



**2023-2024**

# **COLLEGE CATALOG AND STUDENT SERVICES HANDBOOK**

York Technical College issues this student handbook and catalog for the purpose of furnishing all interested persons with information about the College and its various programs. Announcements and policy statements in this catalog are subject to change without notice and may not be regarded in the nature of binding obligations on the College. Efforts will be made to keep changes to a minimum, but changes in policy by the Area Commission of York Technical College or by the State Board for Technical and Comprehensive Education may make some changes necessary.

**Notice of Student Responsibility:** Students are responsible for reading this publication to familiarize themselves with the policies and procedures of the College. Failure to read this publication does not excuse students from the rules and procedures described herein.

If special accommodations are needed to read this catalog, contact the Special Resources Office at 803-327-8007.

**Non-Discrimination Statement:** York Technical College does not discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Mr. James Robson, Dean for Student Engagement, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: 803-327-8047 or email at [jrobson@yorktech.edu](mailto:jrobson@yorktech.edu).

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Rock Hill, SC 29730  
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For questions about the *Course Catalog and Student Handbook*, please email [catalog@yorktech.edu](mailto:catalog@yorktech.edu).

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# History of The College

York Technical College opened in 1964 as a Technical Education Center and began with 60 students enrolled in seven programs all housed in one building. The College has grown in the past four decades from the initial enrollment to over 8,000 credit students annually enrolled in over 100 credit programs. The College campus has also grown from one building to 15. In 1974, York County Technical Education Center became York Technical College.

## Mission Statement

### **We Transform Lives and Elevate Our Communities Through the Fearless Pursuit of Excellence in Student Success**

York Technical College, a member of the South Carolina Technical and Comprehensive Education System, is a public, two-year institution of higher education that offers a variety of associate degrees, diplomas, and certificates. Through the pursuit of student success, the College seeks to contribute to the economic growth and development of York, Lancaster, and Chester counties and of the State. York Technical College has an open admissions policy for qualified students and annually enrolls 5,000 - 7,000 credit students. Through excellence in teaching and learning, the College provides program offerings, in a variety of delivery methods, in the areas of engineering technology, industrial technology, information technology, business, health sciences, public service, and transfer to senior colleges and universities. In addition, the College offers a comprehensive selection of corporate and continuing education courses designed to promote occupational advancement, personal interest, and business and industry growth.

*Approved by the York Technical College Commission: September 13, 2022  
Approved by the South Carolina Commission on Higher Education: October 12, 2022*

## Accreditation

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

The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. For all other inquiries, such as admission requirements, financial aid, and educational programs, etc., should be addressed directly to York Technical College.

Additional accreditation is associated with some specific programs and is described in the program information section of this catalog. Accreditation documents are located in the Office of the President.

## Non-Discrimination Statement

York Technical College does not discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Mr. James Robson, Dean for Student Engagement, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: 803-327-8047 or email at [jrobson@yorktech.edu](mailto:jrobson@yorktech.edu).

## Campus and Buildings

York Technical College is located in Rock Hill, S.C. The modern campus with 15 buildings on 123 acres is 72 miles northwest of Columbia, S.C. and 20 miles south of Charlotte, N.C. Campus facilities include the Administration building, five modern classroom buildings, Anne Springs Close Library, Student Services building, two shop buildings, Facilities Maintenance building, Grounds building, Child Development Center, Student Center, which houses the student bookstore, and the Baxter M. Hood Center. A detailed campus map may be accessed at [www.yorktech.edu/maps-and-directions/](http://www.yorktech.edu/maps-and-directions/).

Through off-campus centers, York Technical College brings high-quality higher education opportunities closer to the residents of Chester, Lancaster, and York counties. The Centers seek to contribute to the economic growth and development of each county by responding to the respective County's educational and training needs. Information on each center may be obtained by accessing [www.yorktech.edu/about/campuses](http://www.yorktech.edu/about/campuses).

York Technical College's off-campus locations include:

**Chester Center**

525 College Place  
Chester, SC 29706

**Chester Utility Line Worker Center**

553 College Place  
Chester, SC 29706

**Construction Trades Center**

394 South Wilson Street  
Rock Hill, SC 29730

**Professional Truck Driving Facility**

390 South Wilson Street  
Rock Hill, SC 29730

## Admissions

- South Carolina Residency for Tuition Payment Purposes Information
- General Admission Requirements
- Re-Admission to the College
- Technical Standards
- Admission with Advanced Standing
- Statewide Transfer Agreements
- Other Articulation Agreements
- Transfer and Exemption Credit
- Assessment of Prior Learning - College Exemption Credit
- Transfer: State Policies and Procedures

Consistent with State Board for Technical and Comprehensive Education (SBTCE) Policies and Procedures, York Technical College makes an effort to minimize barriers to postsecondary programs and services offered by the College. A high school diploma (or GED diploma), though desirable, is not a prerequisite for college admission; it may be required for admission to specific programs and for eligibility for scholarship and grant assistance. Students must score at a minimum eighth grade reading level on the College placement test in order to be admitted into a program or verify reading level through alternate documentation. Each academic department identifies specific entry-level skills required for admission into each program and

determines minimum placement test scores on Reading, Math, and English for placement. Students not meeting minimum placement criteria for admission may be admitted to the College and assigned to Career Development or referred to their local Adult Education to enhance academic skills.

In an effort to refine course placement for students, the College reserves the right to pilot comparable alternative placement methodologies with identified populations. Students who are admitted based on an alternative placement methodology must sign an authorization and statement of understanding prior to enrolling in the course.

## **South Carolina Residency for Tuition Payment Purposes Information**

In accordance with South Carolina Code of Laws 59-112-10 to 59-112-100, York Technical College is required to determine the residence classification of applicants at the time of admission for tuition and fee purposes. To qualify for in-state tuition, a legal resident must have maintained his/her own domicile in South Carolina for at least 12 months immediately preceding the first day of classes for the term for which resident classification is sought. In addition to the requirements above, legal residents of S.C. must also either be a U.S. citizen or have been awarded permanent resident status (documentation required) by the U.S. Department of Justice. All non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the out-of-state rate except for those in certain approved non-immigrant visa classifications. Students who do not meet this requirement should contact Enrollment Services for more information about documentation required for exceptions.

An out-of-state residency determination made at the time of admission prevails for each subsequent semester until the student successfully challenges the determination by completing and submitting a Verification of Residency Status Form with required documentation. An in-state residency determination made at the time of admission prevails until information becomes available that would impact the existing residency status. The burden of proof rests with the student to show evidence as deemed necessary to establish and maintain his or her residency status.

## **Citizenship and Lawful Presence in the U.S.**

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. #59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require submission of documentation that supports the claim of legal presence in the United States. Any applicant providing false information related to his/her legal presence in the United States will be ineligible for admission or will be dismissed from the College if admitted. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission, or, if admitted, will be dismissed from the College. Verification through the Systematic Alien Verification for Entitlement (SAVE) program is required for all student identifying as non-citizen. The SAVE verification must confirm lawful presence in the U.S. or student must maintain their status for continuous enrollment at York Technical College.

## **Students under Deferred Action for Childhood Arrivals (DACA)**

Students under Deferred Action for Childhood Arrivals (DACA) must submit documentation that supports the claim of legal presence in the United States. Verification through the Systematic Alien Verification for Entitlements (SAVE) Program is required for all students under DACA prior to admission to the College. The SAVE verification must confirm Deferred Action Status and/or lawful presence in the U.S., and students must maintain their status for continuous enrollment at York Technical College.

Deferred Action students are not eligible on the basis of residence for public higher education benefits, including but not limited to, scholarships, financial aid, grants, or resident tuition as mandated by the SC Code of Laws 59-101-430.

Students need to be aware that DACA immigrants in South Carolina cannot become licensed nurses, dental hygienists, or physical therapists, to name just a few of the more than 40 careers requiring state licenses or other credentials. For more professionals that require a South Carolina License, log on to [www.llr.state.sc.us](http://www.llr.state.sc.us) and select Professional Licensing Board.

## **International Students**

Non-resident aliens who are in the United States for the sole purpose of studying at a college or university must attend a school that has been authorized by the U.S. Citizenship and Immigration Services (USCIS) to enroll foreign students. Foreign nationals holding or in need of a F-1 student visa must attend a college or university which is authorized to issue USCIS form I-20 (Certificate of Eligibility for Non-immigrant Student Status). York Technical College is not authorized to enroll foreign students in F, M, or some J categories. For further information, contact Enrollment Services.

## **General Admission Requirements**

### **Admission Procedures**

Applicants who plan to pursue a degree, diploma, or certificate program need to complete the following steps:

### **Admission to the College**

1. Complete and submit an application for admission available online at [www.yorktech.edu/apply](http://www.yorktech.edu/apply).
2. Submit an official high school transcript with a GPA of 2.7 or higher, or take the college's placement test, or submit applicable SAT or ACT test scores, or submit applicable GED test scores.
3. Have an official college transcripts of any previous college credit earned sent to the College for evaluation of transfer credit. (See College Transfer Credit.)

A high school diploma (or GED certificate), though desirable, is not a prerequisite for college admission, but may be required for specific program admission. Have official transcript from high school or GED scores sent to the College. Please note that you must provide official proof of high school graduation or GED in order to be eligible to receive federal and/or state financial aid. This includes student loans.

Once admitted, work with an enrollment counselor to make a plan for your first-term courses and prepare for registration. Students will receive email notification once academic planning occurs at which time students can select their course times and modality.

First-time students will receive an invite to New Student Orientation (NSO). NSO is strongly encouraged for all incoming students.

## **Health and Human Services**

Entry to Health and Human Services programs requires a physical examination in addition to meeting any other departmental requirements.

There is one more step for those interested in Nursing, Radiologic Technology, Dental Assisting/Hygiene, Surgical Technology, Medical Laboratory Technology, Law Enforcement Technology, Criminal Justice, Early Childhood Development, Human Services, Phlebotomy, or Medical Assisting. Before student's registration or advising appointment, students should review the

technical standards document found at [www.yorktech.edu/departments/hhsd](http://www.yorktech.edu/departments/hhsd). Additionally, students should complete the electronic acknowledgements form (*Statements of Understanding and Requirement for Background Checks and Drug Screenings*) for their selected program.

## Re-Admission to the College

A student who has not attended the College as a credit student for two consecutive terms and wishes to re-enter must reapply at [www.yorktech.edu/apply](http://www.yorktech.edu/apply). Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the Division Associate Vice President.

## Proof of Vaccination

York Technical College is a two-year, non-residential institution, and therefore proof of vaccinations is not required for admission; however, it may be required in certain Health and Human Services programs.

## Transcript Requirements

All applicants are asked to submit a copy of their official high school transcripts or official GED score reports. This information is used for admission, financial aid, scholarships, academic advisement, and other purposes to include:

- Life Scholarship or other types of financial aid eligibility
- Admission into a program of study in the Health and Human Services Division

Official High School Transcripts or Official GED Score Reports should be sent to:

**York Technical College**  
Academic Records  
452 S. Anderson Road  
Rock Hill, SC 29730

Official GED Score Reports must be provided for documentation of high school equivalency completion.

## Senior Citizens

South Carolina residents who are at least 60 years of age are permitted to attend non-credit and credit classes (excluding limited enrollment programs) on a space-available basis without payment of tuition. Students may only register under this provision on the business day prior to the first day of the session in which the course is offered. A \$30 registration fee (non-refundable) is charged each term, along with any other fees associated with the course(s).

## Students with Disabilities

York Technical College provides reasonable accommodations for students who self-identify a documented disability. Students and those pursuing enrollment at the College are asked to contact the Student Resources Office (SRO) at 803-327-8007. The SRO is located within Counseling and Support Services in the Student Services building. Those requesting accommodations should do so with reasonable advanced notice to the SRO. More information regarding the role of the SRO is available in the Student Services Section of this catalog handbook.

# Admission Requirements for Dual Enrollment

1. Complete and submit an application for admission available online at [www.yorktech.edu/apply](http://www.yorktech.edu/apply).
2. Submit a high school transcript with GPA of 2.7 or higher, or take the College's placement test, or submit applicable SAT or ACT scores.
3. Have official transcripts of any previous college credit earned from another college sent to the College for evaluation of transfer credit (the student has to request the college transcript as the college credit is not on the high school transcript). (See College Transfer Credit.)

Applicants currently enrolled in high school under the age of 18 may attend York Technical College under the following special conditions:

1. Applicants who are at least 16 years old and currently enrolled in the eleventh or twelfth grade of a secondary school or state approved home school, based on the following conditions:
  - a. Students must continue their enrollment in secondary school or home school.
  - b. Students must submit written permission of one parent/guardian and secondary school official. In the case of an applicant for a dual credit course or from a home school, the agreement must be between the College and a district administrator from the school district or an authorized educational agency which has jurisdiction over the home school.
  - c. Students must be at least 16 years of age on the first day of class for any desired course.
  - d. High school students taking dual enrollment courses must meet the same requirements for an individual course as any other college student.
2. Applicants between the ages of 16 and 17 who are not enrolled in school may receive individual consideration for enrollment based on the following conditions:
  - a. Students must submit the written request of one parent or guardian and the written permission of the public school official in which school the applicant should be enrolled.
  - b. Students must be at least 16 years of age on the first day of class for any desired course.
  - c. Students must be eligible to return to the last high school attended before they can be considered for admission.
  - d. High school students taking dual enrollment courses must meet the same requirements for an individual course as any York Technical College student.
3. Applicants who are 16 years of age or older and who are eligible to enter the tenth grade in a secondary school may enroll in courses at York Technical College for the summer term with written permission of parent or guardian. A student seeking to transfer credits back to his or her respective school should also solicit the written permission of the appropriate public school official prior to registering for classes.
4. Students younger than 16 years of age may enroll in credit courses with written permission of one parent/guardian and secondary school official, and must be in a York Technical College program completion pathway. The students must be of an age appropriate for comprehension of the material being covered. The Associate Dean of Admissions and Enrollment Management or his/her designee reserves the right to make this determination. Students younger than 16 years of age may also enroll in non-credit, continuing education courses through the Division of Workforce and Economic Development with written permission of one parent/guardian.

## Technical Standards

Technical standards are published by the instructional divisions for each program of study at York Technical College. The purpose of technical standards is to identify essential requirements that students must meet in order to complete program competencies successfully. Technical Standards may be found at [www.yorktech.edu/Technical-Standards-for-all-Programs](http://www.yorktech.edu/Technical-Standards-for-all-Programs). Students have the responsibility to read the technical standards and understand the competencies required in their program of study. Large print or audio versions are available upon request to the Student Resources Office (SRO) located in Counseling and Support Services within Building J (Student Services). All inquiries concerning technical standards should be directed to the program department chairs.

# Admission with Advanced Standing

York Technical College awards credit for satisfactory completion of courses in other technical colleges, technical institutes, or accredited colleges. Applicants for admission with advanced standing should complete the College's admission application at [www.yorktech.edu/apply](http://www.yorktech.edu/apply) with an official transcript of work from other schools. All rules regulating the transfer of credit must be met, and acceptance of such credit will be at the discretion of the Academic Records Office, Division Associate Vice President, and Executive Vice President for Academic and Student Affairs.

# Statewide Transfer Agreements

The South Carolina Commission on Higher Education has established a list of technical college courses which are universally accepted by South Carolina's state-supported colleges and universities. York Technical College offers many of these courses which may transfer for credit in various majors at the state supported senior colleges. For additional information, please refer to the College's Transfer Guide at [www.yorktech.edu/transfer-bridge](http://www.yorktech.edu/transfer-bridge).

# Other Articulation Agreements

York Technical College has documented articulation agreements for acceptance of additional credits with the University of South Carolina-Columbia and Upstate, Lander University, Winthrop University, and Columbia College. For additional information, please contact the Business, Computer, Arts and Sciences Division office at 803-327-8020.

# Transfer and Exemption Credit

Students may receive college credit through transfer or exemption options. The following York Technical College procedures for transfer and exemption credit support the College mission and the maintenance of academic quality and integrity. At least 25 percent of the credit hours required for program completion must be earned through instruction at York Technical College.

# College Transfer Credit

York Technical College adheres to the South Carolina Technical College System Procedure 3-5-101.1, Transfer of Student Credits Among Technical Colleges, and uses Transfer Credit Practices of Educational Institutions published by The American Association of Collegiate Registrars and Admissions Officers as a guide for acceptance of transfer credit. York Technical College analyzes credit accepted for transfer in terms of level, content, quality, comparability, and degreeprogram relevance.

Students planning to transfer courses from other postsecondary institutions to York Technical College must adhere to the following guidelines:

1. Students must have official transcripts of completed courses from postsecondary institutions sent to the College.
2. York Technical College accepts transfer course credit earned at postsecondary institutions accredited at the college level by a nationally recognized regional accrediting agency or by nationally recognized health accrediting agencies for hospital-based transfer credit. Credits may be considered for exemption credit from institutions which are non-regionally accredited; this credit will be reviewed jointly between Academic Records and the Academic Department Chair. Additional documentation may be requested from the student at the time of the review.
3. York Technical College accepts qualifying transfer credit when the College offers a comparable course which is required or approved as an elective in the program of study. Courses transferred into a program must have equivalent or greater credits than the York Technical College course.

4. A grade of "C" or better must have been earned in each course to be considered for transfer. C- (minus) grades are not eligible for transfer.
5. Credit for the courses to be transferred must show on an official transcript from the granting institution.
6. Credits transferred from other institutions and applied to the program may not exceed 75 percent of the total credits required by York Technical College for graduation.
7. Courses accepted for transfer will be assigned a grade of "TR" and will not be calculated in the grade point average (GPA).
8. New students eligible to receive transfer credit must enroll within two semesters of the time the credit is approved. Currently enrolled or former students may transfer credit back to York Technical College to graduate within two consecutive terms following the last term of attendance. If the student exceeds the two consecutive term time limit, he or she must be readmitted to the College and meet the program requirements in the current catalog.
9. Students may appeal transfer credit decisions by submitting an Academic Credit Appeal form located under student forms at <https://yorktech.edu/campus-life/student-policies-and-resources/>.

## Assessment of Prior Learning - College Exemption Credit

The following options are available for receiving exemption credit at York Technical College. Procedures may change based on specific needs.

**Exemption Exams** - All exemption examinations require an exam fee. For details, call 803-981-7176 or check the website at <https://www.yorktech.edu/departments/assessment-center/>.

1. *Conditions* - Any student who requests an exemption exam must obtain approval from the Department Chair or designated faculty for courses other than those listed on the College's website at [www.yorktech.edu/Exemption-Tests](http://www.yorktech.edu/Exemption-Tests).
2. *Administration of the Examination* - The Department Chair will determine the appropriate time, place, and exam administrator.
3. *Kind of Credit* - Exemption credit will be awarded with a grade of "E" on the transcript, with no guaranteed transfer option, for exemption exams completed with the appropriate passing score.
4. *Exam Procedure* - Students must pay for the exemption exam at the Cashier's Office prior to making the appointment for the exam. Students should present a picture ID and receipt when they report to the Assessment Center for testing.

In order to receive exemption credit, students must:

- Be enrolled within two consecutive terms following the successful completion of the exemption test and complete a semester of coursework with good academic standing

**OR**

- Complete the exemption test successfully within two consecutive terms of their last term of attendance.

**Advanced Placement** - York Technical College has approved the following courses ([www.yorktech.edu/Exemption-Tests](http://www.yorktech.edu/Exemption-Tests)) for exemption credit if students receive a score of 3 or 4 on the exam. Official score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. Other subject areas not listed may receive credit for a score of 3 or more. Students should consult with their academic department chair to determine if the exemption credit can be applied to their program. For further information, students should contact the Academic Records Office.

**CLEP** - Students may receive credit for selected subject area College Level Examination Program (CLEP) exams if the scores meet the minimum score requirements at York Technical College. Exemption for CLEP subject area exams is only granted for courses for which there is a comparable York Technical College course. Official CLEP score reports from the College Board Testing Service must be on file in Academic Records prior to credit being awarded. The York Technical College Assessment Center administers CLEP for a fee. A list of exams may be viewed at [www.yorktech.edu/Military-CLEP](http://www.yorktech.edu/Military-CLEP). For further information, students should contact the Academic Records Office.

**International Baccalaureate** - Students may receive college credit for scores of 4 or greater on selected International Baccalaureate (IB) higher-level exams. The amount of college course credit awarded will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. A list of exams may be viewed at [www.yorktech.edu/Transfer-and-Exemption-Credit](http://www.yorktech.edu/Transfer-and-Exemption-Credit).

**Military** - Students may receive credit for selected formal military coursework and training. York Technical College uses the credit recommendations of the American Council on Education's Guide for the Evaluation Experiences in the Armed Services to evaluate military course- work.

**Foreign Credentials** - Students with foreign college credentials may request consideration for exemption credit by having a course-by-course report from an educational credential evaluation service sent to York Technical College's Academic Records Office. The Academic Records Office and subject area department chairs will review the documentation to determine eligibility for exemption credit.

**Other Experiences** - Students may receive exemption credit for other experiences such as work experience, professional certificates, or other relevant collegiate or non-collegiate experience. Students should provide appropriate documentation of prior learning experiences for which they are seeking exemption credit to Academic Records.

## **Transfer: State Policies and Procedures**

### **South Carolina Transfer and Articulation Center (SCTRAC)**

The South Carolina Transfer and Articulation Center serves as the primary tool and source of information for transfer in the state. The system easily provides institutions with the software tools needed to update and maintain course articulation and transfer information. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: [www.SCTRAC.org](http://www.SCTRAC.org). This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system is connected to [www.SCTRAC.org](http://www.SCTRAC.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including "free elective" category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

### **Statewide Articulation of 86 Courses**

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

## **Statewide Transfer Blocks**

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. Transfer Blocks for Teacher Education were updated in July 2010. Transfer Blocks for Nursing were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will 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 Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

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 the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, 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. For a complete listing of all courses in each Transfer Block, see <https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx>.

## **Assurance of Transferability of Coursework Covered by the Transfer Policy**

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPA's) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

## **Assurance of Quality**

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

## **Transfer Officers**

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and email address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer Office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

## **Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina**

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. 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, etc.
- F. Information about institutional procedures used to calculate student applicants' GPA's for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or 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.
- G. 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.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

## **Financial Aid**

- Workforce and Economic Development
- Types of Assistance
- Satisfactory Academic Progress for Financial Aid
- Grades/Coursework Reviewed in Cumulative GPA
- Financial Aid Warning
- Financial Aid Suspension
- Reinstatement
- Veterans' Benefits
- VA Certification for Online Courses

The Enrollment Services Office seeks to provide assistance to students who are enrolled in eligible programs and have a desire to attend college. The types of aid available include grants, scholarships, tuition assistance programs, part-time employment, and loan programs. Enrollment Services staff are available to advise and assist students in applying for financial assistance. All students are encouraged to apply by the priority deadline for each semester. The following priority deadlines apply:

Fall Semester: June 1  
Spring Semester: November 1  
Summer Session: March 1

Financial need is determined by a standard formula established by the U.S. Congress to evaluate the information reported by the parents and/or the student from the Free Application for Federal Student Aid (FAFSA). The formula produces an Expected Family Contribution (EFC) number. The financial need is determined by subtracting the EFC from total cost of attending York Technical College. The FAFSA form is free and must be submitted each academic year. It is available online at [www.studentaid.gov](http://www.studentaid.gov). Please note that financial aid can only pay for courses that count towards the student's current, eligible program of study. To qualify for Title IV assistance, a student must have a high school diploma or the recognized equivalent.

## Workforce and Economic Development

Continuing Education courses are non-credit; therefore, fewer forms of financial assistance are available. For more information, please contact the Workforce and Economic Development Division at 803-325-2888.

## Types of Assistance

**Federal Pell Grant** - The Federal Pell Grant is a program which provides the foundation of financial assistance for postsecondary education. These grants range from \$650 to \$6,495 per year for tuition, books, and other educational expenses. The lifetime eligibility for the Federal Pell Grant is 600 percent, which is the equivalent of six years of awards for full time attendance (12 semesters) at all colleges attended.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - FSEOG may provide an additional \$250 - \$1,000 per year to Pell Grant recipients who demonstrate, as determined by the FAFSA, to have extreme financial need. FSEOG funds are limited; therefore, students should apply early.

**South Carolina Need-Based Grant (SCNBG)** - The SCNBG is a state-funded, need-based grant for students enrolled as undergraduates in public institutions of higher learning in South Carolina. These grants range from \$1,250 to \$2,500 per year at York Technical College and are limited to four full-time semesters. Eligibility is determined through the FAFSA. Funds are limited; therefore, students should apply early. Eligible students must complete the SCNBG Certification form in order to accept the funds.

**Completion Grant** - The Completion Grant is an investment in student success to ensure our students are able to complete their program of study. The grant aims to help students pay for the last semester of their program of study. The amount of the grant varies on a case-by-case scenario. Please contact the Financial Aid Office for more details.

**Lottery Tuition Assistance Program** - The purpose of the Lottery Tuition Assistance Program (LTAP) is to provide resources that supplement, not supplant existing resources for educational purposes to South Carolina students. The program will assist students who wish to attend two-year public or independent colleges in the state. The semester award amount is subject to change based on yearly program funding. All students, except those who completed the FAFSA waiver form, are required to file the FAFSA and complete the process to determine eligibility for federal student aid each academic year. Adjustments to the Lottery Tuition Assistance Award will be made when a Federal Pell Grant, FSEOG, and SCNBG are part of the student's financial aid package. In addition, if a student is enrolled for less than full time per semester, the amount will be prorated. In order to be eligible, South Carolina residents must have registered for a minimum of 6.0 credit hours. Financial need is not part of the criteria for LTAP eligibility.

Students who meet certain documented conditions may be eligible to receive Lottery Tuition Assistance without filing the FAFSA. For exceptions and documentation requirements, please refer to the FAFSA Waiver form on the College's website at [www.yorktech.edu/campus-life/student-policies-and-resources/](http://www.yorktech.edu/campus-life/student-policies-and-resources/) under Campus Life/Student Forms/Forms & Information (Years). By signing this form, students waive their rights to other types of financial assistance for the academic year.

**South Carolina Workforce Industry Needs Scholarship (SCWINS)** - The SCWINS Scholarship is a statewide technical college scholarship program designed to address workforce shortages in South Carolina. The Scholarship supplements Lottery Tuition Assistance (LTAP) to help cover any tuition and mandatory fees left after applying all other scholarships or grants. Students will be eligible to receive the scholarship if they meet one of the two following criteria:

- **Criteria One (Major):** A student must be receiving Lottery Tuition Assistance Program Scholarship (LTAP) for the current academic year and majoring in a critical workforce area as defined by the State Board for Technical and Comprehensive Education.
- **Criteria Two (Income):** A student must be receiving a LTAP scholarship for the current academic year and meet the USDA income eligibility guidelines for free and reduced-priced meals.

Recipients will receive the annual per credit hour amount as established for the academic year. The scholarship may cover the cost of tuition and mandatory fees. There is also a book allowance of up to \$300 per year if a student qualifies by the critical workforce major.

**LIFE Scholarship Program** - The Legislative Incentive for Future Excellence (LIFE) Scholarship Program is a merit-based program. Eligible students who attend York Technical College may receive the cost of tuition and fees each fall and spring term up to a maximum of \$5,000 per year. Legal South Carolina residents with a minimum 3.0 cumulative grade point average (GPA) on the 4.0 SC Uniform Grade Scale and who enter college after high school graduation and take a minimum of 12 non-remedial credits per semester may qualify. In addition, students who earned an equivalent average of 30 semester hours at a South Carolina college or university and who earned a minimum GPA of 3.0 on a 4.0 scale during their first year of enrollment may also qualify. LIFE candidates should complete the LIFE Scholarship Request e-form by the established deadline. The link is available under Student Forms at <https://yorktech.edu/campus-life/student-policies-and-resources/>.

**Scholarships** - Scholarships are provided through the York Technical College Foundation and the generosity of local citizens, civic clubs, and business groups. Scholarships are awarded to students on a competitive basis and are based on criteria such as academic excellence, leadership qualities, and financial need. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum GPA. A listing of Foundation and outside scholarship opportunities may be found online at <https://yorktech.academicworks.com/opportunities>.

**Federal Work-Study** - Federal Work-Study is a part-time employment program which provides jobs that enable students to earn money for educational expenses. These positions are most often limited to 20 hours per week. Awards and job placement are determined by the student's eligibility, class schedule, academic progress, and job skills, as well as the availability of positions and funds.

**Federal Direct Loans** - Direct Loans are borrowed money that must be repaid with interest. Loans are available for undergraduate students enrolled in at least 6 credit hours. Institutional conditions apply. Please contact the Financial Aid Office for more information.

**Alternative (Private) Loans** - Alternative loans are borrowed money that must be repaid with interest. These loans are offered at a higher interest rate and should only be considered after exhausting all other sources of financial assistance including Federal Direct Loans. Please contact the Financial Aid Office for more information.

## Satisfactory Academic Progress for Financial Aid

Students receiving Federal financial assistance are required to meet Satisfactory Academic Progress (SAP) standards while State financial assistance programs have standards of progress which may vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving assistance have to complete their program, require completion of a minimum number of credit hours each term, and require a certain cumulative GPA, along with a prescribed number of credit hours it takes to complete each academic program. Failure to do so may result in termination of eligibility. Detailed information on the SAP standards is issued to all students receiving financial aid. All recipients of financial aid are required to meet SAP guidelines established by York Technical College to comply with federal regulations. The intent of the policy is to ensure that students who receive Federal and State financial assistance are making measurable progress toward completion of a program of study. The policy is separate from the institution's standards of progress and is monitored by the Financial Aid Office. SAP must

include both qualitative (GPA), maximum time frame, and pace of progression (completion rate). These three criteria are applied to determine progress at York Technical College:

1. The maximum length of time for which the student may receive financial assistance (150%).
2. The percentage of attempted credit hours the student must earn (67-100%).
3. The minimum cumulative GPA the student must maintain (2.0).
4. Satisfactory Academic Progress will be reviewed at the end of each semester for all students with a financial aid record and enrollment. Results of that review will be used to determine the subsequent semester's eligibility for financial assistance. Students are responsible to ensure that they maintain the minimum cumulative GPA and to ensure that they complete the required minimum number of credits each semester.

Satisfactory Academic Progress must be maintained even during semesters in which Federal and State assistance is not received.

## Grades/Coursework Reviewed in Cumulative GPA

Grades of F, I, W, and WF indicate unsatisfactory completion of courses for financial aid purposes (see page 29 for grade explanations). Failure of a student to satisfactorily complete the required number of credits during the semester may result in a warning or suspension of financial assistance.

**Incomplete Grades:** Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete course.

**Repeat Courses:** Repeated courses count as attempted credit hours. Financial aid funds can only be used to pay for a passed course twice; the third attempt of any previously passed course is the responsibility of the student.

**Developmental (Remedial) Courses:** Students who enroll in remedial coursework may receive financial assistance for a maximum of 30 hours. These courses do NOT count in the GPA.

**Distance Delivered Courses (Teleclass, Hybrid and Online formats):** These courses count toward the credit hour load and may be used to fulfill the credit hour requirement for financial assistance if the courses are required for a student's degree program.

**Initial Eligibility:** First-time freshmen with no prior academic history at York Technical College are considered to be making Satisfactory Academic Progress for the first semester of enrollment.

To establish initial eligibility for financial aid as a current student, procedures require a review of the past academic record even if the student paid for the courses. Transfer credits will be counted in cumulative hours attempted, and the student must have a minimum cumulative 2.0 GPA.

Academic Fresh Start Program is an institutional program for students returning to York Technical College after at least a two-year absence. This program does not apply to the calculation for determining Satisfactory Academic Progress for financial assistance. All credits attempted at York Technical College must be part of the calculation.

## Financial Aid Warning

Students who receive financial assistance but fail to maintain Satisfactory Academic Progress will be placed on a warning but are eligible to receive financial assistance for one term. If at the end of the warning semester a student has not reached a 2.0 GPA, a 67 percent completion rate, or graduated, he/she will be suspended.

## Financial Aid Suspension

Financial aid suspension will occur as a result of the following:

A student who is suspended after failing to meet the SAP requirements at the end of the warning term MUST attend on his/her own without financial assistance and earn the required cumulative GPA in order to regain eligibility. Appeals may be considered if a student has experienced unusual, extenuating circumstances that can be documented. Students who are deemed on financial aid suspension will not be awarded financial assistance. If a student is deemed ineligible within an award year, any financial aid awards for the next term(s) will be canceled. Continuation of coursework will be at the student's expense.

## Reinstatement

**Appeals:** A student whose financial assistance has been suspended may appeal that decision. Appeal forms are available in the Enrollment Services Office. Written documentation is required for appeals for financial aid reinstatement. The student's written statement MUST include the reason why he/she failed to meet the Satisfactory Academic Progress standards. This is also to include what has changed and how he/she will improve. A program evaluation and academic plan will be required. Appeal deadlines are established for each semester, and a student may not appeal after a semester has started. A committee reviews each appeal on a case-by-case basis to determine whether reinstatement of assistance will be granted, and all decisions are final. Submission of an appeal does not guarantee reinstatement of financial assistance.

**Probation Appeal:** If the appeal is approved, the student will be placed on financial aid probation for one semester and must meet the stipulations of her/his appeal. Students must be meeting the SAP standards or have an approved academic plan in order to qualify for further funding. Students on an approved appeal must complete 100 percent of the attempted hours and have a 2.0 term GPA. Failure to regain good standing status within the probation semester will result in the suspension of future financial assistance.

**Criteria #1:** Federal regulations mandate a maximum time frame in which a student must complete their program as 150 percent of the published length of the educational program. The assessment of hours is cumulative and includes previous hours attempted (regardless of grade): transfer credits, repeat classes, incompletes, and grades of withdrawal (W) and (WF). Previous credits will be included in the cumulative total whether or not financial assistance was received. The 150 percent time frame will be monitored each semester. Once the maximum 150 percent of the program has been attempted, the student is no longer eligible for financial assistance.

Students pursuing multiple programs of study through York Technical College will be limited to a maximum time frame based upon their program of study. Ninety (90) hours attempted is 150 percent of what is required to earn a 60 credit hour associate's degree at most two-year institutions. A first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the program originally enrolled. The Financial Aid Office will complete a program assessment to determine a "new allowable time frame" if the student pursues a new program and has reached the maximum allowable hours. The student must submit an appeal and have it approved before a new time frame is set. The Financial Aid Office will notify a student of the "new allowable time frame". A student must be reviewed at the end of each semester before any financial aid funds are applied to the account.

**Change of Major(s):** A student who changes his or her major is still responsible for maintaining Satisfactory Academic Progress in accordance with the procedure as outlined. A review of SAP will be based on the student's current program of study. A student changing from an associate's program to a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150 percent maximum time frame requirement. Note: If a student is considering changing his or her program of study, he or she should speak with the Financial Aid Office first to determine the impact on his or her financial aid eligibility.

**Criteria #2:** In order to assure progress toward the completion of a program, students receiving financial assistance at York Technical College must complete 67 percent of all attempted hours. Attempted hours are all courses the student is enrolled in at the end of the drop period for the term.

**Criteria #3:** A student must maintain a minimum cumulative 2.0 GPA to receive financial assistance. If the cumulative GPA falls below a 2.0 at the end of the evaluation period, the student will be placed on financial aid warning.

# Veterans' Benefits

York Technical College is approved by the South Carolina Commission on Higher Education for training of eligible veterans and children and spouses of deceased or disabled veterans. The College processes benefits for the following programs:

Chapter 30	Montgomery GI Bill
Chapter 31	Disabled Veterans (Vocational Rehabilitation)
Chapter 33	Post 9/11 GI Bill
Chapter 35	Dependents and Survivors' Benefits
Chapter 1606	Reservists and National Guard Benefits
Chapter 1607	Reserve Educational Assistance Program (REAP)
SC Free Tuition	Vet Dependents
Work-Study and Tutorial Assistance	

Eligibility for Veterans' Benefits is determined by the Department of Veterans' Affairs. You may call the VA toll free at 1-888-442-4551 if you have questions about your eligibility.

# VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as practicums, internships/externships, and residencies, as well as courses offered via the internet or other modes of distance learning, York 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 provides an assigned instructor for each course. 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. Further, the student must 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 emails, 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. All students participating in online classes must comply with the College's attendance procedure for online students.

# Expenses

- Tuition
- Instructional Course Fees
- Other College Fees
- Inclusive Access
- Tuition Refunds
- Financial Responsibility and Past-Due Indebtedness

# Tuition

Students registering for credit courses offered by York Technical College must pay the full tuition charge for those courses by the established payment deadline. Tuition fees for the individual student are determined by the state of legal residence in accordance with the South Carolina Code of Laws 59-112-20 and by the county of residence on the initial date of registration for the current semester. Tuition is not subject to adjustment because of a change in residency occurring after the initial date of registration for that semester.

## Effective Fall Semester 2021

\$184.00 per credit hour	<b>In-County Tuition*</b> (York and Chester County residents taking classes within their county of residence)
\$199.00 per credit hour	<b>Out of County Tuition</b>
\$405.00 per credit hour	<b>Out of State Tuition</b>

*Rates below do not reflect SC Lottery Tuition Assistance benefits. Tuition charges are subject to change without notice.*

*Tuition charges include insurance and student activity fees. They do not include books, tools, equipment, supplies, uniforms, course fees, new student fee, returning student fee, non-matriculated student fee, technology fee, college transfer fee and malpractice insurance.*

Students enrolled in 12 or more credit hours per semester are considered full time.

Credit Hours	In County	Out of County	Out of State
1	\$184.00	\$199.00	\$405.00
2	\$368.00	\$398.00	\$810.00
3	\$552.00	\$597.00	\$1,215.00
4	\$736.00	\$796.00	\$1,620.00
5	\$920.00	\$995.00	\$2,025.00
6	\$1,104.00	\$1,194.00	\$2,430.00
7	\$1,288.00	\$1,393.00	\$2,835.00
8	\$1,472.00	\$1,592.00	\$3,240.00
9	\$1,656.00	\$1,791.00	\$3,645.00
10	\$1,840.00	\$1,990.00	\$4,050.00
11	\$2,024.00	\$2,189.00	\$4,455.00

12	\$2,208.00	\$2,388.00	\$4,860.00
13	\$2,392.00	\$2,587.00	\$5,265.00
14	\$2,576.00	\$2,786.00	\$5,670.00
15	\$2,760.00	\$2,985.00	\$6,075.00
16	\$2,944.00	\$3,184.00	\$6,480.00
17	\$3,128.00	\$3,383.00	\$6,885.00
18	\$3,312.00	\$3,582.00	\$7,290.00
19	\$3,496.00	\$3,781.00	\$7,695.00
20	\$3,680.00	\$3,980.00	\$8,100.00
21	\$3,864.00	\$4,179.00	\$8,505.00
22	\$4,048.00	\$4,378.00	\$8,910.00
23	\$4,232.00	\$4,577.00	\$9,315.00
24	\$4,416.00	\$4,776.00	\$9,720.00

## Instructional Course Fees

The instructional course fees vary by academic discipline. The list below provides a representation of course fees according to academic division.

### **Business, Computer, Arts & Sciences**

\$12.00 per credit hour

### **Health & Human Services**

\$15.00 - \$110.00 per credit hour

### **Industrial & Engineering Technology**

\$36.00 - \$66.00 per credit hour

### **Workforce & Economic Development**

\$110.00 per credit hour

## Program Fee

A \$20 per credit hour fee will be applied for students enrolled in a University Transfer program (Associate in Arts or Associate in Science).

## Other College Fees

<b>New Student Fee</b>	\$35 per semester (non-refundable)	<b>Student Activity Fee</b>	\$10 per semester (non-refundable)
<b>Returning Student Fee</b>	\$30 per semester (non-refundable)	<b>Technology Fee</b>	\$48 per semester (refundable)
<b>Remote Proctoring Fee</b>	\$15 Fall semester, \$15 Spring semester; \$5 Summer semester (non-refundable)		

*Tuition charges are subject to change. Please visit the York Technical College website at [www.yorktech.edu/financial-aid/tuition-fees](http://www.yorktech.edu/financial-aid/tuition-fees) for the most current fee schedule.*

## Reservation Fee

Students accepted into the programs below are also required to pay a non-refundable reservation fee of \$100 upon acceptance. The reservation fee is applied towards students' tuition for their first term of enrollment in the program. The applicable programs are as follows:

Dental Assisting	Medical Laboratory Technology	Radiologic Technology
Dental Hygiene	Nursing (RN and PN)	Surgical Technology

Students pursuing the phlebotomy course or Central Service Certificate are required to pay a \$25 non-refundable processing fee upon qualifying for the course. Students accepted into the course or the Central Service Certificate are also required to pay a non-refundable reservation fee of \$75 upon acceptance.

## Liability Insurance Fee

A Liability Insurance Fee is required for medical-related programs.

## Distance Learning

York Technical College does not charge any additional fees for Distance Learning courses or verifying a students' identity; however, all students pay a per-semester remote proctoring fee (see Other College Fees).

If a student needs to take a proctored assessment at a location other than one of the York Technical College assessment centers, the institution where proctoring is provided may charge a fee. The student is responsible for these fees, which may vary from site to site. The Institution for Teaching Excellence ([ite@yorktech.edu](mailto:ite@yorktech.edu)) will work with the student to secure an assessment site and provide information regarding the associated fees for that site.

## Inclusive Access

York Technical College has courses that participate in Inclusive Access textbooks. Courses that have materials available through Inclusive Access will have fees added to the students' bill, providing students with eBook access. Students may opt-out of Inclusive Access by electing the opt-out option for each course inside D2L within the first 7 days of a class starting. Students who opt-out will need to purchase a print version of all books.

To determine if a course participates with Inclusive Access, students should register for their courses, then login to WebAdvisor, and select "student" from the menu. Under Academic Profile, select "My Class Schedule." Courses participating in Inclusive Access will have a note that states, "Digital materials delivered within the course are provided at a discount as an additional charge to the course. No additional purchase is required."

## Tuition Refunds

### General

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

<b>Withdrawal with last date of attendance or net reduction of credit hours:</b>	<b>Refund</b>
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**16-Week Session**

Before the first day of classes are offered (start of term)	100%
1st - 5th Business Day of the Term	100%
After 5th Business Day of the Term	0%

<b>Withdrawal with last date of attendance or net reduction of credit hours (continued):</b>	<b>Refund</b>
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**8-Week Session**

Before the first day of classes are offered (start of term)	100%
1st-3rd Business Day of the Term	100%
After 3rd Business Day of the Term	0%

**4-Week Session**

Before the first day of classes are offered (start of term)	100%
1st-2nd Business Day of the Term	100%
After 2nd Business Day of the Term	0%

## Federal and State Refunds

Students receiving a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG) funds who completely withdraw from a term are required to return a portion of their unearned aid to the appropriate Title IV aid program. Students receiving direct loans may have those funds returned to the lender if they are not enrolled in at least six credit hours at the time of disbursement. Enrollment is based on students' last dates of attendance in each course. Students earn their aid based on the period of time they remain enrolled. Students who remain enrolled beyond the 60 percent point during a semester earn all of their aid for that period. If at the time of withdrawal, all funds have not been disbursed, the student's account will be reviewed, and if applicable, the student will be offered a post-withdrawal disbursement. If a student earns a grade of F and the last date of

attendance is not the last day of the term, the Title IV aid will be reduced. Students who owe funds to a Title IV aid program will be billed and are not eligible to receive any additional Title IV funds until the amount owed is repaid or satisfactory repayment arrangements are made to the Department of Education. Students receiving the LIFE Scholarship or the South Carolina Need-Based Grant (SCNGB) who withdraw from a term will be reviewed based on the general refund policy.

## **Refund for Military Personnel Called to Active Duty**

When any person is activated for full time military service and is required to withdraw prior to receiving a grade in one or more courses, a complete refund of tuition and fees may be granted. The refund will be distributed proportionately to the student after considering other resources received by the student. In addition, the institution may provide a reasonable opportunity for completion of the courses after deactivation. Students are required to provide documentation of their call to active duty to the Dean for Student Engagement to apply for this refund.

## **Financial Responsibility and Past-Due Indebtedness**

Students are expected to keep their accounts current with the College. Prior to registration, all students must log into WebAdvisor to read and accept the Financial Responsibility Acknowledgement. Students must accept the Financial Responsibility Acknowledgement before they will be allowed to register. The Financial Responsibility Acknowledgement covers the rights of the College to assign delinquent accounts to an external collection agency, report past-due debt to credit bureaus, and seize S.C. State tax refunds.

Students with past-due indebtedness will not be allowed to obtain grades, transcripts, diplomas, degrees, or certificates or to enroll in subsequent terms. The College reserves the right to cancel the enrollment of a student with past-due indebtedness; however, the cancellation of enrollment does not relieve the student of the incurred debt.

## **Academic Regulations**

- Grading System
- Continuing Education Grades
- Grade Reports
- Auditing of Courses
- Final Examinations
- Repeating A Course
- Grade Point Average (GPA) Definitions
- Standards of Progress
- Privacy of Student Educational Records
- Protecting Your Electronic Account
- Academic Fresh Start
- Enrollment Information
- Attendance Requirements
- Withdrawal From A Course
- Withdrawal From The College
- Course Reinstatement Procedure
- Student Records
- English Proficiency Student Complaint Procedure
- Student Ownership and Equity
- Usage of Computer Facilities

- Copyright Infringement
- Use Of Recording Devices In The Classroom
- Institute For Teaching Excellence
- Distance Education & Online Courses
- Graduation Information
- Honor Graduates

## Grading System

The College operates on a quality-point system. Semester credits represent the number of credit hours completed with a passing grade; quality points are determined by the grade earned. Each grade is assigned a grade point equivalent in quality points for each credit hour scheduled. The grade point ratio equals the sum of quality points divided by the sum of the semester credits carried.

Letter grades indicate the following achievement:

<i>A</i>	Excellent "A" indicates achievement of distinction and generates four grade points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an "*" beside the grade.
<i>B</i>	Above Average "B" indicates above-average achievement and generates three grade points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an "*" beside the grade.
<i>C</i>	Average "C" indicates average achievement and generates two grade points for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an "*" beside the grade.
<i>D</i>	Below Average "D" indicates below-average achievement and generates one grade point for each credit hour. No grade points are earned for developmental courses; developmental courses are denoted by an "*" beside the grade.
<i>F</i>	Failure "F" indicates unsatisfactory achievement; no credit hours earned and generates zero grade points for each credit hour. Punitive to GPA for credit courses and non-punitive for developmental education courses; developmental courses are denoted by an "*" beside the grade.
<i>I</i>	Incomplete "I" indicates an incomplete course status. It can be assigned to allow a student, for an acceptable reason, to postpone completion of the class requirements until six weeks into the following term. "I" earns no credit hours or grade points. Incomplete grades will result in a grade of "F" if the course requirements are not completed before the last day of the sixth week of the following term. Students should not reregister for the course until the incomplete status is resolved.
<i>CF</i>	Carry Forward "CF" indicates that a grade will be assigned in a subsequent term. "CF" earns no credit, CF hours, or grade points. Grades of "CF" are only given for self-paced or independent study courses. Students should not re-register for the course until the incomplete status is resolved.
<i>S</i>	Satisfactory "S" indicates satisfactory progress; earns credit hours or Continuing Education Units (CEU). "S" does not generate grade points.
<i>U</i>	Unsatisfactory "U" indicates unsatisfactory achievement; earns no credit hours or Continuing Education Units (CEU). "U" does not generate grade points.
<i>W</i>	Withdraw "W" indicates a withdrawn course status and earns no credit hours or grade points. Non-punitive to GPA.

	(For the Spring 2020 semester only, an "*" was placed beside the grade to indicate withdrawals associated with the COVID-19 National Pandemic).
<i>WF</i>	Withdrawn/Failure "WF" indicates student was withdrawn after midterm and was making unsatisfactory progress at the point of withdrawal (some exceptions apply in disciplinary sanctions and in certain programs), earns zero credit hours, and generates zero grade points for each credit hour. Developmental courses are denoted by an "*" beside the grade. Punitive to GPA for credit courses and non-punitive to GPA for developmental courses.
<i>E</i>	Exempt "E" indicates an exemption course status and is awarded for York Technical College courses which students have been permitted to exempt as a result of testing, learning from equivalent work experience, or other educational experience. An "E" earns credit hours but no grade points.
<i>TR</i>	Transfer "TR" indicates a transfer course status and is given for allowable comparable York Technical College credits earned at other colleges or universities. "TR" earns credit hours but no grade points.
<i>AU</i>	Audit "AU" indicates an audit course status, earns no credit hours or grade points. Audit status in a course must be declared when the student registers for that course or during the drop period.
<i>NC</i>	No Credit "NC" indicates that no credits were earned and is typically assigned to students who are/were deployed to during a term. "NC" earns no credits or grade points. Non-punitive grade.

## Continuing Education Grades

Continuing education courses are awarded a grade of S (Satisfactory) or U (Unsatisfactory).

## Grade Reports

Grade report information will be available to students as soon as possible following the end of a term. Students should use WebAdvisor to view and print their grades, or they may submit a written request to Academic Records to receive official copies. Students are encouraged to carefully review their grade information and report any errors to the Academic Records Office in the Student Services building. Any requests for corrections to grade information must be submitted within one year of the ending date of the semester in which the grade was assigned. Academic transcripts, which contain all grade information, will not be released to students owing past due funds to the College or to students who have not completed their loan exit counseling requirement (if applicable).

## Auditing of Courses

A student who desires to attend class regularly but does not wish to receive a final grade or credit toward graduation for the course may register for audit status with the approval of the instructor of the class and the Division Dean or Associate Vice President by the end of the drop period for the term of enrollment. Audit students are expected to attend all classes regularly and to pay all tuition and fees. A form to declare audit status is available in the Academic Division Offices. Financial aid programs and the Veterans' Administration do not provide funds for auditing a class.

## Final Examinations

York Technical College has optional final examinations. Faculty in each department make the decision whether to give a cumulative final exam in each course in the department or whether to evaluate achievement in the course by periodic tests and daily grades without a final exam.

## **Repeating A Course**

When a student repeats a course taken at the College, the highest grade earned in that course will be used in the calculation of the student's grade point ratio. A grade of "TR" will be treated as the highest grade in the repeat process when a student receives transfer credit for a course previously taken at the College in which he or she earned a grade of "D," "F," or "WF."

## **Grade Point Average (GPA) Definitions**

Cumulative GPA is a calculation of the average of all final course grades the student has earned at York Technical College. It is used to determine honor graduate status. It is also used, along with term GPA, to determine Satisfactory Academic Progress (SAP). The cumulative GPA is used to determine eligibility for graduation from a program of study.

Term GPA is a calculation of the average of all final course grades a student has earned for a specific term. It is used to determine Dean's List and President's List eligibility each term. It is also used, along with cumulative GPA, to determine Satisfactory Academic Progress.

Program GPA is a calculation of the average of grades for all courses identified in the program of study as well as any approved alternate courses. The program GPA is used to determine eligibility for graduation from a program of study.

## **Dean's List**

Students who earn seven or more credit hours in a term, excluding course hours for developmental education courses and courses for which grades of "W," "E," "TR," and "AU" are earned, and who achieve a 3.50-4.0 term GPA will be named to the Dean's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the Dean's List for that term. All grade changes must be submitted no later than 30 days after the conclusion of the academic semester for consideration of Dean's List recognition.

## **President's List**

Students who earn nine or more credit hours in a term, excluding developmental education courses and course hours for which grades of "W," "E," "TR," and "AU" are earned, and who achieve a 4.0 term GPA will be named to the President's List for that term. Students earning grades of incomplete "I" in any course in a term will not be eligible to be named to the President's List for that term. All grade changes must be submitted no later than 30 days after the conclusion of the academic semester for consideration of President's List recognition.

## **Standards of Progress**

### **Standards of Progress for Credit Students**

In accordance with State Board for Technical and Comprehensive Education Procedure 3-2-105.1., a semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless students petition the Academic Records Office.

**Good Standing:** Students whose term grade point average (GPA) and cumulative GPA are 2.0 or above are in good standing for the following semester.

**Academic Warning:** Students whose term GPA or cumulative GPA is below 2.0 will be placed on academic warning for the following semester. Students on academic warning are encouraged to meet with their advisor to plan strategies for improving academic performance. In addition, Counseling and Support Services provides academic counseling to help address barriers to success and can help students develop a plan for success.

**Academic Probation:** Students whose term GPA or cumulative GPA remains below 2.0 after the academic warning term will be placed on academic probation for the following semester. Students on academic probation are encouraged to meet with a Counselor in Counseling and Support Services to identify strategies for improving academic performance.

**Continuing on Academic Probation:** Students whose term GPA or cumulative GPA remains below 2.0 following the academic probation term will remain on academic probation for the next semester of attendance. Students continuing on academic probation are encouraged to meet with a Counselor in Counseling and Support Services to identify strategies for improving academic performance.

**Academic Suspension:** Students whose term GPA and cumulative GPA are below 2.0 at the end of the academic probation term will be suspended for one semester. Students on academic suspension will be restricted from registering for a semester and must meet with a Counselor in Counseling and Support Services to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact Counseling and Support Services in Student Services for further information.

## Standards of Progress for Career Development Students

Non-degree seeking students wishing to enroll into classes may be accepted as Career Development Students. Career Development students must complete any required placement tests or provide official evidence of prior college work in order to be admitted to York Technical College. Students in this category are subject to the same standards of academic progress as students enrolled in academic credit courses.

## Standards of Progress for Developmental Courses

Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of "A\*," "B\*," or "C\*." Fifty percent or more of unsatisfactory grades of "D\*," "F\*," or "WF\*" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work (grades of "A," "B," or "C") by the end of their next semester of work will be subject to suspension at the end of the probationary semester. Enrollment in developmental education courses numbering 001 through 099 (Mathematics, Reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Enrollment Services Counselor in Student Services for further information.

Non-degree seeking students wishing to enroll into classes may be accepted as Career Development Students. Career Development students must complete any required placement tests or provide official evidence of prior college work in order to be admitted to York Technical College. Students in this category are subject to the same standards of academic progress as students enrolled in academic credit courses.

## Standards of Progress for Developmental Courses

Students enrolled in one or more non-developmental courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental courses must maintain satisfactory progress as measured by grades of "A\*," "B\*," or "C\*." Fifty percent or more of unsatisfactory grades of "D\*," "F\*," or "WF\*" will cause a student to be placed on academic probation. Any student on academic probation who fails to earn a majority of satisfactory work (grades of "A," "B," or "C") by the end of their next semester of work will be subject to suspension at the end of the probationary semester. Enrollment in developmental education courses numbering 001 through 099 (Mathematics, Reading, and English) shall be limited to a maximum of 30 semester hours. Students with extenuating circumstances who wish to appeal the maximum limit should contact an Enrollment Services Counselor in Student Services for further information.

