised Field Experience I	1	6	3
PSY 103	Human Relations			
	or			
PSY 201	General Psychology**	<u>3</u>	<u>0</u>	<u>3</u>
		9	9	12

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

** Intended for those desiring to transfer.

Certificate in Early Childhood Development (ECHC) 27 Semester Hours

The Early Childhood Development Certificate prepares graduates for employment in educational programs for children from birth to age eight. Individuals will obtain a basic understanding of the developmental needs of young children and will learn how to create a nurturing environment in preschool and after school programs.

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

The program is available during the day and evening.

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

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

FALL SEMESTER		Class	Lab	Credit
ECD 101	Introduction to Early Childhood*	3	0	3
ECD 102	Growth and Development I	2	3	3
ECD 132	Creative Experiences	3	0	3
ECD 133	Science and Math Concepts	2	3	3
		10	6	12
SPRING SEMESTER				
ECD 107	Exceptional Children	2	3	3
ECD 131	Language Arts	3	0	3
ECD 135	Health, Safety, and Nutrition	3	0	3
ECD 203	Growth and Development II	2	3	3
		10	6	12
SUMMER SEMESTER				
ECD 105	Guidance-Classroom Management **	3	0	3
		3	0	3

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

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

Early Childhood
Development leads to
a rewarding career.



Certificate in Infant and Toddler Care (INTC)

18 Semester Hours

The Early Childhood Development Infant - Toddler Certificate specifically prepares graduates for meeting the specialized needs of children under age three. The individual will obtain a basic understanding of the developmental and care needs of young children and will learn how to create a nurturing environment in infant and toddler programs in order to meet the needs of young children and their families. Special Needs and Early Intervention will also be addressed.

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

The program is available during the day and evening.

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

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

FALL SEMESTER

	Class	Lab	Credit
ECD 101 Introduction to Early Childhood*	3	0	3
ECD 102 Growth and Development I	2	3	3
ECD 207 Infants and Toddlers with Special Needs	<u>2</u>	<u>3</u>	<u>3</u>
	7	6	9

SPRING SEMESTER

ECD 200 Curriculum Issues in Infant and Toddler Development	3	0	3
ECD 205 Socialization and Group Care of Infants and Toddlers	3	0	3
ECD 251 Supervised Field Experience in the Infant Toddler Environment	<u>1</u>	<u>6</u>	<u>3</u>
	7	6	9

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



Students learn to create a nurturing environment for infants and toddlers.

Major in Environmental Engineering Technology (ENVR) Associate Degree in Engineering Technology 60 Semester Hours

Students in the Environmental Engineering Technology curriculum explore the relationships between the human race and the dynamic environment in which they live and examine the effects of pollution using applied math and science skills. Students also determine strategies for effectively minimizing or preventing waste in order to reduce the impact on the environment; discuss innovative solutions to environmental issues; and look at ways to improve processes and protect people as they work with hazardous and toxic chemicals. Most importantly, students acquire skills and knowledge they can adapt to a variety of environmental, health, and safety career opportunities.

Career opportunities include health and safety manager in industry, treatment facility operator in municipalities, engineering technician, laboratory technician in environmental monitoring laboratories, and environmental quality technician for state and federal regulatory agencies.

General Education Core Requirements - 15 Credit Hours

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

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

FALL SEMESTER – FIRST YEAR

		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
EVT 201	Environmental Science	3	0	3
EVT 253	Occupational Environmental, Safety, and Health Concepts	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
		12	0	12

Learn to protect the
environment with a
degree in Environmental
Engineering Technology.



SPRING SEMESTER – FIRST YEAR

BIO 205	Ecology	3	0	3
BIO 206	Ecology Lab	0	3	1
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
EVT 105	Environmental Laboratory Applications	3	3	4
NRM 205	Global Positioning Systems I	2	3	3
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		14	9	17

SUMMER SEMESTER – FIRST YEAR

EVT 110	Introduction to Treatment Facilities	3	0	3
EVT 220	Environmental Biology II	<u>2</u>	<u>3</u>	<u>3</u>
		5	3	6

FALL SEMESTER – SECOND YEAR

EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 215	Limnology	3	0	3
EVT 225	BMP (Best Management Practices) Applications	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	12

SPRING SEMESTER – SECOND YEAR

EVT 255	Solid and Hazardous Waste	3	0	3
EVT 260	Air Pollution Control Systems	3	0	3
EVT 261	Special Topics in EVT	1	0	1
— —	Humanities and Fine Arts Elective	3	0	3
— —	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13

Certificate in Water Operator (WTRO)**18 Semester Hours**

This certificate is designed to assist students in studying for a license in water, which is a requirement to progress in the field.

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

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

Certificate in Wastewater Operator (WWRO) 18 Semester Hours

This certificate is designed to assist students in studying for a license in wastewater, which is a requirement to progress in the field.

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

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

Major in Natural Resources Management (NRTN) Associate Degree in Agriculture 62 Semester Hours

The Natural Resources Management curriculum is designed to prepare students for a career in an exciting and expanding field. Success in this field requires the technician to have a broad background in the biological and agricultural sciences. This is achieved through a balance between classroom and outdoor learning activities. Graduates are trained in the proper use, development, conservation, and management of wildlife, wetlands, and woodlands. Emphasis is placed on maintaining good wildlife habitat.

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

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

General Education Core Requirements - 15 Credit Hours

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

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

FALL SEMESTER – FIRST YEAR

	Class	Lab	Credit
CPT 101 Introduction to Computers	3	0	3
HRT 103 Native Plant Identification	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
NRM 101 Soil Management	3	0	3
NRM 102 Introduction to the NRM Profession	3	0	3
	<hr/>	<hr/>	<hr/>
	15	0	15

SPRING SEMESTER - FIRST YEAR

BIO 205 Ecology	3	0	3
BIO 206 Ecology Lab	0	3	1
ENG 101 English Composition I			
or			
ENG 165 Professional Communications	3	0	3
NRM 130 Outdoor Recreation Management	3	0	3
NRM 205 Global Positioning Systems I	2	3	3
NRM 230 Wildlife Management I	3	0	3
	<hr/>	<hr/>	<hr/>
	14	6	16

SUMMER SEMESTER - FIRST YEAR

CWE 112 Cooperative Work Experience			
or			
_____ Departmental Approved Elective	0	20	2
NRM 207 Geographic Information Systems I	3	0	3
	<hr/>	<hr/>	<hr/>
	3	20	5

FALL SEMESTER - SECOND YEAR

EVT 215 Limnology	3	0	3
FOR 156 Timber Cruising and Marketing	3	3	4
NRM 235 Wildlife Management Techniques	2	3	3
NRM 251 Fisheries Science	3	0	3
	<hr/>	<hr/>	<hr/>
	11	6	13

SPRING SEMESTER – SECOND YEAR

FOR 210 Forest Utilization and Care	3	0	3
NRM 261 Special Topics	1	0	1
SPC 205 Public Speaking	3	0	3
_____ Humanities/Fine Arts Elective	3	0	3
_____ Social/Behavioral Science Elective	3	0	3
	<hr/>	<hr/>	<hr/>
	13	0	13



If you enjoy working outside, consider a career in Natural Resources Management.

Certificate in Geographic Information Systems Operator (GISO) 20 Semester Hours

Students learn to use geographic information systems and global position systems.

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

FALL SEMESTER		Class	Lab	Credit
GMT 105	Georeferencing and Mapping	3	0	3
NRM 209	Remote Sensing and Digital Image Processing	3	0	3
		6	6	6
SPRING SEMESTER				
NRM 205	Global Position Systems I	2	3	3
NRM 207	Geographic Information Systems I	3	0	3
		5	3	6
SUMMER SEMESTER				
GMT 240	Geographic Information Systems Analysis and Reporting	4	0	4
GMT 261	Special Topics Related to GIS	1	0	1
NRM 208	Geographic Information Systems II	3	0	3
		8	0	8

Students get hands-on experience operating GIS equipment.



Associate Degree in Arts • Associate Degree in Science University Transfer

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

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

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

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

Any student admitted to this program must have evidence of a high school diploma from an accredited high school or equivalent (official high school transcript or GED certificate).

Associate Degree in Arts (AA) University Transfer 62 Semester Hours

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

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

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester.

AA Online!

Students admitted to the AA Online! program should follow an advisor-planned course sequence, which will allow online completion of the Associate of Arts program with minimal campus attendance.

General Education Core Requirements - 32 Credit Hours

Communications (Written and Oral) - 9 hours

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

Literature - 3 Credit Hours

Choose one of the following:

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

History - 3 Credit Hours

Choose one of the following:

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

Natural Science - 8 Credit Hours*

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

Social/Behavioral Science - 6 Credit Hours

Choose from the following:

ECO 210	Macroeconomics (3)
ECO 211	Microeconomics (3)
PSC 201	American Government (3)
PSY 201	General Psychology (3)
PSY 203	Human Growth and Development (3)
PSY 212	Abnormal Psychology (3)
SOC 101	Introduction to Sociology (3)

Mathematics - 3 Credit Hours

Choose one of the following:

MAT 110	College Algebra (3)
MAT 120	Probability and Statistics (3)
MAT 122	Finite College Mathematics (3)

Major Courses - 15 Credit Hours**

ART 101	Art History and Appreciation (3)
ENG 203	American Literature Survey (3)
ENG 205	English Literature I (3)

ENG 206	English Literature II (3)
ENG 208	World Literature I (3)
ENG 209	World Literature II (3)
FRE 101	Elementary French I (4)
FRE 102	Elementary French II (4)
HIS 101	Western Civilization to 1689 (3)
HIS 102	Western Civilization Post 1689 (3)
HIS 201	American History: Discovery to 1877 (3)
HIS 202	American History: 1877 to Present (3)
MUS 105	Music Appreciation (3)
PHI 101	Introduction to Philosophy (3)
PHI 110	Ethics (3)
PSC 201	American Government (3)
PSY 201	General Psychology (3)
PSY 203	Human Growth and Development (3)
PSY 212	Abnormal Psychology (3)
SOC 101	Introduction to 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)
THE 101	Introduction to Theatre (3)

Computer Course - 3 Credit Hours

CPT 101	Introduction to Computers (3)
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Approved Electives - 12 Credit Hours***

—	—	Approved Elective (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)

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

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

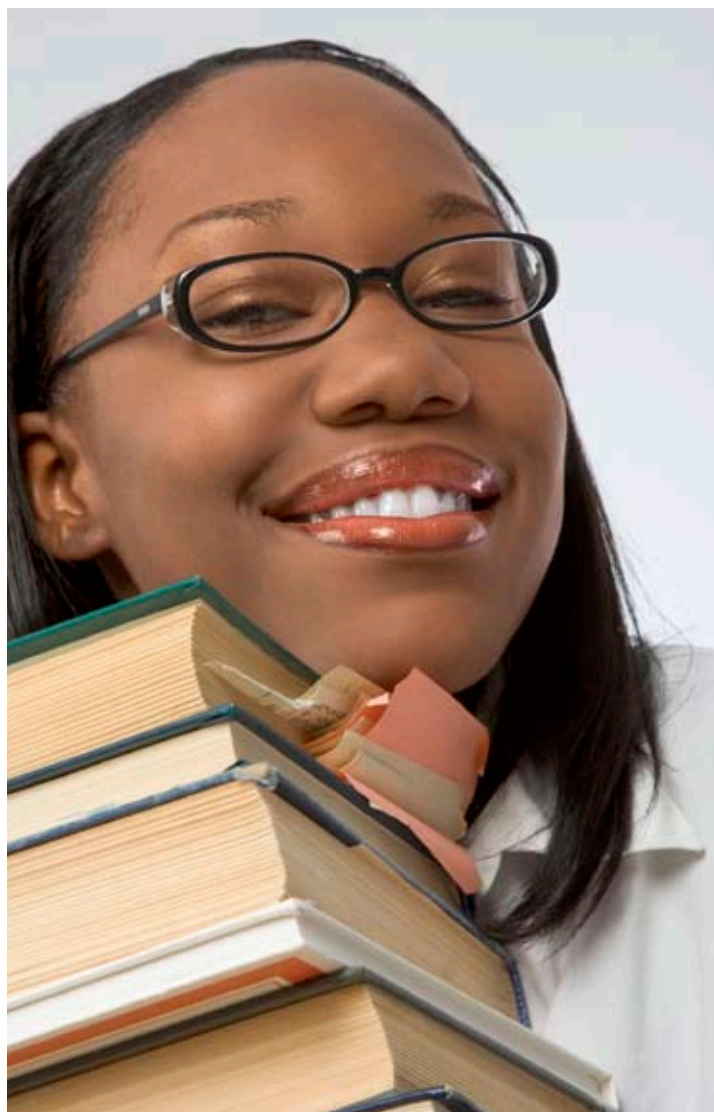
***Approved electives: Twelve credit hours are to be chosen by the student under the guidance of his/her faculty advisor in order to adapt the program to the individual's transfer objectives. Eligible courses must be numbered 101 or above, and the student should check the transferability of courses chosen with the senior institution he or she plans to attend. Approved electives should be transferable. Note: CPT 102, MAT 101, and MAT 102 may not be used as approved electives.

Associate Degree in Science (AS) University Transfer 60 Semester Hours

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

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

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester.



Study science and
transfer to a university
to complete your
four-year degree.

General Education Core Requirements - 32 Credit Hours

Communications (Written and Oral) - 9 Credit Hours

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

Humanities/Fine Arts - 6 Credit Hours

Choose from the following:

ART	101	Art History and Appreciation (3)
ENG	203	American Literature Survey (3)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	208	World Literature I (3)
ENG	209	World Literature II (3)
FRE	101	Elementary French I (4)
FRE	102	Elementary French II (4)
HIS	101	Western Civilization to 1689 (3)
HIS	102	Western Civilization Post 1689 (3)
HIS	201	American History: Discovery to 1877 (3)
HIS	202	American History: 1877 to Present (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (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)

Social/Behavioral Science - 6 Credit Hours

Choose from the following:

ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
PSC	201	American Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)
PSY	212	Abnormal Psychology (3)
SOC	101	Introduction to Sociology (3)

Mathematics - 3 Credit Hours

Choose one of the following:

MAT	110	College Algebra (3)
MAT	120	Probability and Statistics (3)
MAT	122	Finite College Mathematics (3)

Lab Science I and II Sequence - 8 Credit Hours

Choose two courses of the same sequence from the following:

AST	101	Solar System Astronomy (4)
AST	102	Stellar Astronomy (4)

BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)

Major Courses - 16 Credit 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	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
BIO	225	Microbiology (4)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)
MAT	110	College Algebra (3)
MAT	111	College Trigonometry (3)
MAT	120	Probability and Statistics (3)
MAT	122	Finite College Mathematics (3)
MAT	140	Analytical Geometry and Calculus I (4)
MAT	141	Analytical Geometry and Calculus II (4)
PHY	201	Physics I (4)
PHY	221	University Physics I (4)
PHY	222	University Physics II (4)

Additional Required & Elective Courses - 12 Credit Hours**

CPT	101	Introduction to Computers (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)

*Major Courses - 16 Credit Hours. A course used to satisfy general education core requirements cannot be used as a major course. If a student chooses four credit hour courses, only four courses will be needed to earn 16 hours. If a student chooses a combination of three credit hour and four credit hour courses, five courses will be needed to earn 16 hours.

**Nine Credit Hours are to be chosen by the student under the guidance of his or her faculty advisor in order to adapt the program to the individual's transfer objectives. Eligible courses must be numbered 101 or above, and the student should check the transferability of courses chosen with the senior institution he or she plans to attend. Approved electives should be transferable.

Note: CPT 102, MAT 101, and MAT 102 may not be used as approved electives.

Certificate in College Studies (CSCE) 18 Semester Hours

This certificate is designed to provide a program of study in preparation for a variety of technical and academic career options. It supports many programs for which the completion of the College Studies Certificate will create an educational foundation for success.

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

FIRST SEMESTER			Class	Lab	Credit
AOT 104	Keyboarding and Input Technologies		3	0	3
COL 103	College Skills		3	0	3
CPT 101	Introduction to Computers				
	or				
CPT 102	Basic Computer Concepts		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
SECOND SEMESTER					
ENG 101	English Composition I				
	or				
ENG 165	Professional Communications		3	0	3
MAT 101	Beginning Algebra				
	or				
MAT 155	Contemporary Mathematics		3	0	3
— —	Elective		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

Certificate in General Education (GNED) 18 Semester Hours

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

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

FIRST SEMESTER			Class	Lab	Credit
ENG 101	English Composition I		3	0	3
MAT 110	College Algebra		3	0	3
PSY 201	General Psychology				
	or				
SOC 101	Introduction to Sociology		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
SECOND SEMESTER					
ENG 102	English Composition II		3	0	3
MAT 111	College Trigonometry		3	0	3
— —	General Education Elective		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9

Certificate in General Studies (GNST) 31 Semester Hours

The General Studies Certificate provides an integrated option for students seeking an introduction to various academic disciplines before transferring to a senior institution of higher education. Supporting the “Bridge” Program with the University of South Carolina, the certificate provides students with access to 31 semester hours of general education courses that are designed to maximize transferability to senior institutions.

Students who are certain of their desire to pursue a university transfer degree should continue to enroll in the Associate in Arts and Associate in Science university transfer degree programs. However, the General Studies Certificate also provides a viable option for those who need to achieve admission into a senior institution.

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

FALL SEMESTER		Class	Lab	Credit
ENG 101	English Composition I	3	0	3
PSY 201	General Psychology	3	0	3
— —	Approved History Course*	3	0	3
— —	Approved Lab Science Course*	3	3	4
— —	Approved Fine Arts Course*	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

SPRING SEMESTER		Class	Lab	Credit
ENG 102	English Composition II	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Approved Math Course*	3	0	3
— —	Approved Humanities Course*	3	0	3
— —	Approved Transferable Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	15

* See catalog for a list of approved transfer courses.

Certificate in Interdisciplinary Studies (INTS) 24 Semester Hours

This certificate is ideal for students who plan to transfer courses to a four-year college or university, particularly for first-time college students who have an undecided major.

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

FIRST SEMESTER		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
MAT 101*	Beginning Algebra			
	or			
MAT 155*	Contemporary Mathematics	3	0	3
— —	ELECTIVE**	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SECOND SEMESTER

MUS 105***	Music Appreciation	3	0	3
PSY 201****	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
—	ELECTIVE**	3	0	3
		12	0	12

*MAT 110 or MAT 170 may be taken depending upon student's placement score or career and academic goals.

**Electives should be selected with student's career or transfer objectives in mind. Eligible courses must be numbered 101 or above. Note: CPT 102 Basic Computer Concepts may be used as an elective if the student is placed in this course. COL 103 College Skills may be used as an elective if the student needs career guidance.

***Humanities/Fine Arts: ART 101, ENG 102, FRE 101, HIS 101, 102, 201,202, PHI 101, 110, SPA 101, or THE 101 may be substituted for MUS 105. Course should be selected with student's career or transfer objectives in mind. Eligible courses must be numbered 101 or above.

****Social/Behavioral Sciences: ECO 210, PSC 201, or SOC 101 may be substituted for PSY 201. Course should be selected with student's career or transfer objectives in mind. Eligible courses must be numbered 101 or above.

Health Sciences Programs

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

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

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

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

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

NOTE: Examples are not all inclusive.

Student Reimbursement for Clinical/Laboratory Experience

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

Admission Requirements for Health Sciences Programs*Enrollment in Programs is Limited*

- Must meet the general requirements of the College for admission (see College admissions requirements) and specific criteria outlined for each program.
- Must be a graduate of an accredited high school or possess a GED. All official transcripts must be submitted to document program admission requirements have been met.
- Must successfully complete all high school or college prep and program curriculum courses with a “C” or higher. Students may retake courses completed with less than a “C” one time only.
- Must have completed general education math and science courses within the past ten (10) years with a grade of “C” or better to receive transfer credit. The two-course sequence of Anatomy and Physiology must be taken at the same institution.
- Must have completed general education computer courses within the past five (5) years with a grade of “C” or better to receive transfer credit.
- Must submit completed physical examination forms provided by the Health Sciences Division prior to admission to clinical/laboratory courses. Physical examinations should demonstrate that applicant is free of any physical or emotional health problems to include communicable diseases that would interfere with the ability to safely perform all duties. Hepatitis B vaccination is strongly encouraged due to the potential exposure in the clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver. Decisions should be made in consultation with a physician, nurse practitioner, or physician’s assistant.
- Must have annual CPR certification (Health Care Provider) prior to admission to clinical/laboratory courses.
- Must submit information and fees for background checks conducted through Verified Credentials:
 - Social Security Report (address locator)
 - County Criminal Record History (7 year unlimited jurisdictions)
 - Sexual/Violent Offender Registry
 - FACIS® Level 1 includes, but not limited to:
 - (OIG) Office of Inspector General List of Excluded Individuals
 - (GSA) General Services Administration Excluded Parties Listing
 - (ORA) Office of Regulatory Affairs Debarment Search
 - Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) Search
 - Check of any other registry or records required by law, accrediting agency or specific facility.

Note: Pending criminal charges or conviction of any of the following crimes will make the student ineligible for enrollment/participation in clinical/laboratory courses:

- Crimes of violence against the person including but not limited to the following: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery.
- Crimes occurring within 5 years of application involving the distribution of drugs.
- Crimes occurring within 5 years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects.
- Crimes occurring within 5 years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check).
- Any other crime or pattern of criminal behavior which, in a facility's opinion, warrants exclusion or dismissal from clinical rotation.
- Must purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Must purchase the school-approved uniform required by program.
- Must furnish blood pressure equipment, scissors, etc., as required for specific programs/courses.
- Must provide or arrange own transportation to and from clinical sites.

Graduation Requirements for Health Sciences Programs

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

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

Certificate in Health Science Prep (HSCP) 26 Semester Hours

The Health Sciences Preparatory Certificate at Central Carolina Technical College will provide a structured curriculum for students wishing to qualify for admission to Associate Degree and Diploma Health Sciences programs. Completion of this certificate should prepare the student for acceptance into the desired program, but the completion of this certificate does not guarantee acceptance into a particular program.

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

FIRST SEMESTER

	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
BIO 210 Anatomy and Physiology I	3	3	4
ENG 101 English Composition I	3	0	3
MAT 101 Beginning Algebra	3	0	3
	<hr/>		
	12	3	13

SECOND SEMESTER

BIO 211 Anatomy and Physiology II	3	3	4
CPT 101 Introduction to Computers	3	0	3
ENG 102 English Composition II	3	0	3
PSY 201 General Psychology	3	0	3
	<hr/>		
	12	3	13



Maintaining accurate records is necessary for all health care workers.

Major in Nursing (PN)(NDIP) Diploma in Health Science 48 Semester Hours

The Practical Nursing Diploma is designed to provide a sound educational background to those individuals interested in providing direct client care. The curriculum is planned to prepare practical nurses to give basic nursing care in structured healthcare settings such as hospitals, long-term care facilities, clinics, and medical offices. Throughout the curriculum the student has planned clinical and laboratory experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The practical nurse functions under the direction of a registered nurse, licensed physician or licensed dentist.

The nursing curriculum prepares graduates to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN) and is approved by the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing and/or State Board for Technical and Comprehensive Education and/or The National League for Nursing Accrediting Commission (NLNAC).

The South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing may deny a graduate the right to take the NCLEX-PN if the applicant has any of the following criminal convictions or pending criminal charges:

- Crimes of violence against the person including but not limited to the following: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
- Crimes occurring within 5 years of application involving the distribution of drugs
- Crimes occurring within 5 years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects.
- Crimes occurring within 5 years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)
- Any other crime or pattern of criminal behavior which, in the facility's opinion, warrants exclusion or dismissal from clinical rotation.

Questions should be directed to the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing at 110 Centerview Drive, P. O. Box 12367, Columbia, SC 29211-2367.

■ Admission Requirements

Competitive Admission Process

- Must meet all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.
- The PN Program has a limited enrollment and students must apply for admission. The applicant must:
 - Obtain the PN Admission Eligibility Verification and Application form from his/her advisor.
 - Submit the application with documentation of completion of program admission requirements no later than March 15 (Fall Admission). Note: All official transcripts must be in the office of the Registrar (includes high school and all regionally accredited institutions for desired course transfer).
- Applicants will be numerically ranked according to the following criteria:
 - SAT (minimum Verbal 470 and Math 460) or ACT (minimum 19 composite) or TEAS (minimum 68 composite).
 - Completion and grade of C or higher in high school or college prep courses in biology and chemistry
 - GPA of 2.5 or higher on a 4.0 scale in program curriculum courses (must complete Biology 210, (Anatomy and Physiology I), English 101, (English Composition I), and MAT 101 (Beginning Algebra), with a "C" or higher PRIOR to admission application to clinical nursing courses (NUR 101, 106).