## Privacy of Student Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, prescribes the conditions under which information about students can be released. It is the policy of York Technical College to follow the guidelines in order to protect the privacy of its students. The following statements of student rights are made under the provisions of the Act and are afforded to all eligible students:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, the National Student Clearinghouse, Parchment, Nelnet, or BankMobile); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
6. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the following:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Directory information is defined to be student name, address, electronic mail address, telephone number, dates of enrollment, full time/part time status, program of study, anticipated date of graduation, awards, honors, degree, diploma, or certificate conferred. Students who wish to request non-disclosure of the above items should submit an electronic request through WebAdvisor to the Academic Records Office for each semester in which non-disclosure is requested. Contact the Academic Records Office at 803-327-8008 for more information.

# Protecting Your Electronic Account

York Technical College adheres to the rules and regulations of the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of student information; however, students also have a responsibility to protect their information. Students access college computing systems such as Desire2Learn and WebAdvisor via login information (username and password). Students should NOT share their login information. Releasing college system login information to others may be considered a violation of the Student Code of Conduct. For additional information, please refer to the Distance Learning Privacy Procedures at [www.yorktech.edu/departments/distance-learning](http://www.yorktech.edu/departments/distance-learning).

## Academic Fresh Start

The Academic Fresh Start process is designed to assist returning students who meet specific conditions to have a fresh start in how their previous academic records are applied toward meeting graduation requirements in credit programs leading to a degree, diploma or certificate. Students who meet the conditions below and who want to apply for Academic Fresh Start should contact the Academic Records Office for an application.

Academic Fresh Start is available only to students after re-entry to York Technical College following a two-year absence. It is the responsibility of the student to apply in writing for Academic Fresh Start within the first two semesters following re-admission (consecutive or non-consecutive). In order to qualify, students applying for Academic Fresh Start must have a cumulative GPA below 2.0 for all coursework. Students must also establish a term of progress of at least a 2.0 or higher GPA before Academic Fresh Start will be applied. Terms in which a student earns only grades of W are included as terms of enrollment.

Academic Fresh Start applies only to the coursework taken prior to the term of re-enrollment. Under this process, all courses previously taken at York Technical College are removed from the grade point average calculation but still appear on the student's transcript with the original grades earned. Courses completed with grades of "A," "B," or "C" may still be used to meet program requirements, if applicable; however, grades of "D" may no longer be used. Academic Fresh Start does not apply when determining eligibility for academic honors at York Technical College. Academic Fresh Start does not make a person eligible for financial aid. Students must be reviewed on a case-by-case basis.

## Enrollment Information

### Academic Advising

Academic advising at York Technical College is a shared relationship between the student (advisee) and his/her advisor that will help the student have a successful experience at the College. The academic advisor will assist the student in developing and adapting an educational plan that matches his/her life goals from the time of acceptance into a program through graduation.

Students will be assigned an academic advisor from their chosen program of study. Students should meet with their advisor to select courses each term. Students may locate their assigned academic advisor information in Navigate.

### Student Academic Load

Students who wish to carry more than 18 semester credit hours must receive the approval of their advisor.

### Registration for Credit Courses

Students are required to register for each semester/term in which they plan to enroll. Registration and payment of tuition and fees must be made in accordance with the instructions and deadlines published by the College. After a semester/term begins, students may not register for those sessions without the appropriate permissions from the Academic Divisions. Students are officially enrolled when they complete all the steps of registration, including the payment of all fees, and attend at least one day beyond the drop period. The College offers two 16-week sessions for the Fall and Spring semesters and one 10-week summer session each academic year. Within each regular (fall and spring) semester, the College offers two 8-week sessions and two 4-week sessions. For the Summer Semester, the College offers one 10-week, one 8-week and two 4-week sessions. In addition, the Spring Semester includes a 4-week sessions termed Wintermester. The College may offer other flexible options on a term-by-term basis.

## **Course Syllabus**

A syllabus serves as a road map and provides direction for both students and faculty. The syllabus describes a course, provides the plan for achieving objectives, and outlines student expectations. If more than one instructor teaches the same course, individual instructor guidelines are provided to students. The Syllabus Library contains current and historical course syllabi and may be accessed online at <https://yorktech.simplesyllabus.com/en-US/syllabus-library>.

## **Schedule Adjustment Period**

The schedule adjustment period is the first two days of the 8-week, 10-week (Summer Only) and 16-week part of term and 1 day for the 4-week part of term. Students should work with their advisors to make approved schedule adjustments. Advisors will consider schedule adjustment requests based on student success and attendance at all scheduled classes.

## **Drop Period**

The drop period is the first five instructional days of the 16-week part of term, the first three instructional days of the 8-week or 10-week (Summer Only) part of term and two days for the 4-week part of term. Students who drop courses for a term within the drop period or whose last date of attendance is within the drop period qualify for 100 percent tuition refund.

## **Student Information System - WebAdvisor**

WebAdvisor provides password-protected access to academic and financial information, online registration, program evaluation (Degree Audit), and access to student forms. A link to WebAdvisor is on the College's website at [www.yorktech.edu/current-students](http://www.yorktech.edu/current-students). Students are provided login information upon admission to the College.

## **Student Email**

The College uses Office 365 email to communicate important messages to students. Students are assigned an Office 365 email address, which is their [username@yorktech.edu](mailto:username@yorktech.edu). Students are responsible for checking their email accounts on a regular basis to receive important College information.

## **Attendance Requirements**

Students are responsible for attending all scheduled meetings in the courses in which they are enrolled, and/or submitting all attendance - related assignments, until they have completed all course requirements. Students taking distance education courses (any course with an online component such as hybrid, web-enhanced, and asynchronous online), are responsible for

1. Attending all scheduled class meeting times, consistent with the course modality and delivery method; and
2. Submitting all academic related assignments used for attendance verification.

When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are 1) absent from a class more than 10 percent of the hours assigned; 2) missing more than 10 percent of the assignments used for attendance purposes; or 3) any combination of absences in excess of 10 percent of the expectation, will be withdrawn unless:

1. Withdrawal would violate Title IX and/or other compliance requirements.
2. The student and instructor have made arrangements to deal with absences beyond the 10% limit.

If the student's last date of attendance is on or before midterm, the student is withdrawn, and a grade of "W" is assigned. If the student's last date of attendance is after midterm, the student is withdrawn, and a grade of "W" or "WF" is assigned at the discretion of the instructor.

## **Withdrawal From A Course**

Students may withdraw from a course or courses by notifying their instructor(s). A grade of "W" is assigned if the student's last date of attendance is on or before midterm of the session. If a student is withdrawing from a course and the last date of attendance is after midterm, the grade assigned may be a "W" or a "WF" based on the instructor's discretion. Some exceptions apply in disciplinary sanctions and certain programs.

## **Withdrawal From The College**

Students who find it necessary to withdraw from the College should first consult with their advisor and should then apply for an official withdrawal from the College in Counseling and Support Services. Students who are receiving financial aid should also contact the Financial Aid Office to determine how the withdrawal will affect their eligibility and financial obligation to the College. Students who do not complete the semester may lose a portion of their financial aid for that term. This may result in a balance owed to the college.

## **Course Reinstatement Procedure**

Students who wish to request reinstatement to a course after being dropped or withdrawn must meet with the instructor to complete the Reinstatement Approval Form. If, in the instructor's judgment, the student has acceptable justification and a reasonable chance to complete the course successfully, the instructor will sign the request indicating approval and submit it to the Division Dean or Division Associate Vice President. The student may continue in class only if the request is approved by the Division Associate Vice President.

## **Student Records**

### **Verification of Enrollment**

York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at 703-742-4200.

### **Requests for Academic Transcripts**

Students who wish to have official copies of their transcripts should complete a Transcript Request Form at Enrollment Services. The Form is also available under Student Forms on WebAdvisor. Please allow at least two full workdays for Academic Records to process a transcript request; more time may be necessary during peak periods. Students may print unofficial copies of their transcripts from WebAdvisor. Transcripts will not be issued for students who owe past-due funds to the College or who have not completed their Loan Exit Counseling requirement, if applicable. Students may also order transcripts via Parchment ([www.parchment.com](http://www.parchment.com)). Parchment charges a processing fee.

## Requests for Continuing Education Transcripts

For students completing Continuing Education Courses, a transcript may be requested by completing a Transcript Request Form at Enrollment Services.

## English Proficiency Student Complaint Procedure

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements. All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he/she is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined below in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).
2. If the student does not believe the concern has been resolved, the student should make an appointment to see the Department Chair of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.
3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Associate Vice President (AVP) and make a follow-up appointment for discussion. The Division AVP may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division AVP, with the Executive Vice President for Academic and Student Affairs, will determine if the situation merits an English Proficiency Performance Review. The student should receive from the Division AVP a written response covering any subsequent recommendations/results.
4. If the student is not satisfied with the response from the Division AVP, the student may schedule an appointment with the Executive Vice President for Academic and Student Affairs.

## Student Ownership and Equity

York Technical College maintains ownership, broadcast rights, property rights, and copyrights for all materials developed in conjunction with student coursework and/or student organization activities, including video, audio, print, and computer-based products.

## Usage of Computer Facilities

Student access to computer facilities is primarily for use in association with a course of study and activities related to that course. All students who use the College computer facilities must do so in a manner which is ethical, legal, and which does not "disrupt the educational process of the College" (Student Code and Grievance Procedure, August 2015). Detailed guidelines for use of the College's computer facilities and the sanctions associated with violation of these guidelines are posted in the computer facilities.

# Copyright Infringement

York Technical College expects all students and employees to adhere to the U.S. Copyright Laws. Copyright infringement is the reproduction, distribution, performance, public display, or derivation of a copyrighted work without the explicit authorization of the copyright owner. Materials provided in courses may be protected under United States Copyright Law [Title 17, US Code], and all materials are for educational use by current students in a given course. Students should not share, copy, upload, or otherwise distribute course materials. istributed.

Copyright Infringement is a serious offense that violates one or more of the exclusive rights granted to copyright owners. Detailed information on the definition of copyright infringement and associated penalties is available at [www.copyright.gov](http://www.copyright.gov).

## Use of Recording Devices In The Classroom

York Technical College recognizes the importance and value of providing a high-quality educational experience to all students. The College also understands the benefits of helping students learn and study in the way that is most effective for them. For both reasons, students at York Technical College are allowed, in most situations, to use audio recording devices (including digital or tape recorders, audio recording apps on phones and tablets, and smart pen devices) to record classroom lectures for their own use as study aids.

### Restrictions on Classroom Recordings

The recording of classroom lectures is subject to the following conditions:

- Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
- The student may not share the recordings with any other person at any time, whether or not that person is in his/her class.
- Only audio of the class may be recorded; video recording is not allowed.
- The use of recording devices is forbidden during tests and other assessments or graded activities (as determined by the instructor).
- The student acknowledges that the recordings are sources, the use of which is governed by the rules of the Academic Integrity Policy for the College.
- When they are no longer needed for academic work or by the course end, any recordings made will be destroyed by the student.
- Information contained in the audio-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express, written consent of the instructor and without giving proper identity and credit to the instructor.

Any student who wishes to record audio in the classroom must sign an Audio Recording Agreement acknowledging these restrictions and notify the instructor of his or her intent to record the class. The form is available on the College's website, and it must be submitted to the instructor before recording begins. The misuse of any recordings may result in disciplinary actions as outlined in the Student Code of Conduct.

### Use of Other Electronic Devices in the Classroom

Digital devices (e.g. cell phones, tablets, laptops computers, and hybrid devices) have many beneficial uses in the classroom, especially with the growing availability of digital textbooks and other learning supplements. They can also create significant disruption to the classroom environment if used improperly.

York Technical College's policy regarding the use of digital devices is as follows:

- Devices may not be used for communication purposes, including, but not limited to, text messaging, instant messaging, emailing, making calls, and posting to social media, during class unless expressly permitted by the instructor. If situations arise where communication may be necessary during class (e.g. students who have specific medical needs, first responders, etc.), the student must make arrangements with and obtain permission ahead of time from the instructor.
- Students may not record video or take still images of lectures or classroom activities unless expressly permitted by the instructor and any other person recorded or photographed.
- Any activity that may distract students or detract from the learning experience (e.g. watching videos or movies, playing games, web surfing) is forbidden during class unless expressly permitted by the instructor as relevant to class activities.
- The use of digital textbooks during regular class activities is permitted. However, students must follow all other policies regarding the use of digital devices while using a digital textbook. Additionally, faculty may restrict the use of these devices during tests and other assessments. In situations where students are allowed to use the text during assessments, the student may be required to disable the wireless communication capabilities of the device or to use a printed version of the text.
- Any use of digital devices that violates these or other College policies or applicable laws may result in disciplinary action as outlined in the Student Code of Conduct.

## Institute for Teaching Excellence

The Institute for Teaching Excellence supports the College mission of accessible, relevant, and high-quality education through instructional support, encompassing curriculum development and revision, faculty and staff development, alternative methods of delivery and assessment, and exploration of innovative strategies and tools for teaching and learning. The Institute for Teaching Excellence consists of faculty and staff specializing in instructional design, pedagogy, education technology, and distance learning / online courses.

**The Institute for Teaching Excellence** supports distance learning courses and instruction, and houses many areas related to instructional excellence including administration of the learning management system, Desire 2 Learn (D2L), instructional technology, eLearning development, Inclusive Access course materials, developing and conducting faculty training, facilitation of curriculum reviews, and provides leadership and guidance for online courses.

## Distance Learning & Online Courses

York Technical College offers distance education courses and programs in alignment with the College mission. Standards of quality in distance education courses align with instructional expectations and standards for traditional courses. At York Technical College, there are multiple course types associated with distance learning including asynchronous, hybrid, web-enhanced, and attend anywhere courses.

**The Institute for Teaching Excellence** supports distance learning courses and instruction, and houses many areas related to instructional excellence including administration of the learning management system, Desire 2 Learn (D2L), instructional technology, eLearning development, Inclusive Access course materials, developing and conducting faculty training, facilitation of curriculum reviews, and provides leadership and guidance for online courses.

### Distance Learning & Online Course Types

#### Asynchronous Courses

Asynchronous online courses are offered through the D2L learning management system in an instructor - led format. These are traditional, 100% online courses with no specific meeting times or "live" session requirements. Online instruction will be conducted through the College's learning management system,

D2L/Brightspace. Students may be asked to complete online discussions, submit assignments through the Dropbox, take quizzes/tests in the online environment, and/or complete other online activities.

- Attendance in Asynchronous Online Courses
  - At a minimum, attendance in asynchronous online courses will be taken through the weekly submission of assignments and may include discussion participation, dropbox assignments, and quizzes/tests. Assignments, discussions, or quizzes/tests utilized for attendance purposes will include that information.

#### Hybrid Courses

Hybrid courses consist of a combination of online and in-person instruction with scheduled class meeting times. Online instruction will be conducted through the College's learning management system, D2L/Brightspace. In addition to attending in-person during scheduled class meeting times, students may be asked to complete online discussions, submit assignments through the Dropbox, take quizzes/tests in the online environment, and/or complete other online activities.

- Attendance in Hybrid Courses
  - Attendance in hybrid courses will be based on participation during the scheduled class meeting times. In addition, attendance may also be taken through online assignment submission. *Students are expected to attend all scheduled class meeting times.*

#### Web - Enhanced Courses

Web-Enhanced courses are 100% online courses with scheduled virtual class meeting times. Virtual class meetings are conducted through D2L and web conferencing technology (i.e., Zoom). Online coursework in web-enhanced courses will be delivered through the College's learning management system, D2L/Brightspace. Students may be asked to complete online discussions, submit assignments through the Dropbox, take quizzes/tests in the online environment, and/or complete other online activities.

- Attendance in Web-Enhanced Courses
  - Attendance in web-enhanced courses will be based on participation during the scheduled class meeting times. Attendance may also be taken through online assignment submission. *Students are expected to attend all virtual scheduled class meeting times.*

#### Attend Anywhere Courses

Attend Anywhere courses are those which provide students the flexibility to determine how to attend class. These courses have scheduled class meeting times, for in-person or virtual attendance, and are also designed to allow students to participate as an asynchronous online student, where they do not have to attend scheduled class meetings. Scheduled class meetings will be streamed for virtual student participation and may also be recorded for viewing in an asynchronous manner. Online coursework, attendance, and grades will be delivered through the College's learning management system, D2L/Brightspace. Students may be required to complete online discussions, submit assignments through the Dropbox, take quizzes/tests in the online environment, and/or complete other online activities.

This course type is offered only in certain departments where courses are specifically designed for this delivery method. The flexibility of this course type demands that students who wish to enroll should understand how they learn best (in-person or online), are able to commit to attending class regularly, and those which are very comfortable with web-conferencing technology and the D2L/Brightspace online classroom environment. It is recommended that students attend the regularly scheduled class meetings as much as possible.

Students wishing to enroll in an Attend Anywhere course are encouraged to speak with their academic advisor prior to registration.

- Attendance in Attend Anywhere Courses
  - Attendance in Attend Anywhere courses will be taken through the use of an "attendance quiz," found in the "quizzes" area of the D2L online classroom. All students will need to complete the attendance quiz, regardless of how they elected to participate on a given day (in-person, live virtual, or asynchronous). Students are encouraged to attend scheduled class meetings regularly in these courses.

## Technology Requirements for Distance Learning & Online Courses

Students taking any type of distance learning course at York Technical College must meet the following technology requirements:

- Personal computer access: laptop, desktop, or Chromebook
  - Note: iPads, other tablets, and cell phones are not recommended due to limitations with the functionality of online course platforms, materials, and remote proctoring applications.
- Webcam and microphone
  - Most laptops and Chromebooks have an integrated webcam and microphone. However, if not integrated or if using a desktop, then an external webcam is needed.
- Reliable high-speed internet
- Google Chrome internet browser

### Students Taking Distance Learning & Online courses should be:

- Familiar with and able to use computer programs including Microsoft Office (Word, Excel, and PowerPoint) and an internet browser such as Google Chrome or Firefox.
- Able to save files in various formats and attach them to an email or upload them into D2L.
- Able to perform internet searches, use email, chat, and discussion boards.
- Able to study independently, self-disciplined, and have good study and time-management skills.

### Tips for Students in Distance Learning & Online Courses

1. **Communicate frequently** - In any online course, communicating with your instructor and classmates is essential. Check your York Tech email daily during your classes to ensure you receive the most updated information from the College and your instructors.
2. **Be Proactive** - If you don't understand something, then ask. In an online course, it is easy to get confused and frustrated, so be proactive and reach out to your instructor if you have questions. If you are facing other challenges not related to course material, please don't hesitate to reach out to your instructor or Counseling and Support Services.
3. **Set aside time each day for classwork** - In an online course, you will likely need to complete some type of class work each day such as reading material, watching videos, and completing any assignments.
4. **Participate** - Be sure to complete all assignments and discussions (including ungraded activities) to demonstrate your commitment to your courses. Participation is key to building relationships with others and learning from in your courses.
5. **Utilize Resources** - make sure you explore all resources provided by your instructor and the College.
6. **Attend live sessions and virtual office hours** - Do your best to attend any live sessions, lectures, or virtual office offered by your instructors. If you are unable to attend, be sure to watch any provided recordings.
7. **Practice netiquette** - Be polite and respectful as you share and respond to others in your online classes. Additional information on netiquette can be found in this file.
8. **Connect with your classmates** - Get to know each other through discussions in the classroom, messages, or by holding remote study sessions. Free remote study sessions can be conducted through programs such as Skype and Zoom.

### Remote Proctoring

York Technical College utilizes remote proctoring for assessments taken in a virtual/online format that would generally be proctored by an instructor in a face-to-face classroom setting. Students taking online or hybrid courses should expect to utilize remote proctoring on tests, quizzes, exams, or other assessments, as deemed appropriate by the instructor. Courses offered face-

to-face or in-person may also utilize remote proctoring for some assessments to allow for more instructional time in person. Remote proctoring provides students the ability to take assessments remotely at a time convenient for their schedule.

### Expectations for Remote Proctoring

Students taking a distance learning or online course should expect to utilize remote proctoring for assessments that would generally be proctored by an instructor in a face-to-face classroom setting (e.g. quizzes, tests, exams). Students are expected to take remotely proctored assessments in an appropriate environment, may be required to show a photo ID, and may be subject to video recording. The online, remotely proctored testing environment should mimic an in-person testing environment as closely as possible. Additional information for students can be found in the expectations for students taking a remote proctored assessment guidance. Students may elect to take remotely proctored tests on campus in the Learning Commons or A-208 Computer Lab.

Student fees related to remote proctoring can be viewed in the "Expenses" area of the catalog.

### Honorlock Remote Proctoring

York Technical College utilizes Honorlock for remote proctoring in most academic areas; although, some areas may use another remote proctoring service (e.g. nursing). Honorlock utilizes an extension for the Google Chrome web browser and does not require students to set up an account or install software on a computer. Students must use a Chromebook, laptop, or desktop (Windows / macOS) computer with a microphone and webcam when taking a remotely proctored assessment with Honorlock.

More information regarding about remote proctoring, technology requirements, student privacy information, and other frequently asked questions can be found online by visiting the Remote Proctoring Student Resource Libguide or through the HELP button in D2L. URL: <https://yorktech.libguides.com/onlinestudentresources/honorlock>

### Assessment Center

Students may utilize the College's Assessment Center to take proctored assessments in person. For more information, contact the Assessment Center at [assessmentcenter@yorktech.edu](mailto:assessmentcenter@yorktech.edu). Students may also take assessments at a location other than the York Technical College Assessment center. The Institute for Teaching Excellence will work with the students to secure an assessment site and provide information regarding associated fees for that site. Students should contact the Institute for Teaching Excellence at 803-981-7245 or [ite@yorktech.edu](mailto:ite@yorktech.edu) to schedule proctored tests at locations other than the College's Assessment Centers.

### **Student Introduction to Online Courses**

York Technical College has developed a self-paced sample course to help applicants and new students become familiar with the functions in D2L, the learning management system. To request access to the D2L Test Drive course, please fill out this form and an account will be created for you. York Technical College students can self-register for this course inside D2L by logging into D2L and going to "self-registration" on the top navigation bar.

A more in-depth exploration of online courses and their navigation is embedded into the COL 101: College Orientation course. The College Orientation course covers expectations of students, interpersonal communication, academic strategies for in-person and online courses, and utilizes the SmarterMeasure assessment, which measures student readiness for online learning. For questions related to COL 101, please contact the Academic Advising Center at [academicadvising@yorktech.edu](mailto:academicadvising@yorktech.edu).

### **Student Technology Resources and Support**

The Institute for Teaching Excellence has created an Online Student Success Resources web page which contains information, videos, guides, and interactive presentations about academic integrity, how to access the WiFi, remote proctoring, using D2L Brightspace, Office 365, tutoring services and more. URL: <https://yorktech.libguides.com/onlinestudentresources>

When inside D2L/Brightspace (the learning management system), students may access help directly through the HELP button located on the top navigation bar. This button is present for the home page and all course pages in D2L.

Students with questions related to password resets, login issues, or software installation should contact the York Technical College Help Desk at 803-981-7111 or email [YTCwebsupport@yorktech.edu](mailto:YTCwebsupport@yorktech.edu). More information can be found on the Help Desk webpage.

### **Campus Visitation Information**

Students enrolled in distance learning and online courses may visit York Technical College campuses at any time by following any established guidelines or procedures for all students.

### **Privacy**

York Technical College protects the privacy of all students, including distance learning students, by safeguarding student information in adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and SBTCE Policy 4-4-105. The official FERPA statement is available for students and public view through the York Technical College website. The College has established Guidelines for Distance Education and Online Platforms, which are specific to distance learning, the learning management system (LMS), and other instructional online platforms utilized in instruction of distance education courses, to ensure compliance with FERPA. Please contact the Institute for Teaching Excellence at [ite@yorktech.edu](mailto:ite@yorktech.edu) or 803-981-7245 with questions.

### **State Authorization**

York Technical College is authorized to offer distance learning courses to persons who reside in South Carolina or will be receiving their learning in South Carolina. Many states require institutional authorization for each out-of-state college that offers distance learning to students within their state. Students who reside outside of South Carolina or will be receiving their learning outside of South Carolina must contact the Institute for Teaching Excellence to ensure the necessary authorizations are obtained. If a student moves outside of South Carolina while attending York Technical College, it is the students' responsibility to update their information with York Technical College by contacting the Academic Records Office at [arecords@yorktech.edu](mailto:arecords@yorktech.edu) or 803-327-8000. Students receiving their learning outside of the United States may be exempt from State Authorization requirements. Questions should be directed to the Institute for Teaching Excellence at [ite@yorktech.edu](mailto:ite@yorktech.edu) or 803-981-7245.

### **Verification of Identity**

York Technical College uses a secure login and password for students to enter the learning management system, Desire2Learn (D2L). D2L provides a web-based classroom environment available for face-to-face and online courses. In order to keep student coursework private, students should not share their personal login information (username and password). Sharing login information to any York Technical College system (Desire2Learn, WebAdvisor, Office 365, Portal, etc.) may be a violation of the Student Code (SBTCE Procedure 3.2.106.1 for the South Carolina Technical College System).

Student identity for distance learning and remotely proctored assessments is verified by the instructor (see - Remote Proctoring). Students taking a remotely proctored assessment may need to provide a scan of a picture identification card prior to starting the assessment. For more information about remote proctoring, please view the Remote Proctoring Student Resource LibGuide.

### **Student Complaint Process in Distance Learning Courses**

Student complaints related to distance education courses follow the same process as all other courses at York Technical College. Complaints related to college-specific concerns including academic, curricula, and professionalism should first be directed to the instructor of the course, followed by the Chair of the department. College related complaints to include student programs, technology, library services, counseling services, student accounting, and other services should be directed to the appropriate individual and/or supervisor for the area of concern. Students who have been charged with academic misconduct or other form of misconduct, may file a grievance, as outlined in the York Technical College Student Code. Information on the Student Grievance Procedure with Distance Education Resources can be found on the College website at <https://yorktech.edu/Student-Grievances/>.

## **Graduation Information**

### **Requirements for Graduation**

Requirements for graduation vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum. An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required programs of study for their chosen field and meet the following requirements:

1. Admitted to the curriculum. Students graduate under the catalog year under which they were admitted if they do not have a break in enrollment of two consecutive terms. Please note: A minimum of one course required for graduation must be completed after the effective term of the program.
2. Satisfactorily completed the required number of hours and courses specified in the curriculum in which they are enrolled. At least 25 percent of semester credit hours required for program completion must be earned through instruction from York Technical College.
3. Achieved a minimum cumulative and program (major) GPA of 2.0 as defined by the State Board for Technical and Comprehensive Education Policy Number 3-2-105. York Technical College calculates a Program GPA for each student, which includes grades for all courses identified in the program of study as well as any approved alternate courses.
4. Paid all required fees and other financial obligations due to the College and completed the Loan Exit Counseling requirement (if applicable).
5. Submitted an Application for Graduation through WebAdvisor by the published deadline within the student's graduation year (Spring/Summer: March 1; Fall: October 1) or submitted the late graduation application form, located in the Student Services Building, prior to the close of the current semester.
6. Currently Enrolled Students - Students who change programs while continuously enrolled at the College and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of acceptance into a new program or re-acceptance into a previous program.
  - Multiple Majors - Students pursuing multiple majors must meet the graduation requirements in effect at the time they apply for graduation from the multiple major. Exceptions may be granted if recommended and approved by the Division Associate Vice President.
  - Former Students - Students who re-enroll in the College after an absence of two or more consecutive semesters or more and who are seeking an associate degree, diploma, or certificate must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment.

# Honor Graduates

Honor graduate status is based on the student's cumulative grade point average (GPA) at the end of the term in which he/she graduates. Honor designations are Cum Laude for students earning a 3.5-3.74 cumulative GPA, Magna Cum Laude for students earning a 3.75-3.99 cumulative GPA, and Summa Cum Laude for students earning a 4.0 cumulative GPA at the end of their graduation term. Diploma and degree students who earn a cumulative grade point average (GPA) of 3.5 or higher for all their coursework at the College through the fall semester of their graduation year and apply for graduation by the published deadline will be designated as candidates for honor graduate status on the graduation program.

# President's Award for Students

The President's Award for Students is presented to graduating candidates who have been selected by the faculty in their division for their outstanding contribution to the College and community. Scholastic achievement, service to the College and community, perseverance, and attitude are among the criteria achieved by these students. The students chosen to receive this award are recognized at the graduation ceremony.

# Phi Theta Kappa

Phi Theta Kappa is a nationally recognized honor society for two-year college students. To be considered for full membership (membership by invitation only), a student must be enrolled in an associate degree program, have a minimum cumulative GPA of 3.5 with at least 12 hours in degree-level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. Phi Theta Kappa graduates wear golden stoles at the graduation ceremony.

# Student Marshals of the College

Students named as marshals of the College at graduation must have earned at least 24 hours in their program of study and have maintained a 4.0 grade point average in all their coursework at the College or be an actively participating member of Phi Theta Kappa Honor Society. Student Marshals act as hosts and hostesses of the College at the graduation ceremony.

# Graduation Ceremony

The commencement ceremony is held after the end of the spring semester. Students who have completed their coursework for degrees and diplomas in the preceding fall semester as well as those anticipating completion in the spring or summer semester of that year are eligible to participate if they apply to graduate by the published deadline of their graduation year. However, no degree, diploma, or certificate will be awarded until all requirements are completed.

# Student Services and Handbook

- Student Services Departments
- Student Conduct
- Student Grievance (Complaint) Procedure
- Behavior Intervention Team (BIT)
- COVID-19 Response and Guidelines
- Tobacco-Free Campus

- Parking
- Classroom Etiquette
- Shop and Laboratory Areas
- Dress Code
- Student Insurance
- Student ID Cards
- Health Services
- English Proficiency Student Complaint Procedure
- Student Right-To-Know Information
- Campus Security and Safety
- College Use of Photographs
- Visitors
- Contacting Students on Campus

## Student Services Departments

### Enrollment Services

Located in the Student Services (J) building, Enrollment Services is comprised of the following service areas:

**Academic Records Office** - The Academic Records Office provides the following services for students: residency determination, course registration, grade reports, official transcripts, enrollment verifications, student loan deferments, applications for graduation, and maintenance of student records. The office also provides services for transcript evaluations; evaluations of military credit; evaluation of AP, IB or CLEP credit; processing of course substitutions; academic progress monitoring and notification; verification of graduation requirements; graduation ceremony preparations; preparation of degrees, diplomas, and certificates; and certification and determination of honors. York Technical College has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. Please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at 703-742-4200 to obtain enrollment verifications.

**Admissions Office** - The Admissions Office provides assistance and guidance throughout the application and enrollment process. Admissions counselors help students learn about the many programs of study offered by the College and the career opportunities awaiting graduates to help them make an informed decision about their program of study. Students needing additional assistance in choosing an educational goal may be referred to Workforce Solutions for further guidance. Counselors help students understand the results of their placement test and what courses are best suited to their level of achievement as they begin their program of study. To assist in making a smooth transition to college life, Admissions also provides new students with important information about the many college resources available to help in reaching their educational goal. After admission to the College, counselors help students connect with faculty representing their academic program who will provide more specific information related to their major.

**Financial Aid Office** - The Financial Aid Office seeks to provide assistance to students who are enrolled in eligible programs and have a desire to attend college. The office also offers financial literacy programming to help students make sound financial decisions and use of their financial aid to support their educational goals. The types of aid available include grants, scholarships, tuition assistance programs, part time employment, and loan programs. Financial Aid Counselors are available to advise and assist students in applying for financial assistance. All students are encouraged to apply by the priority deadline for each semester.

**One-Stop Center** - The One-Stop Center includes the College's Call Center (Switchboard) and Welcome Center. The Call Center handles all incoming calls to the College's toll-free and local numbers and its Off-Campus Centers. The Call Center provides customer service and information to future and current students along with the public at-large. Also located in the Student

Services (J) building, the Welcome Center provides prospective students and families with walk-in access to admissions, financial aid, academic records, and other enrollment-related assistance during operating hours.

## Student Engagement Services

The Student Engagement component of Student Services strives to connect students with appropriate opportunities to interact with college personnel and other students in order to positively impact their overall experience and success. The Office of Student Engagement is comprised of the following service areas:

**Assessment Center** - The Assessment Center (AC), located in Building A Room 203, provides test proctoring services for make-up, distance learning, placement, exemption, and certification tests. The York Technical College AC is a member of the Consortium of College Testing Centers and the National College Testing Association and is authorized to administer CLEP, TEAS, NCCT, and other national certification exams. For more information about the Assessment Center services, go to <https://www.yorktech.edu/departments/assessment-center/index.html>.

## Counseling and Support Services

Located in the Student Services building, Counseling and Support Services (CASS) is comprised of the following service areas:

**Counseling Services** - The College is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with students achieving their educational goals. The purpose of Counseling Services at York Technical College is to offer short-term counseling support to students in a confidential and professional environment. Students who are facing academic challenges engage in counseling to assist them in understanding their academic status and develop a plan for success. Those who are facing personal matters have an opportunity to discuss their concerns with a member of the College's trained counseling staff to receive appropriate support and guidance. As needed, Counselors can also refer students to community agencies for assistance. Counseling Services also offers the Student Assistance Program, a free service to allow students a limited number of free visits with a counselor off campus. Counseling services are provided virtually / remotely, and in-person. All York Technical College students are encouraged to take advantage of the professional counseling services available by contacting Counseling and Support Services at 803-327-8007 for an appointment.

**Disability Services** - The Student Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities, including but not limited to, physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student. Accommodations are provided in accordance with the Americans with Disabilities Act (1990), the Amendments Act (2008), and Section 504 of the Rehabilitation Act of 1973.

**Veterans' Services** - Veterans' Services is aimed at assisting student veterans with developing meaningful connections at York Technical College. Through engaging students in a variety of activities and support services, Veterans' Services offers opportunities that maximize student success from the point of enrollment through graduation and placement into the workforce.

## Student Leadership and Events Office

The Student Leadership and Events Office provides educational, cultural, social events, and activities to engage and develop students. This office serves as a liaison for student clubs and organizations at York Technical College. Students are encouraged to visit our office or call 803-981-7052 to ask questions, make suggestions, or to sign up to participate in a club or activity. Our department also provides students with opportunities to develop leadership, interpersonal, social, team-building, and problem-solving skills. Student representation in college governance is achieved through participation in Deans' Councils, student organizations, surveys, and focus groups. Periodically, Student Leadership and Events shares service-learning opportunities for

students to volunteer their time and talents both on campus and in the community. Students are encouraged to seek these opportunities through the clubs and organizations on campus.

## Student Clubs and Organizations

The following is a list of clubs and organizations that are currently active at York Technical College.

- Aperion Society (Science Club)
- Christian Fellowship
- Fitness Club
- Jacobin Society (Political Science Club)
- Library Club
- Multicultural Club
- National Society of Leadership Success (NSLS)
- National Technical Honor Society (NTHS)
- Phi Beta Lambda (Future Business Leaders of America)
- Phi Theta Kappa (National Honor Society)
- Student Paralegal Association
- Surgical Technology Club (SCRUB Club)
- York Technical College Welding Chapter

## Publications and Other Resources

The student Academic Calendar is published annually online and includes a calendar of important dates and deadlines, holidays and scheduled campus closed dates. The Student Events and Activities Calendar is published each semester online and includes what's happening on campus for that semester. You will also find under the Campus Life tab ([www.yorktech.edu/campus-life](http://www.yorktech.edu/campus-life)) information about clubs, organizations, and special events. The Student News is published monthly and also includes information about important academic dates and deadlines, special events, upcoming activities, and announcements for the main campus and off-campus centers.

## Student Success Center Offices

**Federal TRIO Programs - PROMISE and STEM Scholars** - PROMISE (Providing Resources Opportunities and Motivation to Improve Student Endeavors) and STEM (Science, Technology, Engineering, and Math) Scholars are Student Support Services (SSS) Projects. SSS is one of seven federal programs known collectively as TRIO Programs. TRIO Programs are authorized and funded through Title IV of the Higher Education Act of 1965. The programs are administered by the U.S. Department of Education. The PROMISE and STEM Scholars programs serve to motivate students towards the successful completion of their postsecondary education. The goal of both programs is to increase the college retention and graduation rates of its participants. To facilitate the process of transition from one level of higher education to the next, these programs provide free individual or small group tutoring, counseling and academic advising, college transfer assistance, college success workshops, and other support services. STEM Scholars focuses on the unique needs of students pursuing careers in health care, industrial technology, and engineering technology. The PROMISE program serves students pursuing credentials in human services, business, computers, and art and sciences. Space is limited; selections are made based upon student needs and according to guidelines established by the US Department of Education. For additional information, contact the office directly at 803-981-7198.

**Workforce Solutions** - Workforce Solutions, located in C Building, is part of the Workforce and Economic Development Division. They assist students and alumni in preparing for employment opportunities. The Workforce Solutions team coordinates on-campus recruiting events with the business community, provides workshops, and assists students and alumni in the development of employability skills and marketable resumes. Workforce Solutions provides individuals with local job

opportunities through the job posting database CareerLink. CareerLink is available exclusively for York Technical College students and graduates and can be accessed online at: <http://yorktech-csm.symplicity.com>. Through this job portal, individuals can upload resumes for employers to access, search and apply for employment opportunities, and sign up to receive automatic emails when jobs are posted that match criteria. Students working with the Workforce Solutions coordinators may also take advantage of Work-Based Learning (WBL) opportunities. WBL integrates classroom study with hands-on experience. The short-term internship and co-op programs have specific periods of attendance at York Technical College and specific periods of employment. The longer-term apprenticeship and other industry scholars training programs provide a combination of hands-on training at the job site and classroom learning in a skilled profession, which, when completed, can lead to a successful long-term career with a competitive salary.

## Student Conduct

York Technical College adheres to the South Carolina Technical College System Student Code and Grievance Procedure, approved by the State Board for Technical and Comprehensive Education on August 13, 2015. Copies of this Student Code and Grievance Procedure are available in: the College Library; the Industrial and Engineering Technologies Division Offices in Building C; the Business, Computer, Arts and Sciences Division Office in Building A; the Health and Human Services Division Office in Building A; the Student Activities Office in the Student Center; the Dean for Student Engagement Office in the Student Services Building J; and on the College's website at [www.yorktech.edu/student-consumer-information/](http://www.yorktech.edu/student-consumer-information/). Currently enrolled students are sent the direct link to this information each term of enrollment. The Student Code and Grievance Procedure shall govern conduct and guarantee due process for students enrolled at the College. The code applies to behavior on college property, at college-sponsored activities and events, and at off-campus locations that adversely affects the College and/or the college community. Students are responsible for adhering to these guidelines to foster an environment in which learning can flourish.

While students are expected to familiarize themselves with the full document, the items below are examples of significant behavioral and academic expectations that can be found in the Student Code\* and include the associated disciplinary action if those expectations are violated:

1. **Respectful and Considerate Behavior** - Students are expected to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students who engage in acts such as stealing, profane language, immoral conduct, any type of aggressive behavior, or any act that endangers the health, safety, or property of others are subject to disciplinary action. The College reserves the right to decline admission, suspend, or require the withdrawal of anyone whose conduct is disruptive to the educational process or infringes on the rights of others.
2. **Drug and Alcohol Free** - Students are expected to report to class and student activities in appropriate mental and physical condition to meet the requirements and expectations of their roles. The possession or consumption of alcoholic beverages or other drugs by a student while on college property or participating in a college-sponsored event is prohibited and is grounds for dismissal. York Technical College does not sanction the use of alcoholic beverages at any event involving students of the College.
3. **Academic Honesty** - Students are expected to meet high standards of academic honesty and integrity. Academic misconduct includes, but is not limited to, cheating; copying another student's work; using unauthorized equipment or materials during a test; obtaining, using, buying, or selling the contents of a test; falsifying or inventing information such as reports or laboratory results; plagiarism; and collusion. Students who are found guilty of academic dishonesty may be assigned a lower grade for the assignment including a grade of zero, may be required to repeat or resubmit the assignment, may be assigned a failing grade for the course, or may be required to withdraw from the course. Students may also be subject to further disciplinary action.

\*For incidents involving allegations of Title IX violations (i.e., sexual harassment, sexual assault, some forms of stalking, dating violence, etc.) please refer to the Student Code Procedures for Addressing Sexual Violence and Sexual Harassment on the College's website at [www.yorktech.edu/student-consumer-information/](http://www.yorktech.edu/student-consumer-information/). Questions regarding Title IX may be directed to the Title IX and Section 504 Compliance Officer, Mr. James Robson, Dean for Student Engagement, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: 803-327-8047 or email at [jrobson@yorktech.edu](mailto:jrobson@yorktech.edu).

## Student Grievance (Complaint) Procedure

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves misapplication of a college's policies, procedures, or regulations or a state or federal law. This procedure may not be used for complaints or appeals of grades awarded unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability, or veteran status or on the basis of alleged sexual harassment.

First Step - The student should 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. This procedure should be initiated by the student within 15 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. If the issue is not resolved with the instructor or staff member, the student may see the direct supervisor of the instructor or staff member to seek an informal resolution. Please note that in instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation.

Second Step - If the student is not satisfied with the outcome of the informal conference(s), the student may file a written grievance to the next level of supervision. The Dean for Student Engagement will 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 Dean for Student Engagement within thirty (30) instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. No retaliation or adverse action will be taken against the student for filing a complaint. The Dean for Student Engagement will then refer the grievance to the immediate supervisor involved and/or the next level of supervision if the supervisor was involved in the informal resolution at step one. The supervisor and/or Dean/Associate Vice President shall respond in writing to the student within ten (10) instructional weekdays of receipt of the grievance. As a part of the effort to resolve the issue, the supervisor and/or Dean/Associate Vice President will consult with the accused and the appropriate chain of command of the division involved.

Third Step - If the supervisor's and/or Dean's/Associate Vice President'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 (5) instructional weekdays after receiving the supervisor's and/or Dean's/Associate Vice President's written response.

Fourth Step - If the student is not satisfied with the Student Grievance Committee's decision, the student may submit a written appeal to the President of York Technical College within ten (10) instructional weekdays of the Committee's decision. The President shall review the Committee's findings and render a decision within ten (10) instructional weekdays of receipt of the appeal. The President's decision is the final step.

Students may refer to the Student Grievance Procedure on the College's website for additional information ([www.yorktech.edu/student-consumer-information/](http://www.yorktech.edu/student-consumer-information/)).

#### Student Grievances in Distance Education Courses

Student complaints related to distance education and online courses follow the same process as all other courses at York Technical College, outlined above. Additional information referring to the Student Grievance Procedure with Distance Education Resources can be found on the College website at <https://yorktech.edu/Student-Grievances/>.

## **Behavior Intervention Team (BIT)**

As a proactive measure to contribute to a safe campus environment, York Technical College has a Behavior Intervention Team to intervene early and provide support to students displaying varying levels of disruptive or distressed behaviors as well as provide training and recommendations to faculty and staff. The BIT members are comprised of representatives from the Dean for Student Engagement Office, Academic Instruction, Counseling and Support Services, and Public Safety and have campus security authority responsibility. For more detailed information on the role of a Campus Security Authority, refer to the College's Annual Security Report.

## **COVID-19 Response and Guidelines**

To offer flexibility to students and to help protect the health, safety and well-being of our students and employees, and advance the mission of the College, the College's class schedule includes a combination of in-person, hybrid and online courses.

**Asynchronous Online courses** are fully online and asynchronous. Lectures may be pre-recorded or mini-lectures on specific topics provided. Requires the most independent learning and initiative of students.

**Web-enhanced Online courses** are fully online with synchronous lecture components and a regularly scheduled virtual "class" time. Courses will have scheduled virtual meeting times such as MWF 9-9:50, etc.

**Hybrid courses** have portions of the course in an online, asynchronous environment, but also has specific times when class meets in-person. Amount of work online vs. in-person will likely vary based on the course.

The College expects that appropriate safety precautions be adhered to by students and employees coming to campus to reduce the risk of exposure to the COVID-19 virus. These precautions include performing a daily temperature and personal health check; practicing social distancing when possible; wearing a mask or appropriate face covering, if required, in buildings or near other people; washing hands regularly with soap and water; and using hand sanitizer often. In addition, students are expected to wipe down equipment and tools in classrooms, computers and other equipment in labs, and surfaces in areas like the Learning Commons before and after use with provided cleaning materials. The Centers for Disease Control and Prevention and the South Carolina Department of Health and Environmental Control also recommend all adults receive the COVID-19 vaccination and booster.

**Students who are sick or have symptoms of COVID-19 (i.e., fever; cough; muscle aches; loss of smell or taste; chills; sore throat; diarrhea; difficulty breathing; headache) should notify their instructor and stay home until symptoms resolve.** Instructors should be flexible and allow alternative mechanisms for assignment or course completion. Students should seek medical attention if symptoms are severe or persistent.

Students who are experiencing symptoms, have been diagnosed with COVID-19, or who suspect exposure to someone who has been diagnosed with COVID-19, should not be present on campus. Students should contact Counseling and Support Services immediately at 803-327-8007 or email [CASS@yorktech.edu](mailto:CASS@yorktech.edu) for further direction and assistance.

On-campus preventative measures, as determined by the college's Crisis Management Team, are based on CDC and DHEC guidance and may change in response to regional and national trends and developments in the spread and transmission of COVID-19 and other infectious diseases. The campus community will be provided timely updates on any changes to preventative measures necessary to ensure the health and safety of students, faculty, and staff.

## Tobacco-Free Campus

York Technical College prohibits smoking and the use of all tobacco products in any form, including the use of all electronic cigarette or vaping dispensers, except in personal vehicles. Individuals must be sitting in the passenger compartment of a personal vehicle to be in compliance with the guidelines. Individuals are expected to dispose of the residue from their tobacco products safely and appropriately in their vehicles. Violations may result in individuals being fined for each offense at the discretion of the Public Safety Office. Please refer to the Tobacco-Use Guidelines at [www.yorktech.edu/tobacco-guidelines/](http://www.yorktech.edu/tobacco-guidelines/) for more detailed information.

## Parking

All students and employees are required to display a current parking decal on their vehicle and abide by the parking regulations. Vehicles without a valid decal displayed appropriately are subject to receiving a citation. Parking regulations are published on the Public Safety website at <http://www.yorktech.edu/Traffic-Parking/>.

## Classroom Etiquette

Students are not permitted to eat or drink in the labs. Eating and/or drinking in classrooms is left to the discretion of the instructor. Students are expected to respect and follow their instructor's guidance on the use of laptops, cell phones, tablets, and other electronic devices in the classroom. Furthermore, smoking, including the use of e-cigarettes (vaping), is not permitted in any campus building. (See Tobacco-Use Guidelines for additional information.)

## Shop and Laboratory Areas

Since the shops and laboratories pose a potential area of hazard, students and others should not visit the shops without the permission of the instructor in charge.

## Dress Code

If extreme styles of dress interfere with the educational process, appropriate attire will be suggested to the student. Specific dress code requirements apply in certain programs (such as those containing clinical rotations, labs, shops, and work-based learning) and are specified accordingly.

## Student Insurance

An insurance policy covering injuries due to accidents in school becomes effective upon enrollment. The cost of this insurance is included in the registration fee. Completed accident reports and billing expense statements will be processed by the Office of the Dean for Student Engagement.

Students needing health insurance may go to [www.healthcare.gov](http://www.healthcare.gov) or call 1-800-318-2596 (TTY 1-855-889-4325) 24/7 to find a healthcare plan suitable for their needs. Association plans, such as the ones previously provided by the American College Student Association (ACSA), are no longer options under the new healthcare legislation.

## Student ID Cards

York Technical College offers Student ID cards for all students. Students will need their ID Card to check out materials from the library and attend campus events. Students should keep the card with them at all times while on campus. Photos are made at the Student Center Welcome Desk in Building K. Student ID cards for Continuing Education courses are available in the Continuing Education offices located in Building C.

## Health Services

As a non-residential college, the health services that York Technical College provides are limited. First-aid kits are available in every building, including the College's off-campus centers, and their locations can be found on the emergency maps posted throughout the buildings. Students should contact the faculty/staff members in these areas for assistance with accessing the first-aid kits.

The procedure outlined below should be followed for any student involved in an accident on campus requiring professional medical treatment:

1. Contact Public Safety or the nearest faculty/staff member for assistance. The faculty/staff member will contact Public Safety. All Public Safety officers are trained in first aid and CPR.
2. Obtain a Verification of Student Accident Insurance form from the Dean for Student Engagement Office to take to the health care facility, if needed.

3. If the student is incapacitated and immediate evacuation is necessary, the Dean for Student Engagement Office will be notified so that the student's emergency contact on record can be informed.
4. If accidental injury occurs during evening classes, employee member should contact the Public Safety Office immediately at 803-327-8013. The Public Safety Officer will notify the Administrator on duty.

Any student who is ill and needs immediate medical attention should contact Public Safety or the nearest College employee for assistance. If a student is incapacitated, the College will contact emergency transport to take the student to the nearest hospital or emergency room.

## **English Proficiency Student Complaint Procedure**

This procedure is published under Academic Regulations and Student Services in compliance with Commission on Higher Education requirements.

All applicant finalists for employment in the credit instructional areas will be carefully screened during the hiring process to determine if they are proficient in the use of the English language. Although there may be pronunciation differences or inflectional variations which differ from the norm of the local population, these should not hinder the instructional process. However, if a student feels that he/she is unable to benefit from classroom instruction because of an instructor's lack of English language proficiency, the student should follow the procedure outlined below in order to resolve the concern.

1. The student should talk with the instructor about language concerns and be specific about what language problems are distracting from the instructional process (i.e., talks too fast, pronunciation of key words, etc.).
2. If the student does not believe the concern has been resolved, the student should make an appointment to see the Department Chair of the instructional area involved. The Department Chair may request that the problems be specified in writing. The Department Chair will review the concerns (i.e., classroom observation, test review, other student input) and respond to the student in writing.
3. If the student feels that there is further need to address the concern, the student should specify the problem in writing to the Division Associate Vice President (AVP) and make a follow-up appointment for discussion. The Division AVP may elect to discuss the situation with the Department Chair, the instructor, and the student. The Division AVP, with the Executive Vice President for Academic and Student Affairs, will determine if the situation merits an English Proficiency Performance Review. The student should receive from the Division AVP a written response covering any subsequent recommendations/results.
4. If the student is not satisfied with the response from the Division AVP, the student may schedule an appointment with the Executive Vice President for Academic and Student Affairs.

## **Student Right-To-Know Information**

York Technical College publishes and distributes certain information to prospects, students, and College employees on a regular basis as required by Federal legislation. The Student Right-To-Know information describes the current progress made by students pursuing a degree, diploma or certificate at the College. The Jeanne Clery Act requires the College to distribute to all current students, faculty, and staff members campus security policies and statistics concerning specific types of campus crimes. Published annually, this information is available online on the Campus Safety section of the College's website at [www.yorktech.edu/campus-life/student-services/campus-safety](http://www.yorktech.edu/campus-life/student-services/campus-safety). Paper copies are also available upon request from the Office of the Dean for Student Engagement.

## **Campus Security and Safety**

### **Annual Security Report (Jeanne Clery Act)**

York Technical College is committed to maintaining a safe campus community. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), The College publishes the Annual Security Report which contains campus statistics and crime awareness information for current and prospective students and employees. The report also includes institutional policies and procedures concerning campus security. A paper copy of the Annual Security Report may be obtained by contacting the Office of the Dean for Student Engagement at 803-327-8007 or viewed online here. Currently enrolled students are sent an email message each term of enrollment with a direct link to this important consumer information.

## Campus Law Enforcement

Campus Security and Safety is maintained by the York Technical College Department of Public Safety. Within the Department of Public Safety are Campus Police and Campus Safety. Campus Police is staffed by three armed, certified law enforcement officers with full arrest and investigative authority within the state of South Carolina. The York Technical College Department of Public Safety works closely with local law enforcement where campus locations are within local jurisdictions. Campus Safety personnel are located on main campus, and is also located at the Chester Campus. Campus Safety assists the campus community with parking management, lost and found, escorts, vehicle assistance, and minor emergency medical comfort aid and assistance.

## Safety and Awareness Programs

Students and employees are encouraged to be responsible for their own security and the security of others by taking reasonable precautions. Safety and Awareness Programs are announced in the Student News, on Tech TV, and under Updates in the Desire2Learn course management system. Program offerings vary throughout the year and include relevant topics in response to identified needs and social trends. In addition, the College provides a campus poster program to promote crime awareness and prevention information. This information is available to students and employees of the College. All college employees receive an Emergency Quick Reference Guide via email, and copies are posted in each classroom and office each term to ensure that they have important safety procedures and contact information readily available.

## Emergency Help

**Main Campus** - The phone number for the York Technical College Department of Public Safety is 803-327-8013. The Department of Public Safety Campus Police Office is located on the main campus at the Hood Center. Campus Safety is located in Building A, second floor, room A200. Two emergency call stations are on the main campus of York Technical College. They are located at the southeast corner of Building A and the northeast corner of Building C. The emergency call stations are equipped with two buttons labeled "911" and "Help." The "911" button should only be used in the case of an emergency just as if you were dialing 911 from a phone. The "Help" button is for any assistance required from a York Technical College Public Safety Officer.

**Construction Trades Center and Truck Driver Training Building** - For emergency help while at the Construction Trades Center, contact the Rock Hill Police Department/Fire Department by dialing 911.

**Chester Center** - For emergency help while at the Chester Center, contact the Chester County Sheriff's Office/Fire Department by dialing 911.

## Drug-Free Schools and Campuses Initiative

York Technical College strives to provide a drug-free, healthful, safe, and secure educational environment. Students are required and expected to report to their classes or activities in an appropriate mental and physical condition to meet the requirements and expectations of their role. In order to prevent the consequences of alcohol and other drug use in the educational setting, the South Carolina Technical Education System has implemented a policy to ensure a drug-free educational environment. This policy

outlines the punishment for violation of South Carolina laws dealing with illegal drugs and alcohol, along with severity of the penalty, depending on the type of illegal drug in question. The Policy is available online under the Student Consumer Information section at [www.yorktech.edu/student-consumer-information](http://www.yorktech.edu/student-consumer-information). Students and employees are notified annually of the availability and specific electronic address of this information.

The College has personal counselors available and provides programs each year to create awareness and offer resources on alcohol and drug abuse concerns. In addition, the College has an arrangement with an off-campus agency to counsel with any campus personnel in need of services. The College offers programs (i.e., Red Ribbon Week, Health Fair, alcohol impairment simulator, poster campaigns, etc.) to assist students' understanding of the consequences of alcohol and drug abuse.

## **Reported Incidents for York Technical College**

York Technical College's Annual Security Report is published in its entirety on the College's website at [www.yorktech.edu/campus-life/student-services/campus-safety/](http://www.yorktech.edu/campus-life/student-services/campus-safety/). The report includes statistics for the previous three years on crimes reported to local police agencies or to the York Technical College Department of Public Safety that occurred on the main campus; off-campus locations; in certain off-campus buildings or property owned or controlled by York Technical College; and on public property within or immediately adjacent to and accessible from the campus. Individuals can obtain a paper copy of the Annual Security report by contacting the Office of the Executive Vice President for Academic and Student Affairs at 803-981-7127.

York Technical College encourages prompt reporting of any criminal incident at any geographic location to the Department of Public Safety, 803-327-8013, or the Executive Vice President for Academic and Student Affairs, 803-981-7127.

## **Reporting Crimes or Other Emergencies on Campus**

Crimes or other emergencies on campus should be reported accurately and promptly to the Department of Public Safety. The Dean for Student Engagement Office is notified of any crimes on campus that involve students. Incident reports are completed by public safety officers and sent to the Department of Public Safety Chief and the Vice President for Business Services. Individuals may confidentially report a crime by logging on to the Department of Public Safety website at [www.yorktech.edu/campus-life/student-services/campus-safety](http://www.yorktech.edu/campus-life/student-services/campus-safety) and selecting the "Contact Us" tab.

## **Crime Log**

A daily crime log for the most recent 60-day period is available for public inspection, upon request, during normal business hours by contacting the Dean for Student Engagement Office. The daily crime log includes the nature of the alleged crime, the date the incident was reported, the date and time the incident occurred, the general location of the incident, and the disposition of the complaint if known.

## **Prohibition of Weapons**

State law prohibits the possession or use of any firearm, dangerous weapon, incendiary device, or explosive on campus unless such possession or use has been authorized by the College.

## **Timely Warning and Emergency Notification**

If a situation arises which poses an immediate threat to the health or safety of students and employees, emergency notifications will be sent through the College's messaging system called York Tech Alerts. The system allows the College to send emergency notifications and other important messages through multiple channels including email, text messaging, and social media sites.

Upon admission, students are automatically added to the York Tech Alerts messaging system to receive emergency notifications and are provided more detailed information on how to access the system to update their contact information and modify their preferences. York Technical College's emergency response and evacuation procedures are published in the Campus Security Report located on the College's website at [www.yorktech.edu/campus-life/student-services/campus-safety](http://www.yorktech.edu/campus-life/student-services/campus-safety) and are publicized and tested annually.

The Crisis Management Team (CMT) of the College will convene to determine if a situation poses an immediate threat to the campus community unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The CMT will also determine which segments of the college community are to receive the notification, determine the content of the notification, and initiate the notification system. The CMT is comprised of the President, Executive Vice President for Academic and Student Affairs, Vice President of Business Services, Vice President for College Advancement, Dean for Student Engagement, Department of Public Safety Chief, Assistant Vice President of Facilities Management, Human Resources Director, and Assistant Vice President for Information Services.

## **Sex Offenders Registry**

The Campus Crimes Prevention Act (Public Law 106-386) requires tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Sex Offender Registry is available to the public at [www.sled.sc.gov](http://www.sled.sc.gov).

## **Sexual Assault Prevention and Response**

The College is committed to maintaining a safe campus community and, therefore, strictly prohibits sexual misconduct. The College's Sexual Assault Prevention and Response Process comply with Federal Law 34 CFR 668.46 (9b) (11) and Section 59-105-10 of the S.C. Campus Sexual Assault Information Act. The processes are published on the College's website in the Annual Security Report at [www.yorktech.edu/student-consumer-information/](http://www.yorktech.edu/student-consumer-information/). In addition, the College's Student Code describes the processes for addressing alleged acts of sexual violence and sexual harassment at [www.yorktech.edu/student-consumer-information/](http://www.yorktech.edu/student-consumer-information/). For further questions or guidance, contact the Dean for Student Engagement and the Title IX Coordinator at 803-327-8047.

## **College Use of Photographs**

It is the College's practice to take photographs of students and staff around campus and/or at College related activities for use in various College publications, including the College's web pages. If the individuals in the photographs are to be identified by name or the photograph is posed rather than spontaneous, the permission of the individual(s) will be obtained prior to use of the photograph. If any student or employee does not wish to have his or her photograph used in any identifiable way, every reasonable effort will be made to accommodate that request, provided the employee or student gives notice of such request to the Strategic Communications and Marketing Office by calling 803-981-7114.

## **Visitors**

Visitors to York Technical College are welcome, but all must register at the reception area in the Administration building (H) upon arrival. Students may not take visitors to class with them except with special administrative approval. Children are not permitted in classrooms, shops, labs, library, or the Assessment Center. Children should not be left unattended at any time on campus.

## **Contacting Students on Campus**

In the case of an extreme emergency between 8 a.m. and 5 p.m., a student may be located on campus by contacting the Counseling and Support Services Office 803-327-8007. After 5 p.m. or on weekends, contact the Public Safety Office at 803-327-8013. To minimize disruption of classes, messages are only delivered in emergency situations.

## **Academic and Instructional Support Services**

- Center for Academic Success
- Institute for Teaching Excellence
- Workforce and Economic Development

## **Center for Academic Success**

The Center for Academic Success provides a combination of services that support successful teaching and learning.

## **Academic Coaching and Tutoring**

The Academic Coaching and Tutoring Center (ACT) maximizes academic potential and promotes student success and retention by providing academic support and resources that help students become active and independent learners. Tutoring is available in-person and online in most subject areas. Online tutoring is available 24/7 through Brainfuse in D2L. Academic coaching service is provided to help students design personal study strategies based upon individual learning styles. For more information, go to <http://www.yorktech.edu/campus-life/support-resources/tutoring-center/>.

## **The Anne Springs Close Library**

The Anne Springs Close Library is located on main campus in the Learning Commons. It is open during day and evening hours, Monday through Friday, to provide quiet study space and research assistance to students. 24/7 access to extensive electronic resources for study and research is available from the Library's website, [www.yorktech.edu/Library](http://www.yorktech.edu/Library). The website also provides access to online tutorials that familiarizes patrons with the Library's collections and services. The Library's computer lab has numerous computers available for information retrieval and library research, and students may print copies as well. The Library also offers a public access scanner to scan to email, flash drive, Google drive, and smartphone at no charge. Books, journals, newspapers, audiobooks, anatomy and physiology models, CDs, and DVDs are among the many resources in the Library's collection. Class instruction on how to do library research is available upon request. Individual assistance is offered at all times by qualified and knowledgeable librarians and library technical assistants.

## **Academic and Career Advising Center**

The Academic and Career Advising Center offers students assistance with advising, career exploration, and more. Students who are undecided or uncertain about their major or career path can receive one-on-one consultations to discuss how their interests, skills, and personality match programs to best fit their goals. The Advising Center processes academic program changes and provides assistance to help students with the transition of their major. Student may also receive advising and general assistance related to their academic success within the Advising Center. For more information, go to <https://www.yorktech.edu/campus-life/support-resources/academic-advising/>.

## **EXCELS**

EXCELS (EXcellence through College Enrollment for LearnerS) is a program that provides opportunities for high school juniors and seniors to earn dual credit for high school and college-level courses while still enrolled in high school. Typically, advanced high school courses and entry-level college courses can be coordinated as EXCELS courses. High school students enrolled in EXCELS courses will begin a college transcript with a GPA. This is part of the GPA used for calculation of scholarships such as the LIFE Scholarship. Many courses may transfer to other two-year and four-year institutions.

## **Institute for Teaching Excellence**

The Institute for Teaching Excellence supports the College mission of accessible, relevant, and high-quality education through instructional support, encompassing curriculum development and revision, faculty and staff development, alternative methods of delivery and assessment, and exploration of innovative strategies and tools for teaching and learning. The Institute for Teaching Excellence consists of faculty and staff specializing in instructional design, pedagogy, education technology, and distance learning / online courses.

The Institute for Teaching Excellence maintains a Student Success Resources web page which contains information, videos, guides, and interactive presentations on a number of topics including academic integrity, how to access the WiFi, remote proctoring, using D2L Brightspace, Office 365, tutoring services and more. URL: <https://yorktech.libguides.com/onlinestudentresources>.

The Day 1 Toolbox web page contains information to help orient students to their first day at York Technical College. The page includes content about course schedules, course materials, accessing campus WiFi, Office365, the course syllabus, frequently asked questions, ways to locate support, and other information designed to help students be successful from day 1.

When inside D2L/Brightspace learning management system, students may access help directly through the **HELP button** located on the top navigation bar. This button is present for the home page and all course pages in D2L. Once students have accessed a course, two informational content modules are provided for quick-reference at any time: 1) academic integrity and 2) navigating the D2L classroom and learning management system.

## **Workforce and Economic Development**

The Workforce and Economic Development Division of York Technical College offers a wide variety of programming for individuals seeking a new career, wanting to upgrade their current skills, or desiring to enrich their life through learning. Courses are also available to meet the needs of business and industry and can be customized to their particular specifications when needed. Programs are scheduled throughout the year in day, evening, and weekend time slots and are taught by certified instructors with professional experience. Hundreds of online courses are also offered.

## **Certifications and Licensures**

Professional certifications offer an assurance to employers that students are qualified to perform certain job duties and tasks. In specific fields, certifications are required before candidates will be considered for a position, and in many other fields, certifications, while not required, are highly valued and help job seekers gain a competitive edge in a tough job market. Programs that are approved through state agencies (such as DMV or DHEC) meet special occupational licensure requirements. Several occupational programs are also offered online to enable learning from the convenience of home.

## **Programs for Entrepreneurs, Job Seekers, and Employers**

Entrepreneurs can take advantage of specialized courses that will prepare them to do business planning, operations, and marketing. Short courses for industry-recognized credentials are available to assist job seekers in obtaining occupational training in high demand fields. Individuals wishing to advance in their career or seek additional career opportunities can benefit from professional development courses designed to prepare them for changing workforce needs. Corporate training solutions, employee job profiles, or assessments can also be custom designed to fit any employer's workforce needs. Training can be conducted at the company site or at a York Technical College campus.

## **CEU Credit**

Students who satisfactorily complete occupational skills courses receive a certificate of completion and Continuing Education Units (CEU) as appropriate. One CEU is awarded for every 10 contact hours of a course.

## **Registration and Payment**

Scheduling an appointment with a program manager to learn more detailed information about an occupational program is recommended. Registration may be made in person, by mail, by telephone at 803-325-2888, by fax at 803-981-7327, or online with a credit card in WebAdvisor under Continuing Education tab ([webadvisor/continuingeducation](http://webadvisor/continuingeducation)). Tuition may be paid by cash, check, MasterCard, Visa, Discover or American Express. Pre-registration and pre-payment are required. Some programs may require special tools and supplies. Tuition fees do not typically include cost of textbooks.

## **Refunds**

Refunds will not be given to persons canceling less than two business days prior to the start of a program. If the College is forced to cancel due to low enrollment, full refunds will be made. Some certificate programs may have non-refundable seating fees.

# Business, Computers, Arts and Sciences Division

Our service- and information-oriented world demands that all consumers have a basic knowledge and understanding of computers and our business enterprise system. To provide students with this knowledge, the Business, Computer, Arts and Sciences Division offers degree, diploma, or certificate courses, as well as those of special interest. Regardless of the goal, students will find programs or courses to meet their needs. All associate degree programs in the Business Administration and Information Technology Departments (except Supply Chain Management and Digital Arts) are accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

The student who wishes to earn the first two years of a baccalaureate degree will find college courses that transfer to a senior institution in South Carolina as well as out of state. By working with the South Carolina Commission on Higher Education, the College is continually strengthening the opportunities for transfer of course credits to the public senior colleges and universities of the state.

Each student in the Division is assigned an academic advisor who will work individually with the student in course selection each semester. Attention to specific academic needs and assistance in helping choose the right path to meet the student's career objectives are basic to the advising process used at York Technical College.

## Business Administration

The Business Administration Department offers students many career paths in business. Programs include two-year degrees in Accounting, Administrative Office Technology, General Business, Management, Paralegal, or Supply Chain Management and certificates in Accounting Clerk, Advanced Entrepreneurship, Entrepreneurial, Human Resource Management Specialist, Medical Administrative Office Specialist, Microsoft Office Application Professional, or Payroll / Income Tax. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a "C" average. Certificate programs are available for students seeking to become employed within one year. Students completing our programs of study find jobs in accounting, front office management (including medical practices), general management, business fields (including owning your own business), the paralegal field, or anywhere supply chain management skills are needed.

Students completing the two-year Accounting Degree, the Accounting Clerk Certificate, or the Payroll / Income Tax Certificate may be eligible to become certified by taking the National Association of Certified Public Bookkeepers (NACPB) certification exams, the Accreditation Council for Accountancy (ACAT) certification examinations, or the America Payroll Associations (APA) payroll certification exam. Availability and costs of certification exams vary based on degree / certification achieved.

To accommodate student needs, the Business Administration Department offers courses in a variety of modalities (methods of offering and meeting types). For students' convenience, there is a staffed open computer lab (A208) available day and evening hours as indicated on the lab door. The open lab computers provide access to the software taught in the Business Administration and Information Technology courses.

## Associate in Applied Science

### Accounting, AAS (AAS.ACC 35002)

The Associate in Applied Science major in Accounting program provides students with the knowledge of accounting concepts and software. The program includes accounts payable, assets, bookkeeping, and resource control.

## Degree Requirements

### General Education

- ECO 211 - Microeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 245 - Accounting Applications *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 120 - Federal Income Tax *Credit Hours: 3 \**
- ACC 124 - Individual Tax Procedures *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 201 - Intermediate Accounting I *Credit Hours: 3 \**
- ACC 202 - Intermediate Accounting II *Credit Hours: 3 \**
- ACC 230 - Cost Accounting I *Credit Hours: 3 \**
- ACC 240 - Computerized Accounting *Credit Hours: 3 \**
- ACC 265 - Not-For-Profit Accounting *Credit Hours: 3 \**
- BAF 201 - Principles of Finance *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- Elective *Credit Hours: 1*

Subtotal: 32 Credit Hours

Total Credit Hours: 65

\* Courses in this program that require a minimum grade of "C."

## Administrative Office Technology, AAS (AAS.AOT 35007)

The Associate in Applied Science major in Administrative Office Technology is a program of study that prepares students for any office setting.

### Degree Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3 \**  
or
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

#### Required Core Subject Areas

- AOT 110 - Document Formatting *Credit Hours: 3 +\**
- AOT 143 - Office Systems and Procedures *Credit Hours: 3 \**
- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

#### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- AOT 105 - Keyboarding *Credit Hours: 3 \**
- AOT 106 - Keyboarding Lab I *Credit Hours: 1 \**
- AOT 121 - Transcription *Credit Hours: 3 \**
- AOT 133 - Professional Development *Credit Hours: 3 \**
- AOT 134 - Office Communications *Credit Hours: 3 \**
- AOT 250 - Advanced Information Processing *Credit Hours: 3 \**

- AOT 254 - Office Simulation *Credit Hours: 3 \**
- AOT 265 - Office Desktop Publishing *Credit Hours: 3 \**
- IST 225 - Internet Communications *Credit Hours: 3 \**
- Electives *Credit Hours: 3*

Subtotal: 32 Credit Hours

Total Credit Hours: 62

\*Courses in this program that require a minimum grade of "C."

+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

## **Business Administration, Entrepreneurial Specialization, AAS (AAS.BUSAD.ENTSP 35001)**

The Associate in Applied Science major in Business Administration with Entrepreneurial Specialization program provides students with a knowledge of risk. The program includes challenges of selecting goods or services that will make money.

### Degree Requirements

#### General Education

- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

#### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

#### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 124 - Individual Tax Procedures *Credit Hours: 3 \**
- ACC 130 - State Tax Procedures *Credit Hours: 1 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 242 - Small Business Software *Credit Hours: 1 \**
- ACC 243 - Computerized Spreadsheets *Credit Hours: 1 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- MGT 120 - Small Business Management *Credit Hours: 3 \**
- MGT 121 - Small Business Operations *Credit Hours: 3 \**
- MKT 130 - Customer Service Principles *Credit Hours: 3 \**
- MKT 140 - E-Marketing *Credit Hours: 3 \**
- MKT 141 - Electronic Commerce Strategies *Credit Hours: 3 \**
- MKT 265 - Retail Strategies & Applications *Credit Hours: 3 \**

Subtotal: 31 Credit Hours

Total Credit Hours: 64

\* Courses in this program that require a minimum grade of "C."

## **Management, Fire Science Administration Specialization, AAS (AAS.MGT.FRSCI 35030)**

The Associate in Applied Science major in Management with Fire Science Specialization program provides students with best practices in approved fire courses. Included in the program is fire safety.

### **Degree Requirements**

#### **General Education**

- ECO 210 - Macroeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

#### **Required Core Subject Areas**

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**
- Elective *Credit Hours: 1*
  - SC Fire Academy Approved Courses (16 credit hours) **OR** EMS 110\* - Emergency Medical Technician (5 credit hours) *and* SC Fire Academy Approved Courses (11 credit hours)

Subtotal: 30 Credit Hours

Total Credit Hours: 60

\* Courses in this program that require a minimum grade of "C."

## Management, General Management Specialization, AAS (AAS.MGT.GNMGT 35030)

The Associate in Applied Science major in Management program provides students with knowledge of leadership. The program includes leading, planning, and controlling.

### Degree Requirements

#### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*  
**or**
- PSC 201 - American Government *Credit Hours: 3*  
**or**
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
**or**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**

- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- MGT 120 - Small Business Management *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**
- MGT 280 - Executive Development *Credit Hours: 3 \**
- MKT 250 - Consumer Behavior *Credit Hours: 3 \**
- MKT 265 - Retail Strategies & Applications *Credit Hours: 3 \**
- Electives *Credit Hours: 3*

Subtotal: 31 Credit Hours

Total Credit Hours: 61

\* Courses in this program that require a minimum grade of "C."

### @Electives

- AOT 133 - Professional Development *Credit Hours: 3*
- AOT 105 - Keyboarding *Credit Hours: 3*
- BAF 101 - Personal Finance *Credit Hours: 3*
- MGT 201 - Human Resource Management *Credit Hours: 3*
- MKT 130 - Customer Service Principles *Credit Hours: 3*
- MKT 140 - E-Marketing *Credit Hours: 3*
- MKT 141 - Electronic Commerce Strategies *Credit Hours: 3*

# Management, Human Resource Specialization, AAS (AAS.MGT.HMRES 35030)

The Associate in Applied Science major in Management with Human Resource Specialization program provides students with best practices in employment. The program includes staffing, law, and training.

## Degree Requirements

### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 243 - Computerized Spreadsheets *Credit Hours: 1 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- BUS 128 - Employment Law *Credit Hours: 3 \**
- BUS 136 - Compensation & Benefits *Credit Hours: 3 \**

- MGT 201 - Human Resource Management *Credit Hours: 3 \**
- Electives *Credit Hours: 4*

Subtotal: 30 Credit Hours

Total Credit Hours: 60

\* Courses in this program that require a minimum grade of "C."

### @Electives

- AOT 133 - Professional Development *Credit Hours: 3*
- AOT 105 - Keyboarding *Credit Hours: 3*
- BAF 101 - Personal Finance *Credit Hours: 3*
- MGT 201 - Human Resource Management *Credit Hours: 3*
- MKT 130 - Customer Service Principles *Credit Hours: 3*
- MKT 140 - E-Marketing *Credit Hours: 3*
- MKT 141 - Electronic Commerce Strategies *Credit Hours: 3*

## Management, Utility Line Worker Specialization, AAS (AAS.MGT.ULW 35030)

The Associate in Applied Science major in Management with Utility Line Worker Specialization program provides students with a strong knowledge of core skills pertaining to the planning, management and execution of utility line work.

### Degree Requirements

#### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*  
*or*
- PSC 201 - American Government *Credit Hours: 3*  
*or*
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**  
*or*
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**
- ELW 110 - Electrical Computations *Credit Hours: 2 \**
- ELW 111 - Introduction to Electrical Line Worker *Credit Hours: 3 \**
- ELW 112 - Introduction to Electricity *Credit Hours: 3*  
\*
- ELW 114 - Overhead Line Construction I *Credit Hours: 3 \**
- ELW 211 - Underground Line Construction I *Credit Hours: 3*  
\*
- ELW 231 - Electrical Power Systems *Credit Hours: 3 \**
- *Elective Credit Hours: 2*

Subtotal: 32 Credit Hours

Total Credit Hours: 61

\* Courses in this program that require a minimum grade of "C."

## **Paralegal, AAS (AAS.PARLG 35520)**

The Associate in Applied Science with a major in Paralegal program focuses on work in a legal setting. Students are prepared to support legal teams or work at law firms.

## Degree Requirements

### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*
  - ENG 101 - English Composition I *Credit Hours: 3 \**
- or**

- ENG 155 - Communications I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*  
or
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Subtotal: 18 Credit Hours

### Required Core Subject Areas

- BUS 121 - Business Law I *Credit Hours: 3 \**
- LEG 120 - Torts *Credit Hours: 3 \**
- LEG 135 - Introduction to Law and Ethics *Credit Hours: 3 \**
- LEG 213 - Family Law *Credit Hours: 3 \**
- LEG 214 - Property Law *Credit Hours: 3 \**
- LEG 233 - Wills, Trusts, & Probate *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 110 - Document Formatting *Credit Hours: 3 \**
- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- CRJ 115 - Criminal Law I *Credit Hours: 3 \**
- LEG 201 - Civil Litigation I *Credit Hours: 3 \**
- LEG 230 - Legal Writing *Credit Hours: 3 \**
- Electives *Credit Hours: 2*

Subtotal: 27 Credit Hours

**Total Credit Hours 63**

\*Courses in this program that require a minimum grade of "C."

+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

## **Supply Chain Management, AAS (AAS.SCM 35006)**

The Associate in Applied Science major in Supply Chain Management program provides students with best practices in the flow of goods and services. The process includes planning, forklift, freight, trucking, and supply chain. The supply chain includes raw products, the creation of the product and final delivery.

## Degree Requirements

### General Education

- ENG 155 - Communications I *Credit Hours: 3 \**  
or
- ENG 101 - English Composition I *Credit Hours: 3 \**
  
- ENG 156 - Communications II *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
  
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*  
or
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
  
- ECO 210 - Macroeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- LOG 110 - Introduction to Logistics *Credit Hours: 3 \**
- LOG 111 - Warehouse and Distribution Center Operations *Credit Hours: 3 \**
- LOG 113 - Material and Handling Technology *Credit Hours: 3 \**
- LOG 125 - Transportation Logistics *Credit Hours: 3 \**
- LOG 215 - Supply Chain Management *Credit Hours: 3 \**
- LOG 240 - Purchasing Logistics *Credit Hours: 3 \**
- LOG 245 - Production Planning Processes *Credit Hours: 3 \**
- LOG 250 - Advanced Global Logistics *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**

Subtotal: 31 Credit Hours

Total Credit Hours: 61

\* Courses in this program that require a minimum grade of "C."

## Certificate

### **Accounting Clerk Certificate (CT.BUSAC 70549)**

The Accounting Clerk Certificate program provides students with skills in accounting applications.

#### Certificate Requirements

##### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 102 - Accounting Principles II *Credit Hours: 3 \**
- ACC 124 - Individual Tax Procedures *Credit Hours: 3 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 240 - Computerized Accounting *Credit Hours: 3 \**
- ACC 245 - Accounting Applications *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**

Total Credit Hours: 30

\* Courses in this program that require a minimum grade of "C."

### **Advanced Entrepreneurship Certificate (CT.BUSEA 61044)**

The Advanced Entrepreneurship Certificate program provides students with courses needed for a small business.

#### Certificate Requirements

##### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MGT 120 - Small Business Management *Credit Hours: 3 \**

- MGT 201 - Human Resource Management *Credit Hours: 3 \**

Total Credit Hours: 18

\* Courses in this program that require a minimum grade of "C."

## **Entrepreneurial Certificate (CT.BUSEC 70675)**

The Entrepreneurial Certificate program provides students with courses needed for business.

### **Certificate Requirements**

#### **Required Core Subject Areas**

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 +\**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 242 - Small Business Software *Credit Hours: 1 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- MGT 120 - Small Business Management *Credit Hours: 3 \**
- MGT 121 - Small Business Operations *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**

Total Credit Hours: 28

\* Courses in this program that require a minimum grade of "C."

## **Human Resource Management Specialist Certificate (CT.BUSHR 70828)**

The Human Resource Management Specialist Certificate program provides students with best practices in law, payroll, and staffing.

### **Certificate Requirements**

#### **Required Core Subject Areas**

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 +\**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 243 - Computerized Spreadsheets *Credit Hours: 1 \**
- BAF 101 - Personal Finance *Credit Hours: 3 \**

- BUS 121 - Business Law I *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- BUS 128 - Employment Law *Credit Hours: 3 \**
- BUS 136 - Compensation & Benefits *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**

**Total Credit Hours: 37**

\*Courses in this program that require a minimum grade of "C."

## **Medical Administrative Office Specialist Certificate (CT.AOTAS 70266)**

The Medical Administrative Office Specialist Certificate program provides students with skills needed in an office within the health field. Courses include terms and forms, software, and systems common in the field.

### **Certificate Requirements**

#### **Required Core Subject Areas**

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 110 - Document Formatting *Credit Hours: 3 \*+*
- AOT 133 - Professional Development *Credit Hours: 3 \**
- AOT 134 - Office Communications *Credit Hours: 3 \**
- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- AOT 252 - Medical Systems and Procedures *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**
- HIM 102 - Introduction to Coding & Class *Credit Hours: 1 \**
- HIM 130 - Billing & Reimbursement *Credit Hours: 3 \**
- HIM 266 - Computers in Health Care *Credit Hours: 3 \**

**Total Credit Hours: 37**

\* Courses in this program that require a minimum grade of "C."

+ AOT 110 - prerequisite AOT 105 or placement/exemption credit.

# Microsoft Office Application Professional Certificate (CT.AOTAP 60848)

The Microsoft Office Applications Certificate program provides students with well-rounded skills in office software programs and prepares them for the exam.

## Certificate Requirements

### Required Core Subject Areas

- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- AOT 250 - Advanced Information Processing *Credit Hours: 3 \**
- AOT 265 - Office Desktop Publishing *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**
- IST 225 - Internet Communications *Credit Hours: 3 \**

Total Credit Hours: 21

\* Courses in this program that require a minimum grade of "C."

# Payroll/Income Tax Certificate (CT.BUSPI 70829)

The Payroll/Income Tax Certificate program provides students with knowledge of payroll and tax.

## Certificate Requirements

### Required Core Subject Areas

- ACC 111 - Accounting Concepts *Credit Hours: 3 \**
- ACC 101 - Accounting Principles I *Credit Hours: 3 \**
- ACC 120 - Federal Income Tax *Credit Hours: 3 \**
- ACC 124 - Individual Tax Procedures *Credit Hours: 3 \**
- ACC 130 - State Tax Procedures *Credit Hours: 1 \**
- ACC 150 - Payroll Accounting *Credit Hours: 3 \**
- ACC 240 - Computerized Accounting *Credit Hours: 3 \**
- BUS 136 - Compensation & Benefits *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**

Total Credit Hours: 31

\* Courses in this program that require a minimum grade of "C."

## Virtual Office Management Certificate (CT.VOFM 71502)

The Virtual Office Management Certificate program provides students with knowledge of widely used information processing, office systems and procedures.

### Certificate Requirements

#### Required Core Subject Areas

- AOT 105 - Keyboarding *Credit Hours: 3 \**
- AOT 110 - Document Formatting *Credit Hours: 3 \*\**
- AOT 133 - Professional Development *Credit Hours: 3 \**
- AOT 134 - Office Communications *Credit Hours: 3 \**
- AOT 143 - Office Systems and Procedures *Credit Hours: 3 \**
- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
  
- AOT 180 - Customer Service *Credit Hours: 3 \**  
*or*
- MKT 130 - Customer Service Principles *Credit Hours: 3*
  
- AOT 265 - Office Desktop Publishing *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**
- IST 225 - Internet Communications *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**

Total Credit Hours: 36

\*Courses in this program that require a minimum grade of "C."

\*\*AOT 110 has a prerequisite of AOT 105, which may be satisfied by taking AOT 105 or successful completion of a placement test.

## Information Technology

The Information Technology Department prepares students for many career paths as well as industry certifications. Students with a high aptitude for math and logical reasoning may find the associate degree in Computer Technology an appropriate option for them. The degree provides students with two specializations: programming or networking. The degree prepares students to program in various programming languages (C#, C++, Java, and PHP), use the .NET framework, design database systems, use multiple modern operating systems, relate network theory and design, and exhibit proficiency with word processing, spreadsheet, and database applications. Graduates of this program often find jobs as computer programmers, network technicians, and systems analysts. Students interested in both arts and technology may elect to choose the associate degree in Digital Arts which provides students a well-rounded knowledge of digital arts. Students learn skills required to work in web and graphic design as

well as multimedia arts. In addition, students learn skills in package design and photography. Students may also work in advertising and promotions.

For those students who want to get into the information technology field more quickly, certificate programs in Digital Design, Network Administration, Network Operations, PC Tech Support, and Cybersecurity are available. Information Technology professionals and students who have previously attained skills through coursework and/or employment may be interested in the Advanced Cybersecurity, Advanced Multimedia Specialist, and Advanced Web Programming certificates. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a "C" average.

To accommodate student needs, the Business Administration Department offers courses in a variety of modalities (methods of offering and meeting types). For students' convenience, there is a staffed open computer lab (A208) available day and evening hours as indicated on the lab door. The open lab computers provide access to the software taught in the Business Administration and Information Technology courses.

## **Associate in Applied Science**

# **Computer Technology, Networking Specialization, AAS (AAS.CPT.NETWK 35104)**

The Associate in Applied Science in Computer Technology - Networking provides students with a well-rounded knowledge of networking. Our students learn how to design, create, and maintain networks. Students are also able to analyze computer systems.

## **Degree Requirements**

### **General Education**

- ECO 210 - Macroeconomics *Credit Hours: 3*  
or
- ECO 211 - Microeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*
  
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 120 - Probability & Statistics *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

**Subtotal: 21 Credit Hours**

### **Required Core Subject Area**

- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- CPT 230 - C# Programming I *Credit Hours: 3 \**

- CPT 242 - Database *Credit Hours: 3 \**
- CPT 264 - Systems and Procedures *Credit Hours: 3 \**
- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**
- IST 226 - Internet Programming *Credit Hours: 3 \**

Subtotal: 20 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 270 - Advanced Microcomputer Applications *Credit Hours: 3 \**
- IST 220 - Data Communications *Credit Hours: 3 \**
- IST 221 - Advanced Data Communications *Credit Hours: 3 \**
- IST 252 - LAN System Manager *Credit Hours: 3 \**
- IST 253 - LAN Service and Support *Credit Hours: 3 \**
- IST 254 - Centralized Network Management *Credit Hours: 3 \**
- IST 260 - Network Design *Credit Hours: 3 \**

Subtotal: 25 Credit Hours

Total Credit Hours: 66

\* Courses in this program that require a minimum grade of "C."

@ ECO 210 - Macroeconomics, ECO 211 - Microeconomics, PSC 201 - American Government, or PSY 201 - General Psychology

## **Computer Technology, Programming Specialization, AAS (AAS.CPT.PROG 35104)**

The Associate in Applied Science in Computer Technology - Programming provides students with a well-rounded knowledge of programming. Our students learn commonly used programming languages. This will prepare students to design and create a wide range of software and apps.

## Degree Requirements

### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*  
*or*
- ECO 211 - Microeconomics *Credit Hours: 3*  
*or*
- PSC 201 - American Government *Credit Hours: 3*  
*or*
- PSY 201 - General Psychology *Credit Hours: 3*

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 120 - Probability & Statistics *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Subtotal: 21 Credit Hours

### Required Core Subject Area

- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- CPT 230 - C# Programming I *Credit Hours: 3 \**
- CPT 242 - Database *Credit Hours: 3 \**
- CPT 264 - Systems and Procedures *Credit Hours: 3 \**
- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**
- IST 226 - Internet Programming *Credit Hours: 3 \**

Subtotal: 20 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 270 - Advanced Microcomputer Applications *Credit Hours: 3 \**
- CPT 231 - C# Programming II *Credit Hours: 3 \**
- CPT 236 - Introduction to JAVA Programming *Credit Hours: 3 \**
- CPT 244 - Data Structures *Credit Hours: 3 \**
- IST 220 - Data Communications *Credit Hours: 3 \**
- IST 272 - Relational Database *Credit Hours: 3 \**

\*One of the following:

- CPT 187 - Object-Oriented Logic & Design *Credit Hours: 3*
- CPT 232 - C++ Programming I *Credit Hours: 3 \**
- CPT 237 - Advanced JAVA Programming *Credit Hours: 3 \**
- CPT 238 - Internet Scripting *Credit Hours: 3 \**

Subtotal: 25 Credit Hours

**Total Credit Hours: 66**

\* Courses in this program that require a minimum grade of "C."

@ ECO 210 - Macroeconomics, ECO 211 - Microeconomics, PSC 201 - American Government, or PSY 201 - General Psychology

# Digital Arts, AAS (AAS.CPTDA 35025)

The Associate in Applied Science Digital Arts programs provides students a well-rounded knowledge of digital arts. Students learn the skills required in order to work in web and graphic design as well as multimedia arts. In addition, students learn skills in animation and photography. Students may also work in advertising and promotions.

## Degree Requirements

### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3*  
or
- ECO 211 - Microeconomics *Credit Hours: 3*  
or
- PSC 201 - American Government *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*
- ENG 101 - English Composition I *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Area

- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 121 - Design *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 219 - Multimedia Techniques *Credit Hours: 3 \**
- ARV 222 - Computer Animation *Credit Hours: 3 \**
- ARV 281 - Design II *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ARV 122 - 3-DIMENSIONAL Design I *Credit Hours: 3*
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3 \**
- CGC 226 - Advanced Printing *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**
- MKT 140 - E-Marketing *Credit Hours: 3 \**

- CWE Cooperative Work Experience *Credit Hours: 3 \**

Subtotal: 28 Credit Hours

Total Credit Hours: 61

\* Courses in this program that require a minimum grade of "C."

@ ECO 210 - Macroeconomics, ECO 211 - Microeconomics, PSC 201 - American Government, or PSY 201 - General Psychology

## Certificate

### Advanced Application Development Certificate (CT.ITADC 61264)

The Advanced Application Development Certificate provides students with advanced skills in software development, computer programming, software quality assurance analysis and testing, and web development. Students will utilize state-of-the-art software and programming languages.

#### Certificate Requirements

##### Required Core Subject Areas

- CPT 187 - Object-Oriented Logic & Design *Credit Hours: 3 \**
- CPT 232 - C++ Programming I *Credit Hours: 3 \**
- CPT 237 - Advanced JAVA Programming *Credit Hours: 3 \**
- CPT 244 - Data Structures *Credit Hours: 3 \**
- CPT 264 - Systems and Procedures *Credit Hours: 3 \**
- IST 272 - Relational Database *Credit Hours: 3 \**

Total Credit Hours: 18

\*Courses in this program that require a minimum grade of "C."

### Advanced Cybersecurity Certificate (CT.ITACS 71334)

The Advanced Cybersecurity certificate provides students with skills in IT Security and Privacy. Students learn about security network configuration. Students also study how secure networks and systems using hardware, software, and operating systems. While studying these topics, students will use both Windows and Linux. Students will study services such as email, web servers, and database servers on both of these platforms. This program provides skills in secure programming and vulnerability assessment. Students will also study computer forensics.

#### Certificate Requirements

## Required Core Subject Area

- CPT 236 - Introduction to JAVA Programming *Credit Hours: 3 \**
- CPT 238 - Internet Scripting *Credit Hours: 3 \**
- CPT 260 - Fundamentals of Operating Systems & Web Servers *Credit Hours: 3 \**
- IST 191 - Linux System Administration *Credit Hours: 3 \**
- IST 193 - Linux Security Administration *Credit Hours: 3 \**
- IST 259 - Electronic Messaging *Credit Hours: 3 \**
- IST 272 - Relational Database *Credit Hours: 3 \**
- IST 291 - Fundamentals of Network Security I *Credit Hours: 3 \**
- IST 292 - Fundamentals of Network Security II *Credit Hours: 3 \**
- IST 293 - IT and Data Assurance I *Credit Hours: 3 \**
- IST 294 - IT and Data Assurance II *Credit Hours: 3 \**
- CPT 281 - Scwe in Computer Technology *Credit Hours: 3 \**

Total Credit Hours: 36

\* Courses in this program that require a minimum grade of "C."

## Advanced Multimedia Specialist Certificate (CT.CPTMS 71246)

The Advanced Multimedia Specialist Certificate provides students with skills required to create digital content. Students learn illustration and web design. Students also study photography and television operations.

### Certificate Requirements

#### Required Core Subject Area

- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 219 - Multimedia Techniques *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**
- MAP 101 - Audio Techniques I *Credit Hours: 3 \**
- MAP 122 - Field Production I *Credit Hours: 3 \**
- MAP 150 - Studio Production I *Credit Hours: 3 \**
- MAP 226 - Producing and Directing *Credit Hours: 3 \**

Total Credit Hours: 33

\* Courses in this program that require a minimum grade of "C."

# Advanced Web Programming Certificate (CT.ITAWP 71601)

The Advanced Web Programming Certificate provides students with skills in designing, building, and maintaining websites and web apps. Students will utilize state-of-the-art software and programming languages.

## Certificate Requirements

### Required Core Subject Area

- CPT 236 - Introduction to JAVA Programming *Credit Hours: 3 \**
- CPT 237 - Advanced JAVA Programming *Credit Hours: 3 \**
- CPT 238 - Internet Scripting *Credit Hours: 3 \**
- CPT 240 - Internet Programming With Data *Credit Hours: 3 \**
- IST 226 - Internet Programming *Credit Hours: 3 \**
- IST 272 - Relational Database *Credit Hours: 3 \**

Total Credit Hours: 21

\*Courses in this program that require a minimum grade of "C."

# Cybersecurity Certificate (CT.ITANS 70994)

The Cybersecurity Certificate provides students with skills in network security. Students will study how to configure and manage both hardware and networks in a secure manner.

## Certificate Requirements

### Required Core Subject Area

- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**
- IST 201 - Cisco Internetworking Concepts *Credit Hours: 3 \**
- IST 202 - Cisco Router Configuration *Credit Hours: 3 \**
- IST 203 - Advanced Cisco Router Configuration *Credit Hours: 3 \**
- IST 204 - Cisco Troubleshooting *Credit Hours: 3 \**
- IST 252 - LAN System Manager *Credit Hours: 3 \**
- IST 254 - Centralized Network Management *Credit Hours: 3 \**
- IST 291 - Fundamentals of Network Security I *Credit Hours: 3 \**
- IST 292 - Fundamentals of Network Security II *Credit Hours: 3 \**
- IST 293 - IT and Data Assurance I *Credit Hours: 3 \**
- IST 294 - IT and Data Assurance II *Credit Hours: 3 \**

Total Credit Hours: 37

\* Courses in this program that require a minimum grade of "C."

## Digital Design Certificate (CT.CPTDD 71009)

The Digital Design Certificate provides students with skills needed to obtain entry-level jobs in graphic design. Students obtain these skills using state-of-the-art graphic design hardware and software.

### Certificate Requirements

#### Required Core Subject Area

- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 121 - Design *Credit Hours: 3 \**
- ARV 122 - 3-DIMENSIONAL Design I *Credit Hours: 3 \**
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 219 - Multimedia Techniques *Credit Hours: 3 \**
- ARV 222 - Computer Animation *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3 \**
- ARV 281 - Design II *Credit Hours: 3 \**
- CGC 226 - Advanced Printing *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**

Total Credit Hours: 36

\* Courses in this program that require a minimum grade of "C."

## Introductory Application Development Certificate (CT.ITIDC 61263)

The Introductory Application Development Certificate provides students with skills in software development, computer programming, software quality assurance analysis and testing, and web development. Students will utilize state-of-the-art software and programming languages.

### Certificate Requirements

#### Required Core Subject Areas

- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 230 - C# Programming I *Credit Hours: 3 \**
- CPT 231 - C# Programming II *Credit Hours: 3 \**
- CPT 242 - Database *Credit Hours: 3 \**
- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**
- IST 226 - Internet Programming *Credit Hours: 3 \**

Total Credit Hours: 20

\* Courses in this program that require a minimum grade of "C."

## **Network Administration Certificate (CT.CPTNA 70875)**

The Network Administration Certificate provides students with the knowledge to manage networks using Microsoft server and desktop systems. Students are prepared to take industry exams that lead to Microsoft certifications.

### **Certificate Requirements**

#### **Required Core Subject Area**

- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**
- IST 220 - Data Communications *Credit Hours: 3 \**
- IST 221 - Advanced Data Communications *Credit Hours: 3 \**
- IST 252 - LAN System Manager *Credit Hours: 3 \**
- IST 253 - LAN Service and Support *Credit Hours: 3 \**
- IST 254 - Centralized Network Management *Credit Hours: 3 \**
- IST 260 - Network Design *Credit Hours: 3 \**

Total Credit Hours: 23

\* Courses in this program that require a minimum grade of "C."

## **Network Operations Certificate (CT.CPTNO 60722)**

The Network Operations Certificate provides students with the knowledge and skills to install and manage LAN and WAN networks. Students are prepared to take the Cisco Certified Network Associate exam.

### **Certificate Requirements**

#### **Required Core Subject Area**

- IST 201 - Cisco Internetworking Concepts *Credit Hours: 3 \**
- IST 202 - Cisco Router Configuration *Credit Hours: 3 \**
- IST 203 - Advanced Cisco Router Configuration *Credit Hours: 3 \**
- IST 204 - Cisco Troubleshooting *Credit Hours: 3 \**

Total Credit Hours: 12

\* Courses in this program that require a minimum grade of "C."

## **PC Technical Support Certificate (CT.CPTPC 70876)**

The PC Technical Support Certificate provides students with skills needed to obtain a job in a tech support call center. Students study programming, databases, operating systems and data communications.

## Certificate Requirements

### Required Core Subject Area

- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- CPT 230 - C# Programming I *Credit Hours: 3 \**
- CPT 231 - C# Programming II *Credit Hours: 3 \**
- CPT 242 - Database *Credit Hours: 3 \**
- CPT 264 - Systems and Procedures *Credit Hours: 3 \**
- CPT 270 - Advanced Microcomputer Applications *Credit Hours: 3 \**
- IST 220 - Data Communications *Credit Hours: 3 \**
- IST 188 - Hardware Basics and Operating Systems *Credit Hours: 5 \**

Total Credit Hours: 29

\* Courses in this program that require a minimum grade of "C."

## University Transfer

The University Transfer program, offered both day and night at York Technical College, provides students with the first two years of college or university work. Students in this program may earn the Associate in Arts, the Associate in Science Degree, Fine Arts General Technology Associate in Applied Science Degree, the University Studies Certificate, or the Fine Arts in Theater Production Certificate. Students completing the requirements for these programs will be prepared to transfer to a senior institution to complete a baccalaureate degree. York Technical College and the South Carolina Commission on Higher Education work together continually to improve opportunities for transfer of course credits to the public senior colleges and universities in our state. A student can enter York Technical College's University Transfer programs with the knowledge that by working with a University Transfer advisor in selecting appropriate courses, the student can arrange an individualized program for transfer. Individual articulation agreements are established directly with some local colleges. A student planning to transfer should meet with a University Transfer advisor to plan appropriate coursework at York Technical College.

### Associate in Arts

#### Associate in Arts (AA.ARTS 45600)

The Associate in Arts program is designed for students wanting to complete the first two years of a bachelor's degree. Students take transfer courses in the humanities and social sciences. Students should work with their advisor to select courses that apply to the major at the college or university where they plan to transfer.

### Degree Requirements

#### Courses for Distribution (Minimum 27 Credit Hours)

## 9 Hours Communication (Written and Oral) and/or Literature

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**

### Select One Course

- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**

## 12 Hours in Humanities and/or Social Science

### Select Two Courses

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

### Select Two Courses

- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- ECO 211 - Microeconomics *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**

- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**

## 6 Credit Hours in Mathematics and/or Natural Sciences (Lab)

Select two courses:

- MAT 103 - Quantitative Reasoning *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**
- MAT 120 - Probability & Statistics *Credit Hours: 3 \**
- MAT 165 - Statistics *Credit Hours: 3 \**
- AST 101 - Solar System Astronomy *Credit Hours: 4 \**
- AST 102 - Stellar Astronomy *Credit Hours: 4 \**
- BIO 101 - Biological Science I *Credit Hours: 4 \**
- BIO 102 - Biological Science II *Credit Hours: 4 \**
- BIO 105 - Principles of Biology *Credit Hours: 4 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- BIO 225 - Microbiology *Credit Hours: 4 \**
- CHM 101 - General Chemistry I *Credit Hours: 4 \**
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4 \**
- CHM 110 - College Chemistry I *Credit Hours: 4 \**
- CHM 111 - College Chemistry II *Credit Hours: 4 \**
- CHM 211 - Organic Chemistry I *Credit Hours: 4 \**
- CHM 212 - Organic Chemistry II *Credit Hours: 4 \**
- PHS 101 - Physical Science I *Credit Hours: 4 \**
- PHY 201 - Physics I *Credit Hours: 4 \**
- PHY 202 - Physics II *Credit Hours: 4 \**
- PHY 221 - University Physics I *Credit Hours: 4 \**
- PHY 222 - University Physics II *Credit Hours: 4 \**

## Courses for Concentration (Minimum 15 Credit Hours)

Select a minimum of 15.0 credit hours from Communication, Humanities, or Social Sciences

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- ECO 211 - Microeconomics *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3 \**
- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- ENG 214 - Fiction *Credit Hours: 3 \**
- ENG 238 - Creative Writing *Credit Hours: 3 \**
- FRE 101 - Elementary French I *Credit Hours: 4 \**

- FRE 102 - Elementary French II *Credit Hours: 4 \**
- GER 101 - Elementary German I *Credit Hours: 4 \**
- GER 102 - Elementary German II *Credit Hours: 4 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- JOU 101 - Introduction to Journalism *Credit Hours: 3 \**
- JOU 201 - News Writing *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
- PHI 110 - Ethics *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSC 215 - State & Local Government *Credit Hours: 3 \**
- PSC 220 - Introduction to International Relations *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- PSY 203 - Human Growth and Development *Credit Hours: 3 \**
- PSY 212 - Abnormal Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**
- SOC 102 - Marriage and the Family *Credit Hours: 3 \**
- SOC 205 - Social Problems *Credit Hours: 3 \**
- SPA 101 - Elementary Spanish I *Credit Hours: 4 \**
- SPA 102 - Elementary Spanish II *Credit Hours: 4 \**
- SPA 201 - Intermediate Spanish I *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**
- THE 250 - Makeup for Performance *Credit Hours: 3 \**
- THE 253 - Stagecraft *Credit Hours: 3 \**
- THE 259 - Stage Management *Credit Hours: 3 \**
- THE 263 - Fundamentals of Directing *Credit Hours: 3 \**
- THE 276 - Script Analysis *Credit Hours: 3 \**

## Other Hours Required for Graduation (Minimum 18 Credit Hours)

- COL 101 - College Orientation *Credit Hours: 1*

## Select a Minimum of 17 Credit Hours from The Following Courses

Up to 9 credit hours from courses within any York Technical College degree program may also be applied to "Other Hours Required for Graduation".

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- ACC 102 - Accounting Principles II *Credit Hours: 3*
- ACC 111 - Accounting Concepts *Credit Hours: 3*
- AHS 102 - Medical Terminology *Credit Hours: 3*
- ART 101 - Art History and Appreciation *Credit Hours: 3*

- AST 101 - Solar System Astronomy *Credit Hours: 4*
- AST 102 - Stellar Astronomy *Credit Hours: 4*
- BIO 101 - Biological Science I *Credit Hours: 4*
- BIO 102 - Biological Science II *Credit Hours: 4*
- BIO 105 - Principles of Biology *Credit Hours: 4*
- BIO 205 - Ecology *Credit Hours: 3*
- BIO 206 - Ecology Lab *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4*
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4*
- BIO 225 - Microbiology *Credit Hours: 4*
- BTN 103 - Introduction to Biotechnology *Credit Hours: 4*
- BUS 101 - Introduction to Business *Credit Hours: 3*
- BUS 121 - Business Law I *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CHM 111 - College Chemistry II *Credit Hours: 4*
- CHM 211 - Organic Chemistry I *Credit Hours: 4*
- CHM 212 - Organic Chemistry II *Credit Hours: 4*
- CHM 275 - Introduction to Industrial Chemical Processes *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3*
- CRJ 115 - Criminal Law I *Credit Hours: 3*
- CRJ 125 - Criminology *Credit Hours: 3*
- CRJ 224 - Police Community Relations *Credit Hours: 3*
- CRJ 236 - Criminal Evidence *Credit Hours: 3*
- CRJ 242 - Correctional Systems *Credit Hours: 3*
- ECD 101 - Introduction to Early Childhood *Credit Hours: 3*
- ECD 107 - Exceptional Children *Credit Hours: 3*
- ECD 108 - Family and Community Relations *Credit Hours: 3*
- ECD 109 - Administration and Supervision *Credit Hours: 3*
- ECD 203 - Growth and Development II *Credit Hours: 3*
- ECE 101 - Electrical and Electronics Engineering *Credit Hours: 3*
- ECE 102 - Instrument Control *Credit Hours: 3*
- ECE 205 - Electrical and Computer Lab I *Credit Hours: 3*
- ECE 211 - Introduction to Computer Engineering I *Credit Hours: 3*
- ECE 212 - Introduction to Computer Engineering II *Credit Hours: 3*
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3*
- ECE 222 - Introduction to Electrical Engineering II *Credit Hours: 3*
- ECE 240 - Introduction to Software Engineering *Credit Hours: 3*
- ECE 245 - Object-Oriented Programming Technique *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- EGR 260 - Engineering Statics *Credit Hours: 3*
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3*
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3*

- EGR 270 - Introduction to Engineering *Credit Hours: 3*
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3*
- EGR 281 - Introduction to Algorithmic Design I *Credit Hours: 4*
- EGR 283 - Introduction to Algorithmic Design II *Credit Hours: 4*
- ENG 160 - Technical Communications *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- ENG 214 - Fiction *Credit Hours: 3*
- ENG 238 - Creative Writing *Credit Hours: 3*
- EVT 110 - Introduction to Treatment Facilities *Credit Hours: 3*
- EVT 111 - Introduction to Water and Wastewater Treatment *Credit Hours: 1*
- EVT 201 - Environmental Science *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- FRE 101 - Elementary French I *Credit Hours: 4*
- FRE 102 - Elementary French II *Credit Hours: 4*
- GER 101 - Elementary German I *Credit Hours: 4*
- GER 102 - Elementary German II *Credit Hours: 4*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- JOU 101 - Introduction to Journalism *Credit Hours: 3*
- JOU 201 - News Writing *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3*
- MAT 111 - College Trigonometry *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5*
- MAT 120 - Probability & Statistics *Credit Hours: 3*
- MAT 122 - Finite College Math *Credit Hours: 3*
- MAT 130 - Elementary Calculus *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4*
- MAT 165 - Statistics *Credit Hours: 3*
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4*
- MAT 242 - Differential Equations *Credit Hours: 4*
- MAT 250 - Elementary Mathematics *Credit Hours: 3*
- MAT 251 - Elementary Mathematics II *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*
- MKT 101 - Marketing *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*

- PHI 110 - Ethics *Credit Hours: 3*
- PHS 101 - Physical Science I *Credit Hours: 4*
- PHY 201 - Physics I *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4*
- PHY 221 - University Physics I *Credit Hours: 4*
- PHY 222 - University Physics II *Credit Hours: 4*
- PSC 201 - American Government *Credit Hours: 3*
- PSC 215 - State & Local Government *Credit Hours: 3*
- PSC 220 - Introduction to International Relations *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- PSY 212 - Abnormal Psychology *Credit Hours: 3*
- SCI 150 - Forensic Science I *Credit Hours: 4*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SOC 102 - Marriage and the Family *Credit Hours: 3*
- SOC 205 - Social Problems *Credit Hours: 3*
- SPA 101 - Elementary Spanish I *Credit Hours: 4*
- SPA 102 - Elementary Spanish II *Credit Hours: 4*
- SPA 201 - Intermediate Spanish I *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*
- THE 101 - Introduction to Theatre *Credit Hours: 3*
- THE 250 - Makeup for Performance *Credit Hours: 3*
- THE 253 - Stagecraft *Credit Hours: 3*
- THE 259 - Stage Management *Credit Hours: 3*
- THE 263 - Fundamentals of Directing *Credit Hours: 3*
- THE 276 - Script Analysis *Credit Hours: 3*

## Total Credit Hours: 60

A **co-requisite** is a course that must be taken the same semester as, or completed in a previous semester before, another specified course.

A **pre-requisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

@ Courses are listed at the end of the document according to the area listed.

# Hours may exceed minimum required depending on course selection.

No courses may be used to fulfill a requirement in more than one area. All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

## **Fine Arts in Theater Production, General Technology Specialization, AAS (AAS.GT.GTFTP)**

The Associate in Applied Science with a major in General Technology and specialization in Fine Arts in Theater Production is for students seeking a career in the field of theater production and enables them to focus on graphic design in theater production

or other jobs using state-of-the-art graphic design hardware and software. The Fine Arts in Theater Production degree combines the Fine Arts in Theater Production Certificate and the Digital Design Certificate.

## Degree Requirements

### General Education

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
  
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**  
or
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
  
- PSC 201 - American Government *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**
- MAT 103 - Quantitative Reasoning *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Required Core Subject Areas

#### Primary Technical Specialty

- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 121 - Design *Credit Hours: 3 \**
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 219 - Multimedia Techniques *Credit Hours: 3 \**
- ARV 222 - Computer Animation *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

#### Secondary Technical Specialty

- THE 250 - Makeup for Performance *Credit Hours: 3 \**
- THE 253 - Stagecraft *Credit Hours: 3 \**
- THE 259 - Stage Management *Credit Hours: 3 \**
- THE 263 - Fundamentals of Directing *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- ARV 122 - 3-DIMENSIONAL Design I *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3 \**
- ARV 281 - Design II *Credit Hours: 3 \**
- CGC 226 - Advanced Printing *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**
- COL 101 - College Orientation *Credit Hours: 1*
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- THE 276 - Script Analysis *Credit Hours: 3 \**

Subtotal: 22 Credit Hours

Total Credit Hours: 70

\*Courses in this program that require a minimum grade of "C."

## **Associate in Science**

### **Associate in Science (AS.SCIEN 45600)**

The Associate of Science program is designed for students wanting to complete the first two years of a bachelor's degree. Students take transfer courses in the natural sciences and mathematics. Students should work with their advisor to select courses that apply to the major at the college or university where they plan to transfer.