Progression Standard - After Program Entry

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

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may

retake courses completed with less than a “C” one time only.

- Must successfully complete all components of a course (theory, clinical, and drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” through the withdrawal process.
- Students must complete all course requirements within two years of the starting date of the first nursing course (NUR 101/NUR106).
- Students are limited to two attempts at successful completion of any nursing program (including Central Carolina Technical College). A withdrawal “W” constitutes an attempt at a Health Sciences (NUR/PNR) course and will count as one attempt to complete the program.
- Students must maintain annual CPR (Health Care Provider) and tuberculosis test (PPD) to remain in the program.

Transfers or Readmissions

- Students who have withdrawn or have been suspended from a nursing program at Central Carolina Technical College or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students, who have withdrawn or have been dismissed more than once from any nursing program, including the Central Carolina Technical College PN Program, are ineligible for admission or readmission. However, students may petition the Nursing Admission and Transfer Committee for special consideration if they have withdrawn from the program due to extenuating circumstances. The final decision for an exception rests with the Admission and Transfer Committee.
- Students seeking transfer must meet all nursing admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission are reviewed on an individual basis by the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the Admission and Transfer Committee to assure theoretical knowledge and clinical competencies are current.

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

INITIAL CORE COURSES				
		Class	Lab	Credit
BIO 210	Anatomy and Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 101	Beginning Algebra	3	0	3
		9	3	10

FALL SEMESTER

BIO 211	Anatomy and Physiology II	3	3	4
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 106	Pharmacologic Basics in Nursing Practice	2	0	2
PSY 201	General Psychology	3	0	3
		11.5	10.5	15

SPRING SEMESTER

PNR 128	Medical-Surgical Nursing I*	4.5	7.5	7
PNR 138	Medical-Surgical Nursing II*	4.5	7.5	7
		9	15	14

SUMMER SEMESTER

PNR 155	Maternal/Infant/Child Nursing*	5	6	7
PNR 170	Nursing of the Older Adult*	1	3	2
		6	9	9

*These courses are offered one-half semester.

Major in Nursing Associate Degree in Health Science LPN to ADN Option

■ Admission Requirements

Licensed Practical Nurses seeking advanced placement into the ADN Program must meet the competitive admission requirements for the ADN Program and meet the following criteria:

- Provide proof of graduation from a state approved Practical Nursing Program by submitting transcripts.
- Provide proof of current licensure as an LPN or eligibility for a SC LPN license.

Advanced Placement Challenge

- All prerequisites for challenge courses must be met prior to approval for challenge.
- Successfully complete NUR 201, Transition Nursing with a “C” or better before proceeding with any other clinical nursing courses. Nursing 201, Transition Nursing, will be offered for completion via Internet.
- Credit for NUR 101, Fundamentals of Nursing; NUR 120, Basic Nursing Concepts; and NUR 210, Complex Health Problems, will be awarded after successful completion of the first nursing course (NUR 201, Transition Nursing).
- Must complete 25 percent of required courses at Central Carolina Technical College to be eligible to receive an associate degree.
- NUR 201, Transition Nursing; NUR 217, Trends and Issues; and NUR 221, Advanced Nursing Concepts, are required courses.
- May challenge up to 7 semester credit hours from the following ADN courses:

NUR 106	Pharmacologic Basics in Nursing Practice	2 Credit Hours
NUR 214	Mental Health Nursing	4 Credit Hours
NUR 220	Family Centered Nursing	7 Credit Hours

General Education Core Requirements - 30 Credit Hours

- BIO 210 Anatomy & Physiology I (4)
- BIO 211 Anatomy & Physiology II (4)
- BIO 225 Microbiology (4)
- CPT 101 Introduction to Computers (3)
- ENG 101 English Composition I (3)
- ENG 102 English Composition II (3)
- MAT 101 Beginning Algebra (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)

Note: General education courses should be taken in the sequence outlined in the ADN section of this catalog.

Nursing students
learn to use the latest
health care equipment.



Major in Nursing (ADN)(NURS) Associate Degree in Health Science 68 Semester Hours

The Associate Degree Nursing program at Central Carolina Technical College prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

The nursing curriculum prepares the graduate to function as a technical nurse who is a beginning practitioner in acute care, long-term care, or home health settings. Throughout the curriculum, the student has planned clinical and laboratory experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing and/or South Carolina Technical College System and/or The National League for Nursing Accrediting Commission (NLNAC).

The South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing may deny a graduate the right to take the NCLEX-RN if the applicant has any of the following criminal convictions or pending criminal charges:

- Crimes of violence against the person including but not limited to the following: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
- Crimes occurring within 5 years of application involving the distribution of drugs
- Crimes occurring within 5 years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects.
- Crimes occurring within 5 years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)
- Any other crime or pattern of criminal behavior which, in the facility's opinion, warrants exclusion or dismissal from clinical rotation.

Questions should be directed to the South Carolina Department of Labor Licensing and Regulation (LLR) Board of Nursing at 110 Centerview Drive, P. O. Box 12367, Columbia, SC 29211-2367.

■ Admission Requirements

Competitive Admission Process

- Must meet all admission requirements for Health Sciences students listed at the beginning of the Health Sciences program section of the catalog.
- The ADN Program has a limited enrollment and students must apply for admission. The applicant must:
 - Obtain the ADN Admission Eligibility Verification and Application form from his/her advisor.
 - Submit the application with documentation of completion of program admission requirements no later than March 15 (Fall Admission) or August 31 (Spring Admission). NOTE: All official transcripts must be in the office of the Registrar (includes high school and all regionally accredited institutions for desired course transfer).
- Applicants will be numerically ranked according to the following criteria:
 - SAT (minimum Verbal 510 and Math 510) or ACT (minimum 22 composite) or TEAS (minimum 74 composite).
 - Completion and grade of C or higher in high school or college prep courses in biology and chemistry
 - GPA of 2.5 or higher on a 4.0 scale in program curriculum courses (Must complete Biology 210, (Anatomy and Physiology I), English 101, (English Composition I), and MAT 101, (Beginning Algebra), with a "C" or higher PRIOR to admission application to clinical nursing courses (NUR 101, 106).

Progression Standards - After Program Entry

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

- After admission, students must maintain a minimum 2.0 GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical, and drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” through the withdrawal process.
- Students must complete all course requirements within three years of the starting date of the first Nursing Course (NUR101/NUR106).
- Students are limited to two attempts at successful completion of any nursing program (including Central Carolina Technical College). A withdrawal “W” constitutes an attempt at a Health Sciences (NUR) course and will count as one attempt to complete the program.
- Students must maintain annual CPR (Health Care Provider) and tuberculosis test (PPD) to remain in the program.

Transfers or Readmissions

- Students who have withdrawn or have been suspended from a nursing program at Central Carolina or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students who have withdrawn or have been dismissed more than once from any nursing program, including the Central Carolina Technical College ADN Program, are ineligible for admission or readmission. However, students may petition the Nursing Admission and Transfer Committee for special consideration if they have withdrawn from the program due to extenuating circumstances. The final decision for an exception rests with the Admission and Transfer Committee.
- Students seeking transfer must meet all nursing admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission are reviewed on an individual basis by the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the Admission and Transfer Committee to assure theoretical knowledge and clinical competencies are current.

Students practice nursing techniques on robotic “patients” who simulate vital signs and symptoms.



Major in Nursing (ADN)

Associate Degree in Health Science

68 Semester Hours

General Education Core Requirements - 17 Credit Hours

BIO 211	Anatomy & Physiology II (4)
BIO 225	Microbiology (4)
ENG 102	English Composition II (3)
PSY 201	General Psychology (3)
PSY 203	Human Growth and Development (3)

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

INITIAL CORE COURSES - 10 Credit Hours

BIO 210	Anatomy & Physiology I (4)
ENG 101	English Composition I (3)
MAT 101	Beginning Algebra (3)

■ FALL ADMISSION

SEMESTER I (FALL)

	Class	Lab	Credit
BIO 211 Anatomy & Physiology II	3	3	4
NUR 101 Fundamentals of Nursing	3.5	7.5	6
NUR 106 Pharmacologic Basics in Nursing Practice	2	0	2
PSY 201 General Psychology	3	0	3
	11.5	10.5	15

SEMESTER II (SPRING)

NUR 120 Basic Nursing Concepts	5	6	7
NUR 210 Complex Health Problems	3	6	5
	8	12	12

SEMESTER III (SUMMER)

BIO 225 Microbiology	3	3	4
CPT 101 Introduction to Computers	3	0	3
PSY 203 Human Growth and Development	3	0	3
	9	3	10

SEMESTER IV (FALL)

NUR 214 Mental Health Nursing*	2.5	4.5	4
NUR 220 Family Centered Nursing*	5	6	7
	7.5	10.5	11

SEMESTER V (SPRING)

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

■ SPRING ADMISSION

SEMESTER I (SPRING) - See Fall Admission

SEMESTER II (SUMMER)

BIO 225 Microbiology	3	3	4
CPT 101 Introduction to Computers	3	0	3
PSY 203 Human Growth and Development	3	0	3
	9	3	10

SEMESTER III (FALL)

NUR 120 Basic Nursing Concepts*	5	6	7
NUR 210 Complex Health Problems*	3	6	5
	8	12	12

SEMESTER IV (SPRING) - See Fall Admission

SEMESTER V (SUMMER) - See Fall Admission

*These courses are offered one-half semester.

Major in Medical Assisting (MASG) Diploma in Health Science 49 Semester Hours

Medical Assistants are broadly defined as individuals who assist other health care professionals in offices and/or other medical settings, performing delegated administrative and clinical duties in accordance with respective state laws governing such actions and activities.

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

The Central Carolina Technical College Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP (Commission on Accreditation of Allied Health Education Programs), 1361 Park Street, Clearwater, FL 33736, (727) 210-2350.

■ Admission Requirements

The Medical Assisting program has a limited enrollment. Students are admitted annually

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.

Progression Standards - After Program Entry

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

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

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

INITIAL CORE COURSES

		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
AOT 104	Keyboarding and Input Technologies	3	0	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

SUMMER SEMESTER

BIO 112	Basic Anatomy and Physiology	3	3	4
CPT 101	Introduction to Computers	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
MED 103	Medical Assisting Introduction	3	0	3
		<u>12</u>	<u>3</u>	<u>13</u>

FALL SEMESTER

MED 105	Medical Assisting Office Skills I	4	3	5
MED 112	Medical Assisting Pharmacology	1.5	1.5	2
MED 114	Medical Assistant Clinical Procedures	2	6	4
PSY 201	General Psychology	3	0	3
		<u>10.5</u>	<u>10.5</u>	<u>14</u>

SPRING SEMESTER

MED 107	Medical Office Management*	3	3	4
MED 115	Medical Office Laboratory Procedures*	2	6	4
MED 117	Clinical Practice**	1	12	5
		<u>6</u>	<u>21</u>	<u>13</u>

*Course is offered in Minimester I.

**Course is offered in Minimester II.



Medical Assisting graduates find work in a wide variety of health care organizations.

Certificate in Medical Record Coding (MRCO)

36 Semester Hours

Medical Record Coders are broadly defined as health information professionals who focus on medical record management with an emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. The program includes medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations.

Upon successful completion of the Medical Record Coder Certificate program, the student may be eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

■ Admission Requirements

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.

Progression Standard - After Program Entry

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

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A withdrawal “W” constitutes an attempt at a HIM course and will count as one attempt to complete the program.
- Students must submit completed physical examination forms provided by the Health Sciences Division and an annual tuberculosis test (PPD) to remain in the program.
- Students must submit information and fees for background checks conducted through Verified Credentials.
- Students must purchase and maintain professional liability insurance with the college.

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

FALL SEMESTER		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
BIO 112	Basic Anatomy and Physiology	3	3	4
CPT 101	Introduction to Computers	3	0	3
HIM 101	Introduction to Health Information*	1	0	1
HIM 102	Introduction to Coding & Classification Systems**	1	0	1
HIM 135	Medical Pathology	<u>3</u>	<u>0</u>	<u>3</u>
		14	3	15
SPRING SEMESTER				
HIM 130	Billing and Reimbursement*	3	0	3
HIM 110	Health Information Science I	3	0	3
HIM 137	Pharmacology for Coders**	1	0	1
HIM 216	Coding and Classification I*	3	0	3
HIM 225	Coding and Classification II**	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13
SUMMER SEMESTER				
HIM 105	Medical Office Communication and Practices	3	0	3
HIM 150	Coding Practicum I	0	9	3
HIM 228	Coding Seminar	<u>2</u>	<u>0</u>	<u>2</u>
		5	9	8

*Course offered in Minimester I.

**Course offered in Minimester II.

Certificate in Phlebotomy (PHLB)

27 Semester Hours

The Phlebotomy Certificate is designed to prepare individuals for employment in hospitals, clinics, and other health care settings as phlebotomy technicians. After completion of the program and venipuncture requirements, graduates may be eligible to take the following credentialing examinations: Certification of Phlebotomy Technician - PBT (American Society for Clinical Pathology) examination and/or Registered Phlebotomy Technician - RPT (American Medical Technologists).

■ Admission Requirements

The Phlebotomy program has a limited enrollment. Students are admitted to the program annually.

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.

Progression Standards - After Program Entry

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

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first phlebotomy course (AHS 141).
- Students are limited to two attempts at successful completion of any credit phlebotomy program (including Central Carolina Technical College). A withdrawal “W” constitutes an attempt at a Health Sciences course and will count as one attempt to complete the program.
- Students must maintain annual CPR (Health Care Provider) and tuberculosis test (PPD) to remain in the program.

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

FALL SEMESTER

	Class	Lab	Credit
AHS 102 Medical Terminology	3	0	3
AHS 141 Phlebotomy for the Health Care Provider	2	3	3
AOT 104 Keyboarding and Input Technologies	3	0	3
BIO 112 Basic Anatomy & Physiology	3	3	4
	11	6	13

SPRING SEMESTER

AHS 144 Phlebotomy Practicum	2	9	5
CPT 101 Introduction to Computers	3	0	3
ENG 101 English Composition I			
or			
ENG 165 Professional Communications	3	0	3
PSY 201 General Psychology	3	0	3
	11	9	14

Certificate in Pre-Dental Hygiene (PDNH) 36 Semester Hours

The Certificate in Pre-Dental Hygiene allows students to take general education courses in preparation to transfer to another college to take dental hygiene courses. **Completion of this certificate does not guarantee entrance into any program.** Students should consult the college to which they wish to transfer about course acceptance.

A dental hygienist is a health care professional who specializes in educational, preventative and prophylactic care. Classroom and clinical instruction includes the following: principles of self care, examinations for abnormal conditions, nutritional counseling, application of sealants, performing radiographs (X-Rays), and scaling procedures.

Central Carolina Technical College’s Pre-Dental Hygiene Certificate provides the general education requirements for admission into an Associate Degree in Dental Hygiene program at another college. After successful completion of the Pre-Dental Hygiene Certificate, the student may apply for admission to another college. Completion of this certificate does not guarantee entrance into any program.

Transfer Requirements/Academic Standards

Specific criteria for admission into a Dental Hygiene program include the following:

- High school or college credits with a grade of “C” or higher in algebra, biology, and chemistry.
- Specific admission requirements to the college of the student’s choice may be obtained from transferring college.
- Application for admission to transferring college should be completed as early as possible.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.

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

FALL SEMESTER				
		Class	Lab	Credit
BIO 210	Anatomy and Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 155	Contemporary Mathematics	3	0	3
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13
 SPRING SEMESTER				
BIO 115	Basic Microbiology	2	3	3
BIO 211	Anatomy and Physiology II	3	3	4
CPT 101	Introduction to Computers	3	0	3
ENG 102	English Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		11	6	13
 SUMMER SEMESTER				
CHM 105	General Organic and Biochemistry	3	3	4
SOC 101	Introduction to Sociology	3	0	3
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	3	10

Certificate in Pre-Occupational/Pre-Physical Therapy Assistant (POTA) 35 Semester Hours

The Certificate in Pre-Occupational/Pre-Physical Therapy Assistant allows students to take general education courses in preparation to transfer to another college to take occupational/physical therapy courses. **Completion of this certificate does not guarantee entrance into any program.** Students should consult the college to which they wish to transfer about course acceptance.

This program prepares the student to work under the supervision of or in consultation with a licensed professional therapist.

Occupational Therapy Assistants aid in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with daily living tasks are threatened or diminished by developmental deficits, physical injury or illness, psychosocial dysfunction, or the aging process.

The Physical Therapy Assistant aids in implementing physical therapy modalities that promote optimal human health and physical functioning. This profession involves direct patient care of individuals who have experienced temporary or permanent disability due to pain, injury, disease or birth defects. Scientific principles are utilized to prevent, identify, assess, correct or alleviate acute or prolonged movement dysfunction.

Transfer Requirements/Academic Standards

Specific criteria for admission into an Occupational Therapy/Physical Therapy Assistant program include the following:

- High school or college credits with a grade of "C" or higher in algebra, biology, and chemistry.
- Specific admission requirements to the college of the student's choice may be obtained from transferring college.
- Application for admission to transferring college should be completed as early as possible.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.

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

FALL SEMESTER			Class	Lab	Credit
AHS 102	Medical Terminology		3	0	3
BIO 210	Anatomy and Physiology I		3	3	4
CPT 101	Introduction to Computers		3	0	3
ENG 101	English Composition I		3	0	3
PSY 201	General Psychology		3	0	3
SPC 205	Public Speaking		3	0	3
			18	3	19
SPRING SEMESTER					
BIO 211	Anatomy and Physiology II		3	3	4
ENG 102	English Composition II		3	0	3
MAT 110	College Algebra				
	or				
MAT 120	Probability and Statistics		3	0	3
PSY 203	Human Growth and Development				
	or				
PSY 212	Abnormal Psychology		3	0	3
—	—	Humanities/Fine Arts Elective	3	0	3
			15	3	16

Certificate in Pre-Pharmacy Technician (PPHM) 32 Semester Hours

The Certificate in Pre-Pharmacy Technician allows students to take general education courses in order to transfer to another college. **Completion of this certificate does not guarantee entrance into any program.**

The majority of classroom and clinical experience is provided at Central Carolina Technical College via satellite broadcast as a distance learning cooperative program. Institutional and community pharmacies are utilized. Laboratory instruction will be held at the Midlands Technical College Airport Campus and will require a weekly trip to Columbia for at least one full semester. A Pre-Pharmacy Technician certificate is awarded upon completion of all general education courses. A Diploma in Health Sciences, Major in Pharmacy Technician from Midlands Technical College is awarded upon successful completion of all general education and pharmacy related courses.

The South Carolina Pharmacy Practice Act requires all pharmacy technicians to stand the national certification exam (PTCB), complete 1000 hours of training, and provide proof of completion of training through a nationally accredited training program. Midlands Technical College holds the proper accreditation to take the certification examination.

Transfer Requirements/Academic Standards

Specific criteria for admission into a Pharmacy Technician program include the following:

- High school or college credits with a grade of “C” or higher in algebra, biology, and chemistry.
- Specific admission requirements to the college of the student’s choice may be obtained from transferring college.
- Application for admission to transferring college should be completed as early as possible.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.

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

FALL SEMESTER			Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3	
AOT 104	Keyboarding and Input Technologies	3	0	3	
ENG 101	English Composition I	3	0	3	
MAT 101	Beginning Algebra	<u>3</u>	<u>0</u>	<u>3</u>	
		12	0	12	
SPRING SEMESTER					
BIO 112	Basic Anatomy and Physiology	3	3	4	
CPT 101	Introduction to Computers	3	0	3	
MAT 102	Intermediate Algebra	3	0	3	
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>	
		12	3	13	
SUMMER SEMESTER					
CHM 105	General Organic & Biochemistry	3	3	4	
SPC 205	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>	
		6	3	7	

Major in Surgical Technology (SURT) Diploma in Health Science 50 Semester Hours

The Surgical Technology Diploma is designed to prepare individuals for employment as surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The primary responsibility of the surgical technologist is to maintain the sterile field while ensuring that all other members of the surgical team adhere to aseptic technique. Program graduates will be eligible to take the Liaison Council on Certification for the Surgical Technologist (LCC-ST) national certifying examination and will be qualified for employment as scrub surgical technologists, circulating surgical technologists, second assisting surgical technologists, emergency room technicians and labor/delivery technicians. Job opportunities are available in labor and delivery, endoscopy, outpatient surgery, and operating rooms.

The Surgical Technology program is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262, www.arcst.org, a committee recognized by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33736, (727) 210-2350, www.caahep.org.

■ Admission Requirements

Admission Process

- Must meet the admission requirements for all Health Sciences students listed at the beginning of the Health Sciences section of the catalog.
- The Surgical Technology Program has a limited enrollment and students must meet the following criteria:
 - SAT (minimum Verbal 470 and Math 460) or ACT (minimum 19 composite) or NET-C (minimum 58 Reading Comprehension and 66 Math)
 - Completion and grade of "C" or higher in high school or college prep courses in biology and chemistry
 - GPA of 2.5 or higher on a 4.0 scale in program curriculum courses (Must complete AHS 102, (Medical Terminology); BIO 115, (Basic Microbiology), and BIO 210, (Anatomy and Physiology I) with a "C" or higher PRIOR to admission to surgical courses (SUR 101).
- Must have documented retinal eye examination in addition to required physical examination.

Progression Standards - After Program Entry

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

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless



Surgical Technologists
are in demand at
health care facilities.

of the time in the semester and are not eligible to receive a “W” through the withdrawal process.

- Students must complete all course requirements within two years of starting date of first clinical course (SUR 101).
- Students are limited to two attempts at successful completion of any surgical technology program (including Central Carolina Technical College). A withdrawal “W” constitutes an attempt at a Health Sciences (SUR) course and will count as one attempt to complete the program.
- Students must maintain annual CPR (Health Care Provider) and tuberculosis test (PPD) to remain in the program.

Transfers or Readmissions

- Students who have withdrawn or have been suspended from a surgical technology program at Central Carolina or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission.
- Students, who have withdrawn or have been dismissed more than once from any surgical technology program, including the Central Carolina Technical College Surgical Technology Program, are ineligible for admission or readmission. However, students may petition the Dean of Health Sciences for special consideration if they have withdrawn from the program due to extenuating circumstances. The final decision for an exception rests with the Dean.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer with previous enrollment in a surgical technology program must submit one letter of reference from the Dean or Director at the previous institution.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

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

INITIAL CORE COURSES				Class	Lab	Credit
AHS	102	Medical Terminology		3	0	3
BIO	115	Basic Microbiology		2	3	3
BIO	210	Anatomy and Physiology I		3	3	4
				8	6	10
SUMMER SEMESTER						
BIO	211	Anatomy and Physiology II		3	3	4
ENG	101	English Composition I		3	0	3
SUR	101	Intro to Surgical Technology		3	6	5
				9	9	12
FALL SEMESTER						
PSY	201	General Psychology		3	0	3
SUR	102	Applied Surgical Technology*		4	3	5
SUR	110	Introduction to Surgical Practicum*		4	3	5
				11	6	13
SPRING SEMESTER						
SUR	111	Basic Surgical Practicum *		3	12	7
SUR	113	Advanced Surgical Practicum *		2	12	6
SUR	120	Surgical Seminar		2	0	2
				7	24	15

*Courses offered in 8-week term.

Major in Automotive Mechanics (ATMC) Diploma in Industrial Technology 41 Semester Hours

This program is accredited by the National Automotive Technician Education Foundation (NATEF).

The Automotive Technology Diploma is designed to ensure that graduates meet industry’s needs. Each instructional unit has been selected because of its relevance to the total training program. This course of study provides a combination of classroom and shop instruction to prepare the student both for industrial entrance level requirements and for future career advancement. Job opportunities include apprentice mechanic, service director, auto mechanic, parts specialist, specialty mechanic, shop foreman, and service manager.

This program is available during the day and evening. However, a different course sequence and additional time may be required to complete this program in the evening.

General Education Requirements - 9 Credit Hours

- ENG 165 Professional Communications (3)
- MAT 170 Algebra, Geometry, and Trigonometry I (3)
- PSY 103 Human Relations (3)

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

FALL SEMESTER

		Class	Lab	Credit
AUT 102	Engine Repair	2	6	4
AUT 132	Automotive Electricity	2	6	4
AUT 149	Ignition and Fuel Systems	2	6	4
PSY 103	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	15

SPRING SEMESTER

AUT 103	Engine Reconditioning	2	6	4
AUT 112	Brake Systems	2	6	4
AUT 122	Suspension and Alignment	2	6	4
MAT 155	Contemporary Math	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	15

SUMMER SEMESTER

AUT 116	Manual Transmission & Axle	2	6	4
AUT 141	Introduction to Heating & Air Conditioning	2	6	4
ENG 165	Professional Communications	<u>3</u>	<u>0</u>	<u>3</u>
		7	12	11



Always in demand,
automotive mechanics
keep our vehicles running
safely and smoothly.

Certificate in Automotive Repair (ATMR) 32 Semester Hours

The Automotive Repair Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare the student for entry-level jobs in the field of automotive technology. Job opportunities include apprentice mechanic, auto mechanic, parts specialist, specialty mechanic, and service manager. Job placement opportunities are excellent.

This program is offered during the day and evening. However, a different course sequence and additional time may be required to complete this program in the evening.

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

FALL SEMESTER		Class	Lab	Credit
AUT 102	Engine Repair	2	6	4
AUT 132	Automotive Electricity	2	6	4
AUT 149	Ignition and Fuel Systems	<u>2</u>	<u>6</u>	<u>4</u>
		6	18	12

SPRING SEMESTER				
AUT 103	Engine Reconditioning	2	6	4
AUT 112	Brake Systems	2	6	4
AUT 122	Suspension and Alignment	<u>2</u>	<u>6</u>	<u>4</u>
		6	18	12

SUMMER SEMESTER				
AUT 116	Manual Transmission & Axle	2	6	4
AUT 141	Intro to Heating & Air Conditioning	<u>2</u>	<u>6</u>	<u>4</u>
		4	12	8

Certificate in Advanced Automotive Mechanics (ADVA) 18 Semester Hours

This certificate provides an advanced level of the existing automotive program, designed to provide the content and number of hours necessary to meet the requirements for certification by the National Automotive Technicians Education Foundation (NATEF), a nationally recognized standard for automotive excellence in education.

Note: Students must complete the Certificate in Automotive Repair before enrolling in this certificate.

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

		Class	Lab	Credit
AUT 152	Automatic Transmission	2	6	4
AUT 247	Electronic Fuel Systems	2	6	4
AUT 262	Advanced Automotive Diagnosis and Repair	2	6	4
CPT 102	Basic Computer Concepts			
	or			
CPT 101	Introduction to Computers	3	0	3
— —	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	18	18

Certificate in Basic Air Conditioning and Heating (BACH)

35 Semester Hours

The heating and air conditioning industry is rapidly becoming one of the largest in the country. Already air conditioning is a must for homes, offices, hotels, theaters, and industrial plants. New applications of air conditioning and refrigeration theory are announced daily.

Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery, and various related service courses, including domestic refrigeration and welding.

Job opportunities in heating, air conditioning, and refrigeration include these fields: sales, installation, service technician, maintenance and repair, and operations.

This program is available during the day and evening; however, a different course sequence and additional time may be required to complete this program in the evening.

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

DAY PROGRAM

FALL SEMESTER

	Class	Lab	Credit
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 109 Tools and Service Techniques II	2	0	2
ACR 110 Heating Fundamentals	3	3	4
	8	6	10

SPRING SEMESTER

ACR 111 Gas Heating Principles	2	3	3
ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	3	0	3
ACR 250 Duct Fabrication	2	3	3
	10	9	13

SUMMER SEMESTER

ACR 130 Domestic Refrigeration	3	3	4
ACR 210 Heat Pumps	3	3	4
ACR 224 Codes and Ordinances	2	0	2
ACR 252 Special Topics in Air Conditioning and Heating	2	0	2
	10	6	12

EVENING PROGRAM

FALL SEMESTER

	Class	Lab	Credit
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 110 Heating Fundamentals	3	3	4
	6	6	8

SPRING SEMESTER

ACR 109 Tools and Service Techniques II	2	0	2
ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	3	0	3
	8	3	9

SUMMER SEMESTER

ACR 130	Domestic Refrigeration	3	3	4
ACR 210	Heat Pumps	<u>3</u>	<u>3</u>	<u>4</u>
		6	6	8

FALL SEMESTER

ACR 224	Codes and Ordinances	2	0	2
ACR 250	Duct Fabrication	<u>2</u>	<u>3</u>	<u>3</u>
		6	3	5

SPRING SEMESTER

ACR 111	Heating Principles	2	3	3
ACR 252	Special Topics in Air Conditioning and Heating	<u>2</u>	<u>0</u>	<u>2</u>
		4	3	5

Certificate in Advanced Air Conditioning and Heating (AACH) 21 Semester Hours

Graduates of the Basic Air Conditioning and Heating Certificate may enroll in the Advanced Air Conditioning and Heating Certificate to further develop their skills. The advanced program includes both theory and practical work in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

This program is available during the day and evening classes. However, a different course sequence and additional time may be required of students who attend only at night.

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

FALL SEMESTER		Class	Lab	Credit
ELT 111	DC/AC Circuits	4	0	4
ELT 133	Electronic Instruments and Measurements	<u>2</u>	<u>0</u>	<u>2</u>
		6	0	6

SPRING SEMESTER

ACR 131	Commercial Refrigeration	2	6	4
ACR 225	Industrial Air Conditioning	1	6	3
EEM 145	Control Circuits	<u>2</u>	<u>3</u>	<u>3</u>
		5	15	10

SUMMER SEMESTER

EEM 251	Programmable Controllers	3	0	3
EEM 271	Sensors and System Interfacing	<u>1</u>	<u>3</u>	<u>2</u>
		4	3	5

Major In Electronics Technology (ELTD) Associate Degree in Industrial Technology 66 Semester Hours

The Electronics Technology Associate Degree curriculum is designed to prepare graduates for entry-level employment in the maintenance and repair of communications systems, computer systems, industrial electronics, equipment video display systems, and digital display/processing equipment. In this program, the student learns the fundamentals and analysis of alternating and direct current circuitry, electronic device theory and applications as they apply to the electronics industry.

Included is a study of microcomputers/microprocessors and operational amplifier concepts. Advanced digital concepts, IC timers and phase-locked-loops, active filters, along with fiber optics and basic laser concepts allows the student to understand modern electronics technology. The laboratory experiences include the use of modern test equipment for diagnosis, alignment, and calibration of circuitry. The student learns schematic interpretation and troubleshooting procedures. The employment outlook for the graduates of this program is excellent.

This program is available during the day and evening. If attending evening classes, additional time will be required to complete all requirements.

General Education Core Requirements - 15 Credit Hours

ENG 101	English Composition I (3)
	or
ENG 165	Professional Communication (3)
MAT 155	Contemporary Mathematics (3)
	or
MAT 170	Algebra, Geometry, and Trigonometry I (3)
SPC 205	Public Speaking (3)
— —	Humanities/Fine Arts Elective(3)
— —	Social/Behavioral Science Elective (3)

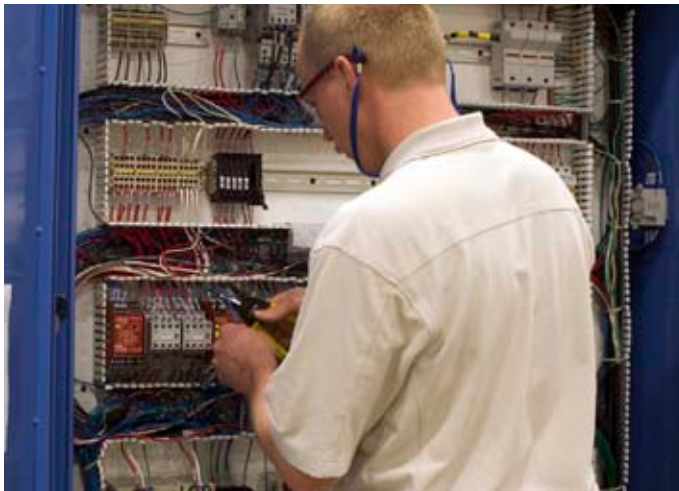
■ Degree Career Options - 15 Credit Hours

Industrial Electronics Career Option

EEM 140	National Electrical Code (3)
EEM 160	Industrial Instrumentation (3)
EEM 251	Programmable Controller (3)
EEM 252	Programmable Controller Apps (3)
ELT 108	Electrical Machines (3)
ELT 208	Introduction to Robotics (3)

Computer Electronics Career Option

CPT 176	Microcomputer Operating Systems (3)
CPT 209	Computer Systems Management (3)
IST 201	Cisco Internetworking Concepts (3)
IST 202	Cisco Router Configuration (3)
IST 220	Data Communications (3)
IST 245	Local Area Networks (3)



Job opportunities in
electronics are plentiful.

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

Industrial Electronics Career Option

FALL SEMESTER - FIRST YEAR				
		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
ELT 105	Logic and Digital Circuits	3	3	4
ELT 111	DC/AC Circuits	4	0	4
ELT 133	Electronic Instruments and Measurements	2	0	2
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
		<hr/>	<hr/>	<hr/>
		13	3	16

SPRING SEMESTER - FIRST YEAR				
EEM 145	Control Circuits	2	3	3
EEM 251	Programmable Controllers	3	0	3
ELT 103	Active Devices	4	0	4
MAT 155	Contemporary Mathematics			
	or			
MAT 170	Algebra, Geometry, and Trigonometry I	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		15	3	16

SUMMER SEMESTER - FIRST YEAR				
EEM 140	National Electrical Code	3	0	3
EEM 160	Industrial Instrumentation	2	3	3
EEM 252	Programmable Controller Applications	2	3	3
		<hr/>	<hr/>	<hr/>
		7	6	9

FALL SEMESTER - SECOND YEAR				
ELT 104	Analog Circuits	4	0	4
ELT 210	Integrated Electronic Circuits	2	3	3
ELT 220	Microprocessors	3	3	4
ELT 251	Special Topics in Electronics	2	0	2
		<hr/>	<hr/>	<hr/>
		11	6	13

SPRING SEMESTER - SECOND YEAR				
ELT 108	Electrical Machines	2	3	3
ELT 208	Introduction to Robotics	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		11	3	12

A career in Electronics Technology requires knowledge of circuits and testing equipment.



Computer Electronics Career Option

FALL SEMESTER - FIRST YEAR				Class	Lab	Credit
CPT	101	Introduction to Computers		3	0	3
CPT	176	Microcomputer Operating Systems		3	0	3
ELT	105	Logic and Digital Circuits		3	3	4
ELT	111	DC/AC Circuits		4	0	4
ELT	133	Electronic Instruments and Measurements		2	0	2
				15	3	16
SPRING SEMESTER - FIRST YEAR						
CPT	209	Computer Systems Management		3	0	3
EEM	145	Control Systems		2	3	3
ELT	103	Active Devices		4	0	4
ENG	101	English Composition I				
		or				
ENG	165	Professional Communications		3	0	3
MAT	155	Contemporary Mathematics				
		or				
MAT	170	Algebra, Geometry, and Trigonometry I		3	0	3
				15	3	16
SUMMER SEMESTER - FIRST YEAR						
IST	220	Data Communications		3	0	3
—	—	Humanities/Fine Arts Elective		3	0	3
				6	0	6
FALL SEMESTER - SECOND YEAR						
ELT	104	Analog Circuits		4	0	4
ELT	210	Integrated Electronic Circuits		2	3	3
IST	201	Cisco Internetworking Concepts		3	0	3
IST	202	Cisco Router Configuration		2.5	1.5	3
IST	245	Local Area Networks		3	0	3
				14.5	4.5	16
SPRING SEMESTER - SECOND YEAR						
ELT	220	Microprocessors		3	3	4
SPC	205	Public Speaking		3	0	3
—	—	Social/Behavioral Science Elective		3	0	3
—	—	Approved Technology Elective		3	0	3
				12	3	13

Certificate in Electro-Mechanical Workforce (ELMW)**8 Semester Hours**

The Certificate in Electro-Mechanical Workforce is designed to provide students with the necessary skills in electro-mechanical applications as specified by industries in the Central Carolina Technical College service area.

This program is designed to meet the technical needs of industry. The program can be tailored to a specific company's needs. Individual students should not be admitted into this program.

				Class	Lab	Credit
ELT	133	Electrical Instruments and Measurements		2	0	2
EEM	145	Control Circuits		2	3	3
EEM	251	Programmable Controllers		3	0	3
				7	3	8

Certificate in Electro-Mechanical Workforce II (EMWF) 10 Semester Hours

The Certificate in Electro-Mechanical Workforce II is the advanced level of the Electro-Mechanical Workforce Certificate and is designed to provide students with an advanced level of skills and applications in the electro-mechanical field. This certificate has been designed with input from the industries served by the College to meet the needs of their workforce.

Prerequisite: Successful completion of Electro-Mechanical Workforce Certificate or Departmental Approval.

This program is designed to meet the technical needs of industry. The program can be tailored to a specific company's needs. Individual students should not be admitted into this program.

			Class	Lab	Credit
ELT 111	DC/AC Circuits		4	0	4
EEM 160	Industrial Instrumentation		2	3	3
EEM 252	Programmable Controller Applications		<u>2</u>	<u>3</u>	<u>3</u>
			8	6	10

Certificate in Electrical Technician 18 Semester Hours

The Certificate in Electrical Technician is designed to offer the student a comprehensive, progressive level of lab and lecture in circuitry, instrumentation, codes, and industrial electricity.

FIRST SEMESTER			Class	Lab	Credit
ELT 111	DC/AC Circuits		4	0	4
ELT 133	Electronic Instruments and Measurements		<u>2</u>	<u>0</u>	<u>2</u>
			6	0	6

SECOND SEMESTER			Class	Lab	Credit
EEM 140	National Electrical Code		3	0	3
ELT 108	Electrical Machines		<u>2</u>	<u>3</u>	<u>3</u>
			5	3	6

THIRD SEMESTER			Class	Lab	Credit
EEM 145	Control Circuits		2	3	3
EEM 160	Industrial Instrumentation		<u>2</u>	<u>3</u>	<u>3</u>
			4	6	6

Certificate in Industrial Electricity/Electronics (INEE) 32 Semester Hours

The Certificate in Industrial Electricity/Electronics provides students with basic knowledge in the field of industrial electricity and electronics with special emphasis on industrial maintenance and repair. Many companies are using this certificate program to develop electrical skill sets within their maintenance workforce. Job placement opportunities within the field of industrial maintenance and industrial electricity/electronics are plentiful.

This program is available during the day and evening.

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

DAY PROGRAM

FALL SEMESTER

		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
ELT 111	DC/AC Circuits	4	0	4
ELT 133	Electronic Instruments and Measurements	2	0	2
ENG 101	English Composition I			
	or			
ENG 165	Professional Communication	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

EEM 145	Control Circuits	2	3	3
EEM 251	Programmable Controllers	3	0	3
ELT 108	Electrical Machinery	2	3	3
MAT 155	Contemporary Mathematics			
	or			
MAT 170	Algebra, Geometry, and Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
		10	6	12

SUMMER SEMESTER

EEM 140	National Electrical Code	3	0	3
EEM 160	Industrial Instrumentation	2	3	3
ELT 251	Special Topics in Electronics	<u>2</u>	<u>0</u>	<u>2</u>
		7	3	8

EVENING PROGRAM

FALL SEMESTER - FIRST YEAR

ELT 111	DC/AC Circuits	4	0	4
ELT 133	Electronic Instruments and Measurements	<u>2</u>	<u>0</u>	<u>2</u>
		6	0	6

SPRING SEMESTER - FIRST YEAR

EEM 145	Control Circuits	2	3	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communication	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	6

SUMMER SEMESTER - FIRST YEAR

CPT 101	Introduction to Computers	3	0	3
EEM 140	National Electrical Code	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FALL SEMESTER - SECOND YEAR

EEM 160	Industrial Instrumentation	2	3	3
MAT 170	Algebra, Geometry, Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
		5	0	6

SPRING SEMESTER - SECOND YEAR

EEM 251	Programmable Controllers	3	0	3
ELT 108	Electrical Machines	<u>2</u>	<u>3</u>	<u>3</u>
		5	3	6

SUMMER SEMESTER - SECOND YEAR

ELT 251	Special Topics in Electronics	<u>2</u>	<u>0</u>	<u>2</u>
		2	0	2

Major in Engineering Graphics Technology (ENGR) Associate Degree in Engineering Technology 62 Semester Hours

The Engineering Graphics Technology Associate Degree is designed to give students the skills essential for success in the rapidly changing field of engineering graphics technology. Hands-on experience familiarizes students with computer-aided drafting (CAD) technology. Students learn to develop technical drawings with an emphasis on working drawings as they are applied in industrial, manufacturing, engineering and architectural environments.

Excellent employment opportunities are available for graduates, including positions as engineering technicians, junior draftsmen, and CAD technicians.

General Education Core Requirements - 22 Credit Hours

- ENG 101 English Composition I (3)
- MAT 170 College Algebra (3)
- SPC 205 Public Speaking (3)
- — Humanities/Fine Arts Elective (3)
- — Social/Behavioral Science Elective (3)

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

FALL SEMESTER - FIRST YEAR

		Class	Lab	Credit
CPT 101	Introduction to Computers	3	0	3
EGT 106	Print Reading and Sketching	2	3	3
EGT 127	Descriptive Geometry for Drafters	2	3	3
EGT 151	Introduction to CAD	2	3	3
MTT 101	Introduction to Machine Tool	1	3	2
		10	12	14

SPRING SEMESTER - FIRST YEAR

CET 105	Surveying I	2	3	3
EGT 156	Intermediate CAD Applications	2	3	3
MAT 170	Algebra, Geometry and Trigonometry I	3	0	3
— —	Social Sciences Elective	3	0	3
		10	6	12

SUMMER SEMESTER – FIRST YEAR

EGR 106	Science and Technology I	3	3	4
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
SPC 205	Public Speaking	3	0	3
		9	3	10

FALL SEMESTER – SECOND YEAR

EGR 175	Manufacturing Processes	3	0	3
EGR 194	Statics and Strength of Materials	3	3	4
EGT 252	Advanced CAD	1	3	2
EGT 282	Rapid Prototyping I	3	3	4
		10	9	13

SPRING SEMESTER – SECOND YEAR

CET 127	Building Construction and Print Reading	3	3	4
EGR 170	Engineering Materials	2	3	3
EGT 255	Applications of Advanced CAD	2	3	3
— —	Humanities/Fine Arts Elective	3	0	3
		10	9	13



Construction and design companies are seeking qualified Engineering Graphics Technology graduates.

Major in Engineering Graphics (ENGE) Diploma in Engineering Technology 42 Semester Hours

The Engineering Graphics Diploma is an option for those who have completed the first three semesters of the Engineering Graphics Technology Associate Degree program. Courses in this diploma program may be transferred to the associate degree program.

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

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit
CPT 101 Introduction to Computers	3	0	3
EGT 106 Print Reading and Sketching	2	3	3
EGT 127 Descriptive Geometry for Drafters	2	3	3
EGT 151 Introduction to CAD	2	3	3
MTT 101 Introduction to Machine Tool	1	3	2
	10	12	14

SPRING SEMESTER - FIRST YEAR

CET 105 Surveying I	2	3	3
EGR 175 Manufacturing Processes	3	0	3
EGT 156 Intermediate CAD Applications	2	3	3
MAT 170 Algebra, Geometry and Trigonometry I	3	0	3
— — Social Sciences Elective	3	0	3
	13	6	15

SUMMER SEMESTER – FIRST YEAR

EGR 106 Science and Technology I	3	3	4
EGR 170 Engineering Materials	2	3	3
ENG 101 English Composition I			
or			
ENG 165 Professional Communications	3	0	3
SPC 205 Public Speaking	3	0	3
	11	6	13

Drafting skills are
basic to most
engineering careers.



Major in General Technology (GNTC) Associate Degree in Occupational Technology 60-84 Semester Hours

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

General Education Core Courses - Minimum of 15 Credit Hours

Primary (Major) Courses - Minimum of 28 Credit Hours

Secondary (Minor) Courses - Minimum of 12 Credit Hours

Electives - Minimum of 6 Credit Hours

Certificate in Industrial Maintenance Technology (INMN) 40 Semester Hours

The Certificate in Industrial Maintenance Technology is supported strongly by local industry and is designed to provide students with the basic skills required to be employed as entry-level industrial maintenance and repair technicians. Training is provided on industrial safety, print reading, basic rigging, and employability skills, industrial electricity, hydraulics and pneumatics. Job placement opportunities are excellent. This program is available during the day and evening.

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

FALL SEMESTER

	Class	Lab	Credit
COL 103 College Skills	3	0	3
IMT 102 Industrial Safety	2	0	2
IMT 104 Schematics	2	0	2
IMT 210 Basic Industrial Skills I*	2	3	3
IMT 211 Basic Industrial Skills II**	2	3	3
	9	6	13

SPRING SEMESTER

IMT 132 Hydraulics*	1	3	2
IMT 133 Pneumatics**	1	3	2
IMT 212 Electrical Theory	2	3	3
IMT 214 Industrial Wiring	2	3	3
MAT 155 Contemporary Mathematics	3	0	3
— — Departmental Approved Elective***	2	3	3
	11	15	16

SUMMER SEMESTER

IMT 121 Drive Systems	1	3	2
IMT 163 Problem-Solving for Mechanical Applications	2	3	3
IMT 230 Reliability Centered Maintenance	2	3	3
IMT 221 Electrical Motor Maintenance	2	3	3
	6	12	11

* Offered in Minimester I

** Offered in Minimester II

*** Departmental Approved Electives: EEM 140 National Electrical Code (3), EEM 251 Programable Controllers (3), WLD 142 Maintenance Welding (3)

Certificate in Industrial Maintenance Workforce I (IMWI) 8 Semester Hours

The Certificate in Industrial Maintenance Workforce I is designed to meet the technical needs of industry. It provides a company a entry-level industrial maintenance training program. Topics include safety, industrial math, hand and power tools, industrial print reading, rigging, communication and employability skills. Specific training in an additional elective course selected by the company is also provided. It can be taught on campus or on-site at the company’s own facilities.

Courses taken in this program may be applied towards the Industrial Maintenance Certificate (INMN).

This program is designed to meet the technical needs of industry. It provides entry-level industrial maintenance training. The program is tailored to meet a specific company's needs. Individual students should not be admitted into this program.

				Class	Lab	Credit
IMT	210	Basic Industrial Skills I		2	3	3
IMT	211	Basic Industrial Skills I		2	3	3
—	—	Technical Elective		2	0	2
				6	6	8

Certificate in Industrial Maintenance Workforce II (IMWF) 8 Semester Hours

The Certificate in Industrial Maintenance Workforce II is designed to meet the more advanced technical needs of industry. It provides advanced-level industrial maintenance training. It can be taught on campus or on-site at the company’s own facilities. It concentrates on practical applications, exercises, and hands-on experience in the electro-mechanical maintenance area, to include troubleshooting electrical and mechanical applications, preventive and predictive maintenance, machinery analysis and using industrial prints to pinpoint problem areas. Specific training in an additional elective course selected by the company is also provided.

Courses taken in this program may be applied towards the Industrial Maintenance Certificate (INMN).

This program is designed to meet the technical needs of industry. It provides entry-level industrial maintenance training. The program is tailored to meet a specific company's needs. Individual students should not be admitted into this program.

				Class	Lab	Credit
IMT	163	Problem-Solving for Mechanical Applications		2	3	3
IMT	230	Reliability Centered Maintenance		2	3	3
—	—	Technical Elective		2	0	2
				6	6	8

Students gain hands-on
experience in Industrial
Maintenance.



Major in Machine Tool (MATL) Diploma in Industrial Technology 43 Semester Hours

The Diploma in machine Tool is accredited by the National Institute for Metalworking Skills (NIMS).

Because of the fast-growing nature of industrial technology, those who have developed skills in machine shop operations are always in demand. Machine operators, machinists, and tool and die makers usually enjoy security as well as good wages. These programs teach the student to take metal and cut, drill, and shape it into useful components. The diploma program features intensive training in the areas of machine tool and basic computer numerical control (CNC). Career opportunities for machine tool training abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

This program is available during the day and evening.