## Degree Requirements

### Courses for Distribution (Minimum 32 Credit Hours)

#### 9 Hours Communication (Written and Oral) and/or Literature

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**

#### Select One Course

- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

#### 12 Hours in Humanities and Social Science

#### Select Two Courses

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

### Select Two Courses

- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- ECO 211 - Microeconomics *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**

### 8 Credit Hours in Natural Sciences (Lab)

Select two courses:

- AST 101 - Solar System Astronomy *Credit Hours: 4 \**
- BIO 101 - Biological Science I *Credit Hours: 4 \**
- BIO 102 - Biological Science II *Credit Hours: 4 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- BIO 225 - Microbiology *Credit Hours: 4 \**
- CHM 101 - General Chemistry I *Credit Hours: 4 \**
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4 \**
- CHM 110 - College Chemistry I *Credit Hours: 4 \**
- CHM 111 - College Chemistry II *Credit Hours: 4 \**
- CHM 211 - Organic Chemistry I *Credit Hours: 4 \**
- CHM 212 - Organic Chemistry II *Credit Hours: 4 \**
- PHS 101 - Physical Science I *Credit Hours: 4 \**
- PHY 201 - Physics I *Credit Hours: 4 \**
- PHY 202 - Physics II *Credit Hours: 4 \**
- PHY 221 - University Physics I *Credit Hours: 4 \**
- PHY 222 - University Physics II *Credit Hours: 4 \**

### Courses for Concentration (Minimum 15 Credit Hours)

\*Select a minimum of 3.0 credit hours from Mathematics and 12.0 credit hours from Mathematics and/or Natural Sciences

- AST 101 - Solar System Astronomy *Credit Hours: 4*
- AST 102 - Stellar Astronomy *Credit Hours: 4*
- BIO 101 - Biological Science I *Credit Hours: 4*
- BIO 102 - Biological Science II *Credit Hours: 4*
- BIO 105 - Principles of Biology *Credit Hours: 4*
- BIO 205 - Ecology *Credit Hours: 3*
- BIO 206 - Ecology Lab *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4*
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4*
- BIO 225 - Microbiology *Credit Hours: 4*
- BTN 103 - Introduction to Biotechnology *Credit Hours: 4*
- EVT 110 - Introduction to Treatment Facilities *Credit Hours: 3*
- EVT 111 - Introduction to Water and Wastewater Treatment *Credit Hours: 1*
- EVT 201 - Environmental Science *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CHM 111 - College Chemistry II *Credit Hours: 4*
- CHM 211 - Organic Chemistry I *Credit Hours: 4*
- CHM 212 - Organic Chemistry II *Credit Hours: 4*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3*
- MAT 111 - College Trigonometry *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5*
- MAT 120 - Probability & Statistics *Credit Hours: 3*
- MAT 122 - Finite College Math *Credit Hours: 3*
- MAT 130 - Elementary Calculus *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4*
- MAT 165 - Statistics *Credit Hours: 3*
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4*
- MAT 242 - Differential Equations *Credit Hours: 4*
- MAT 250 - Elementary Mathematics *Credit Hours: 3*
- MAT 251 - Elementary Mathematics II *Credit Hours: 3*
- PHS 101 - Physical Science I *Credit Hours: 4*
- PHY 201 - Physics I *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4*
- PHY 221 - University Physics I *Credit Hours: 4*
- PHY 222 - University Physics II *Credit Hours: 4*
- SCI 150 - Forensic Science I *Credit Hours: 4*

### Other Hours Required for Graduation (Minimum 16 Credit Hours)

- COL 101 - College Orientation *Credit Hours: 1*

## Select A Minimum of 15 Credit Hours from The Following Courses

Up to 9 credit hours from courses within any York Technical College degree program may also be applied to "Other Hours Required for Graduation".

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- ACC 102 - Accounting Principles II *Credit Hours: 3*
- ACC 111 - Accounting Concepts *Credit Hours: 3*
- AHS 102 - Medical Terminology *Credit Hours: 3*
- ART 101 - Art History and Appreciation *Credit Hours: 3*
- AST 101 - Solar System Astronomy *Credit Hours: 4*
- AST 102 - Stellar Astronomy *Credit Hours: 4*
- BIO 101 - Biological Science I *Credit Hours: 4*
- BIO 102 - Biological Science II *Credit Hours: 4*
- BIO 105 - Principles of Biology *Credit Hours: 4*
- BIO 150 - Anatomy Review for Kinesiology *Credit Hours: 1*
- BIO 205 - Ecology *Credit Hours: 3*
- BIO 206 - Ecology Lab *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4*
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4*
- BIO 225 - Microbiology *Credit Hours: 4*
- BTN 103 - Introduction to Biotechnology *Credit Hours: 4*
- BUS 101 - Introduction to Business *Credit Hours: 3*
- BUS 121 - Business Law I *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CHM 111 - College Chemistry II *Credit Hours: 4*
- CHM 211 - Organic Chemistry I *Credit Hours: 4*
- CHM 212 - Organic Chemistry II *Credit Hours: 4*
- CHM 275 - Introduction to Industrial Chemical Processes *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3*
- CRJ 115 - Criminal Law I *Credit Hours: 3*
- CRJ 125 - Criminology *Credit Hours: 3*
- CRJ 224 - Police Community Relations *Credit Hours: 3*
- CRJ 236 - Criminal Evidence *Credit Hours: 3*
- CRJ 242 - Correctional Systems *Credit Hours: 3*
- ECD 101 - Introduction to Early Childhood *Credit Hours: 3*
- ECD 107 - Exceptional Children *Credit Hours: 3*
- ECD 108 - Family and Community Relations *Credit Hours: 3*
- ECD 109 - Administration and Supervision *Credit Hours: 3*
- ECD 203 - Growth and Development II *Credit Hours: 3*
- ECE 101 - Electrical and Electronics Engineering *Credit Hours: 3*
- ECE 102 - Instrument Control *Credit Hours: 3*
- ECE 205 - Electrical and Computer Lab I *Credit Hours: 3*
- ECE 211 - Introduction to Computer Engineering I *Credit Hours: 3*

- ECE 212 - Introduction to Computer Engineering II *Credit Hours: 3*
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3*
- ECE 222 - Introduction to Electrical Engineering II *Credit Hours: 3*
- ECE 240 - Introduction to Software Engineering *Credit Hours: 3*
- ECE 245 - Object-Oriented Programming Technique *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- EGR 260 - Engineering Statics *Credit Hours: 3*
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3*
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3*
- EGR 270 - Introduction to Engineering *Credit Hours: 3*
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3*
- EGR 281 - Introduction to Algorithmic Design I *Credit Hours: 4*
- EGR 283 - Introduction to Algorithmic Design II *Credit Hours: 4*
- ENG 160 - Technical Communications *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- ENG 214 - Fiction *Credit Hours: 3*
- ENG 238 - Creative Writing *Credit Hours: 3*
- EVT 110 - Introduction to Treatment Facilities *Credit Hours: 3*
- EVT 111 - Introduction to Water and Wastewater Treatment *Credit Hours: 1*
- EVT 201 - Environmental Science *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- FRE 101 - Elementary French I *Credit Hours: 4*
- FRE 102 - Elementary French II *Credit Hours: 4*
- GER 101 - Elementary German I *Credit Hours: 4*
- GER 102 - Elementary German II *Credit Hours: 4*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- JOU 101 - Introduction to Journalism *Credit Hours: 3*
- JOU 201 - News Writing *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3*
- MAT 111 - College Trigonometry *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5*
- MAT 120 - Probability & Statistics *Credit Hours: 3*
- MAT 122 - Finite College Math *Credit Hours: 3*
- MAT 130 - Elementary Calculus *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*

- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4*
- MAT 165 - Statistics *Credit Hours: 3*
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4*
- MAT 242 - Differential Equations *Credit Hours: 4*
- MAT 250 - Elementary Mathematics *Credit Hours: 3*
- MAT 251 - Elementary Mathematics II *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*
- MKT 101 - Marketing *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*
- PHI 110 - Ethics *Credit Hours: 3*
- PHS 101 - Physical Science I *Credit Hours: 4*
- PHY 201 - Physics I *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4*
- PHY 221 - University Physics I *Credit Hours: 4*
- PHY 222 - University Physics II *Credit Hours: 4*
- PSC 201 - American Government *Credit Hours: 3*
- PSC 215 - State & Local Government *Credit Hours: 3*
- PSC 220 - Introduction to International Relations *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- PSY 212 - Abnormal Psychology *Credit Hours: 3*
- SCI 150 - Forensic Science I *Credit Hours: 4*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SOC 102 - Marriage and the Family *Credit Hours: 3*
- SOC 205 - Social Problems *Credit Hours: 3*
- SPA 101 - Elementary Spanish I *Credit Hours: 4*
- SPA 102 - Elementary Spanish II *Credit Hours: 4*
- SPA 201 - Intermediate Spanish I *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*
- THE 101 - Introduction to Theatre *Credit Hours: 3*
- THE 250 - Makeup for Performance *Credit Hours: 3*
- THE 253 - Stagecraft *Credit Hours: 3*
- THE 259 - Stage Management *Credit Hours: 3*
- THE 263 - Fundamentals of Directing *Credit Hours: 3*
- THE 276 - Script Analysis *Credit Hours: 3*

## Total Credit Hours: 60

A **co-requisite** is a course that must be taken the same semester as, or completed in a previous semester before, another specified course.

A **pre-requisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

@ Courses are listed at the end of the document according to the area listed.

# Hours may exceed minimum required depending on course selection.

No courses may be used to fulfill a requirement in more than one area. All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

## Certificate

# Fine Arts in Theater Production Certificate (CT.AAFTP 71371)

The Fine Arts in Theater Production certificate (CT.AAFTP) is for students seeking a career in the field of theater production or students who are interested in a fine arts focus as a part of the associate degree program. Courses in stagecraft, stage management, fundamentals of directing and script analysis are included. Courses in the certificate can be applied to the Associate Degree in Arts and University Studies Certificate. Students who plan to continue their education would have the option of doing so by transferring to a college or university. Students should work with their advisor to select courses that apply to the major at the college or university where they plan to transfer.

## Certificate Requirements

### Required Core Subject Area

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- COL 101 - College Orientation *Credit Hours: 1*
- ENG 101 - English Composition I *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- THE 250 - Makeup for Performance *Credit Hours: 3 \**
- THE 253 - Stagecraft *Credit Hours: 3 \**
- THE 259 - Stage Management *Credit Hours: 3 \**
- THE 263 - Fundamentals of Directing *Credit Hours: 3 \**
- THE 276 - Script Analysis *Credit Hours: 3 \**

### Electives: Humanities

Take one course

- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**

### Electives: Social Science

Take one course

- PSY 201 - General Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**

## Total Credit Hours: 30

A **co-requisite** is a course that must be taken the same semester as, or completed in a previous semester before, another specified course.

A **pre-requisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

@ Courses are listed at the end of the document according to the area listed.

@**Humanities Electives:** HIS 201 - American History: Discovery to 1877, HIS 202 - American History: 1877 to Present, OR PSC 201 - American Government

@**Social Science Electives:** PSY 201 - General Psychology OR SOC 101 - Introduction to Sociology,

## University Studies Certificate (CT.UNSTU 71115)

The University Studies Certificate is for students wanting to complete the first year of a bachelor's degree. Students will take courses they can transfer to a university. Students take courses in the humanities, social sciences, natural sciences and mathematics. Courses in the certificate are included in the required courses for the Associate in Arts and the Associate of Science degree programs. Students should work with their advisor to select courses that apply to the major at the college or university where they plan to transfer.

### Certificate Requirements

#### Required Core Subject Areas

- COL 101 - College Orientation *Credit Hours: 1 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**

#### Choose at Least 3 Credit Hours from Mathematics

- MAT 103 - Quantitative Reasoning *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**
- MAT 120 - Probability & Statistics *Credit Hours: 3 \**
- MAT 165 - Statistics *Credit Hours: 3 \**

#### Choose at Least 3 Credits from Humanities/Fine Arts

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**

- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

### Choose at Least 3 Credits from Social Sciences

- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- ECO 211 - Microeconomics *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**

### Electives

Choose at least 17 credits of transferable credit. At least one foreign language is recommended.

### Humanities/Fine Arts

- ART 101 - Art History and Appreciation *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*
- ENG 160 - Technical Communications *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- ENG 214 - Fiction *Credit Hours: 3*
- ENG 238 - Creative Writing *Credit Hours: 3*
- FRE 101 - Elementary French I *Credit Hours: 4*
- FRE 102 - Elementary French II *Credit Hours: 4*
- GER 101 - Elementary German I *Credit Hours: 4*
- GER 102 - Elementary German II *Credit Hours: 4*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- JOU 101 - Introduction to Journalism *Credit Hours: 3*
- JOU 201 - News Writing *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*
- PHI 110 - Ethics *Credit Hours: 3*

- PSC 201 - American Government *Credit Hours: 3*
- PSC 215 - State & Local Government *Credit Hours: 3*
- PSC 220 - Introduction to International Relations *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- PSY 212 - Abnormal Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SOC 102 - Marriage and the Family *Credit Hours: 3*
- SOC 205 - Social Problems *Credit Hours: 3*
- SPA 101 - Elementary Spanish I *Credit Hours: 4*
- SPA 102 - Elementary Spanish II *Credit Hours: 4*
- SPA 201 - Intermediate Spanish I *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*
- THE 101 - Introduction to Theatre *Credit Hours: 3*
- THE 250 - Makeup for Performance *Credit Hours: 3*
- THE 253 - Stagecraft *Credit Hours: 3*
- THE 259 - Stage Management *Credit Hours: 3*
- THE 263 - Fundamentals of Directing *Credit Hours: 3*
- THE 276 - Script Analysis *Credit Hours: 3*

## Mathematics & Science

- AST 101 - Solar System Astronomy *Credit Hours: 4*
- AST 102 - Stellar Astronomy *Credit Hours: 4*
- BIO 102 - Biological Science II *Credit Hours: 4*
- BIO 105 - Principles of Biology *Credit Hours: 4*
- BIO 205 - Ecology *Credit Hours: 3*
- BIO 206 - Ecology Lab *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4*
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4*
- BIO 225 - Microbiology *Credit Hours: 4*
- BTN 103 - Introduction to Biotechnology *Credit Hours: 4*
- EVT 110 - Introduction to Treatment Facilities *Credit Hours: 3*
- EVT 111 - Introduction to Water and Wastewater Treatment *Credit Hours: 1*
- EVT 201 - Environmental Science *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CHM 111 - College Chemistry II *Credit Hours: 4*
- CHM 211 - Organic Chemistry I *Credit Hours: 4*
- CHM 212 - Organic Chemistry II *Credit Hours: 4*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- MAT 110 - College Algebra *Credit Hours: 3*
- MAT 111 - College Trigonometry *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5*

- MAT 120 - Probability & Statistics *Credit Hours: 3*
- MAT 122 - Finite College Math *Credit Hours: 3*
- MAT 130 - Elementary Calculus *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4*
- MAT 165 - Statistics *Credit Hours: 3*
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4*
- MAT 242 - Differential Equations *Credit Hours: 4*
- MAT 250 - Elementary Mathematics *Credit Hours: 3*
- MAT 251 - Elementary Mathematics II *Credit Hours: 3*
- PHS 101 - Physical Science I *Credit Hours: 4*
- PHY 201 - Physics I *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4*
- PHY 221 - University Physics I *Credit Hours: 4*
- PHY 222 - University Physics II *Credit Hours: 4*
- SCI 150 - Forensic Science I *Credit Hours: 4*

### Additional Courses

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- ACC 102 - Accounting Principles II *Credit Hours: 3*
- ACC 111 - Accounting Concepts *Credit Hours: 3*
- AHS 102 - Medical Terminology *Credit Hours: 3*
- BUS 101 - Introduction to Business *Credit Hours: 3*
- BUS 121 - Business Law I *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3*
- CRJ 115 - Criminal Law I *Credit Hours: 3*
- CRJ 125 - Criminology *Credit Hours: 3*
- CRJ 224 - Police Community Relations *Credit Hours: 3*
- CRJ 236 - Criminal Evidence *Credit Hours: 3*
- CRJ 242 - Correctional Systems *Credit Hours: 3*
- ECD 101 - Introduction to Early Childhood *Credit Hours: 3*
- ECD 107 - Exceptional Children *Credit Hours: 3*
- ECD 108 - Family and Community Relations *Credit Hours: 3*
- ECD 109 - Administration and Supervision *Credit Hours: 3*
- ECD 203 - Growth and Development II *Credit Hours: 3*
- ECE 101 - Electrical and Electronics Engineering *Credit Hours: 3*
- ECE 102 - Instrument Control *Credit Hours: 3*
- ECE 205 - Electrical and Computer Lab I *Credit Hours: 3*
- ECE 211 - Introduction to Computer Engineering I *Credit Hours: 3*
- ECE 212 - Introduction to Computer Engineering II *Credit Hours: 3*
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3*
- ECE 222 - Introduction to Electrical Engineering II *Credit Hours: 3*
- ECE 240 - Introduction to Software Engineering *Credit Hours: 3*
- ECE 245 - Object-Oriented Programming Technique *Credit Hours: 3*

- EGR 260 - Engineering Statics *Credit Hours: 3*
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3*
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3*
- EGR 270 - Introduction to Engineering *Credit Hours: 3*
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3*
- EGR 281 - Introduction to Algorithmic Design I *Credit Hours: 4*
- EGR 283 - Introduction to Algorithmic Design II *Credit Hours: 4*
- EVT 110 - Introduction to Treatment Facilities *Credit Hours: 3*
- EVT 111 - Introduction to Water and Wastewater Treatment *Credit Hours: 1*
- EVT 201 - Environmental Science *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*
- MKT 101 - Marketing *Credit Hours: 3*

## Total Credit Hours: 31

No course can be used to fulfill a requirement in more than one area.

Up to 6 credit hours from within any York Technical College degree program may be applied to the "Other Hours Required for Graduation" category.

All courses must be completed with a minimum grade of "C" to achieve transferability. Transferability is dependent on the major and/or senior college/university selected by the student. Each student should work with his/her assigned college/university transfer advisor and senior college/university in making course selections.

A **co-requisite** is a course that must be taken the same semester as, or completed in a previous semester before, another specified course.

A **pre-requisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

@ Courses are listed at the end of the document according to the area listed.

# Health and Human Services Division

The goal of the Health and Human Services (HHS) Division is to educate students to provide high-quality services in the Nursing, Allied Health, Wellness, and Public Service fields. This Division offers a variety of academic credit programs and numerous continuing education programs to help meet the employment demands for health and human service professionals in the community.

Each program consists of a fully integrated curriculum including general education courses as well as technical courses in the major which are taught by qualified professionals in cooperation with local hospitals, healthcare agencies, child care settings, fitness centers, and criminal justice agencies. Courses in the major include classroom and laboratory learning experiences on campus in addition to clinical experiences at affiliating healthcare, child care, and criminal justice settings. For information regarding minimum academic requirements for successful progression in each program and procedures for readmission, students should contact the department chair.

Credit programs in the Health and Human Services Division have criteria for admission in addition to the general requirements for admission to the College. The admission requirements for each program are outlined on the following pages. Admissions criteria are also available in Enrollment Services. Students should contact an admissions counselor to get information about admission requirements. Applicant qualifications for admission may be individually reviewed when exceptional circumstances exist.

Applicants for all limited enrollment Health and Human Services programs must maintain a minimum grade point average as specified in the qualification requirements for their goal program. For those programs which require proof of high school or GED completion, evidence must be on file before applicants can be placed on the list of qualified students.

Technical standards are published for each program in the Health and Human Services Division to identify the essential non-academic requirements that students must meet in order to successfully complete program competencies. Students in the Health and Human Services Division programs review the technical standards and assess their ability to meet them. Students are encouraged to make known any special needs requiring accommodations that would assist them in meeting the technical standards. Copies of the technical standards for each program are available in Student Services and through the Health and Human Services Division Office.

Admission into York Technical College's Health and Human Services programs does not guarantee acceptance or placement into a clinical rotation at an affiliate healthcare facility or into an internship program at a criminal justice agency, which is required for graduation. Affiliate clinical sites and criminal justice agencies supporting Health and Human Services programs require that students have background checks and drug screens prior to acceptance or placement in clinical rotations or in criminal justice technology internships. Random and discretionary background checks and drug screens may also be conducted at the request of the clinical site. These checks will be done at the expense of the student. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical site, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations, early childhood settings, or criminal justice technology internships will not be able to complete the course or program.

The Health and Human Services Division offers an Associate in Applied Science degree with a major in General Technology containing a primary and secondary technical specialty which combine the general education/electives/other courses required for the following programs:

## **Associate Degree in Applied Science:**

- Medical Laboratory Technology

## **Diploma in Applied Science:**

- Expanded Duty Dental Assisting
- Practical Nursing
- Surgical Technology

## **Certificate in Applied Science:**

- Patient Care Technician
- Personal Trainer

Students interested in this option should meet with their program advisor in the Health and Human Services Division.

New trends in the delivery of healthcare, child care, wellness/fitness, and criminal justice technology provide many avenues to explore for a career. Exciting and challenging employment opportunities await the person who is prepared for one of these careers.

## Criminal Justice Technology

The field of criminal justice is a broad one in which graduates may find a variety of options for employment. The program's objective is to prepare students, those currently serving in a profession related to the criminal justice field or individuals who like to work with people and who have a strong desire to become employed in a helping profession, as well as those interested in pursuing a related career, with the necessary knowledge, skills, and abilities essential for success in the field.

### Associate in Applied Science

## Criminal Justice Technology, AAS (AAS.CRJ 35505)

The Associate in Applied Science major in Criminal Justice Technology program prepares graduates for jobs in various law enforcement areas. Other job options include courts, correctional facilities, and business/retail security. Personal traits such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in the law enforcement field. People who have a desire to help others and have strong communication skills may be interested in this field. People who work in law enforcement agencies are subject to criminal background and credit history checks, polygraph examinations, and drug screenings. Fitness tests and driving license/records may be needed for employment.

**Admissions Criteria:** Admission to the Criminal Justice Technology, Law Enforcement Certificate, and Human Services Certificate Program requires qualifying scores on the College's placement test, or SAT or ACT, and a high school diploma or equivalent (no minimum math score is required for the Certificate in Law Enforcement or Certificate in Human Services).

#### Test Scores

Compass		Asset			
Pre-Algebra	54	Numerical	44	Algebra	31
Reading	81	Reading	42		
Writing	70	Writing	41		

Accuplacer		Acc. Next Gen		YTC Placement	
Arithmetic	90	QAS 237-262		Reading Level 3	70
Elem. Alg.	57			English	70
Reading Comp.	71	250		Math 1	70

Sentence Skills

75 Writing 250

**OR**

SAT Scores - 480 Critical Reading and 540 Math, or SAT (2016) Reading/Writing 480 and Math 570, or ACT scores 21 English and 23 Math. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the program.

**OR**

Successful completion of required developmental courses.

**OR**

High School GPA of 3.0.

**OR**

Based on placement scores, students may be required to take additional coursework.

## Degree Requirements

### General Education

#### Take One Course

- ENG 101 - English Composition I *Credit Hours: 3*  
**or**
- ENG 155 - Communications I *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*  
**or**
- ENG 156 - Communications II *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
  
- PSY 201 - General Psychology *Credit Hours: 3*  
**or**
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

#### Take One Course

- ART 101 - Art History and Appreciation *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- THE 101 - Introduction to Theatre *Credit Hours: 3*

Subtotal: 24 Credit Hours

## Required Core Subject Areas

- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3 \**
- CRJ 115 - Criminal Law I *Credit Hours: 3 \**
- CRJ 125 - Criminology *Credit Hours: 3 \**
- CRJ 236 - Criminal Evidence *Credit Hours: 3 \**
- CRJ 242 - Correctional Systems *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CRJ 218 - Crisis Intervention *Credit Hours: 3 \**
  
- CRJ 222 - Ethics in Criminal Justice *Credit Hours: 3 \**
- **OR**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
  
- CRJ 224 - Police Community Relations *Credit Hours: 3 \**
- SFT 109 - Lifetime Fitness and Wellness *Credit Hours: 3*  
Electives (take 3 courses below)

## College Transfer Electives

### Science

- BIO 105 - Principles of Biology *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*

### Social Science Electives

- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

### Criminal Justice Electives

- CRJ 130 - Police Administration *Credit Hours: 3*
- CRJ 140 - Criminal Justice Report Writing *Credit Hours: 3*
- CRJ 145 - Juvenile Delinquency *Credit Hours: 3*
- CRJ 230 - Criminal Investigation I *Credit Hours: 3*
- CRJ 233 - Cyber Crimes and the Law *Credit Hours: 3*
- CRJ 237 - Defensive Tactics for Law Enforcement *Credit Hours: 3*
- CRJ 243 - Criminal Profiling *Credit Hours: 3*
- CRJ 246 - Special Problems in Criminal Justice *Credit Hours: 3*

- CRJ 250 - Criminal Justice Internship I *Credit Hours: 3*
- CRJ 260 - Seminar in Criminal Justice *Credit Hours: 3*
- CRJ 281 - Police Science I *Credit Hours: 3.0*
- CRJ 282 - Police Science II *Credit Hours: 3.0*
- CRJ 283 - Police Science III *Credit Hours: 3.0*
- CRJ 284 - Police Science IV *Credit Hours: 3.0*

### Other Accepted Electives

- BUS 121 - Business Law I *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*
- MGT 201 - Human Resource Management *Credit Hours: 3*
- SPA 101 - Elementary Spanish I *Credit Hours: 4*
- SPA 102 - Elementary Spanish II *Credit Hours: 4*

Total Credit Hours: 61

Subtotal: 22 Credit Hours

Total Credit Hours: 61

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

@Approved Electives: BIO 105, BUS 121, CHM 105, ECO 210, ECO 211, CPT 101, MGT 101, MGT 201, PSY 105, SPA 101, SPA 102

@Criminal Justice Electives: CRJ 130, CRJ 140, CRJ 145, CRJ 230, CRJ 233, CRJ 237, CRJ 243, CRJ 246, CRJ 250, CRJ 260, CRJ 281, CRJ 282, CRJ 283, CRJ 284

@Humanities Electives: ART 101, HIS 202, HSS 205, MUS 105, THE 101

## Certificate

### Criminal Justice Fundamentals (CT.CRJF 61254)

The Criminal Justice Fundamentals Certificate program is a sequence of carefully selected courses that combine criminal justice theory with legal and practical applications. Upon completion of this technical certificate, students will be prepared to pursue entry-level opportunities in the criminal justice field, enhance their existing training, or continue in the degree program.

### Required Core Subject Areas

- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3*
- CRJ 115 - Criminal Law I *Credit Hours: 3*

- CRJ 125 - Criminology *Credit Hours: 3*
- CRJ 224 - Police Community Relations *Credit Hours: 3*

Total Credit Hours: 12

\*Courses in this program that require a minimum grade of "C."

## Law Enforcement Certificate (CT.CRJLE 71043)

The Law Enforcement certificate program prepares graduates for entry-level roles in law enforcement agencies. Personal traits such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in the law enforcement field. People who have a desire to help others, strong communication skills, highly moral and ethical conduct, and respect for others are especially important in any public service field. People who work in law enforcement agencies are subject to criminal background and credit history checks, lie detector tests, and drug screenings. Fitness tests and driving license/records may be needed for employment.

### Certificate Requirements

#### Required Core Subject Areas

- CRJ 101 - Introduction to Criminal Justice *Credit Hours: 3 \**
- CRJ 110 - Police Patrol *Credit Hours: 3 \**
- CRJ 115 - Criminal Law I *Credit Hours: 3 \**
- CRJ 202 - Criminalistics *Credit Hours: 3 \**
- or
- SCI 150 - Forensic Science I *Credit Hours: 4 \**
- CRJ 218 - Crisis Intervention *Credit Hours: 3 \**
- CRJ 222 - Ethics in Criminal Justice *Credit Hours: 3 \**
- CRJ 224 - Police Community Relations *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- or
- ENG 155 - Communications I *Credit Hours: 3 \**

Total Credit Hours 24

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Pre-Police Academy Training Certificate (CT.PPAT 61245)

The PPAT certificate includes four (4) Police Science courses and is designed for completion in one semester. Qualified candidates receive the training equivalent to the first four (4) weeks of the Basic Law Enforcement Training (BLET) certification at the South Carolina Criminal Justice Academy (SCCJA). Candidates will receive academic instruction on the same topics presented to new law enforcement recruits at the CSSJA. Upon successful completion, students will receive college credit and South Carolina state certification or SCCJA credit. In addition to being a "stand-alone" academic certificate, the courses are also

applicable to the Associate degree in Criminal Justice Technology. Students do not have to be employed by a law enforcement agency to participate.

## Certificate Requirements

### Required Core Subject Areas

- CRJ 281 - Police Science I *Credit Hours: 3.0 \**
- CRJ 282 - Police Science II *Credit Hours: 3.0 \**
- CRJ 283 - Police Science III *Credit Hours: 3.0 \**
- CRJ 284 - Police Science IV *Credit Hours: 3.0 \**

### Total Credit Hours: 12

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Dental Health Professions

Dental health is an important aspect of overall health and well-being. The dental professionals work under the supervision of dentists to provide patients with oral care treatment and education. These programs offer opportunities for preventive care, chairside assisting, and dental office management.

### Associate in Applied Science

## Dental Hygiene, AAS (AAS.DHG 35203)

The Associate in Applied Science major in Dental Hygiene program prepares graduates to become licensed (registered) dental hygienists (RDH). An RDH teaches and delivers clinical and therapy services to patients. The hygienist is a member of the dental team who cleans patient's teeth and examines their mouth for signs of disease and damage. Dental offices, health departments, hospitals, or military facilities are possible places to work. Students in this program may have criminal background checks and drug screenings. The program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611. <http://www.ada.org/coda>

Upon completion of the program and successful completion of a written Dental Hygiene National Board Examination and a clinical Regional Board Examination, a graduate is eligible for licensure as a Registered Dental Hygienist; South Carolina certification in infiltration anesthesia; and South Carolina certification to monitor Nitrous Oxide. The licensed dental hygienist practices in accordance with the requirements of individual state dental practice acts.

Prior to entry, students must complete a required American Heart Association (AHA) BLS CPR course and complete a dental office rotation.

Students must submit a completed student health form (within 3 months of entering the program and updated annually) to include the following:

- Physical Assessment
- MMR vaccinations/titers is required
- Varicella (Chicken Pox) vaccinations/titer is required
- Proof of Diphtheria-Tetanus Booster is required (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is required
- TB testing is required
- Physician's evaluation
- COVID-19 vaccination. Please note\*, York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

### **Drug Testing and Criminal Background Checks:**

Drug testing is designed to protect the York Technical College community of health care consumers, to the extent reasonably possible, from harm due to receipt of services by students who engage in the inappropriate use of narcotics, drugs, alcohol, and other controlled substances. This requirement also allows the Health and Human Services Dental Health Professions programs to be in compliance with YTC Dental Clinic Guidelines, community dental offices and other clinical affiliation agreements, as well as the South Carolina Technical College Alcohol and Other Drug Use Policy which may be found on website:

[https://www.sccsc.edu/uploadedFiles/Resources/PDFs/Essential\\_and\\_Disclosure\\_Information/Alcohol-Drug-Policy-SC-Tech-System.pdf](https://www.sccsc.edu/uploadedFiles/Resources/PDFs/Essential_and_Disclosure_Information/Alcohol-Drug-Policy-SC-Tech-System.pdf). Students enrolled in programs within the Dental Health Professions Department are required to have a clear criminal record that does not include felony convictions or other criminal convictions that would affect the ability to obtain licensure following completion of a program, including violent crimes.

**Admission Criteria** - A non-refundable, nontransferable deposit of \$100 is also required. Applicants for admission to the Dental Hygiene Program must be a high school graduate or equivalent and must meet the qualification requirements through one of the following methods:

Completion of Dental Office Certificate program with a minimum GPA of 2.5 or higher.

Students with reading scores below 88 on the COMPASS placement test, below 95 on Accuplacer, below 263 on Accuplacer Next Gen, below 70 on YTC Placement Test Reading Level 4, or below 46 on the ASSET placement test must successfully complete all required reading coursework.

Students must have a minimum DHG Program GPA of 2.0 in classes taken at York Technical College that can be applied towards the Dental Hygiene program.

## **Degree Requirements**

### **General Education**

- ENG 101 - English Composition I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

- AHS 113 - Head and Neck Anatomy *Credit Hours: 1 \**
- BIO 134 - Fundamental Microbiology Concepts *Credit Hours: 2 \**
- DHG 121 - Dental Radiography *Credit Hours: 3 \**
- DHG 125 - Tooth Morphology and Histology *Credit Hours: 2 \**
- DHG 140 - General and Oral Pathology *Credit Hours: 2 \**
- DHG 141 - Periodontology *Credit Hours: 2 \**
- DHG 143 - Dental Pharmacology *Credit Hours: 2 \**
- DHG 165 - Clinic Dental Hygiene I *Credit Hours: 5 \**
- DHG 175 - Clinic Dental Hygiene II *Credit Hours: 5 \**
- DHG 230 - Public Health Dentistry *Credit Hours: 3 \**
- DHG 239 - Dental Assisting for Dental Hygienists *Credit Hours: 2 \**
- DHG 255 - Clinical Dental Hygiene III *Credit Hours: 5 \**
- DHG 272 - Dental Hygiene Externship *Credit Hours: 2 \**

Subtotal: 36 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- AHS 108 - Nutrition *Credit Hours: 3 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4 \**
- DHG 115 - Medical and Dental Emergencies *Credit Hours: 2 \**
- DHG 154 - Pre-clinical Dental Hygiene *Credit Hours: 4 \**
- DHG 265 - Clinic Dental Hygiene IV *Credit Hours: 5 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**
- Approved Elective *Credit Hours: 3 \**

## Approved Elective

\*RDG 101: Required if Exemption or Transfer Credit is not awarded.

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AOT 105 - Keyboarding *Credit Hours: 3*
- BAF 101 - Personal Finance *Credit Hours: 3*
- BIO 101 - Biological Science I *Credit Hours: 4*
- BIO 102 - Biological Science II *Credit Hours: 4*
- BIO 225 - Microbiology *Credit Hours: 4*
- BUS 121 - Business Law I *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*

- ECO 211 - Microeconomics *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- ENG 214 - Fiction *Credit Hours: 3*
- ENG 238 - Creative Writing *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- JOU 201 - News Writing *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- RDG 101 - College Reading *Credit Hours: 3 \**
- SOC 102 - Marriage and the Family *Credit Hours: 3*
- SOC 205 - Social Problems *Credit Hours: 3*

Subtotal: 33 Credit Hours

Total Credit Hours: 84

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Expanded Duty Dental Assisting, General Technology Specialization, AAS (AAS.GT.HSEDD 35318)

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Expanded Duty Dental Assisting program. Students in this program will be exposed to bloodborne pathogens and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration. Students in this program may have criminal background checks and drug screenings.

### Degree Requirements

#### General Education

- ENG 101 - English Composition I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

### Primary Technical Specialty

- DAT 112 - Integrated Human Sciences *Credit Hours: 4 \**
- DAT 113 - Dental Materials *Credit Hours: 4 \**
- DAT 115 - Ethics and Professionalism *Credit Hours: 1 \**
- DAT 118 - Dental Morphology *Credit Hours: 2 \**
- DAT 121 - Dental Health Education *Credit Hours: 2 \**
- DAT 122 - Dental Office Management *Credit Hours: 2 \**
- DAT 123 - Oral Medicine and Oral Biology *Credit Hours: 3 \**
- DAT 127 - Dental Radiography *Credit Hours: 4 \**
- DAT 154 - Clinical Procedures I *Credit Hours: 4 \**
- DAT 164 - Clinical Procedures II *Credit Hours: 4 \**

Subtotal: 30 Credit Hours

### Secondary Technical Specialty

Take 12 credit hours

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- ACC 111 - Accounting Concepts *Credit Hours: 3*
- ACC 150 - Payroll Accounting *Credit Hours: 3*
- ACC 240 - Computerized Accounting *Credit Hours: 3*
- ACC 242 - Small Business Software *Credit Hours: 1*
- ACC 243 - Computerized Spreadsheets *Credit Hours: 1*
- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 110 - Document Formatting *Credit Hours: 3*
- AOT 133 - Professional Development *Credit Hours: 3*
- AOT 134 - Office Communications *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*

Subtotal: 12 Credit Hours

### OR (Select 12 Hours from the Following Courses)

- AHS 101 - Introduction to Health Professions *Credit Hours: 2*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 116 - Patient Care Relations *Credit Hours: 3*
- AHS 121 - Pharmacology *Credit Hours: 2*
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5*
- SCI 150 - Forensic Science I *Credit Hours: 4*
- SUR 125 - Sterile Processing Practicum *Credit Hours: 5*

Subtotal: 12 Credit Hours

## Other Hours Required for Graduation

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*
- COL 101 - College Orientation *Credit Hours: 1*
- DAT 177 - Dental Office Experience *Credit Hours: 7 \**

Subtotal: 13 Credit Hours

Total Credit Hours: 70

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Certificate

### Dental Office Certificate (CT.DHGDO 71355)

The Dental Office certificate is designed for students seeking a career in the dental health care field. Graduates will have the skills and content needed to work in an entry-level administrative role in a dental office. Graduates of this program with an overall GPA of 2.5 may seek admission to the Dental Hygiene degree program.

## Certificate Requirements

### Required Core Subject Areas

- AHS 108 - Nutrition *Credit Hours: 3 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- BIO 134 - Fundamental Microbiology Concepts *Credit Hours: 2 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4 \**
- COL 101 - College Orientation *Credit Hours: 1 \**
- DAT 105 - Dental Charting and Documentation *Credit Hours: 3 \**
- DAT 122 - Dental Office Management *Credit Hours: 2 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**
- Electives *Credit Hours: 3*

## Electives

Take one course:

- PSY 201 - General Psychology *Credit Hours: 3*
- RDG 101 - College Reading *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

## Total Credit Hours: 40

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

Students must complete the certificate with a minimum GPA of 2.5 to be eligible to enter the Associate in Applied Science, major in Dental Hygiene degree and must also meet other program admission requirements.

## Diploma in Applied Science

### Expanded Duty Dental Assisting, DAS (DAS.EDDA 15202)

The Diploma in Applied Science major in Expanded Duty Dental Assisting program prepares graduates to become a member of the dental team. Students learn current infection control practices, basics of four-handed dentistry, x-ray techniques and skills needed to provide preventive oral services. Students enrolled in this program may have criminal background checks and drug screenings. Graduates are eligible to take the DANB exam to become a Certified Dental Assistant (CDA). The program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (800) 232-6108 or at 211 East Chicago Avenue, Chicago, Illinois 60611. Their website is <https://www.ada.org/coda>.

Students in this program will be exposed to bloodborne pathogens and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

Graduates may seek employment in private practices, military installations, hospitals, nursing homes, dental school clinics, and public health facilities. The current demand for trained dental assistants in four-handed dentistry exceeds the supply.

Prior to entry, students must complete a required American Heart Association (AHA) Healthcare Provider CPR course and complete a dental office rotation.

Students must submit a completed student health form (within 3 months of entering the program and updated annually) to include the following:

- Physical Assessment
- MMR vaccinations/titers required
- Varicella (Chicken Pox) vaccinations/titer required
- Diphtheria-Tetanus Booster required (Last booster must have been received within the past 10 years).
- Hepatitis B vaccinations/titers required
- TB testing required
- Physician's evaluation
- COVID-19 vaccination. Please note\* York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students

are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

Clinical facilities may require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinical rotations may be required to have a drug screen at any time during their rotations. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold a current American Heart Association Healthcare Provider BLS and First Aid certifications before entering clinics, labs, and clinical rotations.

**Admission Requirements** - Admission to the Expanded Duty Dental Assisting Program requires a high school diploma or equivalent and one of the following:

**Test Scores**

<b>Compass</b>		<b>Asset</b>			
Pre-Algebra	54	Numerical	44	Algebra	31
Reading	81	Reading	42		
Writing	70	Writing	41		

<b>Accuplacer</b>		<b>Acc. Next Gen</b>		<b>YTC Placement Test</b>	
Arithmetic	90	QAS 237		Reading	70
Elem. Alg.	57			Level 3	
Reading Comp.	71	250		English	70
Sentence Skills	75	Writing 250 and Gen Rdg 250		Math 1	70

Successful completion of required developmental courses.

Based on placement scores, students may be required to take additional coursework not listed on the completion plan and which do not count toward credit in the program.

A non-refundable, nontransferable deposit of \$100 is also required.

Students must have a minimum EDDA Program GPA of 2.00 in classes taken at York Technical College that can be applied towards the Dental Assisting program.

## Diploma Requirements

### General Education

- ENG 155 - Communications I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

Subtotal: 9 Credit Hours

### Required Core Subject Areas

- DAT 113 - Dental Materials *Credit Hours: 4 \**
- DAT 118 - Dental Morphology *Credit Hours: 2 \**
- DAT 121 - Dental Health Education *Credit Hours: 2 \**
- DAT 122 - Dental Office Management *Credit Hours: 2 \**
- DAT 127 - Dental Radiography *Credit Hours: 4 \**
- DAT 154 - Clinical Procedures I *Credit Hours: 4 \**

Subtotal: 18 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- DAT 112 - Integrated Human Sciences *Credit Hours: 4 \**
- DAT 115 - Ethics and Professionalism *Credit Hours: 1 \**
- DAT 123 - Oral Medicine and Oral Biology *Credit Hours: 3 \**
- DAT 164 - Clinical Procedures II *Credit Hours: 4 \**
- DAT 177 - Dental Office Experience *Credit Hours: 7 \**

Subtotal: 20 Credit Hours

Total Credit Hours: 47

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Early Childhood Development

Graduates of the Early Childhood Development Programs find employment in child care centers, preschools, Head Start programs, public schools, and private kindergartens. Working as a nanny, serving as a public school teacher assistant, and opening a private or family child care center, are also employment options. Positions in a child care setting may include teacher assistants, lead teachers, assistant directors, and directors or owners/operators. Graduates may also find employment in various agencies, programs and entities that serve children and their families.

Admission to the Early Childhood Development Programs requires qualifying scores on the College's placement test or SAT or ACT, and a high school diploma or equivalent. Students must submit evidence of a negative TB test and complete a Department of Social Services (DSS) letter of non-conviction, criminal background check, and DSS required medical forms, which includes a health assessment.

Several courses require both lecture and lab hours which will be completed in the York Technical College Child Development Center which is accredited through the National Association for the Education of Young Children, 1313 L St., N.W. Suite 500, Washington, DC 20005, Telephone: 202-232-8777 or 800-424-2460, webmaster@nayec.org. In some cases, labs are scheduled in other facilities off-campus.

The programs are designed to provide training for the person already employed in child care as well as to prepare those who plan to enter the field.

Laboratory settings require criminal background checks, processed through SC State Law Enforcement Division (SLED), before allowing students to participate in laboratory experiences. Any conviction of the following will make the applicant ineligible for employment in any child care facility and therefore, ineligible to participate in laboratory experiences required in ECD courses: offenses against the person, offenses against morality and indecency; contributing to the delinquency of a minor.

People who love children and have patience, compassion, mature judgment, good organizational skills, and a sense of humor would enjoy a career in early childhood development.

## **Associate in Applied Science**

### **Early Care and Education, AAS (AAS.ECED 35508)**

The Associate in Applied Science major in Early Care and Education program prepares graduates for careers in early childhood settings that serve children birth through age 8. Possible job options are at child care centers, preschools, and public or private schools. People who enjoy helping children learn and grow would be interested in this program of study. Students enrolled in this program are subject to criminal background checks, processed through the SC State Law Enforcement Division (SLED).

Courses ECD 102, ECD 107, ECD 131, ECD 132, ECD 133 contain a lab component of 24 hours. ECD 243 contains a lab component of 72 hours. All lab courses require completed South Carolina Department of Social Services documentation.

## **Degree Requirements**

### **General Education**

- AOT 105 - Keyboarding *Credit Hours: 3 \**  
or
- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**  
or
- ENG 155 - Communications I *Credit Hours: 3 \**
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*  
or
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**  
or
- PSY 201 - General Psychology *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**  
or
- HSS 205 - Technology and Society *Credit Hours: 3 \**  
or
- PSC 201 - American Government *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- ECD 101 - Introduction to Early Childhood *Credit Hours: 3 \**
- ECD 102 - Growth and Development I *Credit Hours: 3 \**
- ECD 105 - Guidance-Classroom Management *Credit Hours: 3 \**
- ECD 107 - Exceptional Children *Credit Hours: 3 \**
- ECD 135 - Health, Safety and Nutrition *Credit Hours: 3 \**
- ECD 203 - Growth and Development II *Credit Hours: 3 \**
- ECD 243 - Supervised Field Experience I *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ECD 108 - Family and Community Relations *Credit Hours: 3 \**
- ECD 109 - Administration and Supervision *Credit Hours: 3 \**
- ECD 131 - Language Arts *Credit Hours: 3 \**
- ECD 132 - Creative Experiences *Credit Hours: 3 \**
- ECD 133 - Science and Math Concepts *Credit Hours: 3 \**
- ECD 200 - Curriculum Issues in Infant and Toddler Development *Credit Hours: 3 \**
- ECD 201 - Principles of Ethics /Leadership in Early Care and Education *Credit Hours: 3 \**
- ECD 210 - Early Childhood Intervention *Credit Hours: 3 \**

### Elective:

(minimum of 1 course)

- ECD 205 - Socialization and Group Care of Infants And Toddlers *Credit Hours: 3*
- BIO 105 - Principles of Biology *Credit Hours: 4*
- PSC 201 - American Government *Credit Hours: 3*

Subtotal: 28 Credit Hours

Total Credit Hours: 64

\* Courses in this program that require a minimum grade of "C."

- Winthrop transfers will need to register for PSC 201 or BIO 105, ENG 101, MAT 103, PSY 201, & HIS 201.

## Certificate

# Child Care Management Certificate (CT.ECDCM 70677)

The Child Care Management certificate program is designed to prepare graduates for administrative roles in child care settings. In addition to content about early childhood growth and development, the program contains several business related courses. People who would enjoy working in the office of a child care center may be interested in this program. Students enrolled in this program are subject to criminal background checks, processed through the SC State Law Enforcement Division (SLED).

Course ECD 102 contains a lab component of 24 hours. All lab courses require completed South Carolina Department of Social Services documentation.

## Certificate Requirements

### Required Core Subject Areas

- ECD 101 - Introduction to Early Childhood *Credit Hours: 3 \**
- ECD 102 - Growth and Development I *Credit Hours: 3 \**
- ECD 105 - Guidance-Classroom Management *Credit Hours: 3 \**
- ECD 108 - Family and Community Relations *Credit Hours: 3 \**
- ECD 109 - Administration and Supervision *Credit Hours: 3 \**
- ECD 135 - Health, Safety and Nutrition *Credit Hours: 3 \**
- ECD 203 - Growth and Development II *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- or
- ENG 155 - Communications I *Credit Hours: 3 \**
- MGT 120 - Small Business Management *Credit Hours: 3 \**
- MGT 201 - Human Resource Management *Credit Hours: 3 \**

### Total Credit Hours 30

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Early Childhood Development Certificate (CT.ECD 70240)

The Early Childhood Development certificate program prepares graduates for entry-level roles in early childhood settings that serve children birth through age 8. Possible job options are child care centers, preschools, and public or private schools. People who enjoy helping children learn and grow would be interested in this program of study. Students enrolled in this program are subject to criminal background checks, processed through the SC State Law Enforcement Division (SLED).

Courses ECD 102, ECD 107, ECD 131, ECD 132, ECD 133 contain a lab component of 24 hours. All lab courses require completed South Carolina Department of Social Services documentation.

## Certificate Requirements

### Required Core Subject Areas

- ECD 101 - Introduction to Early Childhood *Credit Hours: 3 \**

- ECD 102 - Growth and Development I *Credit Hours: 3 \**
- ECD 203 - Growth and Development II *Credit Hours: 3 \**
- ECD 105 - Guidance-Classroom Management *Credit Hours: 3 \**
- ECD 107 - Exceptional Children *Credit Hours: 3 \**
- ECD 131 - Language Arts *Credit Hours: 3 \**
- ECD 132 - Creative Experiences *Credit Hours: 3 \**
- ECD 133 - Science and Math Concepts *Credit Hours: 3 \**
- ECD 135 - Health, Safety and Nutrition *Credit Hours: 3 \**

Total Credit Hours: 27

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Medical Laboratory Technology

Medical Laboratory Technology is a profession that combines the challenges and rewards of both medicine and science. A Medical Laboratory Technician (MLT) is concerned with the accurate performance of laboratory tests to determine the absence, presence, extent and cause of disease. Various types of sophisticated, computerized instruments are utilized to analyze blood and body fluids. As a vital member of the healthcare team, he/she provides vital information used to diagnose, treat, and monitor the progress of patients.

### Associate in Applied Science

## Medical Laboratory Technology, AAS (AAS.MLT 35205)

The Associate in Applied Science major in Medical Laboratory Technology program prepares graduates for work in hospital labs, doctors' offices, emergency centers, veterinary offices, industrial labs, reference labs, and other labs. It is estimated that more than 70% of medical diagnoses are based on laboratory results. This field prepares students to perform and interpret medical testing on human fluids. This is a technical program and students who enjoy science laboratory courses and math will excel in this field. Students in this program will have criminal background checks and drug screenings. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, Illinois 60018; phone at 773-714-8880 or website at [www.naacls.org](http://www.naacls.org).

This program prepares the student to function efficiently and safely in the clinical laboratory setting. It consists of general education courses, specific MLT courses, and clinical rotations in a hospital/clinical laboratory. This diverse learning experience is designed to teach the MLT students technical and theoretical aspects of the clinical laboratory in the healthcare setting. Upon completion of the program, the graduate receives an Associate in Applied Science and is eligible to take The American Society for Clinical Pathology Board of Certification exam.

Medical Laboratory Technology graduates find rewarding careers in such work environments as hospital laboratories, doctors' offices, outpatient clinics, minor emergency centers, veterinary offices, industrial labs, and reference labs.

A mandatory orientation is **required** before entry into the Medical Laboratory Technology Program.

Prior to entry, students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (Documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation
- COVID-19 vaccine. Please note \*York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold current American Heart Association (AHA) Basic Life Support (BLS) CPR certification before entering clinical rotations. Clinical slots are limited for this program.

**Admission Requirements** - Admission to the Medical Laboratory Technology Program requires the student to have the following:

- High school graduate or equivalent
- SAT (2005) score of 480 Critical Reading and 540 Math, or SAT (2016) score of 480 Reading/Writing and 570 Math
- ACT scores 21 English and 23 Math
- SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Medical Laboratory Technology Program
- COMPASS (88 Reading 70 Writing 54 Pre-Algebra)
- Accuplacer (95 Reading Comp, 75 Sentence Skills, 90 Arithmetic, and 57 Elem. Algebra). Accuplacer Next Gen (Writing 250, Reading 263, Math QAS 237)
- EdReady English  $\geq 66$ , EdReady Math  $\geq 50$ , Accuplacer Next Gen Reading  $\geq 263$
- 2.5 GPA in the general education courses and elective

Students with Reading scores below 88 on the COMPASS placement test or 95 on Accuplacer, or 263 on Accuplacer Next Gen placement test must successfully complete all required reading coursework in addition to general education courses, electives and COL 101.

Students must have a minimum MLT program GPA of 2.00 in classes taken at York Technical College that can be applied towards the MLT program.

Students may also qualify by completion of a baccalaureate degree from a regionally accredited College.

Prior courses in biology and chemistry are recommended. A non-refundable, nontransferable deposit is also required.

## Degree Requirements

## General Education

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- ENG 101 - English Composition I *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
  
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*  
OR
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 20 Credit Hours

## Required Core Subject Areas

- MLT 105 - Medical Microbiology *Credit Hours: 4 \**
- MLT 110 - Hematology *Credit Hours: 4 \**
- MLT 120 - Immunohematology *Credit Hours: 4 \**
- MLT 125 - Introduction to Clinical Chemistry *Credit Hours: 4 \**

Subtotal: 16 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- MLT 101 - Introduction to Medical Laboratory Technology *Credit Hours: 2 \**
- MLT 108 - Urinalysis and Body Fluids *Credit Hours: 3 \**
- MLT 112 - Introduction to Parasitology *Credit Hours: 2 \**
- MLT 242 - Survey in Medical Laboratory Technology *Credit Hours: 5 \**
- MLT 243 - Advanced Survey in Medical Lab Technology *Credit Hours: 5 \**
- MLT 251 - Clinical Experience I *Credit Hours: 5 \**
- MLT 252 - Clinical Experience II *Credit Hours: 5 \**
- MLT 253 - Clinical Experience III *Credit Hours: 5 \**
- MLT 254 - Clinical Experience IV *Credit Hours: 5 \**
- Approved Elective *Credit Hours: 2*

## Approved Elective

(Not less than 2 credit hours)

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*
- AHS 121 - Pharmacology *Credit Hours: 2*
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5*
- AOT 165 - Information Processing Software *Credit Hours: 3*

- CPT 101 - Introduction to Computers *Credit Hours: 3*
- ECO 101 - Basic Economics *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*
- ENG 160 - Technical Communications *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- SCI 150 - Forensic Science I *Credit Hours: 4*

Subtotal: 40 Credit Hours

Total Credit Hours: 76

\* Courses in this program that require a minimum grade of "C."

## **Medical Laboratory Technology, General Technology Specialization, AAS (AAS.GT.HSMLT 35318)**

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Medical Laboratory program.

### **Degree Requirements**

#### **General Education**

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- ENG 101 - English Composition I *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

Subtotal: 16 Credit Hours

#### **Required Core Subject Areas**

#### **Approved Elective**

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*

- AHS 121 - Pharmacology *Credit Hours: 2*
- AHS 135 - Principles of Teaching Used in Health Care Settings *Credit Hours: 3*
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5*
- AOT 165 - Information Processing Software *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- ECO 101 - Basic Economics *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*
- ENG 160 - Technical Communications *Credit Hours: 3*
- EVT 206 - Introduction to Environmental Compliance *Credit Hours: 3*
- EVT 254 - Industrial Safety & Emergency Response *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- SCI 150 - Forensic Science I *Credit Hours: 4*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SOC 102 - Marriage and the Family *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

### Other Hours Required for Graduation

- ACC 111 - Accounting Concepts *Credit Hours: 3*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- COL 101 - College Orientation *Credit Hours: 1*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- Approved Elective *Credit Hours: 2*

Subtotal: 13 Credit Hours

### Select 9 Hours From the Following Courses

- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 133 - Professional Development *Credit Hours: 3*
- AOT 180 - Customer Service *Credit Hours: 3*
- MGT 201 - Human Resource Management *Credit Hours: 3*
- MGT 280 - Executive Development *Credit Hours: 3*

Subtotal: 9 Credit Hours

### Primary Technical Specialty

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- BUS 101 - Introduction to Business *Credit Hours: 3*
- BUS 121 - Business Law I *Credit Hours: 3*

- MGT 101 - Principles of Management *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Secondary Technical Specialty

Take 12 credit hours

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 116 - Patient Care Relations *Credit Hours: 3 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- AHS 135 - Principles of Teaching Used in Health Care Settings *Credit Hours: 3 \**
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5 \**
- MED 113 - Basic Medical Laboratory Techniques *Credit Hours: 3 \**
- SCI 150 - Forensic Science I *Credit Hours: 4 \**

Subtotal: 12 Credit Hours

Total Credit Hours: 65

\*Courses in this program that require a minimum grade of "C."