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

FALL SEMESTER

	Class	Lab	Credit
CPT 102 Basic Computer Concepts	3	0	3
EGT 106 Print Reading and Sketching	3	0	3
MTT 121 Machine Tool Theory I	3	0	3
MTT 122 Machine Tool Practice I	0	12	4
MTT 252 CNC Setup and Operations	3	3	4
	<hr style="width: 100%;"/>		
	12	15	17

SPRING SEMESTER

ENG 165 Professional Communications	3	0	3
MAT 155 Contemporary Mathematics	3	0	3
MTT 123 Machine Tool Theory II	3	0	3
MTT 124 Machine Tool Practice II	0	12	4
MTT 253 CNC Programming and Operations	2	3	3
	<hr style="width: 100%;"/>		
	11	15	16

SUMMER SEMESTER

MTT 125 Machine Tool Theory III	3	0	3
MTT 126 Machine Tool Practice III	0	12	4
PSY 103 Human Relations	3	0	3
	<hr style="width: 100%;"/>		
	6	12	10



Students in the
Tool Making and
Machine Tool programs
learn their skills on
state-of-the art
equipment.

Certificate in Advanced Tool Making (ADTM) 14 Semester Hours

The Advanced Machine Tool Certificate is designed to provide students with advanced practices in machine tool. Students are taught the principles of blanking and piercing dies, as well as jig and fixture design.

This program is available during the day and evening.

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

FALL SEMESTER	Class	Lab	Credit
MTT 221 Tool and Diemaking Theory I	3	0	3
MTT 222 Tool and Diemaking Practice I	<u>0</u>	<u>12</u>	<u>4</u>
	3	12	7
SPRING SEMESTER			
MTT 223 Tool and Diemaking Theory II	3	0	3
MTT 224 Tool and Diemaking Practice II	<u>0</u>	<u>12</u>	<u>4</u>
	3	12	7

Prerequisite: Completion of Machine Tool Operator Certificate Program or Permission of the Department Chair

Certificate in Machine Tool Operator (MTOP) 27 Semester Hours

The Machine Tool Operator Certificate is designed to provide students with the basic skills necessary for employment as beginning machinists. The student is taught blueprint reading, measurement, hand tool use, and machine tool operations. Courses in the Machine Tool Operator Certificate also apply toward the Diploma in Industrial Technology, major in Machine Tool. Applicable courses completed in the certificate program may be transferred to the diploma program.

This program is available during the day and evening.

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

FALL SEMESTER	Class	Lab	Credit
EGT 106 Print Reading and Sketching	3	0	3
MTT 121 Machine Tool Theory I	3	0	3
MTT 122 Machine Tool Practice I	<u>0</u>	<u>12</u>	<u>4</u>
	6	12	10
SPRING SEMESTER			
MAT 155 Contemporary Mathematics	3	0	3
MTT 123 Machine Tool Theory II	3	0	3
MTT 124 Machine Tool Practice II	<u>0</u>	<u>12</u>	<u>4</u>
	6	12	10
SUMMER SEMESTER			
CPT 102 Basic Computer Concepts	3	0	3
MTT 252 CNC Setup and Operations	<u>3</u>	<u>3</u>	<u>4</u>
	6	3	7

Certificate in Welding (WELD)

37 Semester Hours

Successful graduates of the welding programs gain a thorough knowledge of many variations in welding such metals as aluminum, bronze, iron, and steel. Students learn to utilize the techniques of inert gas, oxyacetylene, electric arc welding, and plasma arc welding. Job opportunities include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders, and structural steel welders. Welding courses are often used by local industry for upgrading skills within the maintenance workforce.

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

FALL SEMESTER

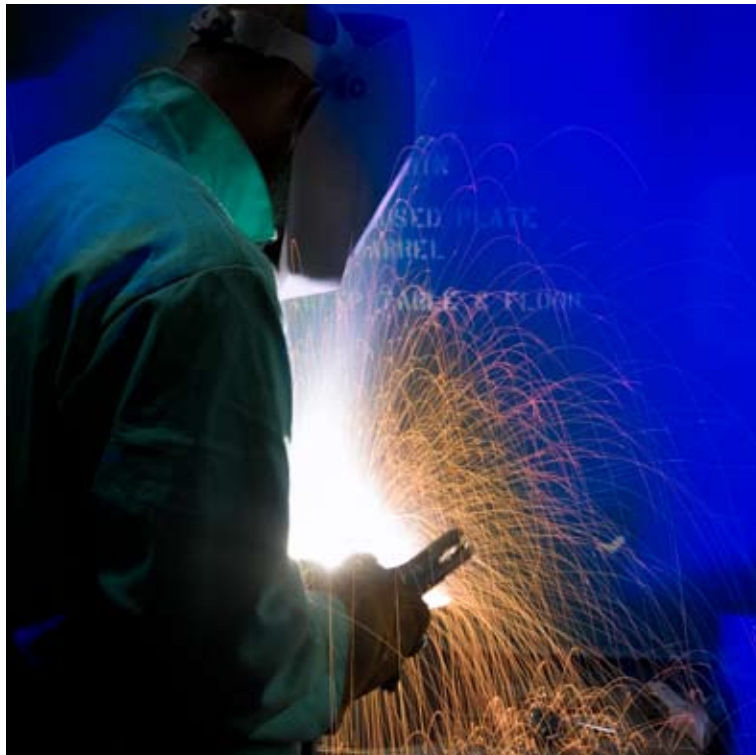
		Class	Lab	Credit
COL 103	College Skills	3	0	3
WLD 106	Gas and Arc Welding	3	3	4
WLD 107	Introduction to Welding	3	0	3
WLD 111	Arc Welding I	3	3	4
		12	6	14

SPRING SEMESTER

WLD 103	Print Reading I	1	0	1
WLD 113	Arc Welding II	3	3	4
WLD 132	Inert Gas Welding-Ferrous	3	3	4
WLD 160	Fabrication Welding	2	3	3
		9	9	12

SUMMER SEMESTER

WLD 141	Weld Quality	3	0	3
WLD 145	Field Welding	3	3	4
WLD 222	Advanced Fabrication Welding	3	3	4
		9	6	11



Skilled welders
are in
high demand.

Course Descriptions

The following is an alpha-numeric listing of course descriptions for all curriculum programs. A three-letter course prefix identifies the program area from which a course is offered. The three-digit course number identifies a specific course within a program. The course title introduces the subject matter of a course. The group of numbers to the right of a course title gives the class hours per week; laboratory, shop, or co-op work hours per week; and the total semester credit hours awarded for successful completion of the course.

ACCOUNTING

ACC 101 Accounting Principles I (3-0-3)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements. Pre-requisite: Placement into MAT 101 or MAT 032 with a grade of "C" or higher.

ACC 102 Accounting Principles II (3-0-3)

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101 with a grade of "C" or higher.

ACC 124 Individual Tax Procedures (3-0-3)

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 150 Payroll Accounting (3-0-3)

This course introduces the major tasks of payroll accounting; employment practices; federal, state, and local governmental laws and regulations; internal controls; and various forms and records. Prerequisite: ACC 101 with a grade of "C" or higher.

ACC 201 Intermediate Accounting I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Prerequisite: ACC 102 with a grade of "C" or higher.

ACC 202 Intermediate Accounting II (3-0-3)

This course covers the application of accounting principles and concepts, account evaluations and income determination, including special problems peculiar to corporations, and the analysis of financial reports. Prerequisite: ACC 201 with a grade of "C" or higher.

ACC 230 Cost Accounting I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. Prerequisite: ACC 102 with a grade of "C" or higher.

ACC 240 Computerized Accounting (3-0-3)

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisite: ACC 101 with a grade of "C" or higher.

ACC 245 Accounting Applications (3-0-3)

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites: CPT 174 with a passing grade and ACC 102 with a grade of "C" or higher.

AIR CONDITIONING AND HEATING

ACR 106 Basic Electricity for HVAC/R (3-3-4)

This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating ventilating, air conditioning, and/or refrigeration systems.

ACR 109 Tools and Service Techniques I (2-0-2)

This course is an advanced study of uses of tools and service equipment used in the installation and repair of HVAC equipment. This course includes soldering and welding techniques.

ACR 110 Heating Fundamentals (3-3-4)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

ACR 111 Gas Heating Principles (2-3-3)

This course is a study of residential and commercial gas burners and their components. Prerequisites: ACR 106 and ACR 110.

ACR 120 Basic Air Conditioning (3-3-4)

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit. Prerequisite: ACR 106.

ACR 130 Domestic Refrigeration (3-3-4)

This course is a study of domestic refrigeration equipment. Prerequisites: ACR 120 and ACR 140.

ACR 131 Commercial Refrigeration (2-6-4)

This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 Automatic Controls (3-0-3)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. Corequisite: ACR 106.

ACR 210 Heat Pumps (3-3-4)

This course is a study of theory and operational principles of the heat pump. Prerequisites: ACR 106 and ACR 120.

ACR 224 Codes and Ordinances (2-0-2)

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 225 Industrial Air Conditioning (1-6-3)

This course is a study of compressors, motors, drives, controls, heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment. Prerequisite: Must be a graduate of a Basic Air Conditioning and Heating program or have approval of program manager.

ACR 250 Duct Fabrication (2-3-3)

This course covers the design, fabrication, and installation of air duct systems.

Course Descriptions

ACR 252 Special Topics in Air Conditioning and Heating (2-0-2)

This course includes program capstone competency testing, customer service problems, selling techniques and correct record keeping.

ALLIED HEALTH SCIENCE

AHS 102 Medical Terminology (3-0-3)

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. Prerequisite: RDG 032 with a grade of "XC" or higher or no reading required.

AHS 141 Phlebotomy for the Health Care Provider (2-3-3)

This course contains the essential theory, skill, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

AHS 144 Phlebotomy Practicum (2-9-5)

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Prerequisite: AHS 141 with a grade of "C" or higher.

ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 104 Keyboarding and Input Technologies (3-0-3)

This course focuses on the mastery of touch keyboarding and introduces new input technologies such as voice, pen and scanner. Prerequisite-None

AOT 110 Document Formatting (3-0-3)

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. Prerequisite: Grade of "C" or higher in AOT 104 and CPT 101.

AOT 137 Office Accounting (3-0-3)

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records in a typical office. Prerequisites: Grade of "C" or higher in the following courses: MAT 032 and CPT 101.

AOT 143 Office Systems and Procedures (3-0-3)

This course emphasizes procedures and applications used in the office environment. Prerequisites: Grade of "C" or higher in the following courses: BUS 130, CPT 101, AOT 110 and AOT 180.

AOT 180 Customer Service (3-0-3)

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and non-verbal communication skills, effective telephone techniques, and cultural diversity in the workplace. Prerequisite: Grade of "C" or higher in ENG 100 or placement in ENG 101.

AOT 251 Administrative Systems and Procedures (3-0-3)

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisite: Grade of "C" or higher in AOT 143 and AOT 180.

AOT 254 Office Simulation (3-0-3)

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisite – Grade of "C" of higher in the following courses: AOT 251, CPT 179, CPT 174, and CPT 172.

AOT 256 Office Management Skills (3-0-3)

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills. Prerequisite – Grade of "C" of higher in CPT 101

AOT 265 Office Desktop Publishing (3-0-3)

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisites: Grade of "C" or higher in the following courses: AOT 104; CPT 179; or departmental approval.

ART

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

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101 .

ASTRONOMY

AST 101 Solar System Astronomy (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. Prerequisite: MAT 101 with a grade of "C" or higher or placement score into MAT 102.

AST 102 Stellar Astronomy (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. Prerequisite: MAT 101 with a grade of "C" or higher or placement score into MAT 102.

AUTOMOTIVE

AUT 102 Engine Repair (2-6-4)

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 103 Engine Reconditioning (2-6-4)

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 112 Braking Systems (2-6-4)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Prerequisite: AUT 132 with a grade of "C" or higher.

Course Descriptions

AUT 116 Manual Transmission and Axle (2-6-4)

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 (2-6-4)

This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment. Prerequisite: AUT 132 with a grade of "C" or higher.

AUT 132 Automotive Electricity (2-6-4)

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's law and actual automotive circuits is demonstrated.

AUT 141 Intro to Heating and Air Conditioning (2-6-4)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. Prerequisite: AUT 132 with a grade of "C" or higher.

AUT 149 Ignition and Fuel Systems (2-6-4)

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.

AUT 152 Automatic Transmission (2-6-4)

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

AUT 247 Electronic Fuel Systems (2-6-4)

This course is a study of fuel injections systems, other fuel system components, and how computers control fuel delivery.

AUT 262 Advanced Automotive Diagnosis and Repair (2-6-4)

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

BANKING AND FINANCE

BAF 201 Principles of Finance (3-0-3)

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Prerequisite: ACC 101.

BUILDING CONSTRUCTION

BCT 138 Residential Wiring (3-6-5)

This course is a study of wiring methods and practices used in residential applications.

BIOLOGY

BIO 100 Introductory Biology (3-3-4)

This is a course in general biology designed to introduce principles of biology. Topics include cell structure and function, bioenergetics, cellular reproduction and genetics, classification of organisms, evolution, and ecology. (This course does not count for credit in any program of study.) Prerequisite: RDG 032 with a grade of "C" or higher or placement score.

BIO 101 Biological Science I (3-3-4)

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Prerequisites: High school biology or BIO 100 and RDG 032 with a grade of "C" or higher or placement score.

BIO 102 Biological Science II (3-3-4)

This is a continuation of introductory biology which includes classification of organisms and structural and functional consideration of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisites: BIO 101 with a grade of "C" or higher.

BIO 112 Basic Anatomy and Physiology (3-3-4)

This course is a basic integrated study of the structure and function of the human body. It is designed to supplement a student's background in basic biology in preparation for college level work in the health sciences. Prerequisites: Grade of "C" or higher in the following courses: BIO 100 or high school biology; RDG 032 or placement score; high school chemistry or CHM 100 is recommended.

BIO 115 Basic Microbiology (2-3-3)

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Prerequisites: Grade of "C" or higher in the following courses: BIO 100 or high school biology; RDG 032 or placement score.

BIO 205 Ecology (3-0-3)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere. Prerequisite: BIO 101 or NRM 101 or EVT 201 with a grade of "C" or higher. Corequisite: BIO 206.

BIO 206 Ecology Lab (0-3-1)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact. Corequisite: BIO 205.

BIO 210 Anatomy and Physiology I (3-3-4)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisites: Grade of "C" or higher in the following courses: High school biology or BIO 100; high school chemistry or CHM 100; RDG 032 or placement score. A college chemistry course is not required, but is recommended.

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

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 with a grade of "C" or higher.

BIO 225 Microbiology (3-3-4)

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Prerequisite: BIO 101 or BIO 210 with a grade of "C" or higher.

Course Descriptions

BUSINESS

BUS 110 Entrepreneurship (3-0-3)
This course is an introduction to the process of starting a small business, including forms of ownership and management.

BUS 121 Business Law I (3-0-3)
This course is a study of legal procedures, law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of titles; rights and duties of the parties; conditions; and warranties.

BUS 130 Business Communications (3-0-3)
This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisite: ENG 100 with a grade of "C" or higher or placement in ENG 101.

BUS 240 Business Statistics (3-0-3)
This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing. Prerequisite: MAT 101, MAT 155 or MAT 110.

BUS 250 Introduction to International Business (3-0-3)
This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic, and political factors faced in operating an international business. Prerequisite: MGT 101.

CIVIL ENGINEERING TECHNOLOGY

CET 105 Surveying I (2-3-3)
This course includes surveying theory and practice, care and use of instruments, traversing procedures, and computation of closure. Prerequisite: MAT 170.

CET 127 Building Construction and Print Reading (3-3-4)
This course is a study of construction methods and print reading.

CET 205 Surveying II (3-3-4)
This course includes electro-optical instrumentation techniques and complex computations used in surveying. Prerequisite: CET 105 with a grade of "C" or higher.

CET 244 Structural Steel Design (3-0-3)
This course covers the design of beams, columns, floor framing, framing systems, tension and compression members, and bolted and welded connections according to (ASD and LRFD) AISC specifications. Prerequisite: EGR 170.

CHEMISTRY

CHM 100 Introductory Chemistry (3-3-4)
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisite: MAT 032 with a grade of "C" or higher or placement score into MAT 101 or MAT 155. (This course does not count for credit in any program of study.)

CHM 105 General Organic and Biochemistry (3-3-4)
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. Prerequisites: Grade of "C" or higher in the following courses: CHM 100 or high school chemistry; MAT 101 or MAT 155 or placement score into MAT 102.

CHM 110 College Chemistry I (3-3-4)
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisites: Grade of "C" or higher in the following courses: CHM 100 or high school chemistry; MAT 102 or placement into MAT 110.

CHM 111 College Chemistry II (3-3-4)
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, electrochemistry, and nuclear chemistry. Prerequisite: CHM 110 with a grade of "C" or higher.

COLLEGE SKILLS

COL 103 College Skills (3-0-3)
This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 106 Skills for College Success (1-0-1)
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientations, listening/notetaking, studying for success, learning styles/personality types, and diversity and differences on campus.

COMPUTER TECHNOLOGY

CPT 101 Introduction to Computers (3-0-3)
This course covers basic computer history, theory, and applications, including word processing, spreadsheets, data bases, and the operating system. Presentation graphics and the Internet will also be covered. Prerequisite: A grade of "C" or higher in CPT 102 or placement score.

CPT 102 Basic Computer Concepts (3-0-3)
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software.

CPT 105 Visual BASIC Essentials (3-0-3)
This course is a study of the essential elements of Visual BASIC programming and structured program development. Logical design, development testing, and debugging of structured Visual BASIC programs will be included. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures. Prerequisites: Grade of "C" or higher in the following courses: MAT 101 or MAT 102 or MAT 110; CPT 168 or departmental approval.

Course Descriptions

CPT 115 COBOL Programming I (3-0-3)

This course introduces the nature and use of the Common Business Oriented Language - COBOL. Prerequisites: Grade of "C" or higher in the following courses: MAT 101 or MAT 102 or MAT 110; CPT 168 or departmental approval.

CPT 168 Programming Logic and Design (3-0-3)

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation.

CPT 172 Microcomputer Database (3-0-3)

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

CPT 174 Microcomputer Spreadsheets (3-0-3)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisites: Grade of "C" or higher in the following courses: MAT 032 and CPT 101.

CPT 176 Microcomputer Operating Systems (3-0-3)

This course covers operating system concepts of microcomputers including file maintenance, disk organization, batch files, and subdirectory concepts.

CPT 179 Microcomputer Word Processing (3-0-3)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. In addition, the theory and implementation of current operating system will be covered. Prerequisite: Grade of "C" or higher in the following courses: CPT 101; AOT 104 or equivalent knowledge of the keyboard.

CPT 208 Special Topics in Computer Technology (3-0-3)

This course focuses on changes in computer technology.

CPT 209 Computer Systems Management (3-0-3)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. Authorized A+ certification courseware will be used.

CPT 236 Introduction to Java Programming (3-0-3)

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in development of JAVA applications and applets. Prerequisite: CPT 168.

CPT 237 Advanced Java Programming (3-0-3)

This course is a study in advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the Javabean component model, network programming and server-side programming. Prerequisite: CPT 236.

CPT 242 Database (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base. Prerequisites: Grade of "C" or higher in the following courses: CPT 101 and MAT 032.

CPT 264 Systems and Procedures (3-0-3)

This course covers the techniques of system analysis, design, development, and implementation. The course uses a case study to show the design, development and implementation of a business system. This course is a capstone course for the Computer Technology program and must be taken through Central Carolina Technical College. Prerequisites: Grade of "C" or higher in the following courses: CPT 115 or CPT 236; CPT 168; CPT 242; IST 220 or departmental approval.

CPT 267 Technical Support Concepts (3-0-3)

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services. Prerequisites: CPT 101 and 176.

CPT 268 Computer End User Support (3-0-3)

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users). Prerequisite: CPT 101.

CPT 280 SCWE in Computer Technology (0-9-3)

This course integrates computer technology skills within an approved worksite related to the computer industry.

COSMETOLOGY

COS 101 Fundamentals of Cosmetology (1-6-3)

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon. Prerequisite: RDG 032 with a grade of "C" or higher or equivalent placement score.

COS 106 Facials and Makeup (1-6-3)

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care (1-6-3)

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Scalp and Hair Care (1-6-3)

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp. Prerequisite: RDG 032 with a grade of "C" or higher or equivalent placement score.

COS 112 Shampoo and Rinses (2-6-4)

This course is a study of procedures and safety precautions in the application of shampoo and rinses. Prerequisite: RDG 032 with a grade of "C" or higher or equivalent placement score

COS 114 Hair Shaping (1-9-4)

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. Prerequisite: "C" or higher in COS 112.

COS 116 Hair Styling I (1-9-4)

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry. Prerequisite: "C" or higher in COS 112.

Course Descriptions

COS 120 Manikin Practice (1-6-3)

This course covers cosmetology applications, including hair shaping, chemical waving, hair styling, and hair coloring. Prerequisites: "C" or higher in COS 110, COS 112, COS 114, and COS 206.

COS 206 Chemical Hair Waving (1-6-3)

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. Prerequisite: "C" or higher in COS 112.

COS 210 Hair Coloring (0-10-3)

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry. Prerequisite: "C" or higher in COS 112.

COS 220 Cosmetology Clinical Practice I (0-10-3)

This course is an integration of cosmetology skills in a simulated salon environment. Prerequisites: "C" or higher in COS 101, COS 120, and COS 210.

COS 222 Cosmetology Clinical Practice II (0-10-3)

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development. Prerequisites: "C" or higher in COS 106, COS 108, and COS 220.

COS 231 Special Topics in Cosmetology (1-0-1)

This course is a study of special topics in cosmetology and serves as a capstone course for the curriculum. Students will complete an advanced project that incorporates cosmetology principles and procedures with clinical performance. Prerequisites: "C" or higher in COS 106, COS 108, and COS 220.

CRIMINAL JUSTICE TECHNOLOGY

CRJ 101 Introduction to Criminal Justice (3-0-3)

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

CRJ 115 Criminal Law I (3-0-3)

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

CRJ 120 Constitutional Law (3-0-3)

This course covers the analysis of the historical development of the U. S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined, as are recent constitutional law decisions of the United States Supreme Court using the case method of study.

CRJ 125 Criminology (3-0-3)

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 130 Police Administration (3-0-3)

This course is a study of the organization, administration, and management of law enforcement agencies.

CRJ 145 Juvenile Delinquency (3-0-3)

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

CRJ 202 Criminalistics (3-0-3)

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 220 Judicial Process (3-0-3)

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases and the question of reform for the administration of justice. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 222 Ethics in Criminal Justice (3-0-3)

This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Police Community Relations (3-0-3)

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 236 Criminal Evidence (3-0-3)

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 242 Correctional Systems (3-0-3)

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 244 Probation, Pardon, and Parole (3-0-3)

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course. Prerequisite: CRJ 101 with a grade of "C" or higher.

CRJ 250 Criminal Justice Internship I (0-9-3)

This course includes practical experience in a criminal justice or private security setting. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the CRJ Internship Coordinator.

CRJ 260 Seminar in Criminal Justice (3-0-3)

This course includes a study of new trends in criminal justice. Prerequisite: CRJ 101 with a grade of "C" or higher.

Course Descriptions

COOPERATIVE WORK EXPERIENCE

CWE 112 Cooperative Work Experience I (0-20-2)
This course includes cooperative work experience in an approved setting (with advisor permission).

CWE 113 Cooperative Work Experience I (0-30-3)
This course includes cooperative work experience in an approved setting.

EARLY CHILDHOOD

ECD 101 Introduction to Early Childhood (3-0-3)
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values, and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102 Growth and Development I (2-3-3)
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. Prerequisite: RDG 032 with a grade of "XC" or higher or no reading required.

ECD 105 Guidance-Classroom Management (3-0-3)
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course. Prerequisite: ENG 032 with a grade of "XC" or higher or placement into ENG 100.

ECD 107 Exceptional Children (2-3-3)
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, and community resources serving exceptional children; the teacher's role in mainstreaming and early identification; and federal legislation affecting exceptional children. Prerequisite: RDG 032 with a grade of "XC" or higher.

ECD 108 Family and Community Relations (3-0-3)
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. Prerequisite: ENG 100 with a grade of "XC" or higher or placement into ENG 101.

ECD 109 Administration and Supervision (3-0-3)
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 131 Language Arts (3-0-3)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading, and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Prerequisite: ENG 032 with a grade of "XC" or higher or placement score into ENG 100.

ECD 132 Creative Experiences (3-0-3)
In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques, and equipment is utilized. Students plan, implement, and evaluate instructional activities.

ECD 133 Science and Math Concepts (2-3-3)
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. Prerequisite: MAT 032 with a grade of "XC" or higher or placement into MAT 101.

ECD 135 Health, Safety, and Nutrition (3-0-3)
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

ECD 200 Curriculum Issues in Infant and Toddler Development (3-0-3)
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 201 Principles of Ethics and Leadership (3-0-3)
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

ECD 203 Growth and Development II (2-3-3)
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisite: RDG 032 with a grade of "XC" or higher or no reading required.

ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. Prerequisite: ENG 032 with a grade of "XC" or higher or placement into ENG 100.

ECD 207 Infants and Toddlers with Special Needs (2-3-3)
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion etiology, federal legislation, family partnerships, multicultural considerations, and optimal development. Prerequisite: RDG 032 with a grade of "XC" or higher or no reading required.

ECD 237 Methods and Materials (2-3-3)
This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisite: Completion of 18 semester hours of Early Childhood Development courses including ECD 131 or ECD 133 with a grade of "C" or higher.

ECD 243 Supervised Field Experience I (1-6-3)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. Prerequisite: Completion of 21 semester hours of Early Childhood Development courses including ECD 237 with a grade of "C" or higher.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. Prerequisite: Completion of 9 semester hours of Early Childhood Development courses.

ECD 270 Foundations in Early Care and Education (3-0-3)
This course includes an overview of the history, theories, program models, and trends in Early Care and Education. Teaching as a profession will be explored with an emphasis on characteristics of the early childhood teacher.

ECONOMICS

ECO 210 Macroeconomics (3-0-3)
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

ECO 211 Microeconomics (3-0-3)
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

ELECTRICITY

EEM 105 Basic Electricity (1-3-2)
This course is a survey of basic electrical principles, circuits, and measurements. Topics include: Ohms Law, series circuits, parallel circuits, series-parallel circuits, electrical energy, and power. It also includes how to use volt, Ohm, and current meters in simple electrical circuits, electrical and electronic devices, symbol interpretation, and industrial blueprint reading.

EEM 117 AC/DC Circuits I (4-0-4)
This course is a study of direct and alternating current theory; Ohms' law; series, parallel, and combination circuits. Circuits are constructed and tested. Prerequisites: MAT 031 with a grade of "XC" or higher.

EEM 118 AC/DC Circuits II (4-0-4)
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements. Prerequisite: EEM 117 or equivalent.

EEM 140 National Electrical Code (3-0-3)
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 145 Control Circuits (2-3-3)
This course covers the principles and applications of component circuits and methods of motor control. Prerequisites: ELT 111 with a grade of "C" or higher.

EEM 160 Industrial Instrumentation (2-3-3)
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications. Prerequisites with a grade of "C" or higher: EEM 145 and EEM 251.

EEM 251 Programmable Controllers (3-0-3)
This course is an introduction to programmable controls systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Prerequisites: ELT 111 with a grade of "C" or higher.

EEM 252 Programmable Controllers Applications (2-3-3)
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite: EEM 251 with a grade of "C" or higher.

EEM 271 Sensors and System Interfacing (1-3-2)
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

ENGINEERING TECHNOLOGY

EGR 106 Science and Technology I (3-3-4)
This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite: MAT 170 with a grade of "C" or higher.

EGR 170 Engineering Materials (2-3-3)
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. Basic principles of material behavior and selection, metallurgy and heat treating will be covered as well as major types of plastics and their properties. Prerequisite: EGR 194 with a grade of "C" or higher.

Course Descriptions

EGR 175 Manufacturing Processes (3-0-3)
This course includes the processes, alternatives, and operations in the manufacturing environment. The student is taught the advantages, disadvantages, and conditions under which process would be used.

EGR 194 Statics and Strength of Materials (3-3-4)
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite: EGR 106 with a grade of "C" or higher.

ENGINEERING GRAPHICS TECHNOLOGY

EGT 106 Print Reading and Sketching (3-0-3)
This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

EGT 127 Descriptive Geometry for Drafters (2-3-3)
This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and developments.

EGT 151 Introduction to CAD (2-3-3)
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Prerequisites: MAT 032.

EGT 156 Intermediate CAD Applications (2-3-3)
This course covers intermediate concepts and practical applications of CAD. Prerequisites: EGT 151 with a grade of "C" or higher.

EGT 252 Advanced CAD (2-3-3)
This course covers advanced concepts of CAD software and applications. In addition, 3-D feature-based parametric solid modeling will be covered. Projects selected by the student and approved by the instructor will be emphasized. Prerequisite: EGT 155 with a grade of "C" or higher.

EGT 255 Applications of Advanced CAD (1-3-2)
This course includes the skills of solid modeling instruction in an appropriate programming language. Prerequisite: EGT 252 with a grade of "C" or higher.

EGT 282 Rapid Prototyping I (3-3-4)
This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3-D modeling applications to produce working prototypes. Prerequisite: EGT 155 with a grade of "C" or higher.

ELECTRONICS

ELT 103 Active Devices (4-0-4)
This course covers basic fundamental concepts of the operation of the various solid state devices, with a brief overview of electron tubes. Prerequisites: ELT 111 with a grade of "C" or higher.

ELT 104 Analog Circuits (4-0-4)
This course includes a study of basic analog circuits-amplifiers, oscillators, operational amplifiers. Prerequisite: ELT 111 with a grade of "C" or higher.

ELT 105 Logic and Digital Circuits (3-3-4)
This course includes an introduction to number systems, math, gates, combinational logic, and flip-flops. Prerequisite: MAT 032 with a grade of "XC" or higher or placement into MAT 170.

ELT 108 Electrical Machines (2-3-3)
This course covers electrical machines and motors (AC and DC), along with generators and transformers. Prerequisites: ELT 111 with a grade of "C" or higher.

ELT 111 DC/AC Circuits (4-0-4)
This course is an introduction to DC and AC circuits and the components and devices used therein.

ELT 133 Electronic Instruments and Measurements (2-0-2)
This course is a study of the operation and proper use of electronic measuring instruments and equipment. Emphasis is placed on principles, movements, range extending devices, rectifiers, bridges, and transformers as applied to troubleshooting, maintenance and operation of electronic equipment.

ELT 208 Introduction to Robotics (3-0-3)
This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing.

ELT 210 Integrated Electronic Circuits (2-3-3)
This course is a study of the concepts and applications of integrated circuits used in modern electronic circuits. Emphasis is placed on the systems approach to troubleshooting these "black box" circuits. Prerequisites: ELT 103 and ELT 105 with a grade of "C" or higher.

ELT 220 Microprocessors (3-3-4)
This course is an introduction to microprocessors, including terms and conventions, architecture, and instruction sets. Prerequisite: ELT 105 with a grade of "C" or higher.

ELT 251 Special Topics in Electronics (2-0-2)
This course covers a special phase or area of electronics.

ENGLISH

ENG 032 Developmental English (3-0-3)
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

ENG 100 Introduction to Composition (3-0-3)
This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite: ENG 032 with a grade of "XC" or higher or placement score. (This course does not count for credit in any program of study.)

ENG 101 English Composition I (3-0-3)
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisite: ENG 100 or ENG 165 with a grade of "C" or higher or placement score.

Course Descriptions

ENG 102 English Composition II (3-0-3)
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite: ENG 101 with a grade of "C" or higher.

ENG 165 Professional Communications (3-0-3)
This course develops practical written and oral professional communication skills. Prerequisite: ENG 032 with a grade of "XC" or higher or placement score.

ENG 203 American Literature Survey (3-0-3)
This course is a survey of American Literature: major authors, genres, and periods. Prerequisite: ENG 102 with a grade of "C" or higher.

ENG 205 English Literature I (3-0-3)
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or higher.

ENG 206 English Literature II (3-0-3)
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or higher.

ENG 208 World Literature I (3-0-3)
This course is a study of masterpieces of world literature in translation from the ancient world through the sixteenth century. Prerequisite: ENG 102 with a grade of "C" or higher.

ENG 209 World Literature II (3-0-3)
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite: ENG 102 with a grade of "C" or higher.

ENVIRONMENTAL ENGINEERING

EVT 102 Basic Water Treatment (3-0-3)
This course will enable the student to have a general concept of groundwater and surface water treatment techniques as well as the physical and chemical unit processes applied to drinking water treatment and the daily routine tasks associated with the operation of potable water supply systems.

EVT 103 Basic Water Distribution (3-0-3)
This course is the study of the water distribution system, which stores and delivers potable water to the customer. Storage, pipes, safety, and the general overview of typical distribution systems will be included.

EVT 105 Environmental Lab Applications (3-3-4)
This course is an introductory course in the fundamental principles of environmental laboratory applications. Chemical, physical, and microbial principles and analyses are discussed and demonstrated.

EVT 108 Basic Physical Chemical Wastewater (3-0-3)
This course is the study of the major types of physical and chemical treatment processes and routine operational control tasks associated with industrial wastewater treatment systems.

EVT 109 Basic Biological Wastewater (3-0-3)
This course encompasses the biological treatment processes with respect to preliminary, primary, and secondary treatment and surrounding operational tasks associated with fixed media and suspended media in biological wastewater treatment systems.

EVT 110 Introduction to Treatment Facilities (3-0-3)
This course covers the physical, chemical, and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities, and distribution systems are introduced.

EVT 206 Introduction to Environmental Compliance (3-0-3)
This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

EVT 215 Limnology (3-0-3)
This course focuses on why aquatic systems function as they do and uses the scientific method to investigate and contrast physical, chemical, and biological processes occurring in lakes, streams, and wetlands.

EVT 220 Environmental Biology II (2-3-3)
This course is a study of environmental biology, including ecological systems and toxicology.

EVT 225 Best Management Practices (BMP) Applications (3-0-3)
This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention.

EVT 253 Occupational Environmental, Safety, and Health Concepts (3-0-3)
This course is designed to explain how various occupational environmental, safety, and health regulations and practices apply to the workplace setting.

EVT 254 Industrial Safety and Emergency Response (3-0-3)
This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

EVT 255 Solid and Hazardous Waste (3-0-3)
This course will enable students to identify the hierarchy of solid and hazardous waste, the waste stream, pollution prevention and disposal strategies. Students will explain the requirements of federal, state, and local regulations related to solid and hazardous waste.

EVT 260 Air Pollution Control Systems (3-0-3)
This course covers air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed.

EVT 261 Special Topics in EVT (1-0-1)
This course is designed to provide current topics to keep students abreast of state-of-the-art concepts and applications in the EVT field. Prerequisite: Departmental approval.

Course Descriptions

FORESTRY

FOR 156 Timber Cruising and Marketing (3-3-4)

This course is a study of the three systems of estimating volumes and values of standing timber – strip, plot, and prism. Stand analysis, dominant tree data, and statistical data are also collected and analyzed. Prerequisite: HRT 103 with a grade of "C" or higher.

FOR 210 Forest Utilization and Care (3-0-3)

This course is a study of the utilization and care of forests as related to forestry, recreation, wildlife, and watershed management. Prerequisites: NRM 205 and NRM 230 with a grade of "C" or higher.

FRENCH

FRE 101 Elementary French I (4-0-4)

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

FRE 102 Elementary French II (4-0-4)

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. Prerequisite: Grade of "C" or higher in FRE 101.

GEOMATICS

GMT 105 Georeferencing and Mapping (3-0-3)

This course introduces coordinate systems and cartography.

GMT 240 GIS Analysis and Reporting (4-0-4)

This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting.

GMT 261 Special Topics Related to GIS (1-0-1)

This course is designed to provide special topics to keep students abreast of state-of-the-art concepts and applications in the GIS/GPS field.

HEALTH INFORMATION MANAGEMENT

HIM 101 Introduction to Health Information (1-0-1)

This course provides an introduction to the health information science profession.

HIM 102 Introduction to Coding and Classification Systems (1-0-1)

This course provides an introduction to classification systems including those such as ICD-9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing, and statistics and the beginning of the study of disease and procedural coding. Prerequisite: HIM 101 with a grade of "C" or higher.

HIM 105 Medical Office Communication and Practices (3-0-3)

This course is the study of the principles of effective medical office communication with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry. Prerequisite: HIM 110, HIM 137, HIM 225.

HIM 110 Health Information Science I (3-0-3)

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112, CPT 101, HIM 101, HIM 102 and HIM 135.

HIM 130 Billing and Reimbursement (3-0-3)

This course provides an introduction to medical insurance billing and practices with emphasis on the primary payers such as Medicare and Medicaid. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112, CPT 101, HIM 102 and HIM 135.

HIM 135 Medical Pathology (3-0-3)

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology. Prerequisite with a grade of "C" or higher: BIO 101.

HIM 137 Pharmacology for Coders (1-0-1)

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. Prerequisite with a grade of "C" or higher: HIM 130 and HIM 216.

HIM 150 Coding Practicum I (0-9-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities. Prerequisites with a grade of "C" or higher: HIM 110, HIM 137 and HIM 225.

HIM 216 Coding and Classification I (3-0-3)

This course includes a study of disease and procedural coding and classification systems. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112, CPT 101, HIM 101, HIM 102 and HIM 135.

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

This course provides a study of advanced coding and classification systems. Prerequisites with a grade of "C" or higher: HIM 130 and HIM 216.

HIM 228 Coding Seminar (2-0-2)

This course is a study of specific assigned coding projects. The focus is on resume preparation, interviewing skills, HIM job searching, and certification examination preparation. Prerequisite with a grade of "C" or higher: HIM 110, HIM 137 and HIM 225.

HISTORY

HIS 101 Western Civilization to 1689 (3-0-3)

This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

HIS 102 Western Civilization Post 1689 (3-0-3)

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

Course Descriptions

HIS 105 World History II (3-0-3)
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and the economic, social, political, and cultural aspects of each era. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

HIS 115 African American History (3-0-3)
This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals or groups. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

HIS 201 American History: Discovery to 1877 (3-0-3)
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

HIS 202 American History: 1877 to Present (3-0-3)
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

HORTICULTURE

HRT 103 Native Plant Identification (3-0-3)
This course is the study and identification of native plants as related to forestry, wildlife, agriculture, and outdoor recreation.

LEADERSHIP

IDS 201 Leadership Development (3-0-3)
This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. Prerequisite: MGT 101.

INDUSTRIAL ENGINEERING TECHNOLOGY

IET 223 Industrial Safety (3-0-3)
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the occupational safety and health (OSHA) is included.

INDUSTRIAL MAINTENANCE TECHNOLOGY

IMT 102 Industrial Safety (2-0-2)
This course covers safety awareness and practices found in industry.

IMT 104 Schematics (2-0-2)
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

IMT 132 Hydraulics (1-3-2)
This course is a study of basic hydraulic terminology and principles of hydraulics and pneumatics.

IMT 133 Pneumatics (1-3-2)
This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

IMT 140 Industrial Electricity (3-6-5)
This course covers basic electrical fundamentals, including measuring devices, circuitry, and controls for industrial circuits. Prerequisite: MAT 032 with a grade of "XC" or higher.

IMT 161 Mechanical Power Applications (2-6-4)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. Prerequisite: MAT 032 with a grade of "XC" or higher.

IMT 163 Problem Solving for Mechanical Applications (2-3-3)
This course covers troubleshooting techniques such as mathematical calculations and mechanical and procedures. Prerequisite: MAT 032 with a grade of "XC" or higher.

IMT 210 Basic Industrial Skills I (2-3-3)
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101-04, 00102-04, and 00103-04.)

IMT 211 Basic Industrial Skills II (2-3-3)
This course is designed to give students an introduction to power tools, blueprints, & rigging. Students will learn basic communication & employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04, & 00108-04)

IMT 230 Reliability Centered Maintenance (2-3-3)
This course is the study of methods of preventive and predictive Maintenance and performing reverse alignment. Students will learn how to perform reverse dial indicator alignments, using a graphical alignment chart. (Note: Course aligned with NCCER modules 32501 and 32502) Prerequisite: MAT 032 with a grade of "XC" or higher.

INTERNETWORKING

IST 201 Cisco Internetworking Concepts (2.5-1.5-3)
This course is the study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. Prerequisite: Grade of "C" or higher in IST 220 or departmental approval.

IST 202 Cisco Router Configuration (2.5-1.5-3)
This course is a study of LANS, WANS, OSI Models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, and the network administrator's role and function. Prerequisite: Grade of "C" or higher in IST 201.

IST 203 Advanced Cisco Router Configuration (2.5-1.5-3)
This course is a study of configuring Cisco routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IPX, and the use of numerous case studies. Prerequisite: Grade of "C" or higher in IST 202.

Course Descriptions

IST 204 Cisco Troubleshooting (2.5-1.5-3)

This course is a study of troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay, and the use of numerous case studies. Prerequisite: Grade of "C" or higher in IST 203.

IST 209 Cisco Fundamentals of Wireless LANs (3-0-3)

This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills. Prerequisite: Grade of "C" or higher in IST 202 or IST 245 or departmental approval.

IST 220 Data Communications (3-0-3)

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisite: Grade of "C" or higher in CPT 101 or departmental approval.

IST 222 Introduction to Webpage Production (3-0-3)

This course is designed to develop skills in using common office and web development software to produce webpage content. Prerequisite: CPT 101.

IST 226 Internet Programming (3-0-3)

This course covers designing internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, uploading and maintaining internet pages and applications. Prerequisite: CPT 101 with a grade of "C" or higher or departmental approval.

IST 245 Local Area Networks (3-0-3)

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimiles, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. This course provides experience installing, maintaining and troubleshooting Local Area Networks in a lab environment. Authorized certification courseware will be used. Prerequisite: Grade of "C" or higher in IST 220 or departmental approval.

IST 253 LAN Service and Support (3-0-3)

This course focuses on installing, maintaining, and troubleshooting Local Area Networks in a lab environment. It covers Windows NT and 2000 operating systems, network diagnostics, optimizing, service administration, and troubleshooting. Authorized certification courseware will be used. Prerequisites: Grade of "C" or higher in IST 202 and IST 245 or departmental approval.

IST 268 Computer Forensics (3-0-3)

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence. Prerequisites: CPT 101 with a grade of "C" or higher or departmental approval.

IST 272 Relational Database (3-0-3)

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Prerequisites: Grade of "C" or higher in CPT 242 and CPT 168.

IST 281 Presentation Graphics (3-0-3)

This course covers the state-of-the-art presentation graphics software packages with a focus on communication situations typically encountered in business environments. Prerequisite: CPT 101.

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

This course covers special topics information sciences technologies.

LEGAL ASSISTANT/PARALEGAL

LEG 120 Torts (3-0-3)

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. The study of strict liability, basic insurance law and current tort developments are exposed.

LEG 132 Legal Bibliography (3-0-3)

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

LEG 135 Introduction to Law and Ethics (3-0-3)

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201 Civil Litigation I (3-0-3)

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures. Prerequisites: LEG 132 and CPT 179 with grades of "C" or higher.

LEG 212 Workers' Compensation (3-0-3)

This course is a study of the history of workers' compensation case laws, statutes and regulation, and procedures in handling claims.

LEG 213 Family Law (3-0-3)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, juveniles, procreative rights, death with dignity, and caring for the elderly. Prerequisite: LEG 120, LEG 132 or LEG 135 with grades of "C" or higher.

LEG 214 Property Law (3-0-3)

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Rights of land, water, minerals, crops, space, planning, zoning, and preservation are reviewed. Prerequisite: LEG 120, LEG 132 or LEG 135 with grades of "C" or higher.

LEG 232 Law Office Management (3-0-3)

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures. Emphasis is on increasing proficiency in performing a variety of law office related tasks. This course is a capstone course for the Paralegal Program and should be completed at Central Carolina Technical College. Prerequisite: Successful completion of 45 hours of curriculum and ENG 101 with a grade of "C" or higher.

Course Descriptions

LEG 233 Wills, Trusts, and Probate (3-0-3)
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. Prerequisite: LEG 120, LEG 132 or LEG 135 with grades of "C" or higher.

LEG 250 Internship for Legal Assistant/Paralegal (0-9-3)
This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed. Prerequisites: Successful completion of 45 hours of curriculum work, ENG 101 with a grade of "C" or higher, and approval of the Internship Coordinator.

MATHEMATICS

MAT 031 Developmental Mathematics Basics (3-0-3)
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

MAT 032 Developmental Mathematics (3-0-3)
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. Prerequisite: MAT 031 with a grade of "XC" or higher or placement score for MAT 032.

MAT 101 Beginning Algebra (3-0-3)
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; an introduction to graphing; and simplifying rational expressions. Prerequisite: MAT 032 with a grade of "XC" or higher or placement into MAT 101.

MAT 102 Intermediate Algebra (3-0-3)
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; linear and quadratic equations; radicals, and complex numbers. Prerequisite: MAT 101 with a grade of "C" or higher or placement into MAT 102.

MAT 110 College Algebra (3-0-3)
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; introduction to probability; sequences; and series. Prerequisite: MAT 102 with a grade of "C" or higher or placement into MAT 110.

MAT 111 College Trigonometry (3-0-3)
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series. Prerequisite: MAT 110 with a grade of "C" or higher.

MAT 120 Probability and Statistics (3-0-3)
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. Prerequisite: MAT 102 with a grade of "C" or higher or placement into MAT 120.

MAT 122 Finite College Mathematics (3-0-3)
This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. Prerequisite: MAT 102 with a grade of "C" or higher or placement into MAT 122.

MAT 140 Analytical Geometry and Calculus I (4-0-4)
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; analytic geometry; and other applications. Prerequisite: MAT 111 with a grade of "C" or higher or placement into MAT 140.

MAT 141 Analytical Geometry and Calculus II (4-0-4)
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. Prerequisite: MAT 140 with a grade of "C" or higher.

MAT 155 Contemporary Mathematics (3-0-3)
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics. Prerequisite: MAT 032 with a grade of "XC" or higher or placement.

MAT 170 Algebra, Geometry, and Trigonometry I (3-0-3)
This course includes the following topics: elementary algebra, geometry, trigonometry, and applications. Prerequisite: MAT 032 with a grade of "XC" or higher or placement into MAT 170.

MAT 211 Math for Elementary Education I (3-0-3)
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers. Prerequisite: MAT 102 with a grade of "C" or higher or placement into MAT 211.

MEDICAL ASSISTING

MED 103 Medical Assisting Introduction (3-0-3)
This course provides an introduction to the profession of medical assisting including qualifications, duties, and the role of the medical assistant. Prerequisites: AHS 102, BIO 100 or high school biology, ENG 101 or ENG 165 and AOT 105 with a grade of "C" or higher.

MED 105 Medical Assisting Office Skills I (4-3-5)
This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use to include machine transcription. Prerequisite: MED 103 with a grade of "C" or higher.

Course Descriptions

MED 107 Medical Office Management (3-3-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. Prerequisites: Grades of "C" or higher in MED 105, MED 112, and MED 114.

MED 112 Medical Assisting Pharmacology (1.5-1.5-2)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication. Prerequisite: MED 103 with a grade of "C" or higher.

MED 114 Medical Assisting Clinical Procedures (2-6-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisite: MED 103 with a grade of "C" or higher.

MED 115 Medical Office Lab Procedures I (2-6-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities. Prerequisites: Grade of "C" or higher in MED 105, MED 112 and MED 114.

MED 117 Clinical Practice (1-12-5)

This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 107 and MED 115 with a grade of "C" or higher.

MANAGEMENT

MGT 101 Principles of Management (3-0-3)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 121 Small Business Operations (3-0-3)

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. Prerequisite: BUS 110 with a grade of "C" or higher.

MGT 150 Fundamentals of Supervision (3-0-3)

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Human Resource Management (3-0-3)

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration. Prerequisite: MGT 101.

MGT 240 Management Decision Making (3-0-3)

This course is a study of various structured approaches to managerial decision making. Prerequisites: ACC 101 and MGT 101.

MGT 255 Organizational Behavior (3-0-3)

This course is a study of effective individual and group behavior in an organization to maximize productivity and psychological and social satisfaction. Prerequisite: MGT 101 or MGT 150.

MARKETING

MKT 101 Marketing (3-0-3)

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MACHINE TOOL TECHNOLOGY

MTT 101 Introduction to Machine Tool (2-0-2)

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

MTT 121 Machine Tool Theory I (3-0-3)

This course covers the principles involved in the production of precision metal parts. Corequisite: MTT 122.

MTT 122 Machine Tool Practice I (0-12-4)

This course covers practical experiences using the principles in Machine Tool Theory I. Corequisite: MTT 121.

MTT 123 Machine Tool Theory II (3-0-3)

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prerequisites: MTT 121 and MTT 122 with a grade of "C" or higher. Corequisite: MTT 124.