## Certificate

### Medical Assisting Certificate (CT.MA 71111)

The Medical Assisting certificate prepares graduates to become multi-skilled members of a health care team. Medical assistants work in administrative and patient care areas of medical offices, scheduling patient visits, performing vital signs, filing insurance, and many other tasks. Other job options include hospitals and urgent care centers. Those who want to work in the health care field and would enjoy a fast pace and variety may choose this program. Students enrolled in this program are subject to criminal background checks and drug screenings. Upon successful completion of the program, the student is eligible to sit for the Registered Medical Assistant (RMA) certification exam offered by the American Medical Technologists, 10700 West Higgins Rd. Suite 150, Rosemont, IL 60018, phone: 847-823-5169 fax: 847-823-0458, [www.americanmedtech.org](http://www.americanmedtech.org).

This certificate is not accredited by AAMA (American Association of Medical Assistants). Students graduating from this certificate program are NOT eligible to sit for the CMA (Certified Medical Assistant) exam.

Prior to entry into MED 117, students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinical may be subject to drug screening at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold current American Heart Association (AHA) Basic Life Support (BLS) CPR certification prior to clinical rotation.

York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

All course prerequisites must be met with a grade of "C" or better prior to entering MED 117.

**Admission Requirements** - Admission to the Medical Assisting Certificate Program requires that the student have qualifying scores on the College's placement test (Compass Writing 70, Compass Reading 81, Compass Pre-Algebra 54 or Accuplacer Sentence Skills 75, Reading Comp. 71, Arithmetic 90, Elem. Alg. 57 or Accuplacer Next Gen Writing 250, Reading 250, Math QAS 237, or EdReady English  $\geq 66$ , EdReady Math  $= 50$ ). Keyboarding skills (AOT 105 or exemption) are a prerequisite for entry into several of the major courses.

## Certificate Requirements

### Required Core Subject Areas

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AOT 110 - Document Formatting *Credit Hours: 3 \**
- AOT 252 - Medical Systems and Procedures *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**
- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- HIM 130 - Billing & Reimbursement *Credit Hours: 3 \**
- MED 113 - Basic Medical Laboratory Techniques *Credit Hours: 3 \**
- MED 114 - Medical Assisting Clinical Procedures *Credit Hours: 4 \**
- MED 117 - Clinical Practice *Credit Hours: 5 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**

**Total Credit Hours: 37**

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Phlebotomy Certificate (CT.PHLE 61253)

This program will provide coursework and experiences within the healthcare field and will prepare graduates for employment as a phlebotomist or lab assistant in various settings including hospitals, medical practices, plasma centers and laboratories.

## Required Core Subject Areas

- AHS 104 - Medical Vocabulary/Anatomy *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5*

**Total Credit Hours: 10**

\*Courses in this program that require a minimum grade of "C."

## Nursing

The Associate Degree Nursing Program is approved by the Board of Nursing for South Carolina, Synergy Business Park; 110 Centerview Dr., Kingstree Building, Columbia, SC 29210, 803-896-4550 or fax 803-896-4525 and accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta Georgia 30326, 404-975-5000. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm> .

In addition to the Associate Degree Nursing Program, the following programs are contained in the Nursing Department:

- Nursing Care Certificate (CT.NURNC)
- Diploma in Applied Science major in Practical Nursing (DAS.NURPN)
- Associate in Applied Science degree major in General Technology and specialization in Practical Nursing (AAS.GT.HSPN)

## Associate in Applied Science

### Nursing, AAS (AAS.NUR 35208)

The Associate in Applied Science major in Nursing prepares graduates for the practice of registered nursing to provide direct patient care across the life span. Job options include hospitals, long-term care facilities, doctors' offices, schools, and community health agencies. People who want to help others lead healthy lives and have strong science and math skills may be interested in this program. Students enrolled in this program will have criminal background checks and drug screenings.

To become a registered nurse and to obtain employment as a registered nurse, graduates must pass the Computer Adaptive Testing National Council Licensing Examination for Registered Nurses (NCLEX-RN). The Associate in Applied Science degree in Nursing is designed to prepare graduates for work as a registered nurse. Graduates who successfully pass the NCLEX-RN must apply for licensure in their home state. South Carolina is a part of the Nurse Licensure Compact (NLC) which allows nurses to have one multistate license with the ability to practice in their home state and the other 33 states in the compact. Please visit <https://www.ncsbn.org/nurse-licensure-compact.htm> for a complete list of US states and territories in the Nurse Licensure Compact. There are legal limits for state licensure in South Carolina for graduates with prior criminal records. The South Carolina Board of Nursing policy regarding legal limits for state licensure is available on <https://llr.sc.gov> .

The graduate of the Associate Degree Nursing Program functions in three basic roles within the healthcare delivery system, which is the framework for the nursing program: provider of care; manager of care; and member within the discipline. The

graduate will also be able to demonstrate caring, communication, critical thinking, teaching/learning, professional behaviors and the nursing process within each role.

Students must have current American Heart Association CPR Certification for children infants, adults, and AED. Students must have proof of health insurance. Liability insurance is also required and may be purchased through York Technical College. Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinicals may be required to have a drug screen at any time during their rotation. Students will be required to attend multiple clinical facilities throughout the curriculum. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

Prior to beginning clinical, students must have a completed health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (Documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation
- COVID-19 vaccine. Please note\* York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

**Admission Requirements** - Admission to the Associate Degree Nursing Program requires the student to be a high-school graduate or equivalent. Students must complete one course of high school, college preparatory general chemistry with a minimum grade of C or any college chemistry with a minimum grade of C prior to acceptance into the Nursing program.

Students must also pass the "Test for Essential Academic Skills" (TEAS) test with a composite score of "Proficient" or better. TEAS scores must be no more than 3 years old at the time a student seeks admission in the ADN Program.

Applicants for admission to the Associate Degree Nursing Program must also meet one of the following:

1. SAT scores (2016 version) 480 Reading/Writing and 570 Math, OR ACT scores of 21 English and 23 math. Students must have a minimum GPA of 2.0 or higher. SAT/ACT scores must be no more than 5 years old at the time a student seeks admission into the ADN program.

**OR**

2. Completion of the Nursing Care Certificate (CT.NURNC) with a GPA of 2.50 or higher and meet the minimum reading requirement by one of the following methods: Accuplacer 95, Accuplacer Next Gen 263, Compass 88, Asset 46, YTC Placement Test Level 4 Reading 70, SAT RDG score 480, or ACT English score 21.

NOTE: Students must achieve a grade of "C" or better on the first or second attempt of BIO 210, BIO 211, BIO 225 to meet the admission and curriculum requirements for the ADN program. Grades of "W," "F," and "WF" are considered unsuccessful attempts. Students who are unsuccessful on the second BIO attempt are not eligible to apply to the ADN program for five (5) years. Academic forgiveness will be given five (5) years after the second BIO attempt and then the student will be eligible to apply to the ADN program.

**Admission by Transfer Requirements** - Transfer credit may be granted for nursing courses taken at other Associate or Baccalaureate Degree Nursing Programs for a student meeting the following criteria:

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the dean of nursing from the previous school attended stating that he/she left in good standing and is eligible for re-admission into their nursing program.
3. The student may be required to provide the nursing department chair with a detailed course syllabus showing course and unit objectives. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College nursing courses.
4. In order for a course to be transferred, the student must demonstrate competency by proctored ATI computerized exam, skills check off and previous grades.

Admission by transfer is based on space availability.

### **Re-admission Requirements**

1. Students who receive a grade of "W", "WF", "D", or "F" in a nursing course must seek re-admission to the program in order to repeat the course. **Re-admission is not automatic.**
2. Student requesting re-admission into the Nursing Program must meet all admission requirements for the academic year in which they request readmission.
3. Submit a written request for re-admission to the Nursing Program Coordinator. The request must indicate the specific term and course in which the student request re-entry.
4. Required nursing courses more than three years old must be repeated.
5. Required competencies are nursing course specific, and will include a proctored ATI computerized exam and demonstration of course specific skills.
6. Re-admission is based on space availability.

**Program Requirements** - A student must have a "C" in each nursing course to progress in the program.

Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to either campus for classes according to the class schedule. Students may be assigned to morning, afternoon, evening and night clinical experience anywhere in the York, Chester or Lancaster counties. Clinical experience may range from four to 12 hours per clinical day.

**Retention and Promotion** - For retention and promotion in the Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria, upon admission to the nursing program students:

1. Must complete courses in the sequence as outlined in the Nursing Master Curriculum.
2. Must achieve a cumulative 2.0 grade point ratio on all courses which are required for graduation.
3. Must make a grade of "C" or better in theory in each nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. Must not repeat more than one nursing course.
5. Who receives a "W", "D", "F", or "WF" in any required nursing course may repeat that course one time only. In order to repeat a nursing course, the student must follow the re-admission criteria for the Nursing Program found in the current Nursing Student Manual. Re-admission will depend on space availability.
6. Will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply to re-enter the nursing program from the beginning. Students must meet current admission requirements when applying for re-admission.

LPN /ADN Transition Advance Placement (Associate in Applied Science)

A minimum of 23 semester hours of nursing credits will be awarded upon completion of validation if the applicant meets the following criteria:

1. Has a current, active LPN License.
2. Meets admission requirements of York Technical College.

3. Meets admission requirements of the Associate Degree Nursing Program, which includes a score of "Proficient" or better on the TEAS test.
4. Scores of 74 or better on the ATI PN Predictor test (one attempt only).
5. Successfully demonstrates course-specific skills.
6. Student must be a graduate of an ACEN accredited practical nursing program.

**The deadline for application for the LPN/ADN transition program is May 15, 2023.**

Direct Matriculation to the York Technical College's Practical Nursing Program

Students in the Practical Nursing Program may matriculate into the Associate Degree Nursing Program if they meet the following criteria:

1. Has successfully completed the PN curriculum.
2. Has satisfied all the current required criteria for the ADN program.
3. Matriculation occurs immediately after completion of the PN program.
4. Matriculation into the ADN program is based on space availability. **Direct matriculation into the ADN program is not automatic or guaranteed.**
5. In the event there are more qualified students who desire to matriculate than space availability, a lottery will be utilized.

## Degree Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3*
- Approved Elective (Humanities/Fine Arts) *Credit Hours: 3*

### Approved Elective (Humanities/Fine Arts)

- ART 101 - Art History and Appreciation *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- NUR 104 - Nursing Care Management I *Credit Hours: 4 \**
- NUR 159 - Nursing Care Management II *Credit Hours: 6 \**
- NUR 206 - Clinical Skills Application *Credit Hours: 2 \**
- NUR 209 - Nursing Management III *Credit Hours: 5 \**
- NUR 211 - Care of Childbearing Family *Credit Hours: 4 \**

Subtotal: 21 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- BIO 225 - Microbiology *Credit Hours: 4 \**
- NUR 106 - Pharmacologic Basics *Credit Hours: 2 \**
- NUR 214 - Mental Health Nursing *Credit Hours: 4 \**
- NUR 219 - Nursing Management and Leadership *Credit Hours: 4 \**
- NUR 229 - Nursing Management IV *Credit Hours: 6 \**
- Approved Elective *Credit Hours: 3*

## Approved Elective

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 117 - The Care of Patients *Credit Hours: 4*
- AHS 121 - Pharmacology *Credit Hours: 2*
- AHS 135 - Principles of Teaching Used in Health Care Settings *Credit Hours: 3*
- AHS 144 - Phlebotomy Practicum *Credit Hours: 5*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 105 - General Organic & Biochemistry *Credit Hours: 4*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- MAT 165 - Statistics *Credit Hours: 3*
- AOT 105 - Keyboarding *Credit Hours: 3*
- AOT 165 - Information Processing Software *Credit Hours: 3*
- PHS 101 - Physical Science I *Credit Hours: 4*
- PHY 201 - Physics I *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- PSY 212 - Abnormal Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SOC 205 - Social Problems *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*
- BIO 205 - Ecology *Credit Hours: 3*

Subtotal: 32 Credit Hours

## Total Credit Hours: 68

**@Humanities Electives:** ART 101 - Art History and Appreciation; ENG 201 - American Literature I; \*ENG 202 - American Literature II; ENG 205 - English Literature I; ENG 206 - English Literature II; ENG 209 - World Literature II; HIS 101 - Western Civilization to 1689; HIS 102 - Western Civilization Post 1689; HIS 201 - American History: Discovery to 1877; HIS 202 - American History: 1877 to Present; MUS 105 - Music Appreciation; HSS 205 - Technology and Society; PHI 101 - Introduction to Philosophy

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

# Nursing, General Technology Specialization, AAS (AAS.GT.HSNUR 35318)

## Degree Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3*
- @ Elective *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

#### Primary Technical Specialty

- ACC 101 - Accounting Principles I *Credit Hours: 3*
- BUS 101 - Introduction to Business *Credit Hours: 3*
- BUS 121 - Business Law I *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*

Subtotal: 18 Credit Hours

#### AND (Select Hours from the following courses)

- ACC 111 - Accounting Concepts *Credit Hours: 3*
- AOT 180 - Customer Service *Credit Hours: 3*
- BAF 201 - Principles of Finance *Credit Hours: 3*
- MGT 120 - Small Business Management *Credit Hours: 3*

- MGT 121 - Small Business Operations *Credit Hours: 3*
- MGT 201 - Human Resource Management *Credit Hours: 3*

Subtotal: 18 Credit Hours

## Secondary Technical Specialty

Take 12 credit hours

- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3 (recommended terms: Summer ONLY)*
- AHS 116 - Patient Care Relations *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*

Subtotal: 11 Credit Hours

## Other Hours Required for Graduation

- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- COL 101 - College Orientation *Credit Hours: 1*
- BIO 225 - Microbiology *Credit Hours: 4 \**
- PSY 203 - Human Growth and Development *Credit Hours: 3*

Subtotal: 16 Credit Hours

**Total Credit Hours: 72**

**@General Electives:** RDG 101 - College Reading; CHM 101 - General Chemistry I OR CHM 105 - General Organic & Biochemistry; AHS 102 - Medical Terminology; PSY 203 - Human Growth and Development

**@Humanities Electives:** ART 101 - Art History and Appreciation; ENG 201 - American Literature I; \* ENG 202 - American Literature II; ENG 205 - English Literature I; ENG 206 - English Literature II; ENG 209 - World Literature II; HIS 101 - Western Civilization to 1689; HIS 102 - Western Civilization Post 1689; HIS 201 - American History: Discovery to 1877; HIS 202 - American History: 1877 to Present; MUS 105 - Music Appreciation; HSS 205 - Technology and Society; PHI 101 - Introduction to Philosophy

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

# Practical Nursing, General Technology Specialization, AAS (AAS.GT.HSPN 35318)

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Practical Nursing program.

York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

## Degree Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3*
- Approved Elective (Humanities/Fine Arts) *Credit Hours: 3*

### Approved Elective (Humanities/Fine Arts)

- ART 101 - Art History and Appreciation *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 208 - World Literature I *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

#### Primary Technical Specialty

- NUR 104 - Nursing Care Management I *Credit Hours: 4 \**
- NUR 106 - Pharmacologic Basics *Credit Hours: 2 \**
- NUR 206 - Clinical Skills Application *Credit Hours: 2 \**
- NUR 159 - Nursing Care Management II *Credit Hours: 6 \**
- NUR 209 - Nursing Management III *Credit Hours: 5 \**
- NUR 211 - Care of Childbearing Family *Credit Hours: 4 \**

Subtotal: 23 Credit Hours

## Secondary Technical Specialty

- AHS 101 - Introduction to Health Professions *Credit Hours: 2*
- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 116 - Patient Care Relations *Credit Hours: 3*
- AHS 121 - Pharmacology *Credit Hours: 2*

Subtotal: 13 Credit Hours

## Other Hours Required for Graduation

- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- COL 101 - College Orientation *Credit Hours: 1*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*
- PSY 203 - Human Growth and Development *Credit Hours: 3*

Subtotal: 14 Credit Hours

**Total Credit Hours: 65**

**@General Electives:** RDG 101 - College Reading; CHM 101 - General Chemistry I OR CHM 105 - General Organic & Biochemistry; AHS 102 - Medical Terminology; PSY 203 - Human Growth and Development

**@Humanities Electives:** ART 101 - Art History and Appreciation; ENG 201 - American Literature I; \*ENG 202 - American Literature II; ENG 205 - English Literature I; ENG 206 - English Literature II; ENG 209 - World Literature II; HIS 101 - Western Civilization to 1689 HIS 102 - Western Civilization Post 1689 HIS 201 - American History: Discovery to 1877; HIS 202 - American History: 1877 to Present; MUS 105 - Music Appreciation; HSS 205 - Technology and Society; PHI 101 - Introduction to Philosophy

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Certificate

### Nursing Care Certificate (CT.NURNC 71356)

The Nursing Care certificate is designed for students seeking a career in the field of Nursing. Graduates will be eligible to sit for the SC Certified Nursing Assistant exam. Certified nursing assistants may be employed in a variety of settings from hospitals to long-term care and assisted living facilities. They may also work for agencies to provide home health services. Students enrolled in this program are subject to criminal background checks and drug screenings. Graduates of this program who have an overall GPA of 2.5 and meet other requirements may seek admission to the Associate Degree Nursing program.

## Certificate Requirements

### Required Core Subject Areas

- AHS 117 - The Care of Patients *Credit Hours: 4 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- BIO 225 - Microbiology *Credit Hours: 4 \**
- COL 101 - College Orientation *Credit Hours: 1 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- General Elective *Credit Hours: 3 \**
- Humanities Elective *Credit Hours: 3 \**

### General Elective

Take one course:

- AHS 102 - Medical Terminology *Credit Hours: 3*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- RDG 101 - College Reading *Credit Hours: 3*

### Humanities Elective

Take one course:

- ART 101 - Art History and Appreciation *Credit Hours: 3*
- ENG 201 - American Literature I *Credit Hours: 3*
- ENG 202 - American Literature II *Credit Hours: 3*
- ENG 205 - English Literature I *Credit Hours: 3*
- ENG 206 - English Literature II *Credit Hours: 3*
- ENG 209 - World Literature II *Credit Hours: 3*
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MUS 105 - Music Appreciation *Credit Hours: 3*
- PHI 101 - Introduction to Philosophy *Credit Hours: 3*

**Total Credit Hours: 37**

**@General Electives:** RDG 101 - College Reading; CHM 101 - General Chemistry I OR CHM 105 - General Organic & Biochemistry; AHS 102 - Medical Terminology; PSY 203 - Human Growth and Development

**@Humanities Electives:** ART 101 - Art History and Appreciation; ENG 201 - American Literature I; \*ENG 202 - American Literature II; ENG 205 - English Literature I; ENG 206 - English Literature II; ENG 209 - World Literature II; HIS 101 - Western Civilization to 1689; HIS 102 - Western Civilization Post 1689; HIS 201 - American History: Discovery to 1877; HIS 202 - American History: 1877 to Present; MUS 105 - Music Appreciation; HSS 205 - Technology and Society; PHI 101 - Introduction to Philosophy

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

Students must complete the certificate with a minimum GPA of 2.5 to be eligible to enter the Associate in Applied Science, major in Nursing degree and must also meet other program admission requirements.

## Diploma in Applied Science

### Practical Nursing, DAS (DAS.NURPN 15209)

The Diploma in Applied Science major in Practical Nursing program is approved by the Board of Nursing for South Carolina, Synergy Business Park, 110 Centerview Dr., Kingstree Building, Columbia, SC 29210, 803-896-4550 or fax 803-896-4525 and accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 404-975-5000. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm> .

To become a licensed practical nurse and to obtain employment as a licensed practical nurse, graduates must pass the Computer Adaptive Testing National Council Licensing Examination for Licensed Practical Nurses (NCLEX-PN). The PN diploma program is designed to prepare graduates for work as a practical nurse in hospitals, doctor's offices, and long-term care facilities. People who want to help others lead healthy lives and have strong science and math skills may be interested in this program. Graduates of the diploma program are eligible to take the NCLEX-PN. Graduates who successfully pass the NCLEX-PN must apply for licensure in their home state. South Carolina is a part of the Nurse Licensure Compact which allows nurses to have one multistate license with the ability to practice in the home state and the other 33 states in the compact. Please visit <https://www.ncsbn.org/nurse-licensure-compact.htm> for a complete list of US states and territories in the Nurse Licensure Compact.

Students enrolled in this program will have criminal background checks and drug screenings. There are legal limits for state licensure in South Carolina for graduates with criminal records. The South Carolina Board of Nursing policy regarding legal limitations for state licensure is available on <https://llr.sc.gov/>.

Students must have current American Heart Association CPR Certification for children, infants, adults and AED. Students must have proof of health insurance. Liability insurance is also required and may be purchased through York Technical College.

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

Prior to beginning clinical, students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Varicella (Chicken Pox) titer required

- Proof of Diphtheria-Tetanus Booster (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (Documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation
- Effective June 15, 2021, students entering the Nursing program will be required to receive the COVID-19 vaccine or provide a medical or religious exemption form.

**Admission criteria for the PN program are as follows:**

1. Evidence of a high-school diploma or equivalent.
2. Score 54 or above on pre-algebra COMPASS Placement Test, or 90 or above on Accuplacer arithmetic and 57 or above on Accuplacer Elem. Alg. Or QAS 237 on Accuplacer Next Gen, or 70 or higher on YTC Placement Test Math 1, or earn a "C" or better in Math (MAT 033).
3. Score 70 or above on writing COMPASS Placement Test or 75 or above on Sentence Skills Accuplacer Placement Test or 250 on Accuplacer Next Gen Writing, or 70 or above on YTC Placement Test English, or earn a "C" or better in English (ENG) 032.
4. Score 88 or above on reading COMPASS Placement Test or 95 or above on Reading Comp. Accuplacer Placement Test or 263 or above on Accuplacer Next Gen Reading, or 70 or above on YTC Placement Test Reading Level 4, or earn a "C" or better in Reading (RDG 101).
5. Students must also pass the "Test for Essential Academic Skills" (TEAS) test with a composite score of "Proficient" or better. TEAS scores must be no more than 3 years old at the time a student seeks admission into the PN program.

Students must have a minimum Practical Nurse Program GPA of 2.0 in classes taken at York Technical College that can be applied toward the PN program.

NOTE: Students must achieve a grade of 'C' or better on the 1st or 2nd attempt of BIO 210 and BIO 211 to meet the admission and curriculum requirement for the PN program. Grades of 'W', 'D', 'F', and 'WF' are considered unsuccessful attempts. Students who are unsuccessful on the second BIO attempt are not eligible to apply to the nursing program for five (5) years. Academic forgiveness will be given five (5) years after the second BIO attempt and then the student will be eligible to apply to the nursing program.

**Admission by Transfer** - Transfer credit may be granted for nursing courses taken at other Practical Nursing Programs for a student meeting the following criteria:

1. The student must meet present admission criteria to the Nursing Program.
2. The student must submit a letter from the dean of nursing from the previous school attended stating that he/she left in good standing and is eligible for re-admission into their nursing program.
3. The student may be required to provide the nursing department chair with a detailed course syllabus showing course and unit objectives. Courses for which transfer credit is given must meet the objectives of the comparable York Technical College courses.
4. In order for a course to be transferred, the student must demonstrate competency by proctored ATI Computerized exam, skills check off and previous grades.

The PN Program is located at the Chester campus. Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students are expected to drive to the Chester campus for classes according to the class schedule. Students may be assigned to morning, afternoon, evening and night clinical experience anywhere in the York, Chester or Lancaster counties. Clinical experience may range from four to twelve hours per clinical day.

Required nursing courses more than three years old must be repeated.

Students planning to seek admission to the ADN program must meet the entrance criteria for that program.

**Retention and Promotion** - For retention and promotion in the Practical Nursing Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institutions, the student:

1. Upon admission to the nursing program students must complete courses in the sequence as outlined in the PN Master Curriculum.
2. Must achieve a cumulative 2.0 grade point ratio on all courses, which count toward graduation in the program.
3. Must make a grade of "C" or better in theory in each practical nursing course attempted and receive a clinical evaluation of "Satisfactory."
4. A maximum of one nursing course may be repeated.
5. A student who receives a "W", "D", "F", or "WF" in any required practical nursing course may repeat that course one time only. A maximum of one nursing course may be repeated. In order to repeat a nursing course, the student must follow the re-admission criteria for the Practical Nursing Program found in the current Practical Nursing Student Manual. Re-admission will depend on space available in the course to be repeated.
6. Students will be eligible for academic forgiveness 5 years after the last nursing course attempted and may apply to re-enter the nursing program from the beginning. Students must meet current admission requirements when applying for re-admission.

## Diploma Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 9 Credit Hours

### Required Core Subject Areas

- NUR 104 - Nursing Care Management I *Credit Hours: 4 \**
- NUR 159 - Nursing Care Management II *Credit Hours: 6 \**
- NUR 206 - Clinical Skills Application *Credit Hours: 2 \**
- NUR 209 - Nursing Management III *Credit Hours: 5 \**
- NUR 211 - Care of Childbearing Family *Credit Hours: 4 \**

Subtotal: 21 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- NUR 106 - Pharmacologic Basics *Credit Hours: 2 \**

Subtotal: 11 Credit Hours

**Total Credit Hours 41**

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Patient Care Technician

As the health care field has evolved, new areas of specialization have developed which provide many different options. An option for students who prefer a "hands-on" side of patient interaction is Patient Care Technician. This program of study contains the following components: nursing assistant, phlebotomy, electrocardiogram, and clerical/administrative aspects and provides a variety of employment options upon graduation.

### Associate in Applied Science

## Patient Care, General Technology Specialization, AAS (AAS.GT.GTPCT 35318)

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Patient Care Technician program.

### Degree Requirements

#### General Education

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**  
or
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**  
or
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**  
or
- PSY 201 - General Psychology *Credit Hours: 3 \**

Subtotal: 16 Credit Hours

#### Required Core Subject Areas

#### Primary Technical Specialty

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 116 - Patient Care Relations *Credit Hours: 3 \**
- AHS 117 - The Care of Patients *Credit Hours: 4 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- AHS 141 - Phlebotomy for the Health Care Provider *Credit Hours: 3 \**
- AHS 145 - Electrocardiography *Credit Hours: 2 \**

- AHS 176 - Patient Care Clerical Principles *Credit Hours: 4 \**

Subtotal: 21 Credit Hours

## Secondary Technical Specialty

Take 12 credit hours

- AOT 105 - Keyboarding *Credit Hours: 3 \**
- AOT 110 - Document Formatting *Credit Hours: 3 \**
- AOT 134 - Office Communications *Credit Hours: 3 \**
- AOT 252 - Medical Systems and Procedures *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1 \**
- HIM 130 - Billing & Reimbursement *Credit Hours: 3 \**
- AOT 133 - Professional Development *Credit Hours: 3 \**
- AOT 267 - Integrated Information Process *Credit Hours: 3 \**
- Approved Elective *Credit Hours: 2 \**

## Approved Elective

- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 121 - Pharmacology *Credit Hours: 2*
- AHS 135 - Principles of Teaching Used in Health Care Settings *Credit Hours: 3*
- MED 113 - Basic Medical Laboratory Techniques *Credit Hours: 3*
- MED 114 - Medical Assisting Clinical Procedures *Credit Hours: 4*

Subtotal: 12 Credit Hours

Total Credit Hours: 61

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Certificate

### Patient Care Technician Certificate (CT.PCT 71307)

Patient care technicians are multi-skilled healthcare providers, with training in basic patient care, blood collection, and electrocardiography. Under the supervision of nursing and medical staff, patient care technicians are employable in a variety of

settings such as hospitals, clinics, long-term care facilities, laboratories, and physicians' offices. The program consists of two semesters. Nursing assistant training (AHS 117) will introduce basic patient care skills, and prepare the student for state certification through the Department of Health and Human Services, earning the title of Certified Nursing Assistant (CNA).

Certification is required to progress through the Patient Care Technician program.

**Program Requirements** - Prior to entry into AHS 117, students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to the first day of clinical assignment is required.
- Physician's evaluation

York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotation. Students participating in clinical may be subject to drug screening at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are required to hold current American Heart Association (AHA) Basic Life Support CPR certification prior to clinical rotation.

**Admission Criteria:**

- High school diploma or equivalent
- COMPASS placement scores:
- Pre-algebra 54 or greater OR a minimum grade of "C" in MAT 033
- Writing 70 or greater
- Reading 81 or greater

**OR**

- Accuplacer and Accuplacer Next Gen placement scores:
- Arithmetic 90 and Elem. Alg. 57 or greater - Accuplacer Next Gen QAS 237
- Sentence Skills 75 or greater - Accuplacer Next Gen Writing 250 AND Reading 250
- Reading Comp. 71 or greater - Accuplacer Next Gen Reading 250
- YTC Placement Test scores: 70 or greater on Reading Level 3. 70 or greater on English, and 70 or greater on Math 1.

## Certificate Requirements

### Required Core Subject Areas

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 116 - Patient Care Relations *Credit Hours: 3 \**
- AHS 117 - The Care of Patients *Credit Hours: 4 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- AHS 141 - Phlebotomy for the Health Care Provider *Credit Hours: 3 \**
- AHS 145 - Electrocardiography *Credit Hours: 2 \**
- AHS 176 - Patient Care Clerical Principles *Credit Hours: 4 \**
- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- ENG 155 - Communications I *Credit Hours: 3 \**

**Total Credit Hours: 28**

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Personal Trainer

With fitness and wellness trends shifting from treatment to prevention, the field of personal training is strong and continues to grow. Trainers lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercises, strength training, and stretching. They work with people of all ages and skill levels in a wide variety of settings.

### Associate in Applied Science

## Personal Trainer, General Technology Specialization, AAS (AAS.GT.GTPT 35318)

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Personal Trainer program.

The Personal Trainer program prepares graduates to help people meet their health related goals. Personal trainers may work in fitness centers, gyms, YMCAs, or be self-employed or pursue higher education which may take them into the healthcare arena. The program provides a science-based understanding of the basics of exercise, nutrition, and human anatomy and physiology. Students will complete an internship experience and learn how to create fitness plans based on the individual's fitness level and goals and guide them on their path to improved health and well-being. Graduates may attempt a variety of national certification exams. This program prepares students to enter the workforce as well as facilitate a transfer to a 4 year degree program or 2 year healthcare related program such as Physical Therapy Assistant or Occupational Therapy Assistant.

Students who wish to work in the health/wellness/fitness industries, physical/occupational therapy, nutrition/supplement field, or physical education would find the Personal Trainer program most appropriate.

### Degree Requirements

#### General Education

- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**

- ENG 101 - English Composition I *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**

Subtotal: 16 Credit Hours

## Required Core Subject Areas

### Primary Technical Specialty

- SFT 101 - Introduction to Exercise Science *Credit Hours: 3 \**
- SFT 105 - Fitness Assessment and Exercise Program Design *Credit Hours: 3 \**
- SFT 109 - Lifetime Fitness and Wellness *Credit Hours: 3 \**
- SFT 110 - Weight Training: Theory and Application *Credit Hours: 3 \**
- SFT 125 - Personal Training Techniques *Credit Hours: 3 \**
- SFT 201 - Structural Kinesiology *Credit Hours: 3 \**
- SFT 202 - Internship for the Personal Trainer *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

### Secondary Technical Specialty

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 108 - Nutrition *Credit Hours: 3 \**
- AHS 116 - Patient Care Relations *Credit Hours: 3 \**
- AHS 135 - Principles of Teaching Used in Health Care Settings *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- COL 101 - College Orientation *Credit Hours: 1 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- SFT 107 - Nutrition for Fitness and Training *Credit Hours: 3 \**
- SFT 112 - Cardiovascular and Flexibility Training *Credit Hours: 2 \**

Subtotal: 12 Credit Hours

**Total Credit Hours: 61**

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Certificate

### Personal Trainer Certificate (CT.PT 71335)

The Personal Trainer certificate program prepares graduates to help people meet their fitness goals. Personal trainers may work in fitness centers, gyms, YMCAs, or be self-employed. The program provides a science-based understanding of the basics of exercise, nutrition, and human anatomy and physiology. Students will complete an internship experience and learn how to create fitness plans based on the individual's level and goals. Graduates may attempt a variety of national certification exams.

### Certificate Requirements

#### Required Core Subject Areas

- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- SFT 101 - Introduction to Exercise Science *Credit Hours: 3 \**
- SFT 105 - Fitness Assessment and Exercise Program Design *Credit Hours: 3 \**
- SFT 107 - Nutrition for Fitness and Training *Credit Hours: 3 \**
- SFT 109 - Lifetime Fitness and Wellness *Credit Hours: 3 \**
- SFT 110 - Weight Training: Theory and Application *Credit Hours: 3 \**
- SFT 112 - Cardiovascular and Flexibility Training *Credit Hours: 2 \**
- SFT 125 - Personal Training Techniques *Credit Hours: 3 \**
- SFT 201 - Structural Kinesiology *Credit Hours: 3 \**
- SFT 202 - Internship for the Personal Trainer *Credit Hours: 3 \**

#### Total Credit Hours 32

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Radiologic Technology

The program prepares the student to become an essential member of the healthcare team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

Upon completion of this program, the graduate may seek employment in hospital radiology departments, emergency facilities, imaging centers, private doctors' offices, industries, and colleges. Additional areas for career opportunities in RAD TECH are Mammography, Diagnostic Ultrasound, Angiography, CT, MRI, PET, Radiation Therapy and Health Education

### Associate in Applied Science

### Radiologic Technology, AAS (AAS.RAD 35207)

The Associate in Applied Science in Radiologic Technology prepares graduates for careers as Radiologic Technologists. Job options include hospitals, urgent care centers, and medical offices. People who want to work in the health care field and have strong science and math skills may be interested in this program. Students enrolled in this program are subject to criminal background checks and drug screenings. Graduates of this program will be eligible to sit for the ARRT exam to become registered. This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312-704-5300, Fax 312-704-5304 or by email at mail@jrcert.org.

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinicals may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens, criminal background checks or lab usage.

**Admission Criteria** - There are 3 alternate tracks of qualifying for entry into the Rad Tech Program. All applicants must have a high school diploma or GED and qualify by one of the following Tracks:

**Track 1: ASSET, COMPASS, Accuplacer, or Accuplacer Next Gen Scores**

<b>Compass</b>		<b>Asset</b>	
Algebra	66 or above	Numerical	45 or above
Writing	70 or above	Writing	41 or above
Reading	88 or above	Reading	46 or above
<b>Accuplacer</b>		<b>Acc Next Gen</b>	<b>YTC Placement Test</b>
College Level Math	50 or above	AAF 237	Reading Level 4 70
Sentence Skills	75 or above	Writing 250 AND Reading 250	English 70
Read Comp.	95 or above	263	Math 2 72

**Track 2: SAT or ACT Scores**

SAT: 480 Critical Reading and 540 Math; (within the last 5 years) SAT since (2016): 480 Reading/Writing and 570 Math, **OR**  
 ACT: 21 English and 23 Math.

SAT/ACT scores must be no more than 5 years old at the time a student seeks admission to the Radiologic Technology Program and accompanied by a 46 ASSET Reading, 88 COMPASS Reading score, or 95 Accuplacer Reading score, or Accuplacer Next Gen score.

**Track 3: Allied Health Services Certificate (CT.RADAH)**

Complete the Allied Health Services Certificate (CT.RADAH 71357) with a GPA of 2.5 or higher.

Upon qualifying and prior to having their name placed on the list, the applicants must complete the program orientation that is available on computer in the Admissions Department.

Upon accepting entry into your first summer term of the program, a completed medical physical examination and documentation forms must be completed within 3 months prior to the start of program and must be turned into the Program Director.

Documentation of certification in the American Heart Association (AHA) BLS CPR course is required prior to Program entry and must be turned in to the Program Director. Students must provide evidence of current health insurance coverage each semester in order to be allowed into the clinical facility.

Students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (Documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation
- Proof of current annual flu vaccination
- COVID-19 vaccine. Please note \*York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

All documentation will be reviewed at a mandatory orientation in the spring prior to the summer start date. For more information, call the Radiologic Technology Program Director.

After qualifying, the applicant must pay a \$50 non-refundable, nontransferable fee to have his/her name placed on the list. The applicant's name will not be placed on the list until the \$50 fee has been paid. Qualified applicants are accepted into the program in the order in which they qualify. The applicant will receive a formal letter of acceptance into the program. This letter will request payment of the \$100 non-refundable, nontransferable deposit for confirmation of intent to enroll. The deposit will later be applied towards the program tuition for the first summer term. Students must maintain a 2.0 GPA in order to qualify for entry into the Rad Tech program.

Students must complete 82 semester credits with a minimum grade of 80% in all Radiology Technology courses and "C" or above in general education courses, and must complete all clinical competency requirements including final written and performance tests. An overall GPA of 2.0 must be maintained each semester.

## Degree Requirements

### General Education

- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**

- PSY 201 - General Psychology *Credit Hours: 3 \**

Subtotal: 20 Credit Hours

### Required Core Subject Areas

- RAD 102 - Radiography Patient Care Procedures *Credit Hours: 2 \**
- RAD 112 - Radiographic Imaging Fundamentals *Credit Hours: 2 \**
- RAD 114 - Radiographic Imaging Fundamentals II *Credit Hours: 2 \**
- RAD 130 - Radiographic Procedures I *Credit Hours: 3 \**
- RAD 136 - Radiographic Procedures II *Credit Hours: 3 \**
- RAD 201 - Radiation Biology *Credit Hours: 2 \**
- RAD 210 - Radiographic Imaging III *Credit Hours: 3 \**

Subtotal: 17 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1 \**
- RAD 101 - Introduction to Radiography *Credit Hours: 2 \**
- RAD 152 - Applied Radiography I *Credit Hours: 2 \**
- RAD 165 - Applied Radiography II *Credit Hours: 5 \**
- RAD 175 - Applied Radiography III *Credit Hours: 5 \**
- RAD 225 - Selected Radiographic Topics *Credit Hours: 2 \**
- RAD 230 - Radiographic Procedures III *Credit Hours: 3 \**
- RAD 256 - Advanced Radiography I *Credit Hours: 6 \**
- RAD 268 - Advanced Radiography II *Credit Hours: 8 \**
- RAD 278 - Advanced Radiography III *Credit Hours: 8 \**
- Approved Elective *Credit Hours: 3 \**

### Approved Elective

- AHS 101 - Introduction to Health Professions *Credit Hours: 2*
- AHS 102 - Medical Terminology *Credit Hours: 3*
- AHS 108 - Nutrition *Credit Hours: 3*
- AHS 120 - Responding to Emergencies *Credit Hours: 2*
- AHS 121 - Pharmacology *Credit Hours: 2*
- CHM 101 - General Chemistry I *Credit Hours: 4*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- ENG 102 - English Composition II *Credit Hours: 3*
- ENG 160 - Technical Communications *Credit Hours: 3*
- PSY 203 - Human Growth and Development *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*
- RAD 220 - Selected Imaging Topics *Credit Hours: 3*

Subtotal: 45 Credit Hours

Total Credit Hours: 82

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

\* Courses in this program that require a minimum grade of "C."

## Certificate

### Allied Health Services Certificate (CT.RADAH 71357)

The Allied Health Services certificate is designed for students seeking a career in the field of health care. The program contains courses in blood collection and electrocardiography (ECG). Graduates of this program will be eligible to sit for national certification exams for phlebotomy and ECG. Graduates of this program with an overall GPA of 2.5 may seek admission to the Radiologic Technology degree program.

## Certificate Requirements

### Required Core Subject Areas

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 120 - Responding to Emergencies *Credit Hours: 2 \**
- AHS 141 - Phlebotomy for the Health Care Provider *Credit Hours: 3 \**
- AHS 145 - Electrocardiography *Credit Hours: 2 \**
- BIO 210 - Anatomy & Physiology I *Credit Hours: 4 \**
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4 \**
- COL 101 - College Orientation *Credit Hours: 1 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- Elective *Credit Hours: 3*

## Elective

Take one courses:

- RDG 101 - College Reading *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*
- SPC 205 - Public Speaking *Credit Hours: 3*

Total Credit Hours 37

A **co-requisite** is a course that must be taken the same semester as another specified course.  
 A **prerequisite** is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."  
 Students must complete the certificate with a minimum GPA of 2.5 to be eligible to enter the Associate in Applied Science, major in Radiologic Technology degree and must also meet other program admission requirements.

## Surgical Technology

The goal of the Surgical Technology Program at York Technical College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Further, the Surgical Technology department will provide students with the opportunity to develop the skills and knowledge necessary to gain employment as a surgical technologist and become a contributing member of the healthcare team.

In order to be placed on the list of qualified applicants:

1. High School Diploma or Equivalent
2. TEAS Test Score Basic (50+)
3. Choose a Track

<u>Track 1 Test Score</u>	<u>Track 2 General Education</u>	<u>Track 3 Bachelor's Degree</u>
<p><i>Note: SAT/ACT scores must be no more than 5 yrs old</i></p> <p>Provide minimum test scores as follows:            SAT (2005)            Critical Reading 480 &amp; Math 540  <b>Or</b>            SAT (March 2016 and after)            Critical Reading 480 &amp; Math 570  <b>Or</b>            ACT English 21 &amp; Math 23  <b>Or</b>            COMPASS Reading 88, Writing 70, &amp; Pre-Algebra 54  <b>Or</b>            ASSET Reading 46, Writing 41, Numerical 43, &amp; Elementary Algebra 31  <b>Or</b>            Accuplacer (Classic)            Sentence Skills 75, Reading 95, &amp; Arithmetic 90  <b>Or</b>            Accuplacer Next Generation            Reading 263, Writing 250, &amp; QAS 237  <b>Or</b>            YTC Placement Test Level 4 Reading, English 70, &amp; Math 1 70  <b>Or</b></p>	<p>Complete all required General Education Courses for Surgical Technology Degree with GPA of 2.5:</p> <ul style="list-style-type: none"> <li>• BIO 112 - Basic Anatomy &amp; Physiology</li> <li>• ENG 101 - English Composition I</li> <li>• MAT 103 - Quantitative Reasoning</li> <li>• HSS 205 - Technology and Society</li> <li>• PSY 201 - General Psychology</li> </ul> <p><b>AND</b>            Meet the minimum Reading Requirement through one of the following methods:</p> <p>SAT Critical Reading Score 480  <b>Or</b>            ACT English Score 21  <b>Or</b>            Compass Reading Score 88  <b>Or</b>            ASSET Reading Score 46  <b>Or</b>            Accuplacer Reading 95  <b>Or</b>            Accuplacer Next Gen Reading 263  <b>Or</b></p>	<p>Provide transcript from a Regionally Accredited College or University showing completion of Bachelor's Degree  <b>AND</b>            Surgical Technology Degree Program            GPA 2.0 or Higher for any courses taken at York Technical College that meet requirements for the program.</p>

any combination of qualifying test scores listed above <b>AND</b> Surgical Technology Degree Program GPA 2.0 or Higher for any courses taken at York Technical College that meet requirements for the program.	YTC Placement Test Level 4 Reading 70  <b>Or</b>  Completion of Reading 101 with a "C" or higher	
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Once accepted into the program, students must submit a completed student health form to include the following:

- Physical Assessment
- Proof of two MMR vaccinations AND Rubella titer is required or if no proof of MMR is available you must have titers for each (Measles, Mumps, and Rubella)
- Proof of two Varicella (Chicken Pox) vaccinations OR titer required
- Proof of Diphtheria-Tetanus Booster (Last booster must have been received within the past 10 years.)
- Hepatitis B vaccination is recommended (Documentation of declination is required if student does not have the vaccine.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation
- Provide evidence of current immunizations
- Provide own transportation to clinical sites
- Provide uniforms, shoes, and lab jackets which are required for proper hospital attire
- Provide proof of personal health insurance at the start of the program as well as current malpractice insurance for clinical practice
- Pay a non-refundable, nontransferable deposit of \$100 upon acceptance into the program which will be applied to your fall tuition upon request

Clinical facilities require drug screens and/or background checks before allowing students to participate in clinical rotation. Additionally, there may be random drug screens by clinical sites at any time during student rotations. Students accepted to the program must be eligible to attend clinical at all facilities. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program.

Students of the Surgical Technology program may work as part time employees separate and apart from the clinical rotation schedule. These hours must not interfere with the student's required clinical hours. It is the student's responsibility to complete the regularly scheduled rotations in order to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program. Hours worked as hospital employees cannot be substituted for required clinical experience hours.

## Associate in Applied Science

### Surgical Technology, AAS (AAS.SUR 15211)

The Associate in Applied Science major in Surgical Technology Degree program prepares graduates for entry-level surgical technology careers. It includes courses in aseptic technique, operative procedures, patient care, anatomy, microbiology, pharmacology, medical terminology, medical/legal aspects, and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team. This program combines classroom work with clinical rotations.

Students enrolled in this program are subject to criminal background checks and drug screenings. York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health

care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

Graduates are prepared to take the certification exam (CST) and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th St. N. #7709, Seminole, FL 33775, 727-210-2350 and online at <http://www.caahep.org>

## Degree Requirements

### Required Core Subject Areas

- SUR 101 - Introduction to Surgical Technology *Credit Hours: 5 \**
- SUR 102 - Applied Surgical Technology *Credit Hours: 5 \**
- SUR 103 - Surgical Procedures I *Credit Hours: 4 \**
- SUR 104 - Surgical Procedures II *Credit Hours: 4 \**
- SUR 105 - Surgical Procedures III *Credit Hours: 4 \**
- SUR 110 - Introduction to Surgical Practicum *Credit Hours: 5 \**
- SUR 111 - Basic Surgical Practicum *Credit Hours: 7 \**
- SUR 123 - Sterile Processing Technology *Credit Hours: 3 \**

Subtotal: 37 Credit Hours

### General Education

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 103 - Quantitative Reasoning *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**

Subtotal: 16 Credit Hours

### Other Hours Required for Graduation

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 121 - Pharmacology *Credit Hours: 2 \**
- BIO 134 - Fundamental Microbiology Concepts *Credit Hours: 2 \**
- COL 101 - College Orientation *Credit Hours: 1 \**
- SUR 120 - Surgical Seminar *Credit Hours: 2 \**
- SUR 125 - Sterile Processing Practicum *Credit Hours: 5 \**

Subtotal: 15 Credit Hours

## Total Credit Hours: 68

A **co-requisite** is a course that must be taken the same semester as another specified course.

A **prerequisite** is a course that must be completed in order to enter another specified course.

LC is learning community course. Courses must be taken together.

\* Courses in this program that require a minimum grade of "C."

# Surgical Technology, General Technology Specialization, AAS (AAS.GT.HSSUR 35318)

This Associate in Applied Science degree with a major in General Technology contains a primary and secondary technical specialty which combine the general education/electives/other courses required for the Surgical Technology program.

York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

## Degree Requirements

### General Education

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- ENG 101 - English Composition I *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 16 Credit Hours

### Required Core Subject Areas

#### Primary Technical Specialty

- SUR 102 - Applied Surgical Technology *Credit Hours: 5 \**
- SUR 103 - Surgical Procedures I *Credit Hours: 4 \**
- SUR 104 - Surgical Procedures II *Credit Hours: 4 \**
- SUR 110 - Introduction to Surgical Practicum *Credit Hours: 5 \**
- SUR 111 - Basic Surgical Practicum *Credit Hours: 7 \**
- SUR 120 - Surgical Seminar *Credit Hours: 2 \**

Subtotal: 27 Credit Hours

## Secondary Technical Specialty

Take 12 credit hours

- AHS 102 - Medical Terminology *Credit Hours: 3 \**
- AHS 121 - Pharmacology *Credit Hours: 2 \**
- BIO 134 - Fundamental Microbiology Concepts *Credit Hours: 2 \**
- SUR 125 - Sterile Processing Practicum *Credit Hours: 5 \**

Subtotal: 12 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- **or**
- RDG 101 - College Reading *Credit Hours: 3 \**
- SUR 101 - Introduction to Surgical Technology *Credit Hours: 5 \**
- SUR 105 - Surgical Procedures III *Credit Hours: 4 \**
- SUR 123 - Sterile Processing Technology *Credit Hours: 3 \**

Subtotal: 16 Credit Hours

Total Credit Hours 71

\*Courses in this program that require a minimum grade of "C."

Total Credit Hours: 71

\* Courses in this program that require a minimum grade of "C."

# Industrial and Engineering Technologies Division

The Industrial and Engineering Technologies Division's mission is to provide accessible, relevant, and high quality education in a wide range of industrial and technical specialties required by local and regional industries. The Division offers a variety of degree, diploma, and certificate programs designed around employers' expectations. Graduates of these programs become technicians who assist in the design, development, manufacturing, installation, or servicing of products and services created by their employers. The education that students receive at York Technical College gives them the skills needed to adapt to the ever-changing technology advancement in industry.

Technical standards are published for each program in the Industrial and Engineering Technologies Division, which identify the requirements that students must meet in order to successfully complete program competencies. Applicants to programs in the Industrial and Engineering Technologies Division should review the technical standards and gauge their abilities to meet them. Students are encouraged to reveal any special needs requiring accommodation that would help them satisfy the technical standards. Copies of the technical standards for each program are available from Student Services.

The rapid pace of technological change provides a steady stream of new and exciting career opportunities. Consider how York Technical College can prepare you to seize these opportunities for a challenging future in technology-oriented industries.

The Industrial and Engineering Technologies Division additionally offers an Associate in Science degree with a major in General Technology which allows a student to select coursework to become a multi-skilled technician. Students interested in selecting coursework from the following programs to complete a General Technology degree should meet with their advisor for more information:

- Air Conditioning and Refrigeration
- Diesel Engine Performance
- Teleproduction Technology
- Welding

## Automotive Technology

Modern vehicles are manufactured in a great variety of shapes and sizes and the technology used in them is growing more sophisticated every year. These vehicles are complicated machines requiring highly-skilled, well-trained personnel to repair and maintain them properly for operation at peak efficiency. Vehicle technicians make up the largest service and repair group in the United States. Wages are good and opportunities are excellent for the person eager to learn and willing to work.

### Associate in Applied Science

## Automotive Technology, AAS (AAS.AUT 35306)

The Associate in Applied Science in Automotive Technology is designed to prepare graduates for jobs in vehicle maintenance and repair. The Associate in Applied Science in Automotive Technology is accredited by the Automotive Service Excellence (ASE), and graduates are prepared to begin the process to become an ASE Certified Mechanic. The Automotive Technology faculty maintain ASE Master Technician Certification to provide students with the necessary foundation to begin a successful and well-paid career. The automotive industry offers stable careers with extraordinary salary potentials.

### Degree Requirements

## General Education

- ECO 101 - Basic Economics *Credit Hours: 3 \**  
or
- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

## Required Core Subject Areas

- AUT 102 - Engine Repair *Credit Hours: 4 \**
- AUT 112 - Braking Systems *Credit Hours: 4 \**
- AUT 115 - Manual Drive Train/Axle *Credit Hours: 3 \**
- AUT 124 - Steering, Suspension and Alignment *Credit Hours: 4 \**
- AUT 131 - Electrical Systems *Credit Hours: 3 \**
- AUT 241 - Automotive Air Conditioning *Credit Hours: 4 \**

Subtotal: 22 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- AUT 133 - Electrical Fundamentals *Credit Hours: 3 \**
- AUT 143 - Active Devices and Sensors *Credit Hours: 4 \**
- AUT 146 - Emission Systems *Credit Hours: 3 \**
- AUT 149 - Ignition and Fuel Systems *Credit Hours: 4 \**
- AUT 158 - Automotive Diagnosis *Credit Hours: 3 \**
- AUT 161 - Introduction to Automotive Maintenance *Credit Hours: 1 \**
- AUT 247 - Electronic Fuel Systems *Credit Hours: 4 \**
- AUT 251 - Automatic Transmission Overhaul *Credit Hours: 5 \**
- AUT 262 - Advanced Automotive Diagnosis and Repair *Credit Hours: 4 \**

Subtotal: 32 Credit Hours

Total Credit Hours: 69

\*Courses in this program that require a minimum grade of "C."

## **Diesel Engine Performance, General Technology Specialization, AAS (AAS.GT.GTDEP 35318)**

The Associate in Applied Science Degree with a major in General Technology and specialization in Diesel Engine Performance is designed to prepare graduates to work in diesel service and repair. This program covers diesel fuel systems, electronic fuel systems, diesel equipment service and diagnosis and will provide key skills needed for entry level employment or retraining.

## Degree Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Required Core Subject Areas

#### Primary Technical Specialty

Take 21 credit hours

- AUT 133 - Electrical Fundamentals *Credit Hours: 3 \**
- AUT 143 - Active Devices and Sensors *Credit Hours: 4 \**
- DHM 107 - Diesel Equipment Service and Diagnosis *Credit Hours: 3 \**
- DHM 108 - Diesel Engine Tune-Up *Credit Hours: 2 \**
- DHM 125 - Diesel Fuel Systems *Credit Hours: 3 \**
- DHM 205 - Diesel Engines II *Credit Hours: 3 \**
- DHM 225 - Electronic Fuel Systems *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

#### Secondary Technical Specialty

Take 12 credit hours

- AUT 102 - Engine Repair *Credit Hours: 4 \**
- AUT 112 - Braking Systems *Credit Hours: 4 \**
- AUT 115 - Manual Drive Train/Axle *Credit Hours: 3 \**
- AUT 124 - Steering, Suspension and Alignment *Credit Hours: 4 \**
- AUT 146 - Emission Systems *Credit Hours: 3 \**
- AUT 149 - Ignition and Fuel Systems *Credit Hours: 4 \**
- AUT 158 - Automotive Diagnosis *Credit Hours: 3 \**
- AUT 241 - Automotive Air Conditioning *Credit Hours: 4 \**
- AUT 247 - Electronic Fuel Systems *Credit Hours: 4 \**
- AUT 251 - Automatic Transmission Overhaul *Credit Hours: 5 \**
- AUT 262 - Advanced Automotive Diagnosis and Repair *Credit Hours: 4 \**

- IMT 123 - Air Compressors *Credit Hours: 2 \**
- IMT 131 - Hydraulics and Pneumatics *Credit Hours: 4 \**
- IMT 161 - Mechanical Power Applications *Credit Hours: 4 \**
- WLD 104 - Gas Welding and Cutting *Credit Hours: 2 \**
- WLD 111 - Arc Welding I *Credit Hours: 4 \**
- WLD 113 - Arc Welding II *Credit Hours: 4 \**
- WLD 136 - Advanced Inert Gas Welding *Credit Hours: 2 \**
- WLD 152 - Tungsten Arc Welding *Credit Hours: 4 \**
- WLD 142 - Maintenance Welding *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- AUT 131 - Electrical Systems *Credit Hours: 3 \**
- Electives *Credit Hours: 7 \**
- AUT 161 - Introduction to Automotive Maintenance *Credit Hours: 1 \**
- COL 101 - College Orientation *Credit Hours: 1 \**

Subtotal: 12 Credit Hours

Total Credit Hours: 60

@Approved Secondary Technical Specialties/Electives: AUT 115, AUT 124, AUT 146, AUT 149, AUT 158, AUT 247, AUT 251, AUT 262, IMT 123, IMT 161, WLD 104, WLD 111, WLD 113, WLD 136, WLD 152

\*Courses in this program that require a minimum grade of "C."

## Certificate

### Automotive Collision Repair Certificate (CT.AUTCR 71280)

The Automotive Collision Repair Certificate prepares graduates to be trained to repair the visual, electronic, and mechanical aspects of a damaged vehicle. This program includes training in refinishing, sheet metal, and structural repair along with training in electricity/electronics, HVAC, steering and suspension, and offers a well-planned mix of automotive repair courses along with collision repair specific courses. The Collision Repair Certificate carries the industry ICAR accreditation and operates using an industry designed and supported program of study. The collision repair industry offers stable employment with excellent salaries.

### Certificate Requirements

#### Required Core Subject Areas

- ABR 100 - Introduction to Autobody Hazardous Materials *Credit Hours: 1 \**
- ABR 101 - Structural Repair I *Credit Hours: 5 \**
- ABR 102 - MIG Welding *Credit Hours: 3 \**

- ABR 103 - Sheet Metal Repair I *Credit Hours: 4 \**
- ABR 108 - Refinishing I *Credit Hours: 3 \**
- ABR 111 - Structural Repair II *Credit Hours: 5 \**
- ABR 113 - Sheet Metal Repair II *Credit Hours: 4 \**
- ABR 118 - Refinishing II *Credit Hours: 3 \**
- ABR 119 - Estimating Repairs *Credit Hours: 2 \**
- AUT 131 - Electrical Systems *Credit Hours: 3 \**
- AUT 133 - Electrical Fundamentals *Credit Hours: 3 + \**
- AUT 241 - Automotive Air Conditioning *Credit Hours: 4 \**

**Total Credit Hours: 40**

\*Courses in this program that require a minimum grade of "C."

+ AUT 133 is a prerequisite for AUT 131.

## **Diesel Engine Performance Certificate (CT.AUTDE 71388)**

The certificate in Diesel Engine Performance is designed to prepare graduates to work in diesel service and repair. This program covers diesel fuel systems, electronic fuel systems, diesel equipment service and diagnosis and will provide key skills needed for entry level employment or retraining.

### **Certificate Requirements**

#### **Required Core Subject Areas**

- AUT 131 - Electrical Systems *Credit Hours: 3 \**
- AUT 133 - Electrical Fundamentals *Credit Hours: 3 \**
- AUT 143 - Active Devices and Sensors *Credit Hours: 4 \**
- AUT 161 - Introduction to Automotive Maintenance *Credit Hours: 1 \**
- DHM 107 - Diesel Equipment Service and Diagnosis *Credit Hours: 3 \**
- DHM 108 - Diesel Engine Tune-Up *Credit Hours: 2 \**
- DHM 125 - Diesel Fuel Systems *Credit Hours: 3 \**
- DHM 205 - Diesel Engines II *Credit Hours: 3 \**
- DHM 225 - Electronic Fuel Systems *Credit Hours: 3 \**

**Total Credit Hours: 25**

\*Courses in this program that require a minimum grade of "C."

## **Building Construction Trades**

The building industry faces a shortage of 65,000 to 80,000 skilled craft workers each year. This shortage is expected to continue into the next decade due to job growth projections, declining workforce numbers, and lack of training opportunities. To address these needs, the Building Construction Trades program offers a diploma in Air Conditioning/ Refrigeration Mechanics, and six certificates: HVAC Installer, HVAC Service Technician, Masonry, Residential/Commercial Carpentry, Residential/Commercial Plumbing, and Residential/Commercial Wiring. Students must complete one of the above mentioned certificates before entering

the Building Construction Management Certificate. The Building Construction Trades programs are accredited by the National Association of Home Builders (NAHB) and the Home Builders Institute (HBI).

## Associate in Applied Science

# Air Conditioning/Refrigeration, General Technology Specialization, AAS (AAS.GT.GTACR 35318)

The Associate in Applied Science in General Technology - Air Conditioning/Refrigeration, allows a student to select additional coursework to gain skills beyond the Air Conditioning/Refrigeration Mechanics diploma to become multi-skilled in a second technical specialty that is based on local employment needs. The Associate in Applied Science with a major in General Technology and specialization in Air Conditioning/Refrigeration is designed to prepare students in installing, maintaining, and repairing HVAC systems in residential, commercial, and industrial buildings.

## Degree Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

### Primary Technical Specialty

- ACR 108 - Refrigeration Fundamentals *Credit Hours: 3 \**
- ACR 110 - Heating Fundamentals *Credit Hours: 4 \**
- ACR 120 - Basic Air Conditioning *Credit Hours: 4 \**
- ACR 150 - Basic Sheet Metal *Credit Hours: 2 \**
- ACR 210 - Heat Pumps *Credit Hours: 4 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 243 - Energy Efficiency and Weatherization *Credit Hours: 3 \**

Subtotal: 22 Credit Hours

### Secondary Technical Specialty

Take 14 credit hours

- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**

- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 139 - Advanced Residential Wiring *Credit Hours: 3 \**
- BCT 140 - Commercial Wiring *Credit Hours: 3 \**
- EEM 141 - Residential/Commercial Codes *Credit Hours: 3 \**

Subtotal: 14 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*

### Complete Any Combination of the Following That Totals a Minimum of 12 Credit Hours

(For a section total of 12 credit hours which includes COL 101.)

- ACR 220 - Advanced Air Conditioning *Credit Hours: 4 \**
- BCT 106 - Beginning Woodworking *Credit Hours: 2 \**
- BCT 151 - Introduction to Residential Plumbing *Credit Hours: 3 \**
- BCT 157 - Residential/Commercial Plumbing Codes *Credit Hours: 3 \**
- BCT 159 - Plumbing Installations and Repairs *Credit Hours: 3 \**
- BCT 206 - Roof Construction *Credit Hours: 2 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**
- BCT 230 - Bidding, Contracts and Specifications *Credit Hours: 3 \**
- EGR 110 - Introduction to Computer Environment *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

Total Credit Hours: 63

\*Courses in this program that require a minimum grade of "C."

## **Building Construction Management, AAS (AAS.CMT 35599)**

The Building Construction Management degree program prepares students to find jobs in the construction industry by providing them with skills in carpentry, plumbing, electrical wiring, and construction management. This program also provides training in operating a construction business, estimating material costs, and scheduling construction projects. Students who complete the associate degree may also earn the following certificates: Residential/Commercial Carpentry, Residential/Commercial Plumbing, and Residential/Commercial Wiring. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. The Building Construction Trades programs are accredited by the National Association of Home Builders (NAHB) and the Home Builders Institute (HBI).

### Degree Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- BCT 102 - Fundamentals of Building Construction *Credit Hours: 4 \**  
or
- MSY 112 - Brick Masonry *Credit Hours: 4 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 230 - Bidding, Contracts and Specifications *Credit Hours: 3 \**
- BCT 231 - Construction Labor and Expediting *Credit Hours: 3 \**
- BCT 244 - Site Layout and Foundation Types *Credit Hours: 3 \**
- EGR 110 - Introduction to Computer Environment *Credit Hours: 3 \**

Subtotal: 19 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 106 - Beginning Woodworking *Credit Hours: 2 \**
- BCT 139 - Advanced Residential Wiring *Credit Hours: 3 \**
- BCT 140 - Commercial Wiring *Credit Hours: 3 \**
- BCT 151 - Introduction to Residential Plumbing *Credit Hours: 3 \**
- BCT 157 - Residential/Commercial Plumbing Codes *Credit Hours: 3 \**
- BCT 159 - Plumbing Installations and Repairs *Credit Hours: 3 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**
- BCT 243 - Energy Efficiency and Weatherization *Credit Hours: 3 \**
- EEM 141 - Residential/Commercial Codes *Credit Hours: 3 \**

Subtotal: 31 Credit Hours

Total Credit Hours 65

\* Courses in this program that require a minimum grade of "C."

## Certificate

### **HVAC Installer Certificate (CT.ACRIN 60844)**

The HVAC Installer Certificate is designed to prepare graduates for jobs installing HVAC systems in residential, commercial, and industrial buildings. Installers work on setting the units and installing ductwork. They also braze copper lines and perform some basic electrical connections. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. This certificate may be completed in one semester.

## Certificate Requirements

### Required Core Subject Areas

- ACR 150 - Basic Sheet Metal *Credit Hours: 2 \**
- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**

Total Credit Hours: 12

\*Courses in this program that require a minimum grade of "C."

## HVAC Service Technician Certificate (CT.ACRST 60845)

The HVAC Service Technician Certificate is designed to prepare students who have completed the HVAC Installer Certificate to solve air conditioning, heating, and refrigeration problems on the job. As systems become more complex, service technicians must have the training to solve complex problems on the spot. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. This certificate may be completed in one semester.

## Certificate Requirements

### Required Core Subject Areas

- ACR 108 - Refrigeration Fundamentals *Credit Hours: 3 \**
- ACR 110 - Heating Fundamentals *Credit Hours: 4 \**
- ACR 120 - Basic Air Conditioning *Credit Hours: 4 \**
- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**
- ACR 210 - Heat Pumps *Credit Hours: 4 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**

Total Credit Hours: 19

\*Courses in this program that require a minimum grade of "C."

## Masonry Certificate (CT.BCTM 61144)

The Masonry Certificate prepares students for hands-on masonry work. Students gain necessary skills and knowledge in tool safety, blue print reading, site layout and foundation principles, masonry tools and equipment, and the handling of mortar, bricks and blocks.

## Certificate Requirements

### Required Core Subject Areas

- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 142 - Fundamentals of Construction Safety *Credit Hours: 4 \**
- BCT 244 - Site Layout and Foundation Types *Credit Hours: 3 \**
- MSY 112 - Brick Masonry *Credit Hours: 4 \**

Total Credit Hours: 16

\*Courses in this program that require a minimum grade of "C."

## Residential/Commercial Carpentry Certificate (CT.BCTCP 60909)

The Residential/Commercial Carpentry Certificate program is designed to prepare graduates for entry-level jobs in residential and commercial building construction. Skills include framing houses, installing siding, repairing and remodeling homes. This certificate teaches the fundamentals of construction from the foundation to roof. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. This certificate program may be completed in one semester and is based on standards set by the Home Builders Institute.

## Certificate Requirements

### Required Core Subject Areas

- BCT 102 - Fundamentals of Building Construction *Credit Hours: 4 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 106 - Beginning Woodworking *Credit Hours: 2 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**
- BCT 244 - Site Layout and Foundation Types *Credit Hours: 3 \**

Total Credit Hours: 17

\*Courses in this program that require a minimum grade of "C."

## Residential/Commercial Plumbing Certificate (CT.BCTPL 60908)

The Residential/Commercial Plumbing Certificate is designed to prepare graduates for entry-level jobs in installation, maintenance, and repair of plumbing in residential and commercial buildings. This certificate covers the principles of plumbing from basic pipe connections to installing major appliances. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. This certificate program may be completed in one semester.

## Certificate Requirements

### Required Core Subject Areas

- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 151 - Introduction to Residential Plumbing *Credit Hours: 3 \**
- BCT 157 - Residential/Commercial Plumbing Codes *Credit Hours: 3 \**
- BCT 159 - Plumbing Installations and Repairs *Credit Hours: 3 \**

Total Credit Hours: 14

\*Courses in this program that require a minimum grade of "C."

## Residential/Commercial Wiring Certificate (CT.EEMRC 60884)

The Residential/Commercial Wiring Certificate is designed to prepare graduates to install and repair electrical systems in residential and commercial buildings. This program teaches basic wiring of low voltage circuits and advances to solving complex wiring problems. Graduates are trained to become skilled workers who install new systems and remodel existing homes. Due to a growing shortage of skilled-trades people and a growing number of position openings, this program has very high job placement for graduates seeking employment. This certificate program may be completed in one semester.

## Certificate Requirements

### Required Core Subject Areas

- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 139 - Advanced Residential Wiring *Credit Hours: 3 \**
- BCT 140 - Commercial Wiring *Credit Hours: 3 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**

Total Credit Hours: 16

\*Courses in this program that require a minimum grade of "C."

## Diploma in Applied Science

# Air Conditioning/Refrigeration Mechanics, DAS (DAS.ACR 15390)

The Air Conditioning/Refrigeration Mechanics Diploma prepares graduates for jobs installing, maintaining, and repairing HVAC systems in residential, commercial, and industrial buildings. Today's air conditioning systems are highly complex, highly efficient, and must be sized properly. This diploma includes Residential/Commercial Wiring Certificate, the Residential/Commercial Plumbing Certificate and the Residential/Commercial Carpentry Certificate. Students who wish to continue their education in Air Conditioning/Refrigeration beyond this diploma may also pursue an Associate of Science Degree in General Technology with a major in Air Conditioning/Refrigeration, General Technology Specialization, AAS (AAS.GT.GTACR 35318).

## Diploma Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*  
or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 9 Credit Hours

### Required Core Subject Areas

- ACR 108 - Refrigeration Fundamentals *Credit Hours: 3 \**
- ACR 110 - Heating Fundamentals *Credit Hours: 4 \**
- ACR 120 - Basic Air Conditioning *Credit Hours: 4 \**
- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2 \**
- ACR 210 - Heat Pumps *Credit Hours: 4 \**
- BCT 105 - Tool Use and Safety *Credit Hours: 2 \**
- BCT 221 - Construction Building Code *Credit Hours: 3 \**

Subtotal: 22 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- ACR 150 - Basic Sheet Metal *Credit Hours: 2 \**
- ACR 220 - Advanced Air Conditioning *Credit Hours: 4 \**
- BCT 111 - Blueprint Reading and Specifications *Credit Hours: 3 \**
- BCT 243 - Energy Efficiency and Weatherization *Credit Hours: 3 \**
- EGR 110 - Introduction to Computer Environment *Credit Hours: 3 \**

Subtotal: 16 Credit Hours

Total Credit Hours: 47

\*Courses in this program that require a minimum grade of "C."

## Engineering Technologies

Engineering Technology graduates use the principles and theories of science, engineering, and mathematics to solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance. Graduates may work with engineers and scientists, especially in research and development. Others work in quality control, inspecting products and processes, conducting tests, or collecting data. In manufacturing, they may assist in product design, development, or production by preparing and conducting experiments, collecting data, calculating or recording results, making prototype versions of newly designed equipment among other useful activities. They also assist in design work, often using computer-aided design and drafting (CADD) equipment. Most industries prefer to hire engineering office personnel with at least an associate degree in engineering technology.

The Engineering Technologies Department offers four programs of study: Engineering Graphics Technology, Mechanical Engineering Technology, Computer Engineering Technology, and Electronics Engineering Technology. These programs are accredited by the Engineering Technology Accreditation Commission of ABET (ETAC of ABET), 415 N. Charles Street, Baltimore MD 21201 or Phone 410-347-7700 or [www.abet.org](http://www.abet.org). In addition to these four programs, the Engineering Technologies Department also offers the Associate of Applied Science in General Engineering Technology (Engineering Transfer). These curricula have been broadly designed so that regardless of the type of industry they enter, graduates will be able to apply their entry level skills to their job and understand how it fits in the overall operation. Practical applications and analytical skills are stressed. It is the mission of the Engineering Technologies Department to provide high-quality technical and life-long learning opportunities to students in the York, Lancaster and Chester areas that will lead to immediate success in the workplace or to succeed in future studies at a senior institution.

### Associate in Applied Science

## Computer Engineering Technology, AAS (AAS.ECT 35322)

The Associate of Applied Science in Computer Engineering Technology prepares graduates for careers in electronics. Graduates are prepared to install, maintain, test, troubleshoot and repair computers and computer peripheral equipment. This program is accredited by the Engineering Technology Accreditation Commission of ABET (ETAC of ABET), 415 N. Charles Street, Baltimore MD 21201 (410) 347-7700 [www.abet.org](http://www.abet.org).

### Degree Requirements

#### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**

#### Humanities

Take one course:

- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*

- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*

## Social Science

Take one course:

- ECO 101 - Basic Economics *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

Subtotal: 17 Credit Hours

## Required Core Subject Areas

- CPE 107 - Computer Applications for Electronics *Credit Hours: 3 \**
- EET 113 - Electrical Circuits I *Credit Hours: 4 \**
- EET 141 - Electronic Circuits *Credit Hours: 4 \**
- EET 145 - Digital Circuits *Credit Hours: 4 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CPE 110 - Computer Language *Credit Hours: 3 \**
- EET 114 - Electrical Circuits II *Credit Hours: 4*
- EET 142 - Introduction to Network Servers *Credit Hours: 3 \**
- EET 243 - Data Communications *Credit Hours: 3 \**
- EET 251 - Microprocessor Fundamentals *Credit Hours: 4 \**
- EET 272 - Electronics Senior Seminar *Credit Hours: 1 \**
- EET 273 - Electronics Senior Project *Credit Hours: 1 \**
- IST 291 - Fundamentals of Network Security I *Credit Hours: 3 \**
- PHY 201 - Physics I *Credit Hours: 4 \**
- Approved Elective *Credit Hours: 3*

Subtotal: 30 Credit Hours

Total Credit Hours: 62

@Approved Electives: EET 212, EET 235

@Humanities: HIS 101, HIS 102, HIS 201, HIS 202, HSS 205

@Social Science: ECO 101, ECO 210, ECO 211, PSC 201, PSY 105, PSY 201, SOC 101

\*Courses in this program that require a minimum grade of "C."

@Approved electives are listed separately at the end of the document.

## Electronics Engineering Technology, AAS (AAS.EET 35310)

The Associate in Applied Science in Electronics Engineering Technology prepares students for careers in electronics. Students use the principles and theories of science, engineering, mathematics, and physics to solve technical problems. On the job duties may include installing, maintaining, testing, troubleshooting, repairing and calibrating electronic equipment. This program is accredited by the Engineering Technology Accreditation Commission of ABET (ETAC of ABET), 415 N. Charles Street, Baltimore, MD 21201 (410)347-7700 [www.abet.org](http://www.abet.org).

### Degree Requirements

#### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**

#### Humanities

Take one course:

- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*

#### Social Science

Take one course:

- ECO 101 - Basic Economics *Credit Hours: 3*
- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

Subtotal: 17 Credit Hours

## Required Core Subject Areas

- CPE 107 - Computer Applications for Electronics *Credit Hours: 3 \**
- EET 113 - Electrical Circuits I *Credit Hours: 4 \**
- EET 141 - Electronic Circuits *Credit Hours: 4 \**
- EET 145 - Digital Circuits *Credit Hours: 4 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EET 114 - Electrical Circuits II *Credit Hours: 4 \**
- EET 142 - Introduction to Network Servers *Credit Hours: 3 \**
- EET 235 - Programmable Controllers *Credit Hours: 3 \**
- EET 212 - Industrial Robotics *Credit Hours: 3*
- EET 251 - Microprocessor Fundamentals *Credit Hours: 4 \**
- EET 272 - Electronics Senior Seminar *Credit Hours: 1 \**
- EET 273 - Electronics Senior Project *Credit Hours: 1 \**
- PHY 201 - Physics I *Credit Hours: 4*
- Approved Electives *Credit Hours: 6*

## Approved Electives

- CPE 110 - Computer Language *Credit Hours: 3*
- EET 243 - Data Communications *Credit Hours: 3*
- IST 291 - Fundamentals of Network Security I *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*

Subtotal: 30 Credit Hours

Total Credit Hours: 62

@Social Science: ECO 101, ECO 210, ECO 211, PSC 201, PSY 105, PSY 201, SOC 101

@Humanities: HIS 101, HIS 102, HIS 201, HIS 202, HSS 205

@Approved Electives: CPE 110, EET 243, IST 291 MAT 140

\* Courses in this program that require a minimum grade of "C."

@Approved electives are listed separately at the end of the document.

## Engineering Graphics Technology, AAS (AAS.EGT 35303)

The Associate in Applied Science in Engineering Graphics Technology prepares graduates for careers in architectural, civil, mechanical, or manufacturing engineering office settings. Students use the principles and theories of science, engineering, mathematics, physics, and the use of the latest computer-aided design (CAD) software, to solve technical problems. Graduates

obtain jobs in research and development, manufacturing, sales, construction, inspection, and maintenance. On-the-job duties may also include preparing and conducting experiments, collecting data, calculating or recording results, and prototyping. Students who complete the Engineering Graphics Technology Associate Degree will also earn the Engineering Graphics Diploma. This program is accredited by the Engineering Technology Accreditation Commission of ABET (ETAC of ABET), 415 N. Charles Street, Baltimore MD 21201 (410) 347-7700 [www.abet.org](http://www.abet.org).

## Degree Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**
- PHY 201 - Physics I *Credit Hours: 4 \**

### Humanities

Take one course:

- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*

### Social Science

Take one course:

- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

Subtotal: 18 Credit Hours

### Required Core Subject Areas

- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- EGR 170 - Engineering Materials *Credit Hours: 3*
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGR 190 - Statics *Credit Hours: 3 \**
- EGT 111 - Mechanical Drawing I *Credit Hours: 2 \**
- EGT 290 - Computer Aided Design I *Credit Hours: 1 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGT 112 - Mechanical Drawing II *Credit Hours: 3 \**
- EGT 210 - Engineering Graphics III *Credit Hours: 4*
- EGT 225 - Architectural Drawing Applications *Credit Hours: 4*
- EGT 252 - Advanced CAD *Credit Hours: 3*
- ENG 160 - Technical Communications *Credit Hours: 3*
- MET 211 - Strength of Materials *Credit Hours: 4*
- PHY 202 - Physics II *Credit Hours: 4 \**
- Approved Electives *Credit Hours: 3*

## Approved Electives

- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CPT 168 - Programming Logic & Design *Credit Hours: 3*
- EGR 260 - Engineering Statics *Credit Hours: 3*
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3*
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*
- MET 214 - Fluid Mechanics *Credit Hours: 3*
- MET 223 - Thermodynamic Systems *Credit Hours: 3*
- MET 231 - Machine Design *Credit Hours: 4*
- MTT 101 - Introduction to Machine Tool *Credit Hours: 2*

Subtotal: 29 Credit Hours

Total Credit Hours: 62

@ Approved Electives: CHM 101, CHM 110, CPT 168, EGR 260, EGR 264, EGR 266, MAT 140, MET 214, MET 223, MET 231, MTT 101

@Humanities: HIS 101, HIS 102, HIS 201, HIS 202, HSS 205

@Social Science: ECO 210, ECO 211, PSC 201, PSY 201, SOC 101

\* Courses in this program that require a minimum grade of "C."

@Approved electives are determined by specialization and are listed separately at the end of the document.

## **General Engineering Technology, Electrical and Computer Engineering Transfer, AAS (AAS.GET.ELCOM 35301)**

The Associate in Applied Science in General Engineering Technology program is designed for students who want to earn their foundation courses before transferring to a four-year college/university to complete a Bachelor of Science in Engineering. Students may transfer courses in this program to four-year colleges and universities such as University of South Carolina, Clemson University, South Carolina State University or University of North Carolina at Charlotte. These courses may also

transfer to other engineering colleges that require them, however, as with any two- or four-year college, the courses that are accepted are done so based on the curriculum established by that institution. This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than those listed above. However, not all courses will transfer to every school, so students planning to enter this program at York Technical College should meet with an Engineering Transfer advisor to plan the appropriate coursework. Students should also speak with an advisor at the four-year school of choice to determine which courses will be needed for their degree. The student should also refer to the student handbook prepared by the four-year school on transferring courses.

A minimum grade of "C" is required in all courses. Many four-year schools require a minimum GPA of 3.0 to transfer credits into engineering programs.

## Degree Requirements

### General Education

- ECO 210 - Macroeconomics *Credit Hours: 3 \**  
or
- PSY 201 - General Psychology *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4 \**
- PHY 221 - University Physics I *Credit Hours: 4 \**

Subtotal: 17 Credit Hours

### Required Core Subject Areas

- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3 \**
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGR 260 - Engineering Statics *Credit Hours: 3 \**
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- ECE 102 - Instrument Control *Credit Hours: 3 \**
- ECE 211 - Introduction to Computer Engineering I *Credit Hours: 3 \**
- ECE 212 - Introduction to Computer Engineering II *Credit Hours: 3 \**
- ECE 222 - Introduction to Electrical Engineering II *Credit Hours: 3 \**
- EGR 281 - Introduction to Algorithmic Design I *Credit Hours: 4 \**
- EGR 283 - Introduction to Algorithmic Design II *Credit Hours: 4 \**
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4 \**
- Approved Electives *Credit Hours: 9*

### Approved Electives

Please see your advisor for planning purposes.

- ECE 101 - Electrical and Electronics Engineering *Credit Hours: 3 \**
- ECE 205 - Electrical and Computer Lab I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- CHM 110 - College Chemistry I *Credit Hours: 4 \**
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4 \**
- MAT 242 - Differential Equations *Credit Hours: 4 \**
- PHY 222 - University Physics II *Credit Hours: 4 \**

Subtotal: 33 Credit Hours

Total Credit Hours: 66

@ **Approved Electives** (Minimum grade of "C"): ECE 101 - Electrical and Electronics Engineering; ECE 205 - Electrical and Computer Lab I; ENG 102 - English Composition II; CHM 110 - College Chemistry I; MAT 240 - Analytical Geometry & Calculus III; MAT 242 - Differential Equations; PHY 222 - University Physics II

\* Courses in this program that require a minimum grade of "C."

@Approved electives are determined by specialization and are listed separately at the end of the document.

## **General Engineering Technology, Engineering Transfer, AAS (AAS.GET.EGRTR 35301)**

The Associate in Applied Science in General Engineering Technology program is designed for students who want to earn their foundation courses before transferring to a four-year college/university to complete a Bachelor of Science in Engineering. Students may transfer courses in this program to four-year colleges and universities such as University of South Carolina, Clemson University, South Carolina State University or University of North Carolina at Charlotte. These courses may also transfer to other engineering colleges that require them, however, as with any two- or four-year college, the courses that are accepted are done so based on the curriculum established by that institution. This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than those listed above. However, not all courses will transfer to every school, so students planning to enter this program at York Technical College should meet with an Engineering Transfer advisor to plan the appropriate coursework. Students should also speak with an advisor at the four-year school of choice to determine which courses will be needed for their degree. The student should also refer to the student handbook prepared by the four-year school on transferring courses.

A minimum grade of "C" is required in all courses. Many four-year schools require a minimum GPA of 3.0 to transfer credits into engineering programs.

### **Degree Requirements**

#### **General Education**

- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- or
- PSY 201 - General Psychology *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4 \**

- PHY 221 - University Physics I *Credit Hours: 4 \**

Subtotal: 17 Credit Hours

### Required Core Subject Areas

- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3 \**
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGR 260 - Engineering Statics *Credit Hours: 3 \**
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- CHM 110 - College Chemistry I *Credit Hours: 4 \**
- CHM 111 - College Chemistry II *Credit Hours: 4 \**
- EGR 270 - Introduction to Engineering *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4 \**
- PHY 222 - University Physics II *Credit Hours: 4 \**
- Approved Electives *Credit Hours: 11*

### Approved Electives:

Please see your advisor for planning purposes.

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- BIO 101 - Biological Science I *Credit Hours: 4 \**
- BIO 102 - Biological Science II *Credit Hours: 4 \**
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3 \**
- ENG 201 - American Literature I *Credit Hours: 3 \**
- ENG 202 - American Literature II *Credit Hours: 3 \**
- ENG 205 - English Literature I *Credit Hours: 3 \**
- ENG 206 - English Literature II *Credit Hours: 3 \**
- ENG 208 - World Literature I *Credit Hours: 3 \**
- ENG 209 - World Literature II *Credit Hours: 3 \**
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4 \**
- MAT 242 - Differential Equations *Credit Hours: 4 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PHI 101 - Introduction to Philosophy *Credit Hours: 3 \**
- PHI 110 - Ethics *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSC 215 - State & Local Government *Credit Hours: 3 \**
- PSC 220 - Introduction to International Relations *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**

- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

Subtotal: 33 Credit Hours

**Total Credit Hours: 65**

@ **Approved Electives** (Requires minimum grade of "C"): ART 101 - Art History and Appreciation; BIO 101 - Biological Science I; BIO 102 - Biological Science II; ECE 102 - Instrument Control; ECE 222 - Introduction to Electrical Engineering II; EGR 266 - Engineering Thermodynamics Fundamentals; ENG 201 - American Literature I' ENG 202 - American Literature II; ENG 205 - English Literature I; ENG 206 - English Literature II; ENG 208 - World Literature I; ENG 209 - World Literature II; MAT 240 - Analytical Geometry & Calculus III; MAT 242 - Differential Equations; MUS 105 - Music Appreciation; PHI 101 - Introduction to Philosophy; PHI 110 - Ethics; PSC 201 - American Government; PSC 215 - State & Local Government; PSC 220 - Introduction to International Relations; SPC 205 - Public Speaking; THE 101 - Introduction to Theatre

\* Courses in this program that require a minimum grade of "C."

@Approved electives are determined by specialization and are listed separately at the end of the document.

## **General Engineering Technology, Mechanical Engineering Transfer, AAS (AAS.GET.MECH 35301)**

The Associate in Applied Science in General Engineering Technology program is designed for students who want to earn their foundation courses before transferring to a four-year college/university to complete a Bachelor of Science in Engineering. Students may transfer courses in this program to four-year colleges and universities such as University of South Carolina, Clemson University, South Carolina State University or University of North Carolina at Charlotte. These courses may also transfer to other engineering colleges that require them, however, as with any two- or four-year college, the courses that are accepted are done so based on the curriculum established by that institution. This program may be adapted to fulfill the requirements for the first two years leading to engineering programs other than those listed above. However, not all courses will transfer to every school, so students planning to enter this program at York Technical College should meet with an Engineering Transfer advisor to plan the appropriate coursework. Students should also speak with an advisor at the four-year school of choice to determine which courses will be needed for their degree. The student should also refer to the student handbook prepared by the four-year school on transferring courses.

A minimum grade of "C" is required in all courses. Many four-year schools require a minimum GPA of 3.0 to transfer credits into engineering programs.

### **Degree Requirements**

#### **General Education**

- ECO 210 - Macroeconomics *Credit Hours: 3 \**
- or
- PSY 201 - General Psychology *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4 \**
- PHY 221 - University Physics I *Credit Hours: 4 \**

Subtotal: 17 Credit Hours

## Required Core Subject Areas

- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- ECE 221 - Introduction to Electrical Engineering I *Credit Hours: 3 \**
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGR 260 - Engineering Statics *Credit Hours: 3 \**
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3 \**
- EGR 275 - Introduction to Engineering/Computer Graphics *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

## Other Hours Required for Graduation

- CHM 110 - College Chemistry I *Credit Hours: 4 \**
- CHM 111 - College Chemistry II *Credit Hours: 4 \**
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3 \**
- EGR 270 - Introduction to Engineering *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- MAT 141 - Analytical Geometry & Calculus II *Credit Hours: 4 \**
- PHY 222 - University Physics II *Credit Hours: 4 \**
- Approved Electives *Credit Hours: 6*

## Approved Electives:

Please see your advisor for planning purposes

- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- ECE 102 - Instrument Control *Credit Hours: 3 \**
- ECE 222 - Introduction to Electrical Engineering II *Credit Hours: 3 \**
- MAT 240 - Analytical Geometry & Calculus III *Credit Hours: 4 \**
- MAT 242 - Differential Equations *Credit Hours: 4 \**

Subtotal: 31 Credit Hours

Total Credit Hours: 66

@ **Approved Electives** (Minimum grade of "C"): CPT 168 - Programming Logic & Design; ECE 102 - Instrument Control; ECE 222 - Introduction to Electrical Engineering II; MAT 240 - Analytical Geometry & Calculus III; MAT 242 - Differential Equations

\*Courses in this program that require a minimum grade of "C."

@Approved electives are determined by specialization and are listed separately at the end of the document.

# Mechanical Engineering Technology, AAS (AAS.MET 35315)

The Associate in Applied Science in Mechanical Engineering Technology prepares graduates for a range of career options including machine design, plant engineering, testing, research, production, sales, and safety. Students use the principles and theories of science, engineering, mathematics, physics, and the use of the latest computer-aided design (CAD) software, to solve technical problems. Graduates obtain employment in research and development, manufacturing, sales, construction, inspection, and maintenance. On-the-job duties may also include preparing and conducting experiments, collecting data, calculating or recording results, and prototyping. This program is accredited by the Engineering Technology Accreditation Commission of ABET (ETAC of ABET), 415 N. Charles Street, Baltimore MD 21201 (410) 347-7700 [www.abet.org](http://www.abet.org).

## Degree Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- MAT 112 - Pre-Calculus *Credit Hours: 5 \**
- PHY 201 - Physics I *Credit Hours: 4 \**

### Humanities

Take one course:

- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*

### Social Science

Take one course

- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

Subtotal: 18 Credit Hours

### Required Core Subject Areas

- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- EGR 170 - Engineering Materials *Credit Hours: 3*
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGT 111 - Mechanical Drawing I *Credit Hours: 2 \**
- EGT 290 - Computer Aided Design I *Credit Hours: 1 \**
- MET 211 - Strength of Materials *Credit Hours: 4*

Subtotal: 16 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGR 190 - Statics *Credit Hours: 3 \**
- EGT 112 - Mechanical Drawing II *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3*
- MET 214 - Fluid Mechanics *Credit Hours: 3*
- MET 223 - Thermodynamic Systems *Credit Hours: 3*
- MET 231 - Machine Design *Credit Hours: 4*
- MTT 101 - Introduction to Machine Tool *Credit Hours: 2*
- PHY 202 - Physics II *Credit Hours: 4 \**
- Electives *Credit Hours: 3*

## Approved Electives

- CHM 101 - General Chemistry I *Credit Hours: 4*
- CHM 110 - College Chemistry I *Credit Hours: 4*
- CPT 168 - Programming Logic & Design *Credit Hours: 3*
- EGR 260 - Engineering Statics *Credit Hours: 3*
- EGR 264 - Introduction to Engineering Mechanics of Solids *Credit Hours: 3*
- EGR 266 - Engineering Thermodynamics Fundamentals *Credit Hours: 3*
- EGT 210 - Engineering Graphics III *Credit Hours: 4*
- EGT 225 - Architectural Drawing Applications *Credit Hours: 4*
- EGT 252 - Advanced CAD *Credit Hours: 3*
- MAT 140 - Analytical Geometry and Calculus *Credit Hours: 4*

Subtotal: 29 Credit Hours

**Total Credit Hours: 63**

@Electives: CHM 101, CHM 110, CPT 168, EGR 260, EGR 264, EGR 266, EGT 210, EGT 225, EGT 252, MAT 140

@Humanities: HIS 101, HIS 102, HIS 201, HIS 202, HSS 205

@Social Science: ECO 210, ECO 211, PSC 201, PSY 201, SOC 101

\*Courses in this program that require a minimum grade of "C."

## Diploma in Applied Science

### Engineering Graphics, DAS (DAS.EG 15302)

The Engineering Graphics Diploma prepares graduates for a career in engineering drawing using 2D and 3D CAD software. Graduates will find their skills useful to fields that include architectural, civil, and mechanical settings using the latest CAD

software. Students who complete the Engineering Graphics Technology Associate Degree will also earn this Engineering Graphics Diploma.

## Diploma Requirements

### General Education

- ENG 101 - English Composition I *Credit Hours: 3 \**
- MAT 105 - Introduction to College Algebra *Credit Hours: 5 \**

### Social Science

Take one course:

- ECO 210 - Macroeconomics *Credit Hours: 3*
- ECO 211 - Microeconomics *Credit Hours: 3*
- PSC 201 - American Government *Credit Hours: 3*
- PSY 201 - General Psychology *Credit Hours: 3*
- SOC 101 - Introduction to Sociology *Credit Hours: 3*

Subtotal: 11 Credit Hours

### Required Core Subject Areas

- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- EGT 111 - Mechanical Drawing I *Credit Hours: 2 \**
- EGT 112 - Mechanical Drawing II *Credit Hours: 3 \**
- EGT 252 - Advanced CAD *Credit Hours: 3*
- EGT 290 - Computer Aided Design I *Credit Hours: 1 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGR 170 - Engineering Materials *Credit Hours: 3*
- EGR 175 - Manufacturing Processes *Credit Hours: 3 \**
- EGT 225 - Architectural Drawing Applications *Credit Hours: 4*
- Elective *Credit Hours: 3*

### Humanities

Take one course:

- HIS 101 - Western Civilization to 1689 *Credit Hours: 3*
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3*

- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*

## Approved Electives

- CHM 101 - General Chemistry I *Credit Hours: 4*
- CPT 168 - Programming Logic & Design *Credit Hours: 3*
- EGT 210 - Engineering Graphics III *Credit Hours: 4*
- MAT 110 - College Algebra *Credit Hours: 3*
- MAT 112 - Pre-Calculus *Credit Hours: 5*
- MTT 101 - Introduction to Machine Tool *Credit Hours: 2*

Subtotal: 17 Credit Hours

Total Credit Hours: 40

@Humanities: HIS 101, HIS 102, HIS 201, HIS 202, HSS 205

@Social Science: ECO 210, ECO 211, PSC 201, PSY 201, SOC 101

@Electives: CHM 101, CPT 168, EGT 210, MAT 110, MAT 112, MTT 101

\*Courses in this program that require a minimum grade of "C."

## Industrial Maintenance Technology

Industrial operations depend heavily upon well-trained personnel to keep machines and equipment in operating condition to support production. This program provides training in safety, electricity, programmable logic controllers (PLCs) and programmable automation controllers (PACs), valves, pumps, welding, power transfer, pneumatics, hydraulics, and use of hand and bench tools. Students are also trained in effective communication, interpretation of blueprints, and use of mathematics. Graduates are qualified for entry-level jobs in industrial maintenance because of the broad background offered by the curriculum. This is evidenced by the awarding of an Associate in Applied Science Degree with a major in Industrial Maintenance Technology.

### Associate in Applied Science

## Industrial Maintenance Technology, AAS (AAS.IMT04 35372)

The Associate in Applied Science in Industrial Maintenance Technology is designed to prepare students for jobs in installation, maintenance, repair, and improvement of industrial equipment. This program provides training in safety, electricity, programmable logic controllers (PLCs) and programmable automation controllers (PACs), valves, pumps, welding, power transfer, pneumatics, hydraulics, and use of hand and bench tools. Students are also trained in effective communication, interpretation of blueprints, and use of mathematics.

### Degree Requirements

## General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- **or**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- ENG 101 - English Composition I *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

- EEM 118 - AC/DC Circuits II *Credit Hours: 4 \**
- IMT 114 - Benchwork and Assembly *Credit Hours: 2 \**
- IMT 126 - Intro to Mechanical Installations *Credit Hours: 2 \**
- IMT 131 - Hydraulics and Pneumatics *Credit Hours: 4 \**
- IMT 161 - Mechanical Power Applications *Credit Hours: 4 \**

Subtotal: 16 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CIM 241 - Automated Manufacturing Equipment *Credit Hours: 4 \**
- EEM 145 - Control Circuits *Credit Hours: 3 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- EEM 221 - DC/AC Drives *Credit Hours: 3 \**
- EEM 250 - Programming Logic Controllers *Credit Hours: 4 \**
- EEM 251 - Programmable Controllers *Credit Hours: 3 \**
- EEM 271 - Sensors and System Interfacing *Credit Hours: 2 \**
- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- IMT 104 - Schematics *Credit Hours: 2 \**
- WLD 142 - Maintenance Welding *Credit Hours: 3 \**

Subtotal: 30 Credit Hours

Total Credit Hours: 61

\*Courses in this program that require a minimum grade of "C."

## **Mechatronics Technology, AAS (AAS.MCT 35371)**

The Associate of Science in Mechatronics Technology prepares the student to work with automated controls, hydraulic and pneumatic systems, robotics, sensors, system interfaces, and statistical process control. This program is designed to be taken as a stand-alone program, or as a continuation of the Industrial Maintenance Technology (IMT) degree. Graduates of IMT will only need to take seven more classes which cover advanced "hands-on" skillsets and the technical theory that is necessary to integrate, install, modify, and troubleshoot the high-tech automation that is used in today's industrial manufacturing processes. When compared to the IMT graduate, the Mechatronics Technology degree graduate will have a higher understanding of network control systems, robotics and programmable automation controllers (PAC), Human Machine Interface (HMI) programming and data acquisition, process control, and technical systems troubleshooting.

## Degree Requirements

### General Education

- CPT 170 - Microcomputer Applications *Credit Hours: 3*
- ENG 101 - English Composition I *Credit Hours: 3*
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3*  
or
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*
  
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

### Required Core Subject Areas

- AMT 105 - Robotics and Automated Controls I *Credit Hours: 3 \**
- EEM 118 - AC/DC Circuits II *Credit Hours: 4 \**
- EEM 250 - Programming Logic Controllers *Credit Hours: 4 \**
- IMT 131 - Hydraulics and Pneumatics *Credit Hours: 4 \**
- IMT 170 - Statistical Process Control *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- AMT 205 - Robotics and Automated Controls II *Credit Hours: 3 \**
- CIM 241 - Automated Manufacturing Equipment *Credit Hours: 4 \**
- EEM 145 - Control Circuits *Credit Hours: 3 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- EEM 221 - DC/AC Drives *Credit Hours: 3 \**
- EEM 274 - Technical/Systems Troubleshooting *Credit Hours: 4 \**
- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- IMT 104 - Schematics *Credit Hours: 2 \**

- IMT 114 - Benchwork and Assembly *Credit Hours: 2 \**
- IMT 161 - Mechanical Power Applications *Credit Hours: 4 \**

Subtotal: 31 Credit Hours

Total Credit Hours: 64

\*Courses in this program that require a minimum grade of "C."

## Certificate

### Basic Electricity Certificate (CT.EEMBE 60709)

The Basic Electricity Certificate program provides the student with an understanding of electricity including AC/DC circuits and the National Electrical Code. Students receive training in basic theory in direct current and alternating current circuits, proper use of and knowledge in electrical measurement devices, and how to interpret and use the National Electrical Code.

#### Certificate Requirements

##### Required Core Subject Areas

- EEM 117 - AC/DC Circuits I *Credit Hours: 4 \**
- EEM 121 - Electrical Measurements *Credit Hours: 3 \**
- EEM 140 - National Electrical Code *Credit Hours: 3 \**

#### Completion Plan

##### First Semester- Fall Start or Spring Start Only

- EEM 117 - AC/DC Circuits I *Credit Hours: 4 (recommended terms: 1st 8-week FA only) \**
- EEM 121 - Electrical Measurements *Credit Hours: 3 (recommended terms: 2nd 8-week FA only) \**
- EEM 140 - National Electrical Code *Credit Hours: 3 (recommended terms: 2nd 8-week FA only) \**

Total Credit Hours: 10

\*Courses in this program that require a minimum grade of "C."

### Mechatronics Fundamentals Certificate (CT.MCTF)

This program will provide graduates with the fundamental concepts of mechatronics and an option and pathway to the existing AAS, Mechatronics Technology degree. This Certificate will provide a solid foundation upon which the advanced concepts of Mechatronics can be built.

#### Certificate Requirements

## Required Course Subject Areas

- EEM 118 - AC/DC Circuits II *Credit Hours: 4 \**
- EEM 145 - Control Circuits *Credit Hours: 3 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- EEM 221 - DC/AC Drives *Credit Hours: 3 \**
- EEM 250 - Programming Logic Controllers *Credit Hours: 4 \**
- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- IMT 104 - Schematics *Credit Hours: 2 \**
- IMT 114 - Benchwork and Assembly *Credit Hours: 2 \**
- IMT 131 - Hydraulics and Pneumatics *Credit Hours: 4 \**

Total Credit Hours: 27

\*Courses in this program that require a minimum grade of "C."

## Motors and Controls Certificate (CT.EEMMC 60711)

The Motors and Controls Certificate program prepares students motor control circuits, DC/AC machines, and variable speed drives (VSD's). Students receive training in generators, alternators, AC/DC motors, and the control methods that are used for them.

### Certificate Requirements

#### Required Core Subject Areas

- EEM 145 - Control Circuits *Credit Hours: 3 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- EEM 221 - DC/AC Drives *Credit Hours: 3 \**

Total Credit Hours: 9

\*Courses in this program that require a minimum grade of "C."

## Programmable Controls Certificate (CT.EEMPC 60712)

The Programmable Controllers Certificate program prepares students to read and write programming code used in many of the programmable logic controllers (PLCs) which are used in industry today. Students receive training in how to wire, program, and troubleshoot various PLC/PAC systems. This includes Koyo, Siemens, and Allen-Bradley controllers.

### Certificate Requirements

#### Required Core Subject Areas

- EEM 250 - Programming Logic Controllers *Credit Hours: 4 \**

- EEM 251 - Programmable Controllers *Credit Hours: 3 \**
- EEM 252 - Programming Controllers Applications *Credit Hours: 3 \**

Total Credit Hours: 10

\*Courses in this program that require a minimum grade of "C."

## Diploma in Applied Science

### Industrial Electricity/Electronics, DAS (DAS.EEM 15373)

The Industrial Electricity/Electronics Diploma program is designed to prepare students for entry-level jobs in maintaining and repairing electrical and electronic equipment in an industrial setting. Students receive training in electrical theory and progress to automated equipment and troubleshooting techniques. Graduates of this program are prepared to be industrial maintenance electricians.

## Diploma Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*  
or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 101 - English Composition I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 9 Credit Hours

### Required Core Subject Areas

- EEM 118 - AC/DC Circuits II *Credit Hours: 4 \**
- EEM 140 - National Electrical Code *Credit Hours: 3 \**
- EEM 145 - Control Circuits *Credit Hours: 3 \**
- EEM 201 - Electronic Devices I *Credit Hours: 3 \**

Subtotal: 13 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CIM 241 - Automated Manufacturing Equipment *Credit Hours: 4 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- EEM 221 - DC/AC Drives *Credit Hours: 3 \**
- EEM 250 - Programming Logic Controllers *Credit Hours: 4 \**
- EEM 251 - Programmable Controllers *Credit Hours: 3 \**

- EEM 271 - Sensors and System Interfacing *Credit Hours: 2 \**

Subtotal: 20 Credit Hours

Total Credit Hours: 42

\*Courses in this program that require a minimum grade of "C."

## **Industrial Maintenance Technology, DAS (DAS.IMT03 15372)**

The Industrial Maintenance Technology Diploma program is designed to prepare students for entry-level jobs in mechanical maintenance and repair of industrial equipment. Students are trained in mechanical theory and progress to complex mechanical systems and troubleshooting techniques. A graduate of this program is prepared to be an industrial maintenance mechanic.

### Diploma Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*  
or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 101 - English Composition I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 9 Credit Hours

#### Required Core Subject Areas

- IMT 114 - Benchwork and Assembly *Credit Hours: 2 \**
- IMT 126 - Intro to Mechanical Installations *Credit Hours: 2 \**
- IMT 131 - Hydraulics and Pneumatics *Credit Hours: 4 \**
- IMT 161 - Mechanical Power Applications *Credit Hours: 4 \**

Subtotal: 12 Credit Hours

#### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EEM 118 - AC/DC Circuits II *Credit Hours: 4 \**
- EEM 215 - DC/AC Machines *Credit Hours: 3 \**
- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- IMT 104 - Schematics *Credit Hours: 2 \**
- IMT 123 - Air Compressors *Credit Hours: 2 \**

- IMT 151 - Piping Systems *Credit Hours: 3 \**
- WLD 142 - Maintenance Welding *Credit Hours: 3 \**

Subtotal: 20 Credit Hours

Total Credit Hours: 41

\*Courses in this program that require a minimum grade of "C."

## Machine Tool Technology

The Machine Tool Technology curriculum prepares students for career opportunities in modern computer integrated manufacturing environments as machinist, tool and die makers, manufacturing process technicians, quality control technicians, CNC programmers, CNC setup and operation technician. The Machine Tool Technology curriculum prepares students with hands-on theory and practice experience in machining tool labs using standard machine tool equipment and CNC equipment in machining applications. The training involves blueprint reading, precision measurement and gaging, manual and CNC machining, CNC programming and operations, CAD/CAM applications, heat treatment processes, and CMM (coordinate measuring machines) programming and operation. Students in the Machine Tool program can earn an Associate's degree in Machine Tool Technology with a specialization area in Machine Tools or a Diploma in Machine Tool Technology. The machine tool field is in high demand nationwide with many career opportunities in advanced manufacturing. The Machine Tool Technology program at York Technical College has a history of high job placement rates for its graduates and the program is NIMS (National Institute of Metalworking Skills) accredited. The NIMS accreditation allows students to earn certification in machining skills with national industry recognized credentials. This helps to train them to meet high quality standards in manufacturing intricate precision components in modern manufacturing environments.

### Associate in Applied Science

## Machine Tool Technology, AAS (AAS.MTT 35370)

The Associate in Applied Science Degree with a major in Machine Tool Technology prepares students for entry-level careers working in modern machining manufacturing environments. Students are trained to make precision components using CNC (Computer Numerical Controlled) and conventional machining equipment. In addition, students also receive training in metallurgical heat treatment, blue print reading, GD&T (Geometrical Dimensioning and Tolerancing), CAD/CAM systems and precision measuring instruments. The student may also choose to specialize in Tool & Die.

### Degree Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

## Required Core Subjects Areas

- EGT 128 - Machine Tool Print Layout *Credit Hours: 2 \**
- MTT 111 - Machine Tool Theory and Practice I *Credit Hours: 5 \**
- MTT 112 - Machine Tool Theory and Practice II *Credit Hours: 5 \**
- MTT 251 - CNC Operations *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGT 130 - Geometric Dimensioning and Tolerancing Applications *Credit Hours: 3 \**
- EGT 151 - Introduction to CAD *Credit Hours: 3 \**
- MTT 113 - Machine Tool Theory and Practice III *Credit Hours: 5 \**
- MTT 141 - Metals and Heat Treatment *Credit Hours: 3 \**
- MTT 253 - CNC Programming and Operations *Credit Hours: 3 \**
- MTT 254 - CNC Programming I *Credit Hours: 3 \**
- MTT 255 - CNC Programming II *Credit Hours: 3 \**
- MTT 258 - Machine Tool CAM *Credit Hours: 3 \**
- MTT 270 - Operation and Programming of Coordinate Measuring Machines *Credit Hours: 3 \**
- MTT 285 - NIMS Level I Capstone *Credit Hours: 4 \**

Subtotal: 34 Credit Hours

Total Credit Hours: 64

\*Courses in this program that require a minimum grade of "C."

# Machine Tool Technology, Tool and Die Specialization, AAS (AAS.MTT.TDIE 35370)

The Associate in Applied Science Degree with a major in Machine Tool Technology with Tool and Die Specialization program prepares students to work as Tool and Die Makers. These individuals work in tool room environments and have the responsibility of production support for the modern day manufacturing environment. They are responsible for creating tooling, jigs, fixtures, gauges, molds and die sets used in advanced manufacturing operations.

## Degree Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3 \**
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**

- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Required Core Subjects Areas

- EGT 128 - Machine Tool Print Layout *Credit Hours: 2 \**
- MTT 111 - Machine Tool Theory and Practice I *Credit Hours: 5 \**
- MTT 112 - Machine Tool Theory and Practice II *Credit Hours: 5 \**
- MTT 251 - CNC Operations *Credit Hours: 3 \**

Subtotal: 15 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGT 130 - Geometric Dimensioning and Tolerancing Applications *Credit Hours: 3 \**
- EGT 151 - Introduction to CAD *Credit Hours: 3 \**
- MTT 113 - Machine Tool Theory and Practice III *Credit Hours: 5 \**
- MTT 141 - Metals and Heat Treatment *Credit Hours: 3 \**
- MTT 231 - Tool and Diemaking I *Credit Hours: 5 \**
- MTT 232 - Tool and Diemaking II *Credit Hours: 5 \**
- MTT 241 - Jigs and Fixtures I *Credit Hours: 2 \**
- MTT 242 - Jigs and Fixtures II *Credit Hours: 2 \**
- MTT 253 - CNC Programming and Operations *Credit Hours: 3 \**
- MTT 255 - CNC Programming II *Credit Hours: 3 \**

Subtotal: 35 Credit Hours

Total Credit Hours: 65

\*Courses in this program that require a minimum grade of "C."

## Certificate

### CNC Machinist Certificate (CT.CNC02 61242)

The CNC Machinist Certificate is designed to provide graduates with entry-level machining skills to meet the growing area needs for CNC operators and machinist. Upon completion of the CNC Machinist Certificate program, graduates will be able to perform the following tasks: CNC Machine operations, CNC Machine set up, CNC programming, Basic manual machining, Utilize precision measuring equipment and Blueprint reading.

### Certificate Requirements

#### Required Core Subject Areas

- EGT 128 - Machine Tool Print Layout *Credit Hours: 2*
- MTT 111 - Machine Tool Theory and Practice I *Credit Hours: 5*
- MTT 251 - CNC Operations *Credit Hours: 3*
- MTT 254 - CNC Programming I *Credit Hours: 3*
- MTT 255 - CNC Programming II *Credit Hours: 3*

Total Credit Hours: 16

\*Courses in this program that require a minimum grade of "C".

## Diploma in Applied Science

### Machine Tool, DAS (DAS.MTT 15370)

The Machine Tool Diploma program is designed to prepare students for entry-level careers working in modern machining manufacturing environments. Students are trained to make precision components using CNC (Computer Numerical Controlled) and conventional machining equipment.

## Diploma Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**

Subtotal: 9 Credit Hours

### Required Core Subject Areas

- EGT 128 - Machine Tool Print Layout *Credit Hours: 2 \**
- MTT 111 - Machine Tool Theory and Practice I *Credit Hours: 5 \**
- MTT 112 - Machine Tool Theory and Practice II *Credit Hours: 5 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGT 130 - Geometric Dimensioning and Tolerancing Applications *Credit Hours: 3 \**
- MTT 113 - Machine Tool Theory and Practice III *Credit Hours: 5 \**
- MTT 141 - Metals and Heat Treatment *Credit Hours: 3 \**
- MTT 251 - CNC Operations *Credit Hours: 3 \**

- MTT 254 - CNC Programming I *Credit Hours: 3 \**
- MTT 255 - CNC Programming II *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

Total Credit Hours: 42

\*Courses in this program that require a minimum grade of "C."