MTT 124 Machine Tool Practice II (0-12-4)

This course covers the practical application of the principles in Machine Tool Theory II. Prerequisites: MTT 121 and MTT 122. Corequisite: MTT 123.

MTT 125 Machine Tool Theory III (3-0-3)

This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts. Prerequisites: MTT 123 and MTT 124 with a grade of "C" or higher. Corequisite: MTT 126.

MTT 126 Machine Tool Practice III (0-12-4)

This course covers the practical application of the principles in Machine Tool Theory III. Prerequisites: MTT 123 and MTT 124. Corequisite: MTT 125.

MTT 221 Tool and Diemaking Theory I (3-0-3)

This course covers the theory of a blanking and piercing die. Corequisite: MTT 222.

MTT 222 Tool and Diemaking Practice I (0-12-4)

This course covers the manufacture of a simple cutting die or tools. Corequisite: MTT 221.

MTT 223 Tool and Diemaking Theory II (3-0-3)

This course covers the theory applied to the construction of a compound and/or progressive die. Corequisite: MTT 224.

MTT 224 Tool and Diemaking Practice II (0-12-4)

This course covers the construction of a compound and/or progressive die or tools. Corequisite: MTT 223.

MTT 252 CNC Setup and Operations (3-3-4)

This course covers CNC setup and operations.

MTT 253 CNC Programming and Operations (2-3-3)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. Prerequisite: MTT 252 with a grade of "C" or higher or departmental approval.

MUSIC

MUS 105 Music Appreciation (3-0-3)
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

NATURAL RESOURCES MANAGEMENT

NRM 101 Soil Management (3-0-3)
This course is a study of soil science emphasizing its physical and chemical properties relating to the management of natural resources.

NRM 102 Introduction to the Natural Resources Management Profession (3-0-3)
This course is an introduction to the natural resources management profession.

NRM 130 Outdoor Recreation Management (3-0-3)
This course examines the management of natural resources for outdoor recreational purposes.

NRM 205 Global Positioning Systems I (GPS) (2-3-3)
This course is the study of Global Positioning Systems (GPS) concepts, including project planning and development, data integration into a Geographic Information System, mapping, navigation, and aerial photo interpretation. Emphasis is on applications within the NRM and EVT fields. Prerequisites: MAT 155 and CPT 101 with a grade of "C" or higher.

NRM 207 Geographic Information Systems I (GIS) (3-0-3)
This course is the study of Geographic Information Systems (GIS) concepts, including coordinate systems, projections, datums, data models and sources, spatial statistics, queries and analyses, and basic cartographic principles. Emphasis is on applications within the NRM field. Prerequisite: NRM 205 with a grade of "C" or higher.

NRM 208 Geographic Information Systems II (GIS) (3-0-3)
This advanced GIS course offers the opportunity to apply geographic techniques to natural resource and forestry data, as well as to create and modify geographic and tabular data. Advanced analysis techniques and concepts such as integrating field sampled data and vegetation modeling are included. Prerequisite: NRM 207 with a grade of "C" or higher.

NRM 209 Remote Sensing and Digital Image Processing (3-0-3)
This course is a study of basic concepts of remote sensing, including the use of aerial photography and satellite imagery and their integration into a geographic information system. This course covers classifying, reprojecting, filtering, analyzing and modifying images from a variety of sources.

NRM 230 Wildlife Management I (3-0-3)
This course is a basic study and application of management practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included. This course covers the forest lands as a habitat for wildlife, with emphasis on Southern woodland management. Prerequisites: NRM 101 and NRM 102 with a grade of "C" or higher

NRM 235 Wildlife Management Techniques (2-3-3)
This course includes a survey of applied techniques of wildlife management. The course includes "hands on" instruction in the outdoors. Prerequisite: NRM 230 with a grade of "C" or higher.

NRM 251 Introduction to Fishery Science (3-0-3)
This course is a study of the identification, taxonomy, and life histories of freshwater fish. Management implications for various species of fish with commercial, sport, and ecological value are included.

NRM 261 Special Topics in NRM (1-0-1)
This course is designed to provide current topics to keep students abreast of state-of-the-art concepts and applications in the NRM field. Prerequisite: Advisor permission required.

NURSING

NUR 101 Fundamentals of Nursing (3.5-7.5-6)
This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages.

NUR 106 Pharmacologic Basics in Nursing Practice (2-0-2)
This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

NUR 120 Basic Nursing Concepts (5-6-7)
This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems. Prerequisites: NUR 101 and NUR 106 with a grade of "C" or higher.

NUR 201 Transition Nursing (3-0-3)
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

NUR 210 Complex Health Problems (3-6-5)
This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisite: NUR 120 with a grade of "C" or higher.

NUR 214 Mental Health Nursing (2.5-4.5-4)
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisite: NUR 210.

NUR 217 Trends and Issues in Nursing (2-0-2)
This course is an exploration of health care trends and issues. Emphasis will be on the transition from student to graduate nurse. Prerequisites: NUR 220 and NUR 214.

Course Descriptions

NUR 220 Family Centered Nursing (5-6-7)
This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum. Prerequisite: NUR 210 with a grade of "C" or higher.

NUR 221 Advanced Nursing Concepts (2-9-5)
This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. Prerequisites: NUR 220 and NUR 214 with a grade of "C" or higher.

PHILOSOPHY

PHI 101 Introduction to Philosophy (3-0-3)
This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. Prerequisite: ENG 100 or placement into ENG 101 with a grade of "C" or higher.

PHI 110 Ethics (3-0-3)
This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisite: ENG 100 or placement into ENG 101 with a grade of "C" or higher.

PHYSICS

PHY 201 Physics I (3-3-4)
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. This course includes an algebra-based treatment of mechanics, sound, and heat, with emphasis on problem-solving. Prerequisite: MAT 110 with a grade of "C" or higher.

PHY 221 University Physics I (3-3-4)
This is the first of a sequence of college transfer courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. Prerequisite: MAT 140 with a grade of "C" or higher.

PHY 222 University Physics II (3-3-4)
This college transfer course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. Prerequisite: PHY 221 with a grade of "C" or higher.

PRACTICAL NURSING

PNR 128 Medical/Surgical Nursing I (4.5-7.5-7)
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: NUR 101 and NUR 106 with a grade of "C" or higher.

PNR 138 Medical/Surgical Nursing II (4.5-7.5-7)
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 128 with a grade of "C" or higher.

PNR 155 Maternal/Infant/Child Nursing (5-6-7)
This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. Prerequisite: PNR 138 with a grade of "C" or higher.

PNR 170 Nursing of the Older Adult (1-3-2)
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address elected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 155 with a grade of "C" or higher.

POLITICAL SCIENCE

PSC 201 American Government (3-0-3)
This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

PSYCHOLOGY

PSY 103 Human Relations (3-0-3)
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. Prerequisite: RDG 032 with a grade of "XC" or higher or reading placement score.

PSY 201 General Psychology (3-0-3)
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

PSY 203 Human Growth and Development (3-0-3)
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. Prerequisite: PSY 201 with a grade of "C" or higher.

PSY 212 Abnormal Psychology (3-0-3)
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201 with a grade of "C" or higher.

Course Descriptions

QUALITY

QAT 103 Quality Management (3-0-3)
The total quality concept, including organization, planning, organizational budgeting, product liability, and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included. Prerequisite: MGT 101.

READING

RDG 032 Developmental Reading (3-0-3)
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RELIGION

REL 101 Introduction to Religion (3-0-3)
This course provides a study of religion and the nature of religious belief and practice. Included is a survey of the major religions of the world. Both their historical development and their contemporary expression are considered. Attention is given to contemporary religious issues. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

SCHOOL-AGE CARE

SAC 101 Best Practices in School-Age Care (3-0-3)
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOCIOLOGY

SOC 101 Introduction to Sociology (3-0-3)
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

SPANISH

SPA 101 Elementary Spanish I (4-0-4)
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

SPA 102 Elementary Spanish II (4-0-4)
This course continues development of the basic language skills and the study of the Hispanic culture. Prerequisite: Grade of "C" or higher in SPA 101.

SPA 105 Conversational Spanish (3-0-3)
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.

SPA 201 Intermediate Spanish I (3-0-3)
A review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Prerequisite: SPA 102 with a grade of "C" or higher.

SPA 202 Intermediate Spanish II (3-0-3)
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. Prerequisite: SPA 201 with a grade of "C" or higher.

SPEECH

SPC 205 Public Speaking (3-0-3)
This course is an introduction to principles of public speaking with application of speaking skills. This course is designed to give the student confidence and poise in various speaking situations through an awareness of the processes involved in public speaking and interpersonal communication by providing him or her with opportunities to express himself in informal speeches, group discussion and conversations. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

SURGICAL TECHNOLOGY

SUR 101 Introduction to Surgical Technology (3-6-5)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing. Prerequisites: AHS 102, BIO 115, and BIO 210 with a grade of "C" or higher.

SUR 102 Applied Surgical Technology (4-3-5)
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects. Prerequisite: SUR 101 with a grade of "C" or higher.

SUR 110 Intro to Surgical Procedures (4-3-5)
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. Prerequisite: SUR 102 with a grade of "C" or higher.

SUR 111 Basic Surgical Practicum (3-12-7)
This course includes the application of theory under clinical supervision in the perioperative role in various clinical affiliations. Prerequisite: SUR 110 with a grade of "C" or higher. Corequisite: SUR 120.

SUR 113 Advanced Surgical Practicum (2-12-6)
This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations. Prerequisite: SUR 111 with a grade of "C" or higher. Corequisite: SUR 120.

SUR 120 Surgical Seminar (2-0-2)
This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisite: SUR 110 with a grade of "C" or higher. Corequisite: SUR 111.

THEATRE

THE 101 Introduction to Theatre (3-0-3)
This course includes the appreciation and analysis of theatrical literature, history, and production. It will involve field trips and attendance at and critiques of theatrical performances. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

Course Descriptions

THE 105 Fundamentals of Acting (3-0-3)

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters. Prerequisite: ENG 100 with a grade of "C" or higher or placement into ENG 101.

WELDING

WLD 103 Print Reading I (0-3-1)

This is a basic course that includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 106 Gas and Arc Welding (3-3-4)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 107 Introduction to Welding (3-0-3)

This course is an introduction to welding to welding principles and procedures. Students discuss safety, health, and environmental issues related to welding.

WLD 111 Arc Welding I (2-6-4)

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 Arc Welding II (2-6-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals. Prerequisite: WLD 111 or departmental approval.

WLD 132 Inert Gas Welding-Ferrous (2-6-4)

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. Prerequisite: WLD 106.

WLD 141 Weld Quality (2-0-2)

This is an introductory course in weld quality assurance. Prerequisite: WLD 111.

WLD 145 Field Welding (2-0-2)

This course covers welding with portable welding machines in field use. Prerequisites: WLD 113 and WLD 154.

WLD 160 Fabrication Welding (2-0-2)

This course covers layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

WLD 222 Advanced Fabrication Welding (3-3-4)

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. Prerequisite: WLD 160.

COLLEGE PERSONNEL

PRESIDENT'S OFFICE

Tim Hardee, President
Emma Lee Rickard, Administrative Assistant

Central Carolina Technical College Foundation

Meree McAlister, Director of the Central Carolina
Technical College Foundation

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Public Relations

Neal Crotts, Director of Public Relations
Tiffany Rembert, Graphic Artist

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Ann McIrvin, Instructor, Mathematics
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Charles Morford, Instructor, Speech
Chuck Pierce, Instructor, Speech/Theater
Kathryn Sullivan-Ham, Instructor, Psychology
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Leslie Moser, Accounting Technician-Accounts Receivable
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Student Handbook

We hope you enjoy
your college experience and
Find YOUR Path!



Find **YOUR** Path 

www.cctech.edu



Fall Semester 2008*

August 7 (TH)	Special Populations Orientation- Current Program Participants	6:00 pm - 7:00 pm
August 14 (TH)	Special Populations Orientation- New Program Participants	10:00 am - 11:00 am
September 9 (T)	Club Day	11:00 am - 1:00 pm
September 17 (W)	Supervisor Work-Study Training	2:00 pm - 3:00 pm
September 17 (W)	Student Work-Study Training	3:00 pm - 4:30 pm
September 18 (TH)	Supervisor Work-Study Training	2:00 pm - 3:00 pm
September 18 (TH)	Student Work-Study Training	3:00 pm - 4:30 pm
September 17 (W)	Job Search Techniques	2:00 pm - 3:30 pm
September 18 (TH)	Job Search Techniques	5:30 pm - 7:00 pm
October 6 (M)	Employability in 2007	2:00 pm - 3:30 pm
October 1 (M)	Employability in 2007	5:30 pm - 7:00 pm
November 19 (W)	Dress for Success	2:00 pm - 3:30 pm
December 5 (F)	Basic Technology Exit Exam-All Programs	8:00 am - 10:00 am
December 5 (F)	Basic Technology Exit Exam-All Programs	2:00 pm - 4:00 pm
December 5 (F)	Basic Technology Exit Exam-All Programs	5:30 pm - 7:30 pm
December 10 (W)	Exam Study Break	10:00 am - 12:00 pm
December 10 (W)	Exam Study Break	5:00 pm - 6:00 pm
December 11 (TH)	Exam Study Break	10:00 am - 12:00 pm
December 11 (TH)	Exam Study Break	5:00 pm - 6:00 pm
December 12 (F)	Special Populations Orientation- Current Program Participants	2:00 pm - 3:00 pm

Spring Semester 2009

January 9 (F)	Special Populations Orientation- New Program Participants	2:00 pm - 3:00 pm
January 19 (M)	Martin Luther King, Jr., Dream Walk	TBA
January 28 (W)	Career Services Drop In	2:00 pm - 3:30 pm
February 19 (TH)	Career Planning	2:00 pm - 3:30 pm
February 7 (S)	USC Student Leadership & Diversity Conference	8:00 am - 5:00 pm
February 11 (W)	University Transfer Day	9:30 am - 11:30 am
March 18 (W)	Cover Letters & Resumes	2:00 pm - 3:30 pm
March 18 (W)	Cover Letters & Resumes	5:30 pm - 7:00 pm
March 18 (W)	Student Health and Wellness Day	10:00 am - 2:00 pm
March 29 (S)	Showcase 2008	10:00 am - 2:00 pm
April 16 (TH)	Mock Interviews-By Appointment	2:00 pm - 3:30 pm
April 23 (TH)	Awards Convocation	7:00 pm
April 24 (F)	Basic Technology Exit Exam-All Programs	8:00 am - 10:00 am
April 24 (F)	Basic Technology Exit Exam-All Programs	2:00 pm - 4:00 pm
April 24 (F)	Basic Technology Exit Exam-All Programs	5:30 pm - 7:30 pm
May 5 (M)	Exam Study Break	10:00 am - 12:00 pm
May 5 (M)	Exam Study Break	5:00 pm - 6:00 pm
May 6 (T)	Exam Study Break	10:00 am - 12:00 pm
May 6 (T)	Exam Study Break	5:00 pm - 6:00 pm
May 8 (F)	Graduation-Exhibition Center	7:00 pm

Summer 2009

May 20 (W)	Beat the Heat: Professional Attire for Summer Employment	2:00 pm - 3:30 pm
July 24 (F)	Basic Technology Exit Exam-All Programs	8:00 am - 10:00 am
July 24 (F)	Basic Technology Exit Exam-All Programs	2:00 pm - 4:00 pm
July 24 (F)	Basic Technology Exit Exam-All Programs	5:30 pm - 7:30 pm

**For information on additional activities, please check announcements in myCCTC.*

TIPS FOR SUCCESS

Making the Most of your College Experience!

The faculty and staff at Central Carolina Technical College want your experience at the College to be successful. Here are a few tips to help you:

- Meet all the requirements for admission, including official transcripts.
- Learn about the services the College has to offer. Ask about services for which you may qualify.
- Find out how your financial aid works. Complete the application process as early as possible. If you take certain courses or drop out of classes, your financial aid may be affected. When you make any changes in your schedule, consult with financial aid personnel to ask if the change will cause you to have to repay financial aid. If you choose to apply for financial aid, you must provide your Social Security number.
- Get to know your instructors. All instructors have office hours when they are available to help you understand class assignments. Please do not wait until you are in serious trouble with your assignments. Ask for help early.
- In all courses, you will receive a syllabus. Mark down on your calendar the dates when you have tests and assignments. Often it is necessary to work ahead on long assignments or study for tests each week to make sure you can fulfill all the course requirements.
- Pay attention to important College dates. Make an appointment with your faculty advisor to plan your course schedule.
- Maintain at least a “C” average each and every semester to remain in good standing.
- Get to know other students in your classes so that you can contact someone if you are absent. Participate in clubs and special events so that you will feel a part of the College community.
- Try to attend all classes. The College faculty members feel that attendance is very important to your success and have set an attendance policy. You will be dropped from courses if you miss too many classes. Students find that “saving” absences for emergencies is the best policy.
- Log in to myCCTC every day. The address is mycctcc.cctech.edu. The site will tell you the latest College news, provide you with e-mail, give you access to library resources, and allow you to register for classes and check your grades.
- Take advantage of the College’s open computer labs. You will need a College ID to use them. Save your work to a disc, CD, or flash drive, not the hard drive. If you save your work on the hard drive, a program that is built into school computers causes your files to disappear when the computers are turned off each day. Without this special program, college computers would quickly become filled with old files.

- Remember it is your responsibility to notify the College if you change your name and/or address. Documentation of a name change is an official Social Security card or legal document. If you are also employed by the College (e.g., a work study student), you must inform both Student Services and the Human Resources department.
- Be sure to get a College ID badge and a parking decal from the Security Office. You will need a current ID to check out materials in the library and to use the computer lab.
- Remember the faculty and staff at the College want you to succeed. Ask for help when you need it.

INFORMATION ON GRADING

Grading System for GPA Computation

Central Carolina assigns a final grade for every course at the end of each semester. You will receive a letter grade for every course you take or attempt. Each grade has a number associated with it. The basic grading scale is that an “A” is worth 4 points; a “B” is worth 3 points, and so on. You need to know this information because it is used to calculate your grade-point average (often referred to as GPA). The GPA is important, because you must keep your GPA at or above a certain level. This level will be discussed under the heading “Standards of Academic Progress” later in this student handbook.

Sometimes, grades other than “A,” “B,” “C,” “D,” or “F” are assigned at the end of the courses. In some courses, the grade of “D” is not assigned; you should consult your syllabus (course outline) at the beginning of each course so you know how grades are determined or ask your instructor if you are not sure. Following is a list of all possible grades the College uses. Notice that some grades are worth “0” points:

- A (Excellent) = 4 points per credit hour
- B (Above Average) = 3 points per credit hour
- C (Average) = 2 points per credit hour
- D (Below Average) = 1 point per credit hour
- F (Failure) = 0 points
- W (Withdraw) - Not computed in GPA
- WF (Withdraw Failing due to Attendance) = 0 points
- S (Satisfactory) = Used in non-credit courses; not computed in GPA
- U (Unsatisfactory) = Used in non-credit courses; not computed in GPA
- XA (This grade is not calculated in GPA)
- XB (This grade is not calculated in GPA)
- XC (This grade is not calculated in GPA)
- XF (This grade is not calculated in GPA)
- E (Exemption) = Student exempted course by proficiency, articulation, or other means; not calculated in GPA
- AU (Audit) = Not calculated in GPA
- NC (No Credit) = Not calculated in GPA
- TA (Transfer Credit) = “A” grade; not calculated in GPA

- TB (Transfer Credit) = “B” grade transferred; not calculated in GPA
- TC (Transfer Credit) = “C” grade transferred; not calculated in GPA
- NR (Not Reported)
- I (Incomplete) Student fails to complete course work. Work must be completed by mid-semester the following semester, or the “I” grade will automatically convert to an “F,” in which case the entire course must be repeated.
- IP (In Progress)

Course	Hours	Grade	Grade Point Value*	Total Points
ENG 101	3.0	C	2	6.0 (3.0 x 2)
MGT 101	3.0	F	0	0.0 (3.0 x 0)
CPT 101	3.0	B	3	9.0 (3.0 x 3)
MAT 110	3.0	A	4	12.0 (3.0 x 4)
SPC 205	3.0	D	1	3.0 (3.0 x 1)
			15.0	30.0

Grade-Point Average = 30.0 total points /15 total hours = 2.0 GPA

A student may repeat any credit course. All grades will appear on the transcript and the higher of the grades will be included in the grade point average.

Note: The Veteran’s Administration will not pay benefits for repeating a course for which the student previously received a passing grade.

A student has one year from the date the grade is entered to contest the grade.

Students may access grades and other academic information through mycctc.cctech.edu.

Grade-Point Average

As a student, you will want to track your grade-point average. As discussed below in this student handbook under “Standards of Academic Progress,” you must maintain a grade-point average at a certain level in order to stay in College the next semester. At the end of the semester, grade-point averages (GPAs) are computed for the academic work completed for that semester and for the cumulative academic work completed while at the College. Unless a course is repeated, the grade-point average is determined by dividing the total number of grade points by the number of semester attempted hours as shown in the following example. Every course carries a certain number of credit hours, usually 3 or 4 hours. The number of credit hours appears in the “Course Descriptions” section and the “Programs of Study” section in this catalog. If you repeat a course, the highest grade earned will be used in computing the cumulative grade-point average. Your record will continue to show the original grade awarded, but only the highest grade will be calculated in your GPA.

STANDARDS OF ACADEMIC PROGRESS

The College uses your current semester grade-point average and your cumulative grade-point average to determine your academic progress. The cumulative average refers to all the courses you have taken at CCTC. Notice that both averages are important. Try to always remain in good standing. Following is a chart to help you determine if you meet the standards of academic progress necessary to stay in good standing. If you are not in good standing, the College faculty and staff believe that if you take fewer hours the next semester, you may be more successful. The chart below explains how many hours you are allowed to enroll in based on your grade-point averages: (See chart at bottom of page).

The best approach is to maintain a “C” (2.0) or better average each and every semester.

If you have a Warning/Probation Status, you are limited to a maximum of thirteen (13) hours enrollment, which will give you full-time status.

If you are on academic suspension, you will not be permitted to register for classes for the semester following suspension. If you pre-registered for classes, you will be dropped from all of them. If you are required to withdraw from the College, you may re-enroll after one full semester (not just a minimester, for example) of suspension; however, you must see an admissions counselor before re-enrollment. If you are readmitted following suspension, you will be on probation status and can register for no

Academic Status	Current Term GPA		Cumulative GPA	Enrollment
Good Standing	2.0 or above	and	2.0 or above	No more than 18
Warning	2.0 or above	and	Below 2.0	No more than 13
Warning	Below 2.0	and	2.0 or above	No more than 13
Probation	Below 2.0	and	Below 2.0	No more than 13
Suspension	Current Semester: Below 2.0	and	Previous Semester: Below 2.0	0 (Student is suspended)
Returned from Suspension				No more than 7 hours

more than seven (7) hours without written approval from the Academic Appeals Committee.

After readmission to the College, you remain on suspension status throughout your returning semester. Your GPA will be calculated at the end of your returning semester based on your grades for that term to determine your academic status. The Registrar will notify you if you have been placed on academic warning, probation or suspension. If you wish to appeal your suspension status due to extenuating circumstances, you must contact the Registrar.

Developmental Studies Standards of Academic Progress

You are required to maintain satisfactory progress as measured by grades of XA, XB, or XC in required developmental studies courses. Enrollment in developmental studies classes numbering 031 and 032 is limited to a maximum of 30 hours. All attempted hours of enrollment in DVS courses to include grades of XF, XWF, or XW will be calculated in the 30 hour limit. A student who exceeds the 30 hours in developmental studies courses without successful completion will not be permitted to continue as a student at the College unless the student tests and places into prep or curriculum courses. All grades for DVS classes are excluded from calculation of your GPA.

Academic warning, academic probation, and academic suspension are separate and independent of financial aid warning, probation, and suspension. Appeals for academic suspension must be submitted to the Registrar. Please contact the Director of Financial Aid if you have questions concerning Financial Aid warning, probation, or suspension.

Standards of Academic Progress for Financial Aid

To remain eligible for financial aid at Central Carolina Technical College, a student must make reasonable academic progress toward a degree, diploma or certificate. Satisfactory academic progress is a federal government requirement and is measured by a number of factors including the following:

Cumulative Grade Point Average (Qualitative Measure)

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C) or better to remain eligible for financial aid.
- At the end of the first semester in which a student's cumulative GPA is less than 2.00 the student will be placed on Financial Aid Probation. Financial aid will be continued during probation.
- If the cumulative GPA falls below a 2.00 (C) during the probationary period, the student will be placed on Financial Aid Suspension.