## Teleproduction Technology

The ever expanding fields of video, television and motion picture industries depend on highly trained and disciplined individuals who have received a sound education from an institution of higher education. It is the mission of the Teleproduction Technology Department at York Technical College to provide life-long learning opportunities in the areas of digital television and digital video production that promote personal and economic development within York, Chester, and Lancaster counties.

### Associate in Applied Science

## Teleproduction Technology, General Technology Specialization, AAS (AAS.GT.GTTPT 35318)

The Associate in Applied Science Degree with a major in General Technology and specialization in Teleproduction Technology is designed to prepare students in the basics of digital video and sound editing, camera operations, field production, studio production, and digital photography plus a second specialty area that is based on local employment needs. The General Technology program in Teleproduction allows a student to select additional courses to gain skills beyond the Teleproduction diploma to become multi-skilled employee. Graduates are prepared for entry-level positions as editors, videographers, studio and on-location camera operators, photographers, sound technicians, and production assistants in professional digital video productions, corporate, sports, commercial, cable, and public broadcasting. The program is hands-on, using professional industry standards and the state-of-the-art technology, and tools. Students produce a wide variety of video and audio projects during the year. Graduates can secure employment in the Charlotte area by working for a production company or a broadcast station. Graduates may also pursue freelance work.

The secondary technical specialty is a minimum of 12 semester credit hours from an approved degree/diploma, or a technical education certificate program that is currently offered at the College, or mix of credits awarded for coursework from any program, military training, experiential learning, and/or testing.

### Degree Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

### Primary Technical Specialty

- CGC 115 - Digital Photography *Credit Hours: 3 \**
- MAP 101 - Audio Techniques I *Credit Hours: 3 \**
- MAP 110 - Editing I *Credit Hours: 3 \**
- MAP 122 - Field Production I *Credit Hours: 3 \**
- MAP 128 - Digital Multimedia I *Credit Hours: 3 \**
- MAP 150 - Studio Production I *Credit Hours: 3 \**
- MAP 226 - Producing and Directing *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

### Secondary Technical Specialty

- MAP 130 - Lighting Fundamentals *Credit Hours: 3 \**
- MAP 265 - Media Arts Business Procedures *Credit Hours: 3 \**
- MAP 280 - Media Arts Exit Portfolio *Credit Hours: 3 \**

#### **COMPLETE ONE ADDITIONAL 3 CREDIT HOUR COURSE FROM APPROVED LIST.**

- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- AOT 265 - Office Desktop Publishing *Credit Hours: 3 \**
- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 121 - Design *Credit Hours: 3 \**
- ARV 122 - 3-DIMENSIONAL Design I *Credit Hours: 3*
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3*
- ARV 210 - Computer Graphics II *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 222 - Computer Animation *Credit Hours: 3*
- ARV 223 - 3D Animation I *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3*
- ARV 281 - Design II *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**
- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- CPT 270 - Advanced Microcomputer Applications *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*

**COMPLETE ANY COMBINATION OF THE FOLLOWING THAT TOTALS A MINIMUM OF 9 CREDIT HOURS**

*(For a section total of 10.0 credit hours which includes COL 101.)*

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- BAF 101 - Personal Finance *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- JOU 101 - Introduction to Journalism *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 111 - College Trigonometry *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSC 215 - State & Local Government *Credit Hours: 3 \**
- PSC 220 - Introduction to International Relations *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- PSY 203 - Human Growth and Development *Credit Hours: 3 \**
- PSY 212 - Abnormal Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**
- SPA 101 - Elementary Spanish I *Credit Hours: 4 \**
- SPA 102 - Elementary Spanish II *Credit Hours: 4 \**
- SPA 201 - Intermediate Spanish I *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

Subtotal: 11 Credit Hours

Total Credit Hours: 60

\*Courses in this program that require a minimum grade of "C."

### @Approved Secondary Technical Specialty

*COMPLETE ONE ADDITIONAL 3 CREDIT HOURS COURSE FROM THE APPROVED LIST.*

- AOT 165 - Information Processing Software *Credit Hours: 3 \**
- AOT 167 - Information Processing Applications *Credit Hours: 3 \**
- AOT 265 - Office Desktop Publishing *Credit Hours: 3 \**

- ARV 110 - Computer Graphics I *Credit Hours: 3 \**
- ARV 121 - Design *Credit Hours: 3 \**
- ARV 122 - 3-DIMENSIONAL Design I *Credit Hours: 3*
- ARV 123 - Composition and Color *Credit Hours: 3 \**
- ARV 205 - Graphic Illustration *Credit Hours: 3*
- ARV 210 - Computer Graphics II *Credit Hours: 3 \**
- ARV 212 - Digital Photography *Credit Hours: 3 \**
- ARV 222 - Computer Animation *Credit Hours: 3*
- ARV 223 - 3D Animation I *Credit Hours: 3 \**
- ARV 227 - Web Site Design I *Credit Hours: 3*
- ARV 281 - Design II *Credit Hours: 3 \**
- CGC 278 - Typography *Credit Hours: 3 \**
- CPT 101 - Introduction to Computers *Credit Hours: 3 \**
- CPT 168 - Programming Logic & Design *Credit Hours: 3 \**
- CPT 170 - Microcomputer Applications *Credit Hours: 3 \**
- CPT 270 - Advanced Microcomputer Applications *Credit Hours: 3 \**

## Other Hours Required for Graduation

*COMPLETE ANY COMBINATION OF THE FOLLOWING THAT TOTALS A MINIMUM OF 9 CREDIT HOURS.*

- ART 101 - Art History and Appreciation *Credit Hours: 3 \**
- BAF 101 - Personal Finance *Credit Hours: 3 \**
- BUS 101 - Introduction to Business *Credit Hours: 3 \**
- BUS 121 - Business Law I *Credit Hours: 3 \**
- BUS 123 - Business Law II *Credit Hours: 3 \**
- ENG 101 - English Composition I *Credit Hours: 3 \**
- ENG 102 - English Composition II *Credit Hours: 3 \**
- ENG 160 - Technical Communications *Credit Hours: 3 \**
- HIS 101 - Western Civilization to 1689 *Credit Hours: 3 \**
- HIS 102 - Western Civilization Post 1689 *Credit Hours: 3 \**
- HIS 201 - American History: Discovery to 1877 *Credit Hours: 3 \**
- HIS 202 - American History: 1877 to Present *Credit Hours: 3 \**
- JOU 101 - Introduction to Journalism *Credit Hours: 3 \**
- MAT 110 - College Algebra *Credit Hours: 3 \**
- MAT 111 - College Trigonometry *Credit Hours: 3 \**
- MGT 101 - Principles of Management *Credit Hours: 3 \**
- MKT 101 - Marketing *Credit Hours: 3 \**
- MUS 105 - Music Appreciation *Credit Hours: 3 \**
- PSC 201 - American Government *Credit Hours: 3 \**
- PSC 215 - State & Local Government *Credit Hours: 3 \**
- PSC 220 - Introduction to International Relations *Credit Hours: 3 \**
- PSY 201 - General Psychology *Credit Hours: 3 \**
- PSY 203 - Human Growth and Development *Credit Hours: 3 \**
- PSY 212 - Abnormal Psychology *Credit Hours: 3 \**
- SOC 101 - Introduction to Sociology *Credit Hours: 3 \**
- SPA 101 - Elementary Spanish I *Credit Hours: 4 \**

- SPA 102 - Elementary Spanish II *Credit Hours: 4 \**
- SPA 201 - Intermediate Spanish I *Credit Hours: 3 \**
- SPC 205 - Public Speaking *Credit Hours: 3 \**
- THE 101 - Introduction to Theatre *Credit Hours: 3 \**

## Diploma in Applied Science

### Teleproduction Technology, DAS (DAS.TPT 15366)

The Teleproduction Technology Diploma program is designed to prepare students in the basics of digital video and sound editing, camera operations, field production, studio production, and digital photography. Teleproduction Technology is a three-semester program that begins every fall and continues through spring and summer semesters. Graduates are prepared for entry-level positions as editors, videographers, studio and on-location camera operators, photographers, sound technicians and production assistants in professional digital video productions, corporate, sports, commercial, cable and public broadcasting. The program is hands-on, using professional industry standards and the state-of-the-art technology and tools. Students produce a wide variety of video and audio projects during the year. Graduates can secure employment in the Charlotte area by working for a production company or a broadcast station. Graduates may also pursue freelance work. Students who wish to continue their education in Teleproduction Technology beyond this diploma may also pursue an Teleproduction Technology, General Technology Specialization, AAS (AAS.GT.GTTPT 35318).

## Diploma Requirements

### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*  
or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3 \**
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

### Required Core Subject Areas

- MAP 101 - Audio Techniques I *Credit Hours: 3 ++ \**
- MAP 122 - Field Production I *Credit Hours: 3 \**
- MAP 150 - Studio Production I *Credit Hours: 3 \**
- MAP 226 - Producing and Directing *Credit Hours: 3 \**

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- CGC 115 - Digital Photography *Credit Hours: 3 \*+*

- MAP 110 - Editing I *Credit Hours: 3 \**
  - MAP 128 - Digital Multimedia I *Credit Hours: 3 \**
  - MAP 130 - Lighting Fundamentals *Credit Hours: 3 \**
  - MAP 265 - Media Arts Business Procedures *Credit Hours: 3 \**
  - MAP 280 - Media Arts Exit Portfolio *Credit Hours: 3 \**
- Electives *Credit Hours: 3*

Subtotal: 22 Credit Hours

Total Credit Hours: 46

\*Courses in this program that require a minimum grade of "C."

+CGC 115 requires student-provided digital still camera.

++MAP 101 requires student-provided digital voice recorder.

## Welding Technology

The Welding curriculum is designed for persons who seek a background in the basic principles and practices of welding. It is also valuable for many who are currently working in the field of welding who want to add to their current welding skills. Students can receive training in theory and practice relating to OXY/ACTY gas welding & cutting, SMAW, FCAW, GTAW, GMAW welding processes in accordance with current industrial practices. Job opportunities include pipe fitting, pipe welding, structural steel, sheet metal, maintenance, and construction welding.

### Associate in Applied Science

## Welding, General Technology Specialization, AAS (AAS.GT.GTWLD 35318)

The Associate in Applied Science Degree with a major in General Technology and specialization in Welding, allows a student to select additional coursework to gain skills beyond the Welding diploma to become multi-skilled in a second technical specialty that is based on local employment needs. Courses in safety, blueprint reading, metallurgy, weld inspection, pipe fitting/welding, metal fabrication and destructive and non-destructive weld testing provide students with industry-standard skills developed through classroom training and hands-on application. Successful graduates may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment. The secondary technical specialty is a minimum of 12 semester hour credits from an approved degree/diploma, or a technical education certificate program that is currently offered at the College, or mix of credits awarded for coursework from any program, military training, experiential learning, and/or testing.

### Degree Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3*
- HSS 205 - Technology and Society *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*

Subtotal: 15 Credit Hours

## Required Core Subject Areas

### Primary Technical Specialty

- WLD 111 - Arc Welding I *Credit Hours: 4 \**
- WLD 113 - Arc Welding II *Credit Hours: 4 \**
- WLD 136 - Advanced Inert Gas Welding *Credit Hours: 2 \**
- WLD 152 - Tungsten Arc Welding *Credit Hours: 4 \**
- WLD 154 - Pipefitting and Welding *Credit Hours: 4 \**
- WLD 208 - Advanced Pipe Welding *Credit Hours: 3 \**

Subtotal: 21 Credit Hours

### Secondary Technical Specialty

- EGT 114 - Welding Print Basics *Credit Hours: 2 \**  
*or*
- EGT 128 - Machine Tool Print Layout *Credit Hours: 2 \**
  
- EGT 117 - Welding Print Principles *Credit Hours: 2 \**
- WLD 104 - Gas Welding and Cutting *Credit Hours: 2 \**
- WLD 170 - Qualification Welding *Credit Hours: 4 \**
- WLD 222 - Advanced Fabrication Welding *Credit Hours: 4 \**

Subtotal: 14 Credit Hours

## Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- WLD 228 - Inert Gas Welding Pipe I *Credit Hours: 4 \**
- Elective *Credit Hours: 6*

Subtotal: 13 Credit Hours

## Approved Electives

- ACR 206 - Advanced Electricity for HVAC/R *Credit Hours: 2*
- AOT 105 - Keyboarding *Credit Hours: 3*
- BCT 105 - Tool Use and Safety *Credit Hours: 2*
- BCT 151 - Introduction to Residential Plumbing *Credit Hours: 3*
- BCT 159 - Plumbing Installations and Repairs *Credit Hours: 3*

- BUS 101 - Introduction to Business *Credit Hours: 3*
- CPT 101 - Introduction to Computers *Credit Hours: 3*
- MGT 101 - Principles of Management *Credit Hours: 3*
- MGT 120 - Small Business Management *Credit Hours: 3*
- MTT 101 - Introduction to Machine Tool *Credit Hours: 2*
- MTT 111 - Machine Tool Theory and Practice I *Credit Hours: 5*
- MTT 112 - Machine Tool Theory and Practice II *Credit Hours: 5*
- MTT 121 - Machine Tool Theory I *Credit Hours: 3*
- MTT 141 - Metals and Heat Treatment *Credit Hours: 3*
- WLD 142 - Maintenance Welding *Credit Hours: 3*

**Total Credit Hours: 63**

Approved Electives: ACR 206, AOT 105, BCT 105, BCT 151, BCT 159, BUS 101, CPT 101, MGT 101, MGT 120, MTT 101, MTT 111, MTT 112, MTT 121, MTT 141, WLD 142

\*Courses in this program that require a minimum grade of "C."

## **Certificate**

### **Basic Welding Certificate (CT.WLDBW02 61243)**

The Basic Welding Certificate will help prepare students with the basic skill set required for an entry-level position in the welding field. The skills developed will include gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), shielded metal arc welding (SMAW), gas welding and cutting, and introductory blueprint reading. Additionally, the courses contained in this certificate will ensure the practical skills required for graduates of the Basic Welding Certificate are fully developed. Upon completion of the program, graduates will be able to apply basic welding skills using the GTAW, GMAW, and SMAW processes; perform basic welding equipment and tool operations; weld and cut on a variety of materials including carbon steel, stainless steel, and non-ferrous materials; apply and understand basic blueprints using the American Welding Society guidelines; operate automated cutting equipment using both plasma arc and oxy/fuel cutting torches; and perform welds on Tee-joints, Vee-grooves, Lap joints, and other weld joint configurations.

## **Certificate Requirements**

### **Required Core Subject Areas**

- EGT 114 - Welding Print Basics *Credit Hours: 2*  
or
- EGT 128 - Machine Tool Print Layout *Credit Hours: 2*
- WLD 104 - Gas Welding and Cutting *Credit Hours: 2*
- WLD 111 - Arc Welding I *Credit Hours: 4*
- WLD 113 - Arc Welding II *Credit Hours: 4*
- WLD 136 - Advanced Inert Gas Welding *Credit Hours: 2*
- WLD 152 - Tungsten Arc Welding *Credit Hours: 4*

**Total Credit Hours: 18**

\*Courses in this program that require a minimum grade of "C."

## Diploma in Applied Science

### Welding, DAS (DAS.WLD 15308)

The Welding Diploma is designed to provide graduates with skills in gas, arc, TIG and MIG welding. Students receive hands-on experience in a wide variety of applications. Students receive training in theory and practice relating to OXY/ACTY gas welding & cutting, SMAW, FCAW, GTAW, GMAW welding processes in accordance with current industrial practices. Courses in safety, blueprint reading, metallurgy, weld inspection, pipe fitting/welding, metal fabrication and destructive and non-destructive weld testing provide students with industry-standard skills developed through classroom training and hands-on application. Successful graduates may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment. Student who complete the Welding Technology Diploma also earn the Basic Welding and MIG, TIG, Pipe Welding Certificates. Students who wish to continue their education in welding beyond the Welding Technology diploma may also pursue an Associate of Science Degree in General Technology with a major in Welding (AAS.GT.GTWLD).

### Diploma Requirements

#### General Education

- ECO 101 - Basic Economics *Credit Hours: 3*  
or
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*
- ENG 155 - Communications I *Credit Hours: 3*
- MAT 155 - Contemporary Mathematics *Credit Hours: 3*

Subtotal: 9 Credit Hours

#### Required Core Subject Areas

- EGT 114 - Welding Print Basics *Credit Hours: 2 \**  
or
- EGT 128 - Machine Tool Print Layout *Credit Hours: 2 \**
  
- WLD 104 - Gas Welding and Cutting *Credit Hours: 2 \**
- WLD 111 - Arc Welding I *Credit Hours: 4 \**
- WLD 152 - Tungsten Arc Welding *Credit Hours: 4 \**
- WLD 170 - Qualification Welding *Credit Hours: 4 \**

Subtotal: 16 Credit Hours

#### Other Hours Required for Graduation

- COL 101 - College Orientation *Credit Hours: 1*
- EGT 117 - Welding Print Principles *Credit Hours: 2 \**

- IMT 102 - Industrial Safety *Credit Hours: 2 \**
- WLD 113 - Arc Welding II *Credit Hours: 4 \**
- WLD 136 - Advanced Inert Gas Welding *Credit Hours: 2 \**
- WLD 154 - Pipefitting and Welding *Credit Hours: 4 \**
- WLD 208 - Advanced Pipe Welding *Credit Hours: 3 \**

Subtotal: 18 Credit Hours

Total Credit Hours: 43

\*Courses in this program that require a minimum grade of "C."

## Workforce and Economic Development

The Workforce and Economic Development Division offers a wide variety of programming for individuals seeking a new career, wanting to upgrade their current skills or desiring to enrich their life through learning. Courses are available to meet the needs of business and industry and can be customized to their particular specifications when needed. Programs are scheduled in day, evening and weekend time slots and are taught by instructors with professional experience. The division also offers a wide variety of online courses.

### Certifications and Licensures

Industry and nationally recognized certifications offer assurance to employers that students are qualified to perform specific job duties and tasks. While certain fields may require certification, other occupations may highly value the certification or license in a tough job market. Programs that are approved through state or regulatory agencies meet specific licensure requirements and may involve additional entry requirements.

### CEU Credit

Students who successfully complete non-academic occupational skills courses receive a certificate of completion and Continuing Education Units (CEU). One CEU is awarded for every 10 contact hours of a course.

### Academic Credit

Some programs offered through the Workforce and Economic Development Division are approved academic programs. Students in these programs are awarded credit hours leading to academic certificates. Programs eligible for academic credit are listed below in this catalog.

### Registration and Payment

Registration may be made in person, by telephone or through the college online registration system. Information on registration or specific programming can be found in the division office or by calling 803-325-2888. Pre-registration and payment is required prior to attending class.

# Refunds for Non-Academic Courses

If you cannot attend a class as planned and wish to cancel your registration, you must notify the Workforce and Economic Development Division in writing at [ceadmin@yorktech.edu](mailto:ceadmin@yorktech.edu) at least five business days prior to the first day of class in order to receive a refund. Refunds are processed based on the original form of payment

## Paramedic

### Associate in Applied Science

## Paramedic, General Technology Specialization, AAS (AAS.GT.PMDC 35318)

Complete your degree by applying your paramedic certification and other credentials toward your Associate Degree in Paramedic. You may be eligible for a maximum of 40 credit hours that may be applied toward your degree. Earning your Associate Degree could expose you to more opportunities to advance in your career and make you more competitive for these positions. You will receive additional education to augment your current knowledge of anatomy and physiology while exposing you to ways to become a more effective communicator. The credentials and application of each student will be evaluated on an individual basis.

If you are not currently a paramedic, YTC offers training programs to get you there. You will start with the Emergency Medical Technician training certificate and follow that with the Paramedic training certificate. For more information, contact the Health and Safety Program Director for Workforce and Economic Development at 803-981-7185 or [mfaulkner@yorktech.edu](mailto:mfaulkner@yorktech.edu).

**Program Requirements** - A student must have a "C" or higher in each course to progress in the program.

**Admission Requirements** - Admission to the Paramedic Degree Program requires the student to be a high-school graduate or equivalent. Students must meet one of the following requirements:

1. Complete the York Technical College Paramedic Certificate and successfully pass the NREMT cognitive and psychomotor exams.
2. Possess a National Registry Paramedic Certification

## Degree Requirements

### General Education

- BIO 210 - Anatomy & Physiology I *Credit Hours: 4*
- BIO 211 - Anatomy & Physiology II *Credit Hours: 4*
- HIS 202 - American History: 1877 to Present *Credit Hours: 3*
- MAT 103 - Quantitative Reasoning *Credit Hours: 3*  
or
- MAT 110 - College Algebra *Credit Hours: 3*
- PSY 105 - Personal/Interpersonal Psychology *Credit Hours: 3*  
or
- PSY 201 - General Psychology *Credit Hours: 3*

Subtotal: 17 Credit Hours

## Required Core Subject Areas

### Primary Technical Specialty

- EMS 118 - Advanced Medical Life Support *Credit Hours: 1*
- EMS 119 - Emergency Medical Services Operations *Credit Hours: 2*
- EMS 150 - Introduction to Advanced Care *Credit Hours: 5*
- EMS 223 - Paramedic Clinical I *Credit Hours: 2*
- EMS 224 - Paramedic Clinical II *Credit Hours: 2*
- EMS 238 - Paramedic Ambulance Field Experience I *Credit Hours: 3*
- EMS 248 - Paramedic Ambulance Field Experience II *Credit Hours: 2*
- EMS 272 - Paramedic Capstone *Credit Hours: 4*

Subtotal: 21 Credit Hours

### Secondary Technical Specialty

- EMS 230 - Advanced Emergency Medical Care I *Credit Hours: 5*
- EMS 240 - Advanced Emergency Medical Care II *Credit Hours: 5*
- EMS 241 - Paramedic Clinical III *Credit Hours: 2*

Subtotal: 12 Credit Hours

### Other Hours Required for Graduation

- AHS 102 - Medical Terminology *Credit Hours: 3*
- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4*
- COL 101 - College Orientation *Credit Hours: 1*
- EMS 115 - International Trauma Life Support *Credit Hours: 1*
- EMS 116 - Advanced Cardiac Life Support *Credit Hours: 1*
- EMS 117 - Pediatric Advanced Life Support *Credit Hours: 1*
- ENG 101 - English Composition I *Credit Hours: 3*
- or
- ENG 155 - Communications I *Credit Hours: 3*

Subtotal: 14 Credit Hours

**Total Credit Hours: 61**

A co-requisite is a course that must be taken the same semester as another specified course.

A prerequisite is a course that must be completed in order to enter another specified course.

\*Courses in this program that require a minimum grade of "C."

## Certificate

### Paramedic Certificate (CT.EMT 71477)

The Paramedic Certificate Program prepares graduates for the practice of paramedicine in the prehospital context to provide direct patient care across the life span. Job options include private, hospital-based, county, and fire-based emergency medical services, hospital emergency departments, convalescent transport, and air medical services. People who want to develop life-saving skills to treat ill and injured patients in the prehospital environment may be interested in this program. Students enrolled in this program will have criminal background checks and drug screenings.

To become a paramedic and to obtain employment as a paramedic, graduates must pass the Computer Adaptive National Registry of Emergency Medical Technicians (NREMT) exam. Graduates who successfully pass the NREMT exam must apply for licensure in their home state. Many states accept National Registry certification to obtain reciprocity for state licensure. South Carolina is a part of the Recognition of EMS Personnel Licensure Interstate CompAct (REPLICA) which grants South Carolina licensed paramedics a "privilege to practice" in other REPLICA states. Please visit <https://nremt.org/Document/replica> for a complete list of US states and territories in the EMS Compact. There are legal limits for state licensure in South Carolina for graduates with prior criminal records. Please visit <https://scdhec.gov/healthcare-quality/criminal-background-check-register> for more information about background checks required for EMS providers in South Carolina.

**Program Requirements** - A student must have a "C" or higher in each paramedic course to progress in the program.

Students must complete BIO 112 with a grade of "C" or higher in the first 8-week term of the first semester of the Paramedic Certificate Program to continue in the program. Students may exempt BIO 112 with proof of an equivalent or higher college-level anatomy and physiology course prior to admission. Official college transcripts are required.

The paramedic program requires on-campus didactic and lab, clinical and ambulance field experience hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the paramedic courses. Students may be assigned to morning, afternoon, evening, and night clinical experience. Clinical and field experience shifts average 12 hours per day.

Students must maintain a current American Heart Association CPR BLS Provider certification and National Registry and South Carolina EMT or AEMT certification throughout the entire program. Students must have proof of health insurance. Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinicals may be required to have a drug screen at any time during their rotation. Results of background checks and drug screens will be reviewed with designated personnel at the affiliate clinical sites. To be accepted for a clinical placement, all findings must be satisfactory to all participating clinical sites. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students will be required to attend multiple clinical facilities throughout the curriculum which may require travel within the state.

Prior to beginning clinical, students must have a completed health form to include the following:

1. Tuberculin Test (PPD) - A negative TB Skin Test must be obtained prior to starting clinical/field shifts. This negative result is valid for a period of one year from the date of the test. If a student is still attending clinical/field shifts beyond that 1-year period, an additional negative TB Skin Test must be provided for the student to continue clinicals.) Students who have a positive TB skin test will need to obtain written confirmation from a physician stating they have no active Tuberculosis. The TB test will need to be read twice.
2. Hepatitis B (HBV) - Students must provide documentation that they have begun or completed the HBV vaccine series. This documentation must show the dates of the 3 vaccinations in the series **and** a titer showing immunity. If the student

has proof of vaccination but their titer shows no immunity the student will be required to obtain a booster and provide documentation of such.

3. Measles, Mumps and Rubella (MMR) - Students who were born after 1956 must provide documentation for:
  1. Two doses of measles, mumps, and rubella vaccine **or**
  2. An MMR titer showing immunity.
4. Varicella Vaccine (Chicken Pox) VZW - Students must present documentation of:
  1. Two doses of the Varicella vaccine **or**
  2. A Varicella Titer showing immunity.
5. Tetanus, Diphtheria and Pertussis, Combined (Tdap) - Students must provide documentation of a current Tdap immunization (within the last 10 years). If a student has a documented Tdap immunization within the past 2 years, they will be exempt from obtaining a Tdap.
6. Influenza - Students must obtain a seasonal flu vaccination prior to the start of their clinical/field shifts. The student may be required to obtain an additional flu vaccination if their clinical course of study bridges more than one flu season.
7. Meningococcal
8. Physician's evaluation
9. York Technical College does not require the COVID-19 vaccination for students as a condition of enrollment or attendance. Students intending to enroll in a health-care related program should be aware that York Technical College maintains clinical placement agreements with health care facilities where students are required to complete clinical rotations as part of the requirements for their academic program. Clinical sites maintain their own policies governing vaccine and booster requirements, including the COVID-19 vaccine, and any exemption processes related to those requirements. Students choosing to pursue a program that requires a clinical component must follow all vaccine policies and requirements of clinical sites. Vaccine requirements and the approval of exemptions are at the sole discretion of each clinical site, and clinical sites may implement and modify vaccine requirements at any time as they deem necessary.

**Admission Requirements** - Admission to the Paramedic Certificate Program requires the student to be a high-school graduate or equivalent. Students must also possess a National Registry and South Carolina Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) certification.

Applicants for admission to the Paramedic Certificate Program must also meet one of the following:

Accuplacer

Reading (range) 250 - 262; Math 237+

COMPASS

Reading 81; Pre-Algebra 90

WorkKeys/WIN

Reading 4; Math 3

HOBETT

Reading 42; Math 42

ACT

Reading (ENG) 21; Math 16

## Certificate Requirements

- BIO 112 - Basic Anatomy & Physiology *Credit Hours: 4 \**
- EMS 238 - Paramedic Ambulance Field Experience I *Credit Hours: 3 \**

- EMS 240 - Advanced Emergency Medical Care II *Credit Hours: 5 \**
- EMS 241 - Paramedic Clinical III *Credit Hours: 2 \**
- EMS 248 - Paramedic Ambulance Field Experience II *Credit Hours: 2 \**
- EMS 272 - Paramedic Capstone *Credit Hours: 4 \**
- EMS 115 - International Trauma Life Support *Credit Hours: 1 \**
- EMS 116 - Advanced Cardiac Life Support *Credit Hours: 1 \**
- EMS 117 - Pediatric Advanced Life Support *Credit Hours: 1 \**
- EMS 118 - Advanced Medical Life Support *Credit Hours: 1 \**
- EMS 119 - Emergency Medical Services Operations *Credit Hours: 2 \**
- EMS 150 - Introduction to Advanced Care *Credit Hours: 5 \**
- EMS 223 - Paramedic Clinical I *Credit Hours: 2 \**
- EMS 224 - Paramedic Clinical II *Credit Hours: 2 \**
- EMS 230 - Advanced Emergency Medical Care I *Credit Hours: 5 \**

**Total Credit Hours: 40**

\*Courses in this program that require a minimum grade of "C."

## Utility Line Worker

Business and industry as well as residential areas require utility companies to provide needed services such as electricity, water and telecommunications. Work in this industry requires specialized training for working in and around underground and overhead utility installations including high voltage areas.

### Certificate

## Utility Line Worker Certificate (CT.ULW)

The Utility Line Worker Certificate is designed to prepare graduates for entry level jobs in telecommunications, infrastructure and electrical line roles.

### Certificate Requirements

#### Required Core Subject Areas

- ELW 110 - Electrical Computations *Credit Hours: 2 \**
- ELW 111 - Introduction to Electrical Line Worker *Credit Hours: 3 \**
- ELW 112 - Introduction to Electricity *Credit Hours: 3 \**
- ELW 114 - Overhead Line Construction I *Credit Hours: 3 \**
- ELW 211 - Underground Line Construction I *Credit Hours: 3 \**
- ELW 231 - Electrical Power Systems *Credit Hours: 3 \**

**Total Credit Hours: 17**

\*Courses in this program that require a minimum grade of "C".

\*\*Students complete the Utility Line Worker certificate program as a cohort. Courses build upon each other and must be completed in the order shown.

## Course Descriptions

York Technical College is a progressive institution and, as such, even many "traditional" courses use various aspects of computer technology. Students should expect to use computer tools such as the Internet, email, electronic library databases, D2L (an online learning management system), Navigate, and various software packages. The specific expectations for individual courses are detailed in the course materials from the instructor. The course descriptions listed on the following pages are general descriptions of course content.

As you consider the courses to select, please keep in mind that appropriate placement test scores are required for math, reading, and English courses and that some departments require a minimum grade to enter the next course level. Students may take higher level courses than required in their program of study as long as all course prerequisites are met.

MAT 033 and RWR 032 are developmental courses and do not count for credit in any program. Effective with the Fall 2023 semester, RWR 100 must be taken concurrently with a co-requisite section of ENG 101 or ENG 155. RWR 100 WILL NOT fulfill credit requirements for the general education or elective credit in associate degree programs or for LIFE Scholarships. All elective credits in associate degree programs must be chosen from courses that are at or above the entry level required by the program. Therefore, it is important for the student to see an advisor each semester to assist in selecting appropriate courses so that the student can make progress toward the program goal.

Exemption tests are available for a number of courses. Contact an admissions counselor (new students) or academic advisor (current students) for more information about exemption routes to consider.

### **ABR 100 - Introduction to Autobody Hazardous Materials**

*Credit Hours: 1*

This course is a basic study of the proper handling of hazardous materials found in auto body repair centers. Types of hazardous materials, handling of the materials, and their proper disposal will be covered.

### **ABR 101 - Structural Repair I**

*Credit Hours: 5*

This course is an introduction to modern unibody and full frame structural repair and alignment.

### **ABR 102 - MIG Welding**

*Credit Hours: 3*

This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

### **ABR 103 - Sheet Metal Repair I**

*Credit Hours: 4*

This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

### **ABR 108 - Refinishing I**

*Credit Hours: 3*

This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.

### **ABR 111 - Structural Repair II**

*Credit Hours: 5*

This course covers the application of procedures for measuring, straightening, aligning, and replacing necessary structural and cosmetic parts.

### **ABR 113 - Sheet Metal Repair II**

*Credit Hours: 4*

This course covers the application of sheet metal replacement alignment.

### **ABR 118 - Refinishing II**

*Credit Hours: 3*

This course covers overall refinishing with the newest type paints.

### **ABR 119 - Estimating Repairs**

*Credit Hours: 2*

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

### **ACC 101 - Accounting Principles I**

*Credit Hours: 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.

**Prerequisite(s):** MAT 033; ACC 111 Minimum grade of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **ACC 102 - Accounting Principles II**

*Credit Hours: 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(s):** ACC 101 Minimum grade of C

### **ACC 111 - Accounting Concepts**

*Credit Hours: 3*

This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.

**Prerequisite(s):** MAT 033 or equivalent

### **ACC 120 - Federal Income Tax**

*Credit Hours: 3*

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

**Prerequisite(s):** ACC 124 Minimum grade of C

## **ACC 124 - Individual Tax Procedures**

*Credit Hours: 3*

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

**Prerequisite(s):** ACC 111 Minimum grade of C

## **ACC 130 - State Tax Procedures**

*Credit Hours: 1*

This course is a study of the basic state tax procedures pertaining to individuals and business.

## **ACC 150 - Payroll Accounting**

*Credit Hours: 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.

**Corequisite(s):** ACC 111

## **ACC 201 - Intermediate Accounting I**

*Credit Hours: 3*

This course explores fundamental processes of accounting theory, including the preparation of financial statements.

**Prerequisite(s):** ACC 102 Minimum grade of C

## **ACC 202 - Intermediate Accounting II**

*Credit Hours: 3*

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

**Prerequisite(s):** ACC 201 Minimum grade of C,E,TR;

## **ACC 230 - Cost Accounting I**

*Credit Hours: 3*

This course is a study of the accounting principles involved in job order cost systems.

**Prerequisite(s):** ACC 102 Minimum grade of C

## **ACC 240 - Computerized Accounting**

*Credit Hours: 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(s):** ACC 111 Minimum grade of C

### **ACC 242 - Small Business Software**

*Credit Hours: 1*

This course includes the use of current integrated software suitable for small business operations.

**Prerequisite(s):** ACC 111 Minimum grade of C

### **ACC 243 - Computerized Spreadsheets**

*Credit Hours: 1*

This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL.

**Prerequisite(s):** ACC 111 Minimum grade of C

### **ACC 245 - Accounting Applications**

*Credit Hours: 3*

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

**Corequisite(s):** ACC 102

### **ACC 265 - Not-For-Profit Accounting**

*Credit Hours: 3*

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

**Prerequisite(s):** ACC 102 Minimum grade of C

### **ACR 108 - Refrigeration Fundamentals**

*Credit Hours: 3*

This course is an introduction to the principles of refrigeration.

**Prerequisite(s):** RWR 032 or equivalent, ACR 206, BCT 105

**Corequisite(s):** ACR 206, BCT 105

### **ACR 110 - Heating Fundamentals**

*Credit Hours: 4*

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

**Prerequisite(s):** RWR 032 or equivalent, ACR 206, BCT 105

**Corequisite(s):** ACR 206, BCT 105

## **ACR 120 - Basic Air Conditioning**

*Credit Hours: 4*

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

**Prerequisite(s):** ACR 108 or equivalent

## **ACR 150 - Basic Sheet Metal**

*Credit Hours: 2*

This course covers the tools and procedures required in the fabrication of duct work.

**Prerequisite(s):** RWR 032 or equivalent

## **ACR 206 - Advanced Electricity for HVAC/R**

*Credit Hours: 2*

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

## **ACR 210 - Heat Pumps**

*Credit Hours: 4*

This course is a study of theory and operational principles of the heat pump.

**Prerequisite(s):** ACR 120

**Corequisite(s):** ACR 120

## **ACR 220 - Advanced Air Conditioning**

*Credit Hours: 4*

This course is an advanced study of air conditioning systems.

**Prerequisite(s):** ACR 120

## **AHS 101 - Introduction to Health Professions**

*Credit Hours: 2*

This course provides a study of the health professions and the health care industry.

## **AHS 102 - Medical Terminology**

*Credit Hours: 3*

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

**Corequisite(s):** ENG 101 or ENG 155

## **AHS 104 - Medical Vocabulary/Anatomy**

*Credit Hours: 3*

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

### **AHS 108 - Nutrition**

*Credit Hours: 3*

This course is a study of nutrition and diet therapy as related to health care.

**Prerequisite(s):** RDG 101 or equivalent and ENG 101 or equivalent

### **AHS 113 - Head and Neck Anatomy**

*Credit Hours: 1*

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

**Prerequisite(s):** DHG 154, DHG 125, DHG 115

**Corequisite(s):** DHG 165, DHG 121

### **AHS 116 - Patient Care Relations**

*Credit Hours: 3*

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

### **AHS 117 - The Care of Patients**

*Credit Hours: 4*

This course includes a study of concepts required to assist in the care of patients. Students enrolling in this course **MUST** have current American Heart Association Basic Life Support CPR certification.

**Prerequisite(s):** AHS 120 minimum grade of C.

### **AHS 120 - Responding to Emergencies**

*Credit Hours: 2*

This course is a study of emergency care procedures utilizing first aid and CPR principles.

### **AHS 121 - Pharmacology**

*Credit Hours: 2*

This course covers the nature of drugs, their actions in the body and side effects.

### **AHS 135 - Principles of Teaching Used in Health Care Settings**

*Credit Hours: 3*

This course is the study of the skills necessary to be an effective educator in a variety of health care settings. Basic teaching skills, including assessment of the learner, development of teaching plans, and evaluation of overall teaching effectiveness will be presented.

**Prerequisite(s):** RDG 101

### **AHS 141 - Phlebotomy for the Health Care Provider**

*Credit Hours: 3*

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

### **AHS 144 - Phlebotomy Practicum**

*Credit Hours: 5*

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

**Corequisite(s):** AHS 104,AHS 120

### **AHS 145 - Electrocardiography**

*Credit Hours: 2*

This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs.

### **AHS 176 - Patient Care Clerical Principles**

*Credit Hours: 4*

This course provides a study of the practical applications related to receptionist and patient care clerical duties such as data entry, transferring physician orders, and coordinating unit communications in a variety of health care settings.

### **AHS 206 - Cross-Sectional Anatomy for Medical Imaging**

*Credit Hours: 2*

This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.

**Corequisite(s):** RAD 103, RAD 120, and RAD 140

### **AMT 105 - Robotics and Automated Controls I**

*Credit Hours: 3*

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

**Prerequisite(s):** CIM 241

### **AMT 205 - Robotics and Automated Controls II**

*Credit Hours: 3*

This course covers installation, testing, troubleshooting, and repairing of automated systems.

**Prerequisite(s):** AMT 105

## **AOT 105 - Keyboarding**

*Credit Hours: 3*

This course focuses on the mastery of touch keyboarding.

## **AOT 106 - Keyboarding Lab I**

*Credit Hours: 1*

This lab focuses on improving keyboarding speed and accuracy.

**Prerequisite(s):** AOT 105 with Minimum grade of C, E, TR.

## **AOT 110 - Document Formatting**

*Credit Hours: 3*

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**Prerequisite(s):** AOT 105 Minimum grade of C

## **AOT 121 - Transcription**

*Credit Hours: 3*

This course provides experiences in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.

**Prerequisite(s):** AOT 110 and AOT 134 Minimum grades of C

## **AOT 133 - Professional Development**

*Credit Hours: 3*

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

## **AOT 134 - Office Communications**

*Credit Hours: 3*

This course is a study of grammar, punctuation, and written communication skills for the office environment.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AOT 105

## **AOT 135 - Data Entry**

*Credit Hours: 3*

This course introduces data entry techniques.

**Prerequisite(s):** AOT 105

## **AOT 143 - Office Systems and Procedures**

*Credit Hours: 3*

This course emphasizes procedures and applications used in the office environment.

**Prerequisite(s):** AOT 105

## **AOT 144 - Legal Office Procedures**

*Credit Hours: 3*

This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.

## **AOT 165 - Information Processing Software**

*Credit Hours: 3*

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

## **AOT 167 - Information Processing Applications**

*Credit Hours: 3*

This course emphasizes applications and features of information processing software.

**Prerequisite(s):** AOT 165 Minimum grade of C

## **AOT 180 - Customer Service**

*Credit Hours: 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 nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

## **AOT 213 - Legal Document Production**

*Credit Hours: 3*

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

**Prerequisite(s):** AOT 110 and AOT 134 with Minimum grades of C

## **AOT 214 - Software Applications in the Law Office**

*Credit Hours: 3*

This course includes an introduction to software applications commonly used in a legal environment.

## **AOT 250 - Advanced Information Processing**

*Credit Hours: 3*

This course emphasizes complex applications of information processing software using advanced features and concepts.

**Prerequisite(s):** AOT 267 Minimum grade of C

## **AOT 251 - Administrative Systems and Procedures**

*Credit Hours: 3*

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

**Prerequisite(s):** AOT 143 Minimum grade of C

## **AOT 252 - Medical Systems and Procedures**

*Credit Hours: 3*

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

**Prerequisite(s):** AOT 105

## **AOT 254 - Office Simulation**

*Credit Hours: 3*

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

**Prerequisite(s):** AOT 134, AOT 167, and AOT 267 Minimum grades of C.

## **AOT 265 - Office Desktop Publishing**

*Credit Hours: 3*

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

**Prerequisite(s):** AOT 105

## **AOT 267 - Integrated Information Process**

*Credit Hours: 3*

This course emphasizes the application of integrated computer software.

**Prerequisite(s):** AOT 105 and MAT 033

## **ART 101 - Art History and Appreciation**

*Credit Hours: 3*

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ARV 110 - Computer Graphics I**

*Credit Hours: 3*

This course is a study of the fundamentals of computer assisted graphic design.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ARV 121 - Design**

*Credit Hours: 3*

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

**Prerequisite(s):** ARV 110 and ARV 123 Minimum grades of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ARV 122 - 3-DIMENSIONAL Design I**

*Credit Hours: 3*

This course is a foundation design course that examines the principles, theory, techniques and materials of three-dimensional form, space and structure.

**Prerequisite(s):** MAT 032 or equivalent and ARV 205 Minimum grades of C

## **ARV 123 - Composition and Color**

*Credit Hours: 3*

This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.

## **ARV 205 - Graphic Illustration**

*Credit Hours: 3*

This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.

## **ARV 210 - Computer Graphics II**

*Credit Hours: 3*

This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery.

**Prerequisite(s):** ARV 110 and CGC 278 Minimum grade of C

## **ARV 212 - Digital Photography**

*Credit Hours: 3*

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communications industry.

**Prerequisite(s):** ARV 110 Minimum grade of C.

## **ARV 219 - Multimedia Techniques**

*Credit Hours: 3*

This course is an introduction to the production of current audio-visual media.

## **ARV 222 - Computer Animation**

*Credit Hours: 3*

This course introduces techniques of creating the illusion of motion and three dimensional space.

**Prerequisite(s):** MAT 033 or equivalent; ARV 121 and ARV 205 Minimum grades of C

## **ARV 223 - 3D Animation I**

*Credit Hours: 3*

This course covers advanced techniques used in creating three-dimensional animation software.

## **ARV 227 - Web Site Design I**

*Credit Hours: 3*

This course is an introduction to the production of an interactive world wide web site.

## **ARV 251 - Color for Interiors**

*Credit Hours: 3*

This course is a study of color and color schemes for interiors. Psychological and practical influences affecting the choice of color will be studied. Students will analyze colors and create color schemes using various fabrics, wall coverings, rugs and accessories.

## **ARV 252 - Visual Concepts**

*Credit Hours: 3*

This course is a study of the language and principles common to all visual activity. Through drawing exercises and study models, the elements of design-line, shape/form, space, color and texture are examined, along with the principles which unify these elements in a clear visual conceptual organization.

## **ARV 281 - Design II**

*Credit Hours: 3*

This course is the study of advanced theories, vocabulary, principles, techniques, media and problem-solving in design.

**Prerequisite(s):** ARV 121 and CGC 278; Minimum grade of C

## **AST 101 - Solar System Astronomy**

*Credit Hours: 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(s):** MAT 033 Minimum grade of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **AST 102 - Stellar Astronomy**

*Credit Hours: 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(s):** MAT 033 Minimum grade of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **AUT 102 - Engine Repair**

*Credit Hours: 4*

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

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 112 - Braking Systems**

*Credit Hours: 4*

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 115 - Manual Drive Train/Axle**

*Credit Hours: 3*

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 124 - Steering, Suspension and Alignment**

*Credit Hours: 4*

This course is the study of the fundamentals of steering, suspension and alignment and includes inspection, diagnostics, maintenance and repair of systems.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 131 - Electrical Systems**

*Credit Hours: 3*

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

**Prerequisite(s):** AUT 133, AUT 161, and RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 133 - Electrical Fundamentals**

*Credit Hours: 3*

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, ohm's law and an introduction to the use of various electrical test equipment.

**Prerequisite(s):** AUT 161, RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 143 - Active Devices and Sensors**

*Credit Hours: 4*

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

**Prerequisite(s):** AUT 131, RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 146 - Emission Systems**

*Credit Hours: 3*

This course is a study of the various emission systems currently in use with emphasis placed on the importance of proper system operations, the effects of improper operation on engine performance, and diagnostic equipment.

**Prerequisite(s):** RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 149 - Ignition and Fuel Systems**

*Credit Hours: 4*

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

**Prerequisite(s):** RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 158 - Automotive Diagnosis**

*Credit Hours: 3*

This course is a study of basic diagnostic procedures and the use of standard shop test equipment.

**Prerequisite(s):** RWR 032 or equivalent  
**Corequisite(s):** AUT 161

### **AUT 161 - Introduction to Automotive Maintenance**

*Credit Hours: 1*

This course is an introduction into automotive maintenance. Topics will include basic tool usage, shop safety, fluid service, tires, basic electrical and automotive systems theory.

## **AUT 241 - Automotive Air Conditioning**

*Credit Hours: 4*

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 247 - Electronic Fuel Systems**

*Credit Hours: 4*

This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery.

**Prerequisite(s):** AUT 146 and RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 251 - Automatic Transmission Overhaul**

*Credit Hours: 5*

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **AUT 262 - Advanced Automotive Diagnosis and Repair**

*Credit Hours: 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.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** AUT 161

## **BAF 101 - Personal Finance**

*Credit Hours: 3*

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

## **BAF 201 - Principles of Finance**

*Credit Hours: 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(s):** ACC 102 and MAT 155

## **BCT 102 - Fundamentals of Building Construction**

*Credit Hours: 4*

This course is a study of framing for residential and light commercial buildings.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 104 - Site Layout and Preparation**

*Credit Hours: 2*

This course is a study of principles, equipment, and methods used to perform site layouts and distance measurements.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 105 - Tool Use and Safety**

*Credit Hours: 2*

This course covers tool skills and their safe use in construction.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 106 - Beginning Woodworking**

*Credit Hours: 2*

This course is an introduction to woodworking. The student will have hands on use of hand and power tools such as table saw, jig saw, circular saw, router, joiner, and radial arm saw to complete projects assigned by the instructor.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** BCT 105

## **BCT 111 - Blueprint Reading and Specifications**

*Credit Hours: 3*

This course is an introductory study of construction plans and specifications and how they represent finished buildings.

## **BCT 131 - Estimating/Quantity Take Off**

*Credit Hours: 2*

This course covers construction estimation and quantity take off for construction trades based on local and national building codes.

**Prerequisite(s):** RWR 032 or equivalent, BCT 111 , and MAT 033

## **BCT 139 - Advanced Residential Wiring**

*Credit Hours: 3*

This course is a study and application of residential wiring including wire size, circuits, components, and testing.

**Prerequisite(s):** RWR 032 or equivalent, BCT 105, BCT 111, and ACR 206

## **BCT 140 - Commercial Wiring**

*Credit Hours: 3*

This course is a study and application to include service main, loads, and installation, also including single and three phase services.

**Prerequisite(s):** RWR 032 or equivalent, BCT 105, BCT 111, and ACR 206

## **BCT 142 - Fundamentals of Construction Safety**

*Credit Hours: 4*

This course covers safety standards and practices as they apply to the building construction industry.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 151 - Introduction to Residential Plumbing**

*Credit Hours: 3*

This course covers plumbing theory as it relates to residential construction.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 154 - Plumbing Tests and Connections**

*Credit Hours: 3*

This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters.

**Prerequisite(s):** RWR 032 or equivalent and BCT 105

## **BCT 157 - Residential/Commercial Plumbing Codes**

*Credit Hours: 3*

This course is a study of the national and/or international plumbing code requirements as they apply to residential and commercial construction.

## **BCT 159 - Plumbing Installations and Repairs**

*Credit Hours: 3*

This course introduces students to the hands-on operations used in plumbing for residential structures. Instruction includes water and sewer systems and works with various plastic and metals tubing and piping.

**Prerequisite(s):** RWR 032 or equivalent, BCT 105, and BCT 151

## **BCT 206 - Roof Construction**

*Credit Hours: 2*

This course is a continuation in a series of courses. The course is a study of roof systems and roofing materials for residential and light commercial construction.

## **BCT 221 - Construction Building Code**

*Credit Hours: 3*

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 230 - Bidding, Contracts and Specifications**

*Credit Hours: 3*

This course highlights project cost control procedures and systematic methods for handling changes, claims, and disputes for both general and subcontracting. Construction accounting & administrative issues associated with job performance are emphasized, as well as practical approaches to legal issues.

## **BCT 231 - Construction Labor and Expediting**

*Credit Hours: 3*

This course is a study of the process of controlling material and labor on a job site.

**Prerequisite(s):** RWR 032 or equivalent

## **BCT 243 - Energy Efficiency and Weatherization**

*Credit Hours: 3*

This course is an overview of the alternatives available in high efficiency mechanical systems for existing residential structures. Included are strategies for increasing building envelope effectiveness. Envelope testing and energy auditing techniques are used.

**Prerequisite(s):** RWR 032 or Equivalent

## **BCT 244 - Site Layout and Foundation Types**

*Credit Hours: 3*

The course is a study of site layout principles for building corners and elevations. Topics include use of appropriate tools, site selection criteria and optimal building locations to control passive energy sources. A survey of foundation types and study of construction techniques are also included.

## **BIO 101 - Biological Science I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BIO 102 - Biological Science II**

*Credit Hours: 4*

This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BIO 105 - Principles of Biology**

*Credit Hours: 4*

This is an introductory biology course, unifying biology concepts and principles at all levels.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BIO 112 - Basic Anatomy & Physiology**

*Credit Hours: 4*

This course is a basic integrated study of the structure and function of the human body.

## **BIO 134 - Fundamental Microbiology Concepts**

*Credit Hours: 2*

This course is a study of the basic fundamental concepts of microbial physiology, human microbial interactions, major systemic diseases, and disease control measures.

## **BIO 150 - Anatomy Review for Kinesiology**

*Credit Hours: 1*

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

**Prerequisite(s):** BIO 210 Minimum grade of C

## **BIO 205 - Ecology**

*Credit Hours: 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.

## **BIO 206 - Ecology Lab**

*Credit Hours: 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.

## **BIO 210 - Anatomy & Physiology I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BIO 211 - Anatomy & Physiology II**

*Credit Hours: 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(s):** BIO 210

## **BIO 225 - Microbiology**

*Credit Hours: 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(s):** BIO 101 or BIO 210 Minimum grade of C

## **BTN 103 - Introduction to Biotechnology**

*Credit Hours: 4*

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, applications, and basic laboratory skills.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BUS 101 - Introduction to Business**

*Credit Hours: 3*

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

## **BUS 121 - Business Law I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **BUS 123 - Business Law II**

*Credit Hours: 3*

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

**Prerequisite(s):** BUS 121 Minimum grade of C

## **BUS 128 - Employment Law**

*Credit Hours: 3*

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

## **BUS 135 - Wage & Salary Administration**

*Credit Hours: 3*

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

## **BUS 136 - Compensation & Benefits**

*Credit Hours: 3*

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

## **BUS 145 - Calculator Applications**

*Credit Hours: 3*

This course is a study of the use of various types of electronic calculators and functions to help solve simple and complex business problems.

**Prerequisite(s):** MAT 033

## **BUS 210 - Intro to E-Commerce in Business**

*Credit Hours: 3*

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

## **CGC 115 - Digital Photography**

*Credit Hours: 3*

This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.

CGC 115 requires student-provided digital still camera.

**Corequisite(s):** MAP 150

## **CGC 226 - Advanced Printing**

*Credit Hours: 3*

This course covers a variety of advanced printing projects.

**Prerequisite(s):** CGC 278, ARV 121 Minimum grade of C

## **CGC 278 - Typography**

*Credit Hours: 3*

This course is a study of letterform's history, creative, and practical use. The emphasis is on classical, psychological, and creative use of type to solve visual problems.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CHM 101 - General Chemistry I**

*Credit Hours: 4*

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria.

**Prerequisite(s):** MAT 103 or MAT 105 or MAT 155 or equivalent Minimum grade of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CHM 105 - General Organic & Biochemistry**

*Credit Hours: 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.

**Prerequisite(s):** MAT 103 or MAT 105 or MAT 155 Minimum grade of C

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CHM 110 - College Chemistry I**

*Credit Hours: 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.

**Prerequisite(s):** MAT 105 Minimum grade of C

## **CHM 111 - College Chemistry II**

*Credit Hours: 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, and electrochemistry.

**Prerequisite(s):** CHM 110 and MAT 110 or MAT 112 Minimum grades of C

## **CHM 211 - Organic Chemistry I**

*Credit Hours: 4*

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

**Prerequisite(s):** CHM 111 Minimum grade of C

## **CHM 212 - Organic Chemistry II**

*Credit Hours: 4*

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

**Prerequisite(s):** CHM 211 Minimum grade of C

## **CHM 275 - Introduction to Industrial Chemical Processes**

*Credit Hours: 3*

This course introduces the student to skills required for working in the chemical manufacturing industry. Skills include use of chemical processing equipment, safety and management of chemical and laboratory processes, and application of analytical laboratory techniques.

**Prerequisite(s):** EVT 254, CHM 101 or CHM 110

**Corequisite(s):** CHM 105 or CHM 110

## **CIM 241 - Automated Manufacturing Equipment**

*Credit Hours: 4*

This course is an introduction to the basic operation of equipment that is used for automation.

**Prerequisite(s):** EEM 250 or EEM 271 , EEM 221

**Corequisite(s):** EEM 250 or EEM 271 , EEM 221

## **COL 101 - College Orientation**

*Credit Hours: 1*

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

## **COL 102 - Introduction to College**

*Credit Hours: 2*

This course may include selected topics such as career planning study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

## **COL 103 - College Skills**

*Credit Hours: 3*

This course may include selected topics such as career planning study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

## **COL 104 - Study Skills**

*Credit Hours: 1*

This course includes selected topics under study skills and student success.