- If a student's semester or cumulative GPA falls below a 1.00 (D), the Financial Aid Office reserves the right to suspend his/her financial aid without a probationary period.

Cumulative Credit Hours (Quantitative Measure)

- A student must successfully pass 67% of the cumulative hours attempted.
- Students who do not pass at least 67% of their cumulative hours attempted at CCTC will be placed on probation; any time a student fails to pass 67% of attempted hours at CCTC thereafter, he/she is subject to suspension from financial aid.
- If a student receives a W, I, WF, or an F, the student does not pass the hours. These grades factor into the 67% completion requirement.

Maximum Time Frame (Quantitative Measure)

- A student may only receive financial aid for a limited time. Eligibility for financial aid is terminated after a student has attempted 150% of his/her program length.
- The attempted hours will consider all course work taken at CCTC (including DVS, and transfer credits accepted by the college).
- The maximum time frame is program specific.
- A student **transferring from another institution** will have all credits accepted by CCTC considered toward the 150% maximum time frame.

First-time applicants for Financial Aid

There is a possibility that a student may be ineligible for aid, based on academic progress, even before the student applies. (CCTC looks at a student's complete enrollment history to establish eligibility regardless of the student's past application.)

Exceptions / Appeal / Reinstatement

Exceptions to this policy will be reviewed based on an appeals process under the umbrella of Professional Judgment. Students with legitimate appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by completing a Financial Aid Appeal Form, (available on the college's web site) indicating reasons why he or she did not meet the requirements.
- Acceptable reasons for appeal include: personal illness, family difficulties, death or serious illness of a family member, and financial difficulties. **The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.**

- All appeals must be submitted to the Financial Aid Office in writing and accompanied by appropriate documentation no later than the close of business on the last day of the drop/add period for the semester in which the student is requesting aid. **Late appeals will be processed for the following academic term.**
- Initially, the appeal will be reviewed by the Director of Financial Aid and/or the Financial Aid Coordinator to determine the merit of the appeal. If appropriate, the appeal will be forwarded to the Financial Aid Appeal Committee.
- Appeal decisions will be made within three weeks of the date a complete appeal is received by the financial aid office. Students will be notified via email.
- Students may have their financial aid reinstated with the approval of an appeal. Students reinstated by appeal will have to adhere to prescribed guidelines established by the Director of Financial Aid or the Appeal Committee.
- **All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance.**

Summary

- It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress. This can be done using the student's MyCCTC account. The status is updated at the end of each semester, once grades are finalized in Student Records.
- At the end of each semester the Financial Aid Office will review the GPA, earned credit hours, and maximum time frame, and notify students on probation and suspension as quickly as possible via the US Postal Service.
- Students on suspension will be ineligible for all Title IV aid.

Financial aid categories of enrollment are:

- **Full-time student** – enrolled for 12 or more credit hours per semester.
- **Three-quarter time student** – enrolled for 9 to 11 credit hours per semester.
- **Half-time student** – enrolled for 6 to 8 credit hours per semester.
- **Less-than half-time student** – enrolled for 5 or less credit hours per semester.

Return of Title IV Funds

If you receive financial aid and completely withdraw from the College, you are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Stafford Loans; sub-

sidized Federal Stafford Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid assistance to the appropriate program(s). Examples are available in the Financial Aid Office. Students who do not repay the required amount, will be ineligible for aid until repayment has been made.

Veterans' Affairs Standards of Academic Progress

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

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for 2 terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

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

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

ADVISEMENT AND REGISTRATION

Academic Advising

Prior to the beginning of every semester, you should meet with your advisor to plan your course schedule. Advisors post office hours outside their offices each semester; it is helpful to make an appointment, especially if you cannot meet during the posted hours. If you decide to register without meeting with your advisor, you have decided to take full responsibility for choosing courses, which could

result in academic and financial liabilities. Faculty advisors are very helpful in advising you about your schedule, particularly in helping you choose courses that are offered only one time each year.

Registration

After you see your advisor, you may register in the Registration Center on the main campus or at off-site College locations or register on-line through the web at mycctc.cctech.edu. New students are encouraged to register in the Registration Center where assistance is available. You have not completed the registration process until tuition and fees are paid. You must see the cashier, even if your tuition is covered by financial aid. Also, you may not register until all debts (fines, fees, and tuition obligations from previous semesters) are paid and holds are cleared.

Adding/Dropping Courses

You may add courses on-line through the Late Registration period provided the courses are not closed. You may drop courses on-line through the designated drop period. Add/drop dates are published in the current course schedule. Course(s) may be dropped during the drop period without academic penalty. In order to receive a tuition refund, you should initiate a withdrawal during the drop/add period for that course. Discuss dropping courses with your advisor and a financial aid counselor because dropping courses may affect the time it will take to complete your program of study and/or your financial aid awards.

Withdrawing from College Courses

It is not wise just to quit going to classes. If you realize you can no longer meet the attendance requirements of a class, you may withdraw from the class before the published withdrawal deadline and receive a grade of "W." You may initiate the withdrawal with the Office of Admissions and Counseling Services. If you initiate the withdrawal, your withdrawal must precede the attendance drop submitted by the faculty member, or you must provide documentation to the department chair/program manager of the department in which the course resides.

You may withdraw from a class for academic, personal, or military/work-related reasons. You must initiate the withdrawal with the Office of Admissions and Counseling Services before the published withdrawal deadline to receive a grade of "W." The date you initiate the withdrawal will be the official withdrawal date. After the published withdrawal deadline, you will receive a grade of "WF" unless you present official documentation of medical/personal reasons to the Director of Admissions and Records or you present official documentation of work/military-related reasons to the Registrar before grades are entered.

Attendance Policy

The faculty, administrators, and staff of Central Carolina Technical College believe that it is in your best interest to have an attendance policy that will promote academic success and effective workplace skills as required by employers.

The attendance policy of Central Carolina Technical College states that you may not be absent more than 20 percent of the time the class meets. An absence is defined as missing the entire class session, coming in late (tardy) after the instructor has taken roll, or leaving before class is dismissed. Each instructor should clearly define for you how many absences equate to "20 percent" of the time the class meets. If you do not understand the attendance policy, ask the instructor for clarification. If your absences exceed 20 percent of the time the course meets, the instructor will drop you from the class by recording a grade of "WF." The day the instructor withdraws you with a "WF" will be your official last date of attendance.

If you have extenuating circumstances that cause you to exceed the 20 percent limit on absences, you may present documentation for each absence to the appropriate department chair/program manager. Such documentation may support a grade change from "WF" to "W."

Individual departments may have more stringent requirements than those stated in this attendance policy. If departmental requirements are more stringent, the departmental requirements should be communicated to you in the course syllabi and/or departmental orientation. (See Health Sciences Attendance Policy, for example.)

Change of Program

The first step in the process to change a program is to contact the Admissions and Counseling Services Office. An admissions counselor will determine if you are eligible for a change of program. You may not be eligible for a change of program if you are enrolled in the College Studies certificate, or have had more than two changes in program without career counseling. If you are using Veterans' Benefits or WIA/TAA funds, you should verify eligibility to change your program prior to meeting with an admissions counselor.

Once approved for a program change, you must fill out a change of program request form. The Admissions Counselor will finalize the change of program and assign you to a new faculty advisor. You should complete the change of program form as early as possible to reduce delays in registering for the next semester. If you request a change of program, you will be required to complete the program requirements as outlined in the catalog in effect at the time of the change in program.

Financial Aid and Tuition and Fees

Please consult the section on "Financial Aid" in this cata-

log/handbook to learn how financial aid and/or scholarships may help you pay for College. Go to the Financial Aid office where counselors are ready to assist you in applying for and explaining the requirements of the various programs that are available.

Then, if you qualify for financial aid, persevere every semester to finish your classes satisfactorily. If you withdraw from all of your classes, you may owe money. Financial aid is just that – an aid to help you complete your education. The College must follow federal and state guidelines that ensure that students are benefiting from the aid they receive.

Also, become familiar with College tuition and fees, listed in the section labeled “Tuition and Fees” in order to plan for the costs of your College education. All debts (parking fines, overdue books, etc.) owed to Central Carolina must be paid before transcripts or diplomas are released. If you have any outstanding debts, you will not be allowed to register for classes for the next semester.

English Fluency

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

Basic Technology Competency Exit Exam

All students who apply for Program Completion (Graduation) are required to take the Basic Technology Competency (BTC) Exit Exam on the Friday before other exams begin. Schedule the BTC with your department chair/program manager. The BTC is an applications-based test and is used by the College to improve institutional quality and to help ensure that graduates possess appropriate technology skills.

Basic Technology Competency Exit Exam Study Guide

1. Open applications using the Start button.
2. Maximize and Minimize windows.
3. Save a file on floppy disk.
4. Access Windows “Help & Support.”
5. Create a folder on a floppy disk.
6. Access folder on files on the I: drive (student drive).
7. Create a new WORD document.
8. Edit a WORD document.
 - a. Open a file located in a folder on a disk
 - b. Change margin settings
 - c. Change font size
 - d. Change font type
 - e. Bold text
 - f. Center text on a line
 - g. Correct misspelled words
 - h. Cut, Copy, and Paste text
9. Print a document.

10. Use search engine (e.g. Google) to do research.
11. Use myCCTC to send e-mail with attachments.
12. Print a copy of the computer screen
 - a. Use the Print Screen key, WORD, paste function, and print function.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

You have the right to know:

- what financial assistance is available, including information on all federal, state, and institutional financial aid programs;
- the deadline for submitting applications for each program;
- how financial aid will be distributed and the criteria used by the College to select financial aid recipients;
- how financial need is determined - this includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the budget;
- the amount of financial need that has been met;
- the school’s refund policy;
- what portion of the financial aid package received must be repaid and what portion is grant;
- what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of his/her need;
- how the school determines if students are maintaining satisfactory progress, including the 150% rule, and how to re-establish progress.

Student Responsibilities

You are responsible for:

- reading, understanding, signing, and accepting responsibility for all forms you are asked to provide;
- completing all application forms accurately and submitting them on time to the appropriate office;
- returning additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office;
- informing the Financial Aid Office of any additional assistance received for educational expense;
- accepting responsibility for all agreements and/or certifications signed;
- notifying the lender, if a loan is included in the aid package, of changes in name, address, or school enrollment status;
- knowing and complying with the College’s refund policy and the Return of Title IV Funds;
- notifying the Financial Aid Office of changes in enrollment status, including a complete withdrawal from the College;
- complying with all application deadlines;
- paying any costs not covered by financial aid.

Student Right-to-Know and Campus Security Act

Public Law 101-542 as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the Student Right-To-Know and Campus Security Act. Section 103 of Title I of the Act requires institutions to produce the completion or graduation rate of certificate, diploma, or degree seeking, full time undergraduate students entering the institution and make this rate readily available to current students and to prospective students enrolling or entering into any financial obligation. Central Carolina reports the College's most recent graduation rate annually. This report is available in the Office of the Director of Planning and Institutional Effectiveness.

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to publish and distribute an annual security report containing information on campus security policies and procedures and campus crime statistics. This report is available in the Center for Student Information, at the Security Office, and on the College's website.

Release of Student Information

The privacy and confidentiality of all present and former student records are preserved at Central Carolina Technical College. Student records are maintained and safeguarded by the Center for Student Information. You have the right to inspect and challenge the accuracy of your records.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid, and (5) placement. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

According to the "Education Amendments of 1974," when a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only you may view your record or request in writing an issuance of the record. If parents or other designated individuals wish to review or receive copies of your record, they must have your written permission to view or receive a copy, or the parents must provide evidence that you are a dependent. A copy of this information will be maintained in the student's record.

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

- Faculty members or administrators at Central Carolina Technical College may have access to your academic record if they can demonstrate justification.
- Release of your student information to local, state,

or investigative/law enforcement agencies will be permitted only to those designated by law, including Department of Defense.

- A duly authorized representative of the College may release your student information which is specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities.
- Names and academic records of those students who graduated the previous spring may be forwarded to their respective high schools for statistical purposes.
- Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid or instruction.
- Accrediting agencies

In compliance with the Family Educational Rights and Privacy Act (FERPA), certain directory information may be released for currently enrolled students. This directory information, which Central Carolina can release without permission, includes the student's name, address, e-mail address, telephone number, program of study, date of enrollment, awards received, and degree/diploma awarded, will only be released exercising extreme caution, so as not to cause you harm. If you wish not to have this information released, you must make the request in writing each academic year. This request must be filed with the Office of the Registrar.

ONLINE RESOURCES

myCCTC Internet Service

This secure Intranet is your personal link to the College. All of the electronic resources at the College are now available to you at one location and with one sign-in. It provides you access to grades, transcripts, online library resources, course information, and other College news and events. You will also use this portal to register for courses and access your online and hybrid classes.

You can access the login to myCCTC on the home page of the College's website at cctech.edu or directly at mycctc.cctech.edu.

Passwords are established by the College at the time of account creation. The first time you log into myCCTC, you are required to create your own password which will be used for all future log-ins. The College's User Support Services provides assistance to students in accessing and/or using myCCTC as well as other computer resources. User Support Services is located on the Main Campus in Building M100, Room M117, or can be reached by phone at (803) 778-6607 or e-mail at www.helpdesk@cctech.edu.

Online Groups

Many of the student organizations at the College hold virtual meetings using the “Groups” area of myCCTC. Log into myCCTC and click on “Groups” to see what groups are available for you to join.

Online Courses

The College offers a wide variety of online courses for students who meet entrance requirements. You may choose from online and hybrid courses. Hybrid courses have a required classroom component. Once registered, you can access your online course through myCCTC.

Online Course Prerequisite Competencies

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills. In order to be eligible to take online courses you must:

- Be in academic “good standing” and have completed CPT 102 or placed into CPT 101. (Technology Entrance Test)
- Be able to use various computer programs such as Microsoft Word, Internet Explorer, etc.
- Be able to save files in various file formats and attach files to e-mail messages, etc.
- Be able to perform Internet searches, use e-mail, chat, and discussion boards.
- Be able to study independently, be self-disciplined, and have good study and time-management skills.

Online Course Attendance Requirements

Central Carolina Technical College expects you to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Your “attendance” in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation which can be documented by any or all of the following methods: student tracking records in WebCT, submission/completion of assignments, and communication with the instructor.

If you do not log on to the course within the drop/add period for the course, you will be dropped from the course. (Usually this is the first week. Drop/add and withdraw dates are listed in the published semester schedule and College Catalog). If you fail to maintain active participation in an online course as defined in the course syllabus, you will be processed in accordance with the current College attendance policy.

WebCT

CCTC’s online courses are taught using a course management software tool called WebCT®. WebCT allows course materials (syllabi, instructions, links, etc.) to be put together in a secure course website. Students access the course information via the Internet. Students communicate

with the instructor and the other students in the course via internal course email, discussion boards, and chat rooms. The Distance Education Student Handbook is available on the Student Tab in myCCTC and provides more information about using WebCT.

General Course Information

Online courses have many of the same requirements as traditional courses including writing assignments, research papers, presentations, and projects. Most have online tests and quizzes and some classes also require course testing to be proctored at a secure testing location. The course syllabus as well as other documents from your instructor will provide specific information regarding your assignments and testing requirements.

Math Courses

All math courses utilize an online resource, “MyMathLab.” Students must purchase MyMathLab. New textbooks may be purchased through the CCTC Bookstore along with a MyMathLab Student Access Kit. Used textbooks may be purchased from students or through the Internet and a MyMathLab Student Access Kit may be purchased through the CCTC Bookstore or online at <http://www.coursecompass.com>. All graded homework assignments will be completed through MyMathLab. In some courses quizzes will also be completed through MyMathLab. Students are required to complete their midterm and final examinations in an area that is secure and proctored. Instructors will provide additional information on testing locations for the midterm and final.

Computer Technology Courses

There are course-specific software requirements for computer application courses. Information Technology (AOT, CPT and IST) courses will be using Microsoft Office 2007 in projects and assignments. Keyboarding classes will need to load and use KPD (Keyboarding Pro Deluxe) software. Students should refer to the course syllabus for specific information.

Illuminate

Some online courses utilize a web conferencing service called Illuminate®. This software allows students to hear the instructor and see his/her computer screen or presentation documents. If Illuminate is used, students will be given a link to the connection site and the times and dates of the Illuminate session. Students may also review previously recorded Illuminate sessions.

Online Course Technical Assistance

User Support Services—803-778-6607 or
1-800-221-8711, ext. 207 or helpdesk@cctech.edu
Richard Green—803-778-7897 or
1-800-221-8711, ext. 497 or greenrl@cctech.edu
Nancy Bishop—803-778-6638 or
1-800-221-8711, ext. 238 or bishopnw@cctech.edu

Acceptable Use Agreement for Computing Resources

- A. Acceptable Use – The use of computing resources must be in support of official College business or education and research and must comply with federal, state, local, and college laws, regulations and policies.
- B. Privileges – The use of computing resources is a privilege. By participating in the use of these resources, you agree to be subject to and abide by this Acceptable Use Agreement. Willful violation of this agreement will be treated as misconduct and subject to appropriate disciplinary action. Illegal or immoral activities will be reported to proper authorities.
- C. General Use Rules for Computing Resources
1. Wear your Central Carolina ID when using computers on campus.
 2. Follow established procedures when you use computers on campus.
 3. Protect your myCCTC username and password by not allowing others to access it.
 4. Conserve expensive resources by avoiding excessive printing or wasting computer time.
 5. Do not make unauthorized changes to the settings on computer hardware or software.
 6. Do not use computing resources for playing games or for sending frivolous, obscene, or harassing messages.
 7. Be aware that confidentiality and privacy are not guaranteed. Computer use is subject to monitoring.
 8. Do not bring children, food, or beverages into rooms with Central Carolina computers.
 9. Do not use computing resources for private, recreational, commercial, or political activities or to threaten, harass, or intimidate others.
 10. Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites, installing software, or connecting electronic devices is prohibited.
 11. You are personally liable for any copyright violations or unauthorized bills incurred.
 12. You are responsible for any damages incurred by inappropriate use of computing resources.

ADDITIONAL STUDENT INFORMATION

Bookstore

The bookstore is located in the Student Center in Building M100, Sumter Main Campus, and carries textbooks, software, and supplies to support the programs at the College. American Express, Visa, Mastercard, cash, personal checks, and financial aid are accepted for payment. Also,

books may often be purchased at off-campus sites for students at those locations.

Bulletin Boards

Bulletin boards are located throughout the classroom buildings. All written announcements, advertisements, and notices intended for placement on bulletin boards must be approved by the Public Relations Department prior to being posted anywhere on the Central Carolina Technical College campus and must be primarily for educational purposes or the general welfare of the students, faculty, and staff. All notices will remain no longer than thirty calendar days or no longer than three days following the event and shall be initially approved by the Coordinator of Student Activities prior to submission to the Public Relations Department. Notices or informational flyers may not be posted on walls or doors at the College. Notices posted without proper approval will be removed and discarded.

Career Planning

Career planning services are available to assist current and prospective students in making realistic and appropriate career plans. These services are available in Student Services, Bldg. 300. The following services are offered at no charge:

- **Career Exploration:** Videotapes and books are available to help you identify your interests, consider career options, and investigate non-traditional careers.
- **Career Counseling:** Day and evening counselors are available to assist you as you formulate career plans.
- **Job Seeking Skills:** Resources are available to assist you with résumé preparation and interviewing techniques and in researching local employment opportunities.
- **Computerized Guidance Systems:** Kuder Career Planning Assessment assists you in learning more about yourself and the world of work. This system can help you research information about occupations, values, interests, skills, educational programs, and more.
- **Workshops:** Various seminars are sponsored, including employability skills, interviewing skills, and career planning.

Cooperative Education

Cooperative Education draws upon the cooperation of the employers, educators, and students to form a superior, total education program. This program combines practical work experience with academic study in a formal program.

Students enrolled in the Cooperative Education program are provided an opportunity to gain confidence, maturity, success-orientation, and an understanding of the professional, practical world of work. Cooperative education activities are coordinated through Career Services and

must be approved by the program manager or department chair.

Copy Machine Services

A coin-operated copy machine for student use is located in the Library on the main campus in Building M500.

Developmental Courses

Developmental courses include competencies designed to provide basic skills instruction in reading, math, and English in which students are provided an opportunity to obtain skills for success in certificate, diploma, and degree programs at the College.

In following the South Carolina State Board for Technical and Comprehensive Education policy on developmental courses, Central Carolina limits enrollment in developmental education courses to a maximum of 30 semester hours. A student who exceeds 30 hours in developmental education courses without successful completion will not be allowed to continue as a student at the College unless the student tests and places into prep or curriculum courses.

Health and Medical Services

As a nonresidential college, Central Carolina does not maintain medical or infirmary facilities.

Home Contracts

Students who are relocating may request this degree completion option by making application for a "Home Contract." Criteria for approval will include the completion of at least 25 percent of the required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate is mandatory. Students should see their advisor who will collaborate with the Registrar to make the necessary arrangements.

Inclement Weather

If ice, snow, or other weather conditions cause the College to close, public announcements will be made on area radio and television stations. A message will also be placed on the College's telephone answering machine, (778-1961 or 1-800-221-8711).

Job Placement Services

Placement services are offered to enrolled students, graduates, and alumni in exploring and securing job opportunities. Full-time, part-time, and temporary positions for students are routed through Career Services. Career Services personnel are available to assist students with information, referrals, résumé and application preparation, and interviewing techniques. Whether or not a student secures a particular job depends primarily on his or her qualifications and how well he or she handles the job interview. These services are located in Student Services, Bldg. 300.

Central Carolina Technical College's job placement services are available free of charge to both students and employers.

Central Carolina Technical College offers two placement functions:

- **Graduate Placement:** This service is available to all students completing requirements for an associate degree, diploma, or certificate. Graduates are encouraged to contact the Career Services Office during the semester prior to graduation. Graduates may utilize the services of the Career Services Office for up to eighteen (18) months following graduation.
- **Full-time, Part-time, and Temporary Placement:** Students enrolled in at least six credit hours at Central Carolina Technical College may inquire concerning posted student employment opportunities.

Library

The Central Carolina Library is centrally located in the Learning Resource Center in Building M500. Students, faculty and staff have access to books, periodicals, newspapers and audiovisual resources. Internet is available on public computers, providing access to the Library's catalog, the electronic book collection, and the Library's online subscription services. The Library's collection consists of over 35,100 items, including books, video recordings, sound recordings and audio books. The Library subscribes to 154 periodicals, including the local newspapers from the four county area. Electronic resources available through the Internet include over 55,000 book titles and 68 databases. Students may also borrow materials from the Sumter County Library, the Kershaw County Library and the Harvin Clarendon County Library. Through the PASCAL Delivers service, students may also request to borrow library books from any of South Carolina's colleges and universities. Library hours of operation, circulation policies, information concerning library services and links to the Library's online resources are available at <http://mycctc.cctech.edu> or at <http://www.cctech.edu/library.htm>.

Loitering

You are not permitted to loiter in the halls while classes are in session. If you are found loitering, you will be requested by faculty or staff members to go to the student center for relaxation or the library to study. Out of consideration for your fellow classmates, please comply with this regulation. For the protection of faculty, staff, and students, loitering is not permitted on the College grounds and annex facilities. This policy also applies to individuals who are not employed or registered as students at Central Carolina, while they are on campus.

Parking

Vehicles used on College property must be registered at the College Security Office Building 300, Sumter Main Campus. Vehicle registration must be repeated each academic year. The registrant must present a valid driver's license and state vehicle registration certificate, as well as a tuition payment receipt to register a vehicle. Student parking decals are valid for one academic year beginning in the fall. These parking fees are non-refundable. The Central Carolina parking decal must be clearly displayed on the left side of the rear bumper or rear window of an automobile for vehicle registration to be complete. The Central Carolina registrant of a vehicle is responsible for any parking violations incurred by the vehicle. Vehicles parked on College property without a current Central Carolina parking decal or parked in unauthorized areas are subject to be ticketed and/or towed at the owner's expense. Parking permits are non-transferable from one vehicle to another. Each vehicle parked on campus must be registered with the security office. Student parking is available on a first-come first-served basis; there is no assigned student parking. Students with a current Central Carolina parking decal (issued by Security) may park in the areas designated for student parking. Student parking spaces are identified by white lines. Students may not park in yellow or blue lined spaces, which are reserved for staff and faculty, the handicapped, or visitors. Students parking in areas marked for staff, faculty, visitors, and handicapped will be ticketed and/or towed at the owner's expense. Anyone — faculty, students, or visitors — without a handicapped decal will be ticketed if the vehicle is parked in the reserved handicapped spaces.

Central Carolina is not responsible for damage or theft of a vehicle or the contents of the vehicle on college property.

Procedures for Establishing a New Student Organization

Following are procedures for establishing a new student organization:

- Have at least ten members who are interested in forming the organization. These members must be current students at Central Carolina Technical College.
- Enlist an individual interested in serving as a faculty/staff advisor.
- Submit the Request to Organize Form to the Student Activities Coordinator signed by at least ten prospective members and the potential faculty/staff advisor.
- A representative of the organization will present the Request to Organize Form to the Student Activities Coordinator. The Student Activities Coordinator will forward the request to the College administration for approval. Clubs/organizations whose objectives are strictly social in nature or whose objectives do not support the mission of the College will not be approved. The organization cannot be recognized until approved by the College administration.

- Within three weeks after approval, a constitution must be submitted to the Student Activities Coordinator in addition to a list of officers and members.
- The advisor's signature must be obtained after completing the Request to Organize Form. Return this form to the Student Activities Coordinator.

Smoking Policy

Central Carolina complies with the Clean Indoor Air and Promotion of Public Health Act. You may smoke in designated smoking areas outside of buildings. You are prohibited from smoking in all buildings on campus.

Student Activities

Student activities at Central Carolina are an important dimension of the overall educational experience at the College. A variety of ways to participate allows each student the opportunity to broaden his or her experiences. A number of social and cultural activities for students are planned throughout the year. The College has several student clubs and organizations. Watch for student activities, which will be announced on the web at mycctc.cctech.edu.

Student Identification Card (ID)

Upon enrollment, you are required to obtain a College Identification Card from the Security Office. A tuition payment receipt and picture ID are required for the College ID card to be issued. ID's must be validated each semester of attendance.

Regulations for Use of Identification Card:

- This card must be carried at all times and is to be worn in the computer labs and shown for identification upon the request of any security officer, faculty member or administrator.
- Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- This card will be returned to the counselor who completes the withdrawal form if you withdraw from the College.
- Loss should be reported immediately to the Security Officer. Cost of a replacement card is \$2.
- You must wear this card while using any computer resources at the College or checking out library materials.
- Your ID is updated at the beginning of each semester.

Students with Disabilities

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities.

If you require accommodations, contact the Counselor for Disability Services for an appointment. Students must request assistance each semester by contacting the office of Admissions and Counseling Services. Contact Barbara Wright, Counselor for Disability Services at 778-6695 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313.

Use of Electronic Devices/Phones

Public telephones are provided for your use in the student center. You are not permitted to use the College's telephones for personal calls. You are cautioned against having family and friends call during class time since you will be called out of class only to receive emergency messages.

Central Carolina Technical College's faculty, staff, and administration supports an effective learning environment by placing a limitation on the use of electronic devices such as cell phones and pagers. Students are not allowed to have their cell phones or pagers in an "active" mode that will create a noise or disruption to the class, lab, or clinical environment during the instructional time under any circumstances unless a college emergency exists, and the student needs security or assistance. In addition, if a student chooses to leave the classroom, lab, or clinical environment to receive a call or respond to a pager, the student may be counted absent unless prior arrangements have been made with the instructor, and/or it is later determined that a bonafide emergency existed. Emergencies generally involve serious medical situations, accidents, and incidents where a person's presence or communication is crucial. The use of laptop or notebook computers is at the discretion of the faculty member but may be allowed for instructional purposes.

Testing Center

The following services are offered in the Testing Center, Building 100, Room 109, Sumter Main Campus: makeup tests, retests, and online tests, if approved by the instructor, CLEP exams, Dantes exams, Residual ACT, Health Occupations Basic Entrance Test (HOBET), Nursing Entrance Test (NET), ASSET placement test, COMPASS placement test, Test of Adult Basic Education (TABE), Proficiency exams, proctoring exams for other institutions.

The Testing Center is open daily. Please check for posted hours. Outreach campuses may also provide some of these services at scheduled times. In most cases, you will need to make an appointment.

TRiO Student Support Services

This is a federally funded program designed to provide educational opportunities to increase the retention and graduation rates of first generation, low income, and disabled students. Tutoring, personal and educational counseling, career planning, cultural awareness, campus visits and college transfer planning are provided to

qualified students. This program is administered through the TRiO Student Support Services Office in Building M100, Room M31, Sumter Main Campus.

Visitors

Visitors at the outreach locations must check in at the Student Services Center. You are asked not to bring members of your family on the campus during class hours. Loitering is not permitted. Identification may be checked by campus security personnel upon request.

SAFETY PROCEDURES

Plan for Safety

Safety is no accident! Proper planning and a coordinated response will reduce confusion and limit injuries. Please take time to read, understand, and follow the College's established safety procedures for responding to emergencies. The success of any plan depends on the participation of everyone.

Security Office

Central Carolina maintains a Security Office in the Student Services Center, Building 300, Room. Security maintains office hours from 9:00 a.m.-11:00 a.m., Monday-Friday, and from 5:00 p.m.-7:00 p.m., Monday-Thursday. To contact Security, call ext. 223 (on campus) or 778-6623 (off campus). All emergencies should be reported to the nearest college official.

Drugs, Alcoholic Beverages, and Weapons

Drugs, alcohol, and weapons of any kind including firearms are not permitted on the campus of Central Carolina Technical College. Violators are subject to prosecution under state law and College policy.

Crime Prevention

Help prevent crimes by securing your property, valuables, and car. Report any crimes, suspicious people, and unsafe activities to Campus Security at ext. 223 on campus or 778-6623 or (800) 221-8711, ext. 223, from an off-campus telephone.

Medical Emergency Procedures

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to also determine if the person requires medical attention.

If a person requires medical attention, the faculty/staff member will:

1. Have someone stay in attendance with the sick or injured person at all times.
2. Dial 911 and describe the problem, location, and primary entrance.

3. Assign someone to guide emergency medical personnel to the location of the sick or injured person. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial the “9” for an outside line.)
4. Call the Security Department and direct them to the emergency. Internally, call ext. 223 and press “1” at voicemail to be transferred to the radio. From an off campus telephone, dial 778-6623 or (800) 221-8711, ext. 223.
5. Contact the Custodial or Maintenance Department for the cleanup and disposal of any blood or body fluids. (Custodial and Maintenance personnel have been trained in the protection of bloodborne pathogens.)
6. Obtain and complete an Incident Report and submit it to the Security Department as soon as possible after the emergency, but within three (3) days.

If the emergency involves injury to you, you should obtain a student accident insurance claim form from the Personnel Office as soon as possible after the emergency and submit the completed forms to the Personnel Office. The Security Department will notify the Vice President for Business Affairs of all medical emergencies and will maintain appropriate official files regarding medical emergencies for three years.

Evacuation - Long Continuous Blast

A long continuous blast signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the rally point at the hedge row boundary between USC-Sumter and Central Carolina. If you are in Building 600, you should rally in the parking lot behind Building 600.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors and students are to help anyone with a disability or in need of assistance to exit the building.

Instructors and supervisors should account for their constituents. Instructors are to move their classes to the predetermined rally area as quickly as possible and keep students together by classes until further information is given.

Central Carolina Safety Team members, executive officers, department heads, and security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

Three short blasts of the emergency communication system indicate the “all clear” to return to the building

In case of an actual fire, you should pull the nearest fire alarm and follow the evacuation procedures as stated above. Go to the nearest telephone outside of the building and dial 911 to report the fire. Also, notify Campus Security at extension 223 from on campus and 778-6623, or (800) 221-8711, ext. 223, from an off-campus telephone. The Sumter Police and/or Fire Departments have control over the scene when responding to any emergency. The College President or designee, in concert with the Sumter Police and Fire Departments, will decide when college personnel and students will re-enter the buildings and resume work/classes.

For more information on responding to hazardous materials spills/releases, please see the College Safety Manual.

Sheltering Procedures

A broken siren (several short blasts in succession) signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building’s emergency action schematics – in halls and classrooms, away from glass doors and windows, and on interior walls on the lowest floor of the building. Close doors and windows if time permits. Sit on the floor and cover your face with your arm or a cloth to protect against flying debris. Place a book on your head if available or get under a desk.

Instructors and supervisors should account for their constituents. Remain in the shelter location until the “all clear” is sounded, which is three short blasts. Instructors are to maintain students together until the “all clear” is sounded.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail. The Public Relations Director will contact the following radio and television stations to communicate the decision externally: Radio: WICI-FM 94.7, WWKT-FM 99.3, WWDM-FM 101.3, WKHT-FM 93.7, WMHK-FM 89.7, WCOS-FM 97.5, WNOK-FM 104.7, WHLZ-FM 92.5, and WDXY-AM 1240; Television: WIS-10, WBTW-13, WACH-57, WLTX-19, and WOLO-25. Additional announcements will be forwarded to the College’s telephone system, web page, and electronic marquee, as conditions allow.

Bomb Threat Procedures

Bomb threats are serious crimes under South Carolina Code and will be reported immediately to the Sumter Police Department by calling 911. Bomb threats are usually

hoaxes; however, College personnel will react to bomb threats according to established procedures.

The Sumter Police and Fire Departments have control over the scene when responding to any emergency, including a bomb threat. The College President or his/her designee in concert with the Sumter Police and Fire Departments will decide when college personnel and students will re-enter the building and resume work/classes.

You should be observant of anything unusual. If anything is discovered that is suspicious, contact Campus Security immediately. Do not attempt to move or open a suspicious box, book bag, or anything else for which the contents are unknown and suspicious.

Individuals who receive a bomb threat should:

1. Remain calm, listen carefully, and write down as much information as possible.
2. **DO NOT HANG UP THE PHONE.**
3. Try to engage the caller in conversation while a co-worker calls 911. Call 911 immediately from another telephone. Do not hang up the telephone on which the bomb threat was received.
4. Use the Bomb Threat Check Sheet to document as much information as possible. This Check Sheet will be attached to the Campus Security Incident Report.
5. Call Campus Security at 223 or (803) 778-6623 from another telephone, who in turn will notify the President, Vice President for Business Affairs, and Vice President for Academic and Student Affairs.
6. Campus Security will institute a campus-wide evacuation by activating the fire alarm system. Evacuation will be performed as delineated in the Emergency Response Procedures.

STUDENT CODE

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may

enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical 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 2 or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

III. Definitions

When used in this document, unless the content requires other meaning:

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.

- H. “Staff” means any person employed by the college for reasons other than conducting classes.
- I. “SGA” means Student Government Association of the College.
- J. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.
- K. “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. “Suspension” means a temporary separation of the College and student under specified conditions.
- M. “Expulsion” means permanent separation of the College and student.

I. General Rights of Students

- A. Nondiscrimination — There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly — Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and non-discriminatory rules and regulations regarding time, place, and manner.
Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of the Press — In official student publications, they 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. Protection Against 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. Student Representation in College Governance — Students should be represented on campus committees that have the following duties:
 - 1. To propose policy that affects student activities and conduct.
 - 2. To make policy decisions on such matters.
 - 3. To implement policy.
- F. Classroom Behavior — Discussion and expression of all views relevant to the subject matter is 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.
The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.
The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. Evaluation and Grading— Instructors will follow the announced standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. 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.
- I. Records
 - 1. General
The student records office will maintain and safeguard student records. All official student and former 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.
 - 2. Confidentiality of Records
Before information in any student file may

be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
 - b. To accrediting organizations to carry out their functions.
 - c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
 - d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
 - e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
3. **Disciplinary Records**
Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
 4. **Treatment of Records after Student Graduation or Withdrawal**
When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

- A. **Student Government Associations**
The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.
- B. **Student Organizations**
An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

- A. **General**
Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.
- B. **Abuse of Privilege of Freedom of Speech or Assembly**
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.
In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).
- C. **Academic Misconduct**
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
 1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giv-

- c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
- 1. Forgery, alteration, or misuse of college documents, records, or identification cards.
 - 2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of rights of others is defined to include, but not limited to, the following:
- 1. Physical or verbal abuse inflicted on another person.
 - 2. Severe emotional distress inflicted upon another person.
 - 3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
 - 4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
 - 5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
- 1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
 - 2. Unauthorized entry upon the property of the college after closing hours.
 - 3. Unauthorized presence in any college facility after hours.
 - 4. Unauthorized possession or use of a key to any college facility or other property.
 - 5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
 - 6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
 - 7. Possession, use, or distribution on campus of any beverage containing alcohol.
 - 8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
 - 9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
 - 10. 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.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff, or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

- A. Administrative Suspension
- 1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the

President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).

2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or re-submit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter

5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in of the Student Code and Grievance Procedure, Section V. A. 1.e.
6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction
 - c. Overturn the instructor's decision
7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in Section IV. D and Section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within 5 working days after the charge is

filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:

- a. Drop the charges.
- b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
- c. Refer the student to a college office or community agency for services.

3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the chief instructional officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.

c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.

e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Functions of the Committee are described as follows:

a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.

b. To hand down a decision based only on evidence introduced at the hearing.

c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:

1. Academic Misconduct

a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.

b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

c) Assign a failing grade for the course.

d) Require the student to withdraw from the course.

2. Student Misconduct

a) A written reprimand.

b) An obligation to make restitution or reimbursement.

c) A suspension or termination of particular student privileges.

d) Disciplinary probation.

e) Suspension from the college.

f) Expulsion from the college.

g) Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for hearing before the Committee, the

Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of all witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student's basic procedural rights. These rights follow:
 1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
 2. The right to produce witnesses on one's behalf.
 3. The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 4. The right to present evidence. The Committee may determine as to what evidence is admissible.
 5. The right to know the identity of the person(s) bringing the charge(s).
 6. The right to hear witnesses on behalf of the person bringing the charges.
 7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
 2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the college.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 1. Give testimony singularly and in the absence of other witnesses.
 2. Leave the committee meeting room immediately upon completion of the testimony.
 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
 5. In addition to written notes, the hearing may be tape-recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 7. Decisions of the Committee shall be made by majority vote.
 8. Within 2 working days after the decision of the Committee, the Chairperson shall

send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

- C. Appeal to the President
When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
 2. Review the findings of the proceedings of the Committee.
 3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
 4. Approve, modify, or overturn the decision of the Committee.
 5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Student Grievance Procedure

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

When used in this document, unless the content requires other meaning"

- A. "College" means any college in the South Carolina Technical College System;
- B. "President" means the chief executive officer of

the college.

- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Procedures

- A. First Step
The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.
- B. Second Step
If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.
The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the college within ten instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. The Student Grievance Committee

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time, and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer. Either

party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

Alcohol-Free/Drug-Free Environment

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace or educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises and approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or

uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends student and employee rehabilitation and assistance programs and encourages students and employees to use such programs. All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. A list of health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
- Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the workplace within ten days of receiving notice.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including termination or expulsion respectively and may have further legal consequences consistent with federal and state laws and regulation. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within thirty days of receiving notice of any employee's conviction for conduct in the workplace.
- Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged. For further information, please contact the Personnel Officer.

Glossary

Academic Advisor – Your advisor is the faculty member in your program of study who advises you on courses needed to complete your certificate, diploma, or associate degree. Your academic advisor is the key to your success in taking the right courses, completing your program, and learning about your career opportunities.

Accreditation – An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

Add/Drop Period – This period includes the first five days of 16-week courses and first three days of 5-, 8-, and 10- week courses. You may drop or add courses to your schedule only during the Add/Drop period.

Associate Degree – A program where a student earns a degree from a community or technical college. It takes two years to complete degree as a full-time student.

Catalog – A catalog is your guidebook that contains information regarding what you need to know about Central Carolina and what you need to take so that you can graduate.

Certificate – A program that usually takes less than one-year to complete as a full-time student. It sometimes can be transferred into the diploma or associate degree in that field of study.

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

Counselor – A staff member in Admissions and Counseling Services whose role is to admit you into the college, provide career counseling, and refer you to others as needed. Counselors are not academic advisors.

Course Numbers - Numbers assigned to specific classes.

Credit Hour – Credit awarded for courses

Course Reference Number (CRN) – Each course section has a unique CRN. If you know the CRN, registration is faster. However, you can look up classes without knowing the CRN.

Curriculum – The group of courses within a program of study.

Degree Audit – This is a guide accessible by computer that displays the courses required in your program of study, the courses you have taken, the grades you received, and the number of courses still required for you to graduate.

Developmental Courses – Courses designed to assist you in basic reading, writing, or mathematics. These courses are prerequisites to college-level, transferable courses. You are required to successfully complete these courses or test out of them prior to taking higher-level college credit courses

Diploma – A program that takes approximately one year to complete as a full-time student. It sometimes can be transferred into an associate degree in that field of study.

Distance Learning – This term refers to the presentation of classes through various delivery methods that allow you to take courses away from the physical college campus. These methods provide flexibility of hours and location. Classes may be taught through a variety of delivery methods including video, audio, computer, multimedia, and telecasts.

Elective – A course that is your choice, rather than one identified as a program requirement. Usually a program of study will have one or two electives required, but the choice of which elective course you “elect” to take is flexible with the advisor’s approval.

FAFSA – The acronym for Free Application for Federal Student Aid, the form the federal government uses to determine financial aid for you.

Financial Aid – General term used to refer to any form of assistance you receive to help pay for college expenses.

Full Time – Twelve or more credit hours per semester.

GPA – Grade point average; the average of your class grades, based on a 4.0 scale. You are expected to attain at least a 2.0 GPA in order to graduate from a program. (A=4; B=3; C=2; D=1; F=0)

Halftime – Six credit hours per semester.

Hybrid – A course that combines internet classes and traditional classes on the campus.

Minimester – A shorter term than the 16-week semester, usually 8 or 5 weeks.

myCCTC - Your student information system that allows you to register online, view grades and transcripts, conduct degree audits, check on your financial aid status, send e-mails, receive campus news, and much more.

Prerequisite – A course that must be completed successfully in order to enter the next course in a subject sequence.

Program – The field of study in which a student enrolls that outlines the courses and the number of credit hours required by the State in order to award a certificate, diploma, or degree.

Registration – The process of officially choosing times to attend classes. Once the classes are chosen and entered into the computer, a seat is held in those classes until tuition is paid (requiring a visit to the cashier each semester) or until the payment deadline. If tuition is not paid by the payment deadline, the classes will be dropped and the registration is cancelled.

Section Number – Each semester a section number is assigned to each course offering to indicate when, where, and at what time the class is meeting. These numbers are extremely important to you during registration.

Semester – A 16-week period of instruction and examinations.

Syllabus – An outline of course content, which includes expectations and attendance policy, sometimes with assignments and their due dates.

Three-Quarter Time – Nine credit hours per semester.

Transcript – Your official record of your cumulative academic work at a college. It lists the courses attempted and the grades and credit hours earned for those courses.

Transfer Courses – Courses designed for transfer to another college as credit towards a program of study. If you plan to transfer, It is important for you to contact the senior college for information on the most appropriate course selections for you to take at CCTC.

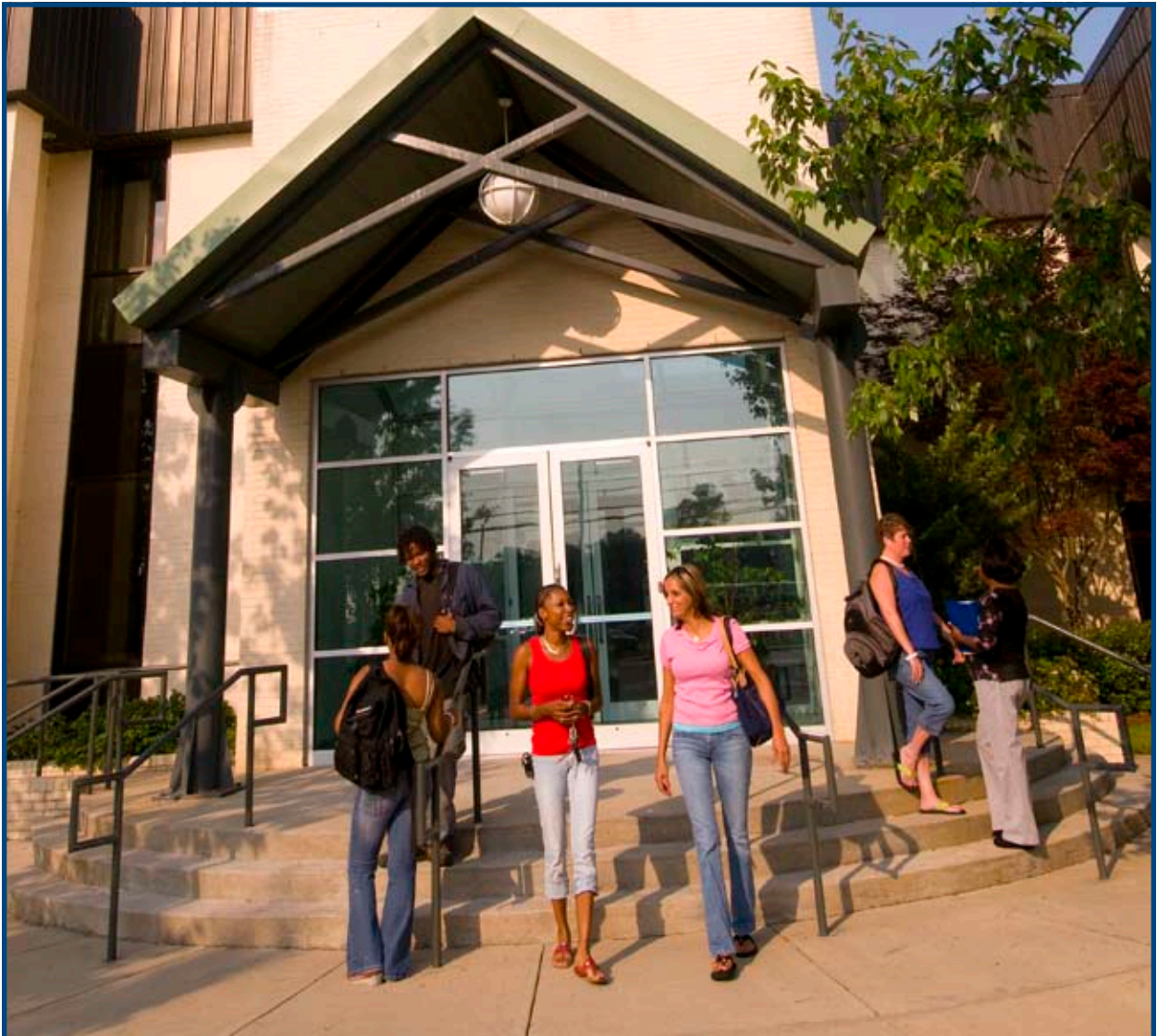
Tuition – Costs for courses, not including certain fees.

WebCT – Course delivery software which allows courses to be taken over the Internet using various communication, content, and management tools.

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Where Can I Ask About

TOPIC	CONTACT	PHONE #	SUMTER CAMPUS
Admissions	Admissions and Counseling Services	(803) 778-6605	Bldg M300R
Advisement Center	Advisor	(803) 778-6606	Bldg M300/Rm 311
Career and Counseling Services	Admissions and Counseling Services	(803) 778-6611	Bldg M300R/Rm 315
Computer Assistance	User Support Services	(803) 778-6607	Bldg M300R
Disability Services	ADA Counselor	(803) 778-6695	Bldg M300R
Withdrawal from Courses	Admissions and Counseling Services	(803) 778-6605	Bldg M300R
Fees	Center for Student Information (Cashier)	(803) 778-7864	Bldg M300R
Financial Aid, Work Study/ Scholarship	Financial Aid	(803) 778-7831	Bldg M300R
ID Cards/Parking Decals	Security	(803) 778-6623	Bldg M300R/Rm 309
Internet Courses	Distance Education	(803) 778-6638	Bldg M500/Rm 589
Transcript of Grades	Student Records	(803) 778-6603	Bldg M100/Rm 101
Transfer Credits	Registrar	(803) 774-3339	Bldg M100/Rm 103
TRiO	TRiO Office	(803) 774-3331	Bldg M100/Rm 31
Veterans' Affairs	Financial Aid	(803) 778-7831 or (803) 778-7845	Bldg M100/Rm 133 Bldg M300R/Rm 304