## **COL 105 - Freshman Seminar**

*Credit Hours: 3*

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

## **COL 106 - Skills for College Succe**

*Credit Hours: 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 orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.

## **CPE 107 - Computer Applications for Electronics**

*Credit Hours: 3*

This course covers the computer and its operation, hardware system, operating system, and applications programs.

**Prerequisite(s):** RDG 101 and RWR 100 or equivalent; Minimum grade of C

**Corequisite(s):** MAT 105; Minimum grade of C

## **CPE 110 - Computer Language**

*Credit Hours: 3*

This course covers a high-level computer language, programming concepts, and applications.

**Prerequisite(s):** CPE 107; Minimum grade of C

## **CPE 220 - Computer Operating Systems**

*Credit Hours: 3*

This course covers the operation of the operating system and its use in analyzing a computer system.

**Prerequisite(s):** CPE 107; Minimum grade of C

## **CPT 101 - Introduction to Computers**

*Credit Hours: 3*

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

**Corequisite(s):** RWR 100 or equivalent; Minimum grade of C

## **CPT 168 - Programming Logic & Design**

*Credit Hours: 3*

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

## **CPT 170 - Microcomputer Applications**

*Credit Hours: 3*

This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

## **CPT 187 - Object-Oriented Logic & Design**

*Credit Hours: 3*

This is a study in the planning and implementation of object-oriented programs. This study will be undertaken using the Python programming.

**Prerequisite(s):** CPT 168 and IST 188 Minimum grade of C

## **CPT 230 - C# Programming I**

*Credit Hours: 3*

This course introduces designing, coding, testing and debugging C# programs. Topics include procedural, functional and object oriented techniques; programming; IDEs; .NET; processing data; data types; I/O; decision processing; control structures; modularized coding with methods; and arrays.

**Prerequisite(s):** IST 188 and CPT 168 Minimum grades of C; MAT 105 or equivalent

## **CPT 231 - C# Programming II**

*Credit Hours: 3*

## **CPT 232 - C++ Programming I**

*Credit Hours: 3*

This introductory course in C++ programming I emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings.

**Prerequisite(s):** CPT 168 and IST 188; Minimum grade of C

## **CPT 236 - Introduction to JAVA Programming**

*Credit Hours: 3*

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets.

**Prerequisite(s):** CPT 168 and IST 188 Minimum grade of C

## **CPT 237 - Advanced JAVA Programming**

*Credit Hours: 3*

This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming.

**Prerequisite(s):** CPT 236 Minimum grade of C

## **CPT 238 - Internet Scripting**

*Credit Hours: 3*

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course introduces the PHP programming language.

**Prerequisite(s):** CPT 236 and IST 226; Minimum grade of C

## **CPT 240 - Internet Programming With Data**

*Credit Hours: 3*

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. This course introduces ASP.NET.

**Prerequisite(s):** CPT 230 and IST 272; Minimum grade of C

## **CPT 242 - Database**

*Credit Hours: 3*

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

**Prerequisite(s):** CPT 168 Minimum grade of C

## **CPT 244 - Data Structures**

*Credit Hours: 3*

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

**Prerequisite(s):** CPT 230 Minimum grade of C and MAT 110

## **CPT 260 - Fundamentals of Operating Systems & Web Servers**

*Credit Hours: 3*

This course is a study of operating techniques needed for setting up and maintaining web servers.

**Prerequisite(s):** IST 252 Minimum grade of C

## **CPT 264 - Systems and Procedures**

*Credit Hours: 3*

This course covers the techniques of system analysis, design, development, and implementation.

**Prerequisite(s):** CPT 230 or CPT 236 Minimum grade of C

## **CPT 270 - Advanced Microcomputer Applications**

*Credit Hours: 3*

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software.

**Prerequisite(s):** CPT 170 Minimum grade of C

## **CPT 281 - Scwe in Computer Technology**

*Credit Hours: 3*

This course integrates computer technology skills within an approved work site related to the computer industry.

## **CRJ 101 - Introduction to Criminal Justice**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 110 - Police Patrol**

*Credit Hours: 3*

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive patrol.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 115 - Criminal Law I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 125 - Criminology**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 130 - Police Administration**

*Credit Hours: 3*

This course is a study of the organization, administration, and management of law enforcement agencies.

**Corequisite(s):** RWR 100 or equivalent

## **CRJ 140 - Criminal Justice Report Writing**

*Credit Hours: 3*

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 145 - Juvenile Delinquency**

*Credit Hours: 3*

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 202 - Criminalistics**

*Credit Hours: 3*

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearm identification, pathology, toxicology, ballistics, and clandestine operations.

**Corequisite(s):** MAT 033 or equivalent and RWR 100 or equivalent Minimum grade of C

## **CRJ 218 - Crisis Intervention**

*Credit Hours: 3*

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 222 - Ethics in Criminal Justice**

*Credit Hours: 3*

This course is a study of the application of ethical theories to the criminal justice profession.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 224 - Police Community Relations**

*Credit Hours: 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 are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 230 - Criminal Investigation I**

*Credit Hours: 3*

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 233 - Cyber Crimes and the Law**

*Credit Hours: 3*

This course examines the problem of crime involving computers and the strategies used for identification, investigation, and prosecution. Minimum grade of "C".

## **CRJ 236 - Criminal Evidence**

*Credit Hours: 3*

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 237 - Defensive Tactics for Law Enforcement**

*Credit Hours: 3*

This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 242 - Correctional Systems**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 243 - Criminal Profiling**

*Credit Hours: 3*

This course involves the analysis and interpretation of evidence discovered at the crime scene that might be useful in understanding the perpetrator's motivations and behavior to assist law enforcement in developing a criminal profile for identification, apprehension and prosecution. Minimum grade of "C".

## **CRJ 246 - Special Problems in Criminal Justice**

*Credit Hours: 3*

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and or other dynamic factors of such issues.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 247 - Law Enforcement and the Latino Community**

*Credit Hours: 3*

This course is designed to assist criminal justice personnel in Spanish language and culture to facilitate their interaction with a Hispanic population.

## **CRJ 250 - Criminal Justice Internship I**

*Credit Hours: 3*

This course includes practical experience in a criminal justice or private security setting.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 260 - Seminar in Criminal Justice**

*Credit Hours: 3*

This course includes a study of new trends in criminal justice.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **CRJ 281 - Police Science I**

*Credit Hours: 3.0*

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amendment, Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 282 - Police Science II**

*Credit Hours: 3.0*

Course topics include but are not limited to: Domestic Violence, Juvenile Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 283 - Police Science III**

*Credit Hours: 3.0*

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CRJ 284 - Police Science IV**

*Credit Hours: 3.0*

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

## **CWE 101 - Coop Work Exp Prep**

*Credit Hours: 1*

This course includes preparation for cooperative work experience.

## **CWE 111 - Cooperative Work Exp I**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

## **CWE 112 - Cooperative Work Exp I**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

## **CWE 113 - Cooperative Work Exp I**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 114 - Cooperative Work Exp I**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 115 - Cooperative Work Exp I**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

## **CWE 116 - Cooperative Work Exp I**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

## **CWE 117 - Cooperative Work Exp I**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

## **CWE 118 - Cooperative Work Exp I**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **CWE 121 - Cooperative Work Exp II**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

## **CWE 122 - Cooperative Work Exp II**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

## **CWE 123 - Cooperative Work Exp II**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 124 - Cooperative Work Exp II**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 125 - Cooperative Work Exp II**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

## **CWE 126 - Cooperative Work Exp II**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

## **CWE 127 - Cooperative Work Exp II**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

## **CWE 128 - Cooperative Work Exp II**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **CWE 131 - Cooperative Work Exp III**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

## **CWE 132 - Cooperative Work Exp III**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

## **CWE 133 - Cooperative Work Exp III**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 134 - Cooperative Work Exp III**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 135 - Cooperative Work Exp III**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

### **CWE 136 - Cooperative Work Exp III**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

### **CWE 137 - Cooperative Work Exp III**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

### **CWE 138 - Cooperative Work Exp III**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

### **CWE 211 - Cooperative Work Exp IV**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

### **CWE 212 - Cooperative Work Exp IV**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

### **CWE 213 - Cooperative Work Exp IV**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

### **CWE 214 - Cooperative Work Exp IV**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

### **CWE 215 - Cooperative Work Exp IV**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

### **CWE 216 - Cooperative Work Exp IV**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

### **CWE 217 - Cooperative Work Exp IV**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

## **CWE 218 - Cooperative Work Exp IV**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **CWE 221 - Cooperative Work Exp V**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

## **CWE 222 - Cooperative Work Exp V**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

## **CWE 223 - Cooperative Work Exp V**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 224 - Cooperative Work Exp V**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 225 - Cooperative Work Exp V**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

## **CWE 226 - Cooperative Work Exp V**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

## **CWE 227 - Cooperative Work Exp V**

*Credit Hours: 7*

This course includes work experience in an approved setting.

## **CWE 228 - Cooperative Work Exp V**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **CWE 231 - Cooperative Work Exp Vi**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

### **CWE 232 - Cooperative Work Exp Vi**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

### **CWE 233 - Cooperative Work Exp Vi**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

### **CWE 234 - Cooperative Work Exp Vi**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

### **CWE 235 - Cooperative Work Exp Vi**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

### **CWE 236 - Cooperative Work Exp Vi**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

### **CWE 237 - Cooperative Work Exp II**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

### **CWE 238 - Cooperative Work Exp Vi**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

### **CWE 241 - Cooperative Work Exp Vii**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

### **CWE 242 - Cooperative Work Exp Vii**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

### **CWE 243 - Cooperative Work Exp Vii**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 244 - Cooperative Work Exp Vii**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 245 - Cooperative Work Exp Vii**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

## **CWE 246 - Cooperative Work Exp Vii**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

## **CWE 247 - Cooperative Work Exp Vii**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

## **CWE 248 - Cooperative Work Exp Vii**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **CWE 251 - Cooperative Wrk Exp Viii**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

## **CWE 252 - Cooperative Wrk Exp Viii**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

## **CWE 253 - Cooperative Wrk Exp Viii**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

## **CWE 254 - Cooperative Wrk Exp Viii**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

## **CWE 255 - Cooperative Wrk Exp Viii**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

### **CWE 256 - Cooperative Wrk Exp Viii**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

### **CWE 257 - Cooperative Wrk Exp Viii**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

### **CWE 258 - Cooperative Wrk Exp Viii**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

### **CWE 261 - Cooperative Work Exp Ix**

*Credit Hours: 1*

This course includes cooperative work experience in an approved setting.

### **CWE 262 - Cooperative Work Exp Ix**

*Credit Hours: 2*

This course includes cooperative work experience in an approved setting.

### **CWE 263 - Cooperative Work Exp Ix**

*Credit Hours: 3*

This course includes cooperative work experience in an approved setting.

### **CWE 264 - Cooperative Work Exp Ix**

*Credit Hours: 4*

This course includes cooperative work experience in an approved setting.

### **CWE 265 - Cooperative Work Exp Ix**

*Credit Hours: 5*

This course includes cooperative work experience in an approved setting.

### **CWE 266 - Cooperative Work Exp Ix**

*Credit Hours: 6*

This course includes cooperative work experience in an approved setting.

### **CWE 267 - Cooperative Work Exp Ix**

*Credit Hours: 7*

This course includes cooperative work experience in an approved setting.

## **CWE 268 - Cooperative Work Exp Ix**

*Credit Hours: 8*

This course includes cooperative work experience in an approved setting.

## **DAT 105 - Dental Charting and Documentation**

*Credit Hours: 3*

This course is the study of dental charting and documentation as it relates to direct patient care in general dentistry. The course will include a clinical observation with emphasis on documentation and clinical records.

**Prerequisite(s):** BIO 210 and ENG 101 Minimum grades of C

## **DAT 112 - Integrated Human Sciences**

*Credit Hours: 4*

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

## **DAT 113 - Dental Materials**

*Credit Hours: 4*

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

## **DAT 115 - Ethics and Professionalism**

*Credit Hours: 1*

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

## **DAT 118 - Dental Morphology**

*Credit Hours: 2*

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

## **DAT 121 - Dental Health Education**

*Credit Hours: 2*

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

## **DAT 122 - Dental Office Management**

*Credit Hours: 2*

This course provides a study of the business aspect of a dental office.

**Prerequisite(s):** DAT 105 or DAT 123

## **DAT 123 - Oral Medicine and Oral Biology**

*Credit Hours: 3*

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

## **DAT 127 - Dental Radiography**

*Credit Hours: 4*

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

## **DAT 154 - Clinical Procedures I**

*Credit Hours: 4*

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

## **DAT 164 - Clinical Procedures II**

*Credit Hours: 4*

This course introduces the instruments and chairside procedures of the dental specialties.

## **DAT 177 - Dental Office Experience**

*Credit Hours: 7*

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

## **DHG 115 - Medical and Dental Emergencies**

*Credit Hours: 2*

This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification. CPR certification is obtained prior to entering the dental hygiene program.

## **DHG 121 - Dental Radiography**

*Credit Hours: 3*

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

## **DHG 125 - Tooth Morphology and Histology**

*Credit Hours: 2*

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

## **DHG 140 - General and Oral Pathology**

*Credit Hours: 2*

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

## **DHG 141 - Periodontology**

*Credit Hours: 2*

This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

## **DHG 143 - Dental Pharmacology**

*Credit Hours: 2*

This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

## **DHG 154 - Pre-clinical Dental Hygiene**

*Credit Hours: 4*

This course is a study of the basic principles of infection control, instrumentation, instrument design, and fundamental skills necessary to perform in subsequent dental hygiene courses.

## **DHG 165 - Clinic Dental Hygiene I**

*Credit Hours: 5*

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

## **DHG 175 - Clinic Dental Hygiene II**

*Credit Hours: 5*

This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

## **DHG 230 - Public Health Dentistry**

*Credit Hours: 3*

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

## **DHG 239 - Dental Assisting for Dental Hygienists**

*Credit Hours: 2*

This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

## **DHG 255 - Clinical Dental Hygiene III**

*Credit Hours: 5*

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

## **DHG 265 - Clinic Dental Hygiene IV**

*Credit Hours: 5*

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

## **DHG 272 - Dental Hygiene Externship**

*Credit Hours: 2*

This course provides exposure to dental practices by means of office rotations, lectures, and discussions. It also includes dental ethics and jurisprudence.

## **DHM 107 - Diesel Equipment Service and Diagnosis**

*Credit Hours: 3*

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

**Prerequisite(s):** AUT 131, AUT 133, and AUT 143

## **DHM 108 - Diesel Engine Tune-Up**

*Credit Hours: 2*

This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

**Prerequisite(s):** AUT 131, AUT 133, and AUT 143

## **DHM 125 - Diesel Fuel Systems**

*Credit Hours: 3*

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

**Prerequisite(s):** AUT 131, AUT 133, and AUT 143

## **DHM 205 - Diesel Engines II**

*Credit Hours: 3*

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

**Prerequisite(s):** AUT 131, AUT 133, and AUT 143

## **DHM 225 - Electronic Fuel Systems**

*Credit Hours: 3*

This course covers the theory and practical application of electronic fuel power systems.

**Prerequisite(s):** AUT 131, AUT 133, and AUT 143

## **ECD 101 - Introduction to Early Childhood**

*Credit Hours: 3*

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course. Completion of this course allows the student to obtain the South Carolina Early Childhood credential.

## **ECD 102 - Growth and Development I**

*Credit Hours: 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(s):** RWR 032 or equivalent.

## **ECD 105 - Guidance-Classroom Management**

*Credit Hours: 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(s):** RWR 032 or equivalent

## **ECD 107 - Exceptional Children**

*Credit Hours: 3*

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

**Prerequisite(s):** RWR 032 or equivalent and ECD 101.

## **ECD 108 - Family and Community Relations**

*Credit Hours: 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(s):** RWR 032 or equivalent.

## **ECD 109 - Administration and Supervision**

*Credit Hours: 3*

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **ECD 131 - Language Arts**

*Credit Hours: 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(s):** ECD 102 and RWR 032 or equivalent.

## **ECD 132 - Creative Experiences**

*Credit Hours: 3*

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

**Prerequisite(s):** RWR 032 or equivalent

## **ECD 133 - Science and Math Concepts**

*Credit Hours: 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(s):** RWR 032 or equivalent.

## **ECD 135 - Health, Safety and Nutrition**

*Credit Hours: 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.

**Prerequisite(s):** RWR 032 or equivalent.

## **ECD 200 - Curriculum Issues in Infant and Toddler Development**

*Credit Hours: 3*

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

**Prerequisite(s):** ECD 102 and RWR 032 or equivalent.

## **ECD 201 - Principles of Ethics /Leadership in Early Care and Education**

*Credit Hours: 3*

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

**Prerequisite(s):** ENG 101 or ENG 155; MAT 033; ECD 101

## **ECD 203 - Growth and Development II**

*Credit Hours: 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(s):** RWR 032 or equivalent.

## **ECD 205 - Socialization and Group Care of Infants And Toddlers**

*Credit Hours: 3*

This course is the study of 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.

**Corequisite(s):** RWR 032 or equivalent.

## **ECD 207 - Inclusive Care for Infants and Toddlers**

*Credit Hours: 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 partnership, multicultural considerations, and optimal development

**Prerequisite(s):** RWR 032 or equivalent.

## **ECD 210 - Early Childhood Intervention**

*Credit Hours: 3*

This course provides a study of a variety of intervention procedures reflecting various models. Including child centered, child directed, behavioral, cognitive, and social approaches to instruction.

**Prerequisite(s):** ECD 107, ENG 101 or ENG 155, and MAT 033 or equivalent.

## **ECD 243 - Supervised Field Experience I**

*Credit Hours: 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. ECD 243 is recommended as the final course in the associate degree program. Departmental approval is required.

**Prerequisite(s):** MAT 033; ENG 101 or ENG 155; ECD 101, ECD 105, ECD 132 and ECD 203

## **ECD 251 - Supervised Field Experience in Infant/Toddler Environment**

*Credit Hours: 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(s):** RWR 032 or equivalent, ECD 101, ECD 102, and ECD 205

## **ECD 253 - Communication Systems for Early Childhood Special Education**

*Credit Hours: 3*

This course is a study of sign language (ASL) and other assistive communication devices that are appropriate to work effectively with students who are developmentally delayed in speech and language.

## **ECE 101 - Electrical and Electronics Engineering**

*Credit Hours: 3*

This course is a study of entertainment, communication, and computer technology.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ECE 102 - Instrument Control**

*Credit Hours: 3*

This course is a study of automated instrument control and data acquisition.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ECE 205 - Electrical and Computer Lab I**

*Credit Hours: 3*

This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.

**Prerequisite(s):** ECE 221 or equivalent and ENG 101 or equivalent

## **ECE 211 - Introduction to Computer Engineering I**

*Credit Hours: 3*

This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems.

**Prerequisite(s):** RDG 101 or equivalent and MAT 140.

## **ECE 212 - Introduction to Computer Engineering II**

*Credit Hours: 3*

This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

**Prerequisite(s):** ECE 211

## **ECE 221 - Introduction to Electrical Engineering I**

*Credit Hours: 3*

This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first and second-order linear circuits in the time domain using calculus-based solutions where applicable.

**Prerequisite(s):** MAT 140 or equivalent

## **ECE 222 - Introduction to Electrical Engineering II**

*Credit Hours: 3*

This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.

**Prerequisite(s):** ECE 221

## **ECE 240 - Introduction to Software Engineering**

*Credit Hours: 3*

This course covers fundamentals of software design and development, software implementation strategies, object-oriented design techniques, and ethics in software development.

**Prerequisite(s):** EGR 281 or equivalent

## **ECE 245 - Object-Oriented Programming Technique**

*Credit Hours: 3*

This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overloading, polymorphism, and performance issues.

**Prerequisite(s):** ECE 240

## **ECO 101 - Basic Economics**

*Credit Hours: 3*

This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ECO 210 - Macroeconomics**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ECO 211 - Microeconomics**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **EEM 117 - AC/DC Circuits I**

*Credit Hours: 4*

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **EEM 118 - AC/DC Circuits II**

*Credit Hours: 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(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **EEM 121 - Electrical Measurements**

*Credit Hours: 3*

This course covers the basic principles of electrical measuring instruments and how they are used in industries.

**Prerequisite(s):** RWR 032 or equivalent;

**Corequisite(s):** EEM 117

## **EEM 140 - National Electrical Code**

*Credit Hours: 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).

**Prerequisite(s):** EEM 117 or EEM 118 and RWR 032 or Equivalent

## **EEM 141 - Residential/Commerical Codes**

*Credit Hours: 3*

This course covers National Electrical Code (NEC), including a study in, and application of, the NEC and city and county electrical ordinances as pertaining to residential and commercial wiring.

**Prerequisite(s):** RWR 032 or equivalent

## **EEM 145 - Control Circuits**

*Credit Hours: 3*

This course covers the principles and applications of component circuits and methods of motor control.

**Prerequisite(s):** EEM 117 or EEM 118

## **EEM 201 - Electronic Devices I**

*Credit Hours: 3*

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**Prerequisite(s):** EEM 117 or EEM 118

## **EEM 215 - DC/AC Machines**

*Credit Hours: 3*

This course is a study of applications, operations, and construction of DC and AC machines.

**Prerequisite(s):** EEM 117 or EEM 118

## **EEM 221 - DC/AC Drives**

*Credit Hours: 3*

This course covers the principles of operation and application of DC drives and AC drives.

**Prerequisite(s):** EEM 215

## **EEM 250 - Programming Logic Controllers**

*Credit Hours: 4*

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered.

**Prerequisite(s):** EEM 145

## **EEM 251 - Programmable Controllers**

*Credit Hours: 3*

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

**Prerequisite(s):** EEM 145

## **EEM 252 - Programming Controllers Applications**

*Credit Hours: 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(s):** EEM 145

## **EEM 271 - Sensors and System Interfacing**

*Credit Hours: 2*

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

**Prerequisite(s):** EEM 117 or EEM 118

## **EEM 274 - Technical/Systems Troubleshooting**

*Credit Hours: 4*

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

**Prerequisite(s):** CIM 241 and EEM 250

## **EET 113 - Electrical Circuits I**

*Credit Hours: 4*

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**Prerequisite(s):** RWR 032; Minimum grade of C

**Corequisite(s):** MAT 105; Minimum grade of C

## **EET 114 - Electrical Circuits II**

*Credit Hours: 4*

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**Prerequisite(s):** EET 113; Minimum grade of C

**Corequisite(s):** MAT 112; Minimum grade of C

## **EET 141 - Electronic Circuits**

*Credit Hours: 4*

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

**Prerequisite(s):** EET 113 and MAT 112; Minimum grade of C

## **EET 142 - Introduction to Network Servers**

*Credit Hours: 3*

This Course Is A Study Of Skills Required To Install, Configure, Manage, And Troubleshoot Network Servers. The Applications Include Performance Enhancement, Network Products, And Portal Services.

**Prerequisite(s):** CPE 107; Minimum Grade of "C"

## **EET 145 - Digital Circuits**

*Credit Hours: 4*

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

**Prerequisite(s):** RWR 032, MAT 112, and EET 113; Minimum grade of C

## **EET 212 - Industrial Robotics**

*Credit Hours: 3*

This course is the study of the systems design, modeling and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics.

**Prerequisite(s):** EET 141; Minimum Grade of "C"

## **EET 235 - Programmable Controllers**

*Credit Hours: 3*

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

**Prerequisite(s):** EET 141 and EET 145; Minimum grade of C

## **EET 241 - Electronic Communications**

*Credit Hours: 4*

This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations are also covered.

**Prerequisite(s):** EET 141; Minimum grade of C

## **EET 243 - Data Communications**

*Credit Hours: 3*

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

**Prerequisite(s):** EET 142; Minimum grade C

## **EET 251 - Microprocessor Fundamentals**

*Credit Hours: 4*

This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

**Prerequisite(s):** EET 145; Minimum grade of C

## **EET 256 - Systems Operation and Maintenance**

*Credit Hours: 4*

This course introduces students to the technical aspects of maintaining and troubleshooting microcomputer hardware and software. Emphasis is on the system manager's perspective of operating systems, hardware servicing, upgrade, and support. Registration by Departmental Permission Only.

## **EET 261 - Electronic Troubleshooting**

*Credit Hours: 2*

This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. Registration by Departmental Permission Only.

## **EET 272 - Electronics Senior Seminar**

*Credit Hours: 1*

This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. Registration by Departmental Permission Only.

## **EET 273 - Electronics Senior Project**

*Credit Hours: 1*

This course includes the construction and testing of an instructor- approved project. Registration by Departmental Permission Only.

## **EGR 110 - Introduction to Computer Environment**

*Credit Hours: 3*

This course provides an overview of computer hardware, available software, operating systems, and applications.

**Prerequisite(s):** RWR 032 or equivalent

## **EGR 170 - Engineering Materials**

*Credit Hours: 3*

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

**Prerequisite(s):** RWR 032 or equivalent

## **EGR 175 - Manufacturing Processes**

*Credit Hours: 3*

This course includes the processes, alternatives, and operations in the manufacturing environment.

**Prerequisite(s):** RWR 032; Minimum grade of C

## **EGR 190 - Statics**

*Credit Hours: 3*

This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

**Prerequisite(s):** MAT 112; Minimum grade of C

## **EGR 194 - Statics and Strength of Materials**

*Credit Hours: 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(s):** MAT 112 and PHY 201; Minimum grade of C

## **EGR 260 - Engineering Statics**

*Credit Hours: 3*

This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.

**Prerequisite(s):** MAT 141 or equivalent, minimum grade of C

**Corequisite(s):** PHY 221 or equivalent, minimum grade of C

## **EGR 264 - Introduction to Engineering Mechanics of Solids**

*Credit Hours: 3*

This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes.

**Prerequisite(s):** EGR 260 or equivalent

## **EGR 266 - Engineering Thermodynamics Fundamentals**

*Credit Hours: 3*

This course is an introduction to the first and second laws of thermodynamics as applied to engineering systems.

**Prerequisite(s):** MAT 141 or equivalent

## **EGR 270 - Introduction to Engineering**

*Credit Hours: 3*

This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

**Prerequisite(s):** RWR 032 or equivalent and MAT 112; Minimum grade of C

## **EGR 275 - Introduction to Engineering/Computer Graphics**

*Credit Hours: 3*

This course is a study of basic graphical concepts needed for engineering applications.

**Prerequisite(s):** RWR 032 and MAT 033; Minimum grade of C

## **EGR 281 - Introduction to Algorithmic Design I**

*Credit Hours: 4*

This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles. Registration by Departmental Permission Only.

**Prerequisite(s):** ENG 101 or equivalent and RDG 101 or equivalent

**Corequisite(s):** Co-requisite: MAT 140 or equivalent; Registration by department permission only.

## **EGR 283 - Introduction to Algorithmic Design II**

*Credit Hours: 4*

This course is a study of rigorous development of algorithms and computer programs, including elementary data structures.

**Prerequisite(s):** EGR 281

## **EGT 111 - Mechanical Drawing I**

*Credit Hours: 2*

This course is an introduction to the principles and practices of mechanical drawing.

**Prerequisite(s):** RWR 032 and MAT 033; Minimum of grade C.

**Corequisite(s):** EGT 290

## **EGT 112 - Mechanical Drawing II**

*Credit Hours: 3*

This course includes topics such as section views, auxiliary views, and threads and fasteners.

**Prerequisite(s):** EGT 111 and EGT 290; Minimum grades of C

## **EGT 114 - Welding Print Basics**

*Credit Hours: 2*

This course covers the fundamentals of print reading for welding applications.

**Prerequisite(s):** RWR 032 or equivalent

## **EGT 117 - Welding Print Principles**

*Credit Hours: 2*

This course covers welding symbols and their application to pipe fabrication.

**Prerequisite(s):** EGT 114 or EGT 128, and RWR 032 or equivalent

## **EGT 128 - Machine Tool Print Layout**

*Credit Hours: 2*

This course covers print layout, projection, and dimensioning for the machine tool trades.

**Prerequisite(s):** RWR 032 or equivalent

## **EGT 130 - Geometric Dimensioning and Tolerancing Applications**

*Credit Hours: 3*

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

**Prerequisite(s):** RWR 032 or equivalent and EGT 128

## **EGT 151 - Introduction to CAD**

*Credit Hours: 3*

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

**Prerequisite(s):** EGT 128

## **EGT 210 - Engineering Graphics III**

*Credit Hours: 4*

This advanced course in engineering graphics science covers the production of technical working drawings.

**Prerequisite(s):** EGT 112 or equivalent; Minimum Grade of C

## **EGT 212 - Machine Tool Print Topics**

*Credit Hours: 2*

This course covers print reading related to the machine tool specialization with emphasis on sketching and interpreting appropriate symbols, notes, and codes.

**Prerequisite(s):** EGT 128

## **EGT 225 - Architectural Drawing Applications**

*Credit Hours: 4*

This is an advanced drawing course for architectural applications.

**Prerequisite(s):** EGT 112 or equivalent; Minimum Grade of C

## **EGT 252 - Advanced CAD**

*Credit Hours: 3*

This course covers advanced concepts of cad software and applications.

**Prerequisite(s):** EGT 112 or equivalent; Minimum Grade of C

## **EGT 290 - Computer Aided Design I**

*Credit Hours: 1*

This course focuses on AutoCAD basic skills. It covers how to create two-dimensional drawings using cad commands: draw, edit, display, layer, settings, dimensions, blocks, plotting, creating and editing text entities and associative crosshatching techniques.

**Prerequisite(s):** RWR 032 and MAT 033; Minimum grade of C

**Corequisite(s):** EGT 111

## **ELW 110 - Electrical Computations**

*Credit Hours: 2*

This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and use of a scientific calculator.

## **ELW 111 - Introduction to Electrical Line Worker**

*Credit Hours: 3*

This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.

## **ELW 112 - Introduction to Electricity**

*Credit Hours: 3*

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.

## **ELW 114 - Overhead Line Construction I**

*Credit Hours: 3*

This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole climbing techniques.

## **ELW 115 - Overhead Line Construction II**

*Credit Hours: 3*

This course introduces overhead line maintenance, construction and framing as well as the safe working practices and procedures for working off a pole using hooks.

## **ELW 116 - Overhead Line Construction III**

*Credit Hours: 3*

This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.

## **ELW 211 - Underground Line Construction I**

*Credit Hours: 3*

This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

## **ELW 212 - Underground Line Construction II**

*Credit Hours: 3*

This course addresses troubleshooting of underground systems and associated equipment, including fault locating, single- and three-phase enclosures and overhead/underground terminations.

## **ELW 231 - Electrical Power Systems**

*Credit Hours: 3*

This course examines the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams and performance of per-unit calculations for circuit performance analysis.

## **EMS 110 - Emergency Medical Technician**

*Credit Hours: 5*

This is an introductory course to the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.

## **EMS 115 - International Trauma Life Support**

*Credit Hours: 1*

This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

**Prerequisite(s):** EMS 116, Minimum Grade of C; EMS 118, Minimum Grade of C; EMS 230, Minimum Grade of C; EMS 238, Minimum Grade of C

**Corequisite(s):** EMS 224, Minimum Grade of C; EMS 240, Minimum Grade of C

## **EMS 116 - Advanced Cardiac Life Support**

*Credit Hours: 1*

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American heart association guidelines will be followed.

**Prerequisite(s):** BIO 112, Minimum Grade of C; EMS 150, Minimum Grade of C; EMS 223, Minimum Grade of C

**Corequisite(s):** EMS 118, Minimum Grade of C; EMS 230, Minimum Grade of C; EMS 238, Minimum Grade of C

## **EMS 117 - Pediatric Advanced Life Support**

*Credit Hours: 1*

This course is designed to educate the experienced healthcare provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

**Prerequisite(s):** EMS 115, Minimum Grade of C

**Corequisite(s):** EMS 119, Minimum Grade of C; EMS 224, Minimum Grade of C; EMS 240, Minimum Grade of C

## **EMS 118 - Advanced Medical Life Support**

*Credit Hours: 1*

This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.

**Prerequisite(s):** BIO 112, Minimum Grade of C; EMS 150, Minimum Grade of C; EMS 223, Minimum Grade of C

**Corequisite(s):** EMS 116, Minimum Grade of C; EMS 230, Minimum Grade of C; EMS 238, Minimum Grade of C

## **EMS 119 - Emergency Medical Services Operations**

*Credit Hours: 2*

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

**Prerequisite(s):** EMS 115, Minimum Grade of C

**Corequisite(s):** EMS 117, Minimum Grade of C; EMS 224, Minimum Grade of C; EMS 240, Minimum Grade of C

## **EMS 150 - Introduction to Advanced Care**

*Credit Hours: 5*

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

## **EMS 223 - Paramedic Clinical I**

*Credit Hours: 2*

This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers.

**Prerequisite(s):** BIO 112, Minimum Grade of C

## **EMS 224 - Paramedic Clinical II**

*Credit Hours: 2*

This course is a study of emergency medical care procedures for the paramedic provider, including concepts and skills related to medical emergencies. Emphasis is on pathophysiology and treatment modalities related to the major systems of the body such as the respiratory and cardiovascular systems.

**Prerequisite(s):** EMS 116, Minimum Grade of C; EMS 118, Minimum Grade of C; EMS 230, Minimum Grade of C; EMS 238, Minimum Grade of C

**Corequisite(s):** EMS 115, Minimum Grade of C; EMS 117, Minimum Grade of C; EMS 119, Minimum Grade of C; EMS 240, Minimum Grade of C

## **EMS 230 - Advanced Emergency Medical Care I**

*Credit Hours: 5*

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

**Prerequisite(s):** BIO 112, Minimum Grade of C; EMS 150, Minimum Grade of C; EMS 223, Minimum Grade of C  
**Corequisite(s):** EMS 116, Minimum Grade of C; EMS 118, Minimum Grade of C; EMS 238, Minimum Grade of C

## **EMS 238 - Paramedic Ambulance Field Experience I**

*Credit Hours: 3*

This course introduces the concept of emergency medical care in the E-911 ambulance setting.

**Prerequisite(s):** BIO 112, Minimum Grade of C; EMS 150, Minimum Grade of C; EMS 223, Minimum Grade of C  
**Corequisite(s):** EMS 116, Minimum Grade of C; EMS 118, Minimum Grade of C; EMS 230, Minimum Grade of C

## **EMS 240 - Advanced Emergency Medical Care II**

*Credit Hours: 5*

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

**Prerequisite(s):** EMS 116, Minimum Grade of C; EMS 118, Minimum Grade of C; EMS 230, Minimum Grade of C; EMS 238, Minimum Grade of C  
**Corequisite(s):** EMS 115, Minimum Grade of C; EMS 117, Minimum Grade of C; EMS 119, Minimum Grade of C; EMS 224, Minimum Grade of C

## **EMS 241 - Paramedic Clinical III**

*Credit Hours: 2*

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.

**Prerequisite(s):** EMS 115, Minimum Grade of C; EMS 117, Minimum Grade of C; EMS 119, Minimum Grade of C; EMS 224, Minimum Grade of C; EMS 240, Minimum Grade of C  
**Corequisite(s):** EMS 248, Minimum Grade of C

## **EMS 248 - Paramedic Ambulance Field Experience II**

*Credit Hours: 2*

This course will emphasize the knowledge and skills of emergency care in an E-911 ambulance setting. Focus is on the student and their ability to apply classroom knowledge during an emergency situation while treating a wide variety of patients.

**Prerequisite(s):** EMS 115, Minimum Grade of C; EMS 117, Minimum Grade of C; EMS 119, Minimum Grade of C; EMS 224, Minimum Grade of C; EMS 240, Minimum Grade of C  
**Corequisite(s):** EMS 241, Minimum Grade of C

## **EMS 272 - Paramedic Capstone**

*Credit Hours: 4*

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

**Prerequisite(s):** EMS 241, Minimum Grade of C; EMS 248, Minimum Grade of C

## **ENG 032 - Developmental English**

*Credit Hours: 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.

**Prerequisite(s):** RWR 032 or equivalent, Minimum grade of C\*

## **ENG 101 - English Composition I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ENG 101A - English Composition**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent

## **ENG 102 - English Composition II**

*Credit Hours: 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(s):** ENG 101 Minimum grade of C

## **ENG 155 - Communications I**

*Credit Hours: 3*

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

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **ENG 155B - Communications I**

*Credit Hours: 3*

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

**Corequisite(s):** RWR 100 or equivalent

## **ENG 156 - Communications II**

*Credit Hours: 3*

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments.

**Prerequisite(s):** ENG 155 or ENG 101 Minimum grade of C

## **ENG 160 - Technical Communications**

*Credit Hours: 3*

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

**Prerequisite(s):** ENG 101 or equivalent Minimum grade of C

## **ENG 201 - American Literature I**

*Credit Hours: 3*

This course is a study of american literature from the colonial period to the civil war.

**Prerequisite(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 202 - American Literature II**

*Credit Hours: 3*

This course is a study of American literature from the Civil War to the present.

**Prerequisite(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 205 - English Literature I**

*Credit Hours: 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(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 206 - English Literature II**

*Credit Hours: 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(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 208 - World Literature I**

*Credit Hours: 3*

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**Prerequisite(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 209 - World Literature II**

*Credit Hours: 3*

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

**Prerequisite(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 214 - Fiction**

*Credit Hours: 3*

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

**Prerequisite(s):** ENG 102 or equivalent Minimum grade of C

## **ENG 238 - Creative Writing**

*Credit Hours: 3*

This course presents an introduction to creative writing in various genres.

**Prerequisite(s):** ENG 101 or equivalent Minimum grade of C

## **EVT 110 - Introduction to Treatment Facilities**

*Credit Hours: 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.

**Prerequisite(s):** CHM 101 or CHM 110

## **EVT 111 - Introduction to Water and Wastewater Treatment**

*Credit Hours: 1*

This course introduces the chemical and biological analytical techniques used to measure water and wastewater quality.

## **EVT 201 - Environmental Science**

*Credit Hours: 3*

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

## **EVT 206 - Introduction to Environmental Compliance**

*Credit Hours: 3*

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

## **EVT 254 - Industrial Safety & Emergency Response**

*Credit Hours: 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.

## **FRE 101 - Elementary French I**

*Credit Hours: 4*

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **FRE 102 - Elementary French II**

*Credit Hours: 4*

This course continues the development of basic language skills and includes a study of French culture.

**Prerequisite(s):** FRE 101 Minimum grade of C

## **GER 101 - Elementary German I**

*Credit Hours: 4*

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **GER 102 - Elementary German II**

*Credit Hours: 4*

This course continues the development of the four basic language skills and the study of German culture.

**Prerequisite(s):** GER 101 Minimum grade of C

## **HIM 102 - Introduction to Coding & Class**

*Credit Hours: 1*

This course provides an introduction to classification systems, the role of coding in reimbursement, indexing and statistics, and the beginning foundation of the study of disease.

## **HIM 130 - Billing & Reimbursement**

*Credit Hours: 3*

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

**Prerequisite(s):** AHS 102, AOT 110 and BIO 112; MAT 033 or equivalent

## **HIM 266 - Computers in Health Care**

*Credit Hours: 3*

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

### **HIS 101 - Western Civilization to 1689**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **HIS 102 - Western Civilization Post 1689**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **HIS 201 - American History: Discovery to 1877**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **HIS 202 - American History: 1877 to Present**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **HSS 205 - Technology and Society**

*Credit Hours: 3*

This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **HUS 101 - Introduction to Human Services**

*Credit Hours: 3*

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 102 - Personal and Professional Development in Helping Professions**

*Credit Hours: 3*

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 150 - Supervised Field Placement I**

*Credit Hours: 3*

This course includes work experience assignments by students in selected human services agencies.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 205 - Gerontology**

*Credit Hours: 3*

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 208 - Alcohol and Drug Abuse**

*Credit Hours: 3*

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 214 - Health, Wellness and Nutrition for Special Populations**

*Credit Hours: 3*

This course discusses theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 217 - Addictions Counseling**

*Credit Hours: 3*

This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed

include causes and diagnoses of addictions, and treatment modalities.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **HUS 230 - Interviewing Techniques**

*Credit Hours: 3*

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later in their supervised field placements.

**Prerequisite(s):** MAT 033

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **IMT 101 - Introduction to Industrial Maintenance**

*Credit Hours: 2*

This course is an introduction to industrial maintenance.

**Prerequisite(s):** IMT 111

## **IMT 102 - Industrial Safety**

*Credit Hours: 2*

This course covers safety awareness and practices found in industry.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **IMT 104 - Schematics**

*Credit Hours: 2*

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **IMT 111 - Industrial Tools**

*Credit Hours: 5*

This course covers the use of hand/or power tools.

## **IMT 112 - Hand Tool Operations**

*Credit Hours: 3*

This course covers the use of hand tools and their applications in industrial and service areas.

## **IMT 114 - Benchwork and Assembly**

*Credit Hours: 2*

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

### **IMT 120 - Mechanical Installations**

*Credit Hours: 5*

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

### **IMT 123 - Air Compressors**

*Credit Hours: 2*

This course covers methods used to install and/or maintain various types of air compressors.

**Prerequisite(s):** RWR 032 or equivalent; and MAT 033 or equivalent

### **IMT 126 - Intro to Mechanical Installations**

*Credit Hours: 2*

This course covers the techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

**Prerequisite(s):** IMT 111 or IMT 114; Minimum grades of C

### **IMT 131 - Hydraulics and Pneumatics**

*Credit Hours: 4*

This course covers the basic technology and principles of hydraulics and pneumatics.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

### **IMT 151 - Piping Systems**

*Credit Hours: 3*

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

### **IMT 161 - Mechanical Power Applications**

*Credit Hours: 4*

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

**Prerequisite(s):** RWR 032 or equivalent; MAT 033 or equivalent; IMT 111 or IMT 114

### **IMT 163 - Problem Solving for Mechanical Applications**

*Credit Hours: 3*

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

**Prerequisite(s):** RWR 032 or equivalent, MAT 033 or equivalent, IMT 104, IMT 131, and IMT 161

## **IMT 170 - Statistical Process Control**

*Credit Hours: 3*

This course is a study of the concepts and charts used in quality control.

**Prerequisite(s):** CIM 241 and EEM 250

## **IST 104 - Introduction to the Internet**

*Credit Hours: 1*

This course is an introduction to the internet and the world wide web, includes ftp, telnet, archie, gopher, and e-mail functions.

## **IST 105 - Internet Search Techniques**

*Credit Hours: 1*

This course is designed as a guide to effective internet search techniques and tools.

## **IST 106 - Web Sites and Home Pages**

*Credit Hours: 1*

This course is a guide to planning and designing a web page including html fundamentals, adding graphics and images, and creating links to related subjects.

## **IST 188 - Hardware Basics and Operating Systems**

*Credit Hours: 5*

This course is the study of installation, upgrading and configuration of personal computers from the basics of motherboards and memory to an introduction to networking, along with installation, configuration and upgrading operating systems.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent Minimum Grades of C

## **IST 191 - Linux System Administration**

*Credit Hours: 3*

This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration, and file system management.

**Prerequisite(s):** IST 188; Minimum grade of C

## **IST 193 - Linux Security Administration**

*Credit Hours: 3*

This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others.

**Prerequisite(s):** IST 191 Minimum grade of C

## **IST 201 - Cisco Internetworking Concepts**

*Credit Hours: 3*

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent Minimum grades of C

## **IST 202 - Cisco Router Configuration**

*Credit Hours: 3*

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface, TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

**Prerequisite(s):** IST 201 Minimum grade of C

## **IST 203 - Advanced Cisco Router Configuration**

*Credit Hours: 3*

This course is a study of configuring Cisco routers.

**Prerequisite(s):** IST 202 Minimum grade of C

## **IST 204 - Cisco Troubleshooting**

*Credit Hours: 3*

This course is a study of troubleshooting network problems.

**Prerequisite(s):** IST 203 Minimum grade of C

## **IST 220 - Data Communications**

*Credit Hours: 3*

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

## **IST 221 - Advanced Data Communications**

*Credit Hours: 3*

This course is a study of the structure of the telecommunications industry. Topics include the components, services, and features of the most popular voice communications system.

**Prerequisite(s):** IST 252, Minimum Grade of C

## **IST 225 - Internet Communications**

*Credit Hours: 3*

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 226 - Internet Programming**

*Credit Hours: 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.

## **IST 252 - LAN System Manager**

*Credit Hours: 3*

This course covers the fundamental skills needed to effectively manage a local area network from introductory to advanced.

**Corequisite(s):** IST 201 or IST 220

## **IST 253 - LAN Service and Support**

*Credit Hours: 3*

This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment.

**Prerequisite(s):** IST 252 Minimum grade of C

## **IST 254 - Centralized Network Management**

*Credit Hours: 3*

This course is a study of how SNMP (Simple Network Management Protocol) and the network management console can work together to create a network managed by a central console. Working with CMIP/CMIS (Common Management Information Protocol/Common Management Information Services) software including tracking of hardware/software configurations, installation of desktop applications from a central location, receiving/forwarding alerts, etc.

**Prerequisite(s):** IST 252 Minimum grade of C

## **IST 259 - Electronic Messaging**

*Credit Hours: 3*

This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage, and transmission of electronic mail messages and the implementation, configuration, and administration of messaging software.

**Prerequisite(s):** IST 252 Minimum grade of C

## **IST 260 - Network Design**

*Credit Hours: 3*

This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network--combining creativity, rigorous discipline, analysis, and synthesis--and while emphasizing the solution in terms of cost and performance.

**Prerequisite(s):** IST 252 Minimum grade of C

## **IST 272 - Relational Database**

*Credit Hours: 3*

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized.

**Prerequisite(s):** CPT 242 Minimum grade of C

## **IST 291 - Fundamentals of Network Security I**

*Credit Hours: 3*

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security, connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

## **IST 292 - Fundamentals of Network Security II**

*Credit Hours: 3*

This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls.

**Prerequisite(s):** IST 202 and IST 291 Minimum grade of C

## **IST 293 - IT and Data Assurance I**

*Credit Hours: 3*

This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

**Prerequisite(s):** IST 202 and IST 291 Minimum grade of C

## **IST 294 - IT and Data Assurance II**

*Credit Hours: 3*

This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator.

**Prerequisite(s):** IST 292 and IST 293 Minimum grade of C

## **JOU 101 - Introduction to Journalism**

*Credit Hours: 3*

This course is a study of basic rhetorical and ethical principles of journalistic writing for news media, including newspapers, journals, radio, and television.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **JOU 201 - News Writing**

*Credit Hours: 3*

This course is a study of skills and techniques required in preparing copy for publication.

**Prerequisite(s):** ENG 101 or equivalent Minimum grade of C

## **LEG 120 - Torts**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 125 - Introduction to the Legal System**

*Credit Hours: 3*

This course is designed to expose students to laws that affect them in their professional and personal lives including, contract, tort, family criminal, administrative and property law. The student will also learn methods of resolving disputes through trial procedures and alternative dispute resolutions.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 135 - Introduction to Law and Ethics**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 201 - Civil Litigation I**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 213 - Family Law**

*Credit Hours: 3*

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 214 - Property Law**

*Credit Hours: 3*

This course includes an overview of south carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 230 - Legal Writing**

*Credit Hours: 3*

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LEG 233 - Wills, Trusts, & Probate**

*Credit Hours: 3*

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 110 - Introduction to Logistics**

*Credit Hours: 3*

This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 111 - Warehouse and Distribution Center Operations**

*Credit Hours: 3*

This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

**Prerequisite(s):** LOG 110

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 113 - Material and Handling Technology**

*Credit Hours: 3*

This course is a study of the various material handling technologies that are found in warehouses and distribution centers. The course will examine manual and automated equipment.

**Prerequisite(s):** LOG 110

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 125 - Transportation Logistics**

*Credit Hours: 3*

This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact.

**Prerequisite(s):** LOG 110

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 215 - Supply Chain Management**

*Credit Hours: 3*

This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

**Prerequisite(s):** LOG 110

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 235 - Traffic Management**

*Credit Hours: 3*

This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

**Prerequisite(s):** LOG 125

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 240 - Purchasing Logistics**

*Credit Hours: 3*

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

**Prerequisite(s):** LOG 110

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 245 - Production Planning Processes**

*Credit Hours: 3*

This course is a study of production processes, including process selection, facility layout, quality, waiting line analysis, Just in Time (JIT), and Lean operations.

**Prerequisite(s):** LOG 110 and LOG 215

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **LOG 250 - Advanced Global Logistics**

*Credit Hours: 3*

This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk, and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking, and e-logistics systems.

**Prerequisite(s):** LOG 125 and LOG 215

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **MAP 101 - Audio Techniques I**

*Credit Hours: 3*

This course covers an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.

MAP 101 requires student-provided digital voice recorder.

**Corequisite(s):** MAP 150

## **MAP 110 - Editing I**

*Credit Hours: 3*

This course is an introduction to basic digital editing. Logical sequencing, technical correctness and creative story telling will be emphasized.

**Prerequisite(s):** MAP 101, MAP 150, and CGC 115; Minimum grade of C

**Corequisite(s):** MAP 122 and MAP 128

## **MAP 122 - Field Production I**

*Credit Hours: 3*

This course introduces the setup, operation, and application of video equipment for field production.

**Prerequisite(s):** MAP 150

**Corequisite(s):** MAP 128 and MAP 110

## **MAP 128 - Digital Multimedia I**

*Credit Hours: 3*

This course introduces the students to the digital audio-visual process and production techniques used in a multimedia presentation. It also teaches students to publish the presentation in a variety of digital formats.

**Prerequisite(s):** CGC 115

**Corequisite(s):** MAP 122

## **MAP 130 - Lighting Fundamentals**

*Credit Hours: 3*

This course introduces students to the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

**Corequisite(s):** MAP 101, MAP 150 and CGC 115

## **MAP 150 - Studio Production I**

*Credit Hours: 3*

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

**Corequisite(s):** MAP 101 and MAP 130

## **MAP 226 - Producing and Directing**

*Credit Hours: 3*

This course covers the planning and execution of production to create video programming across media platforms.

**Prerequisite(s):** MAP 122

**Corequisite(s):** MAP 280

## **MAP 265 - Media Arts Business Procedures**

*Credit Hours: 3*

This course is a study of professional practices involved in the organization and operation of businesses involved in media production as well as professional practices of independent, freelance contractors.

**Prerequisite(s):** MAP 122,

**Corequisite(s):** MAP 280

## **MAP 280 - Media Arts Exit Portfolio**

*Credit Hours: 3*

This course is a study of the development of strategies for entering the media arts industry. Students will refine portfolio demo reels and resumes to meet professional standards.

**Prerequisite(s):** MAP 122, MAP 128, MAP 130; Minimum grade of C

**Corequisite(s):** MAP 226 and MAP 265

## **MAT 033 - Developmental Mathematics**

*Credit Hours: 3*

This course includes the study of whole numbers, fractions, decimals, integers, rational numbers, ratios, percents, proportions, measurement, basic statistics, geometry, and basic algebra. Concepts are applied to real-world problem solving and application skills are emphasized. Non-degree credit

## **MAT 103 - Quantitative Reasoning**

*Credit Hours: 3*

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

**Prerequisite(s):** MAT 033 Minimum grade of C

## **MAT 105 - Introduction to College Algebra**

*Credit Hours: 5*

This course includes mathematical methods, problem solving, operations with real numbers, variable expressions, polynomials, factoring, solving simple fractional, linear, and quadratic equations and inequalities, graphing, systems of equations and functions.

**Prerequisite(s):** MAT 033

## **MAT 110 - College Algebra**

*Credit Hours: 3*

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

**Prerequisite(s):** MAT 105 or equivalent Minimum grade of C

## **MAT 111 - College Trigonometry**

*Credit Hours: 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(s):** MAT 110 or equivalent Minimum grade of C

## **MAT 112 - Pre-Calculus**

*Credit Hours: 5*

This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.

**Prerequisite(s):** MAT 105 or equivalent Minimum grade of C

## **MAT 120 - Probability & Statistics**

*Credit Hours: 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(s):** MAT 103 or MAT 105 Minimum grades of C

## **MAT 122 - Finite College Math**

*Credit Hours: 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(s):** MAT 110 or equivalent Minimum grade of C

## **MAT 130 - Elementary Calculus**

*Credit Hours: 3*

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

**Prerequisite(s):** MAT 110 or equivalent Minimum grade of C

## **MAT 140 - Analytical Geometry and Calculus**

*Credit Hours: 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; and analytic geometry.

**Prerequisite(s):** MAT 112 or equivalent Minimum grade of C

## **MAT 141 - Analytical Geometry & Calculus II**

*Credit Hours: 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(s):** MAT 140 Minimum grade of C

## **MAT 155 - Contemporary Mathematics**

*Credit Hours: 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(s):** MAT 033 or equivalent Minimum grade of C

## **MAT 165 - Statistics**

*Credit Hours: 3*

This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability.

**Prerequisite(s):** MAT 101 or equivalent Minimum grade of C

## **MAT 240 - Analytical Geometry & Calculus III**

*Credit Hours: 4*

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

**Prerequisite(s):** MAT 141 Minimum grade of C

## **MAT 242 - Differential Equations**

*Credit Hours: 4*

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

**Prerequisite(s):** MAT 240 or equivalent Minimum grade of C

## **MAT 250 - Elementary Mathematics**

*Credit Hours: 3*

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

## **MAT 251 - Elementary Mathematics II**

*Credit Hours: 3*

This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

**Prerequisite(s):** MAT 250 Minimum grade of C

## **MED 113 - Basic Medical Laboratory Techniques**

*Credit Hours: 3*

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

**Prerequisite(s):** ENG 155 or equivalent, AHS 102, BIO 112, all Minimum grade of C

## **MED 114 - Medical Assisting Clinical Procedures**

*Credit Hours: 4*

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

**Prerequisite(s):** MAT 033 or equivalent, ENG 155, AHS 102, and BIO 112 all Minimum grade of C

## **MED 117 - Clinical Practice**

*Credit Hours: 5*

This course provides practical application of administrative and clinical skills in medical facility environments.

**Prerequisite(s):** MED 113, MED 114, AOT 110, AOT 252, and HIM 130; Minimum grade of C

## **MET 211 - Strength of Materials**

*Credit Hours: 4*

This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included.

**Prerequisite(s):** PHY 201 and EGR 190; Minimum Grade of C

## **MET 214 - Fluid Mechanics**

*Credit Hours: 3*

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

**Prerequisite(s):** PHY 201; Minimum Grade of C

## **MET 219 - Production Process Planning**

*Credit Hours: 2*

This course covers the development of techniques to achieve the most efficient sequence of operations in manufacturing processes.

**Prerequisite(s):** EGR 175

## **MET 223 - Thermodynamic Systems**

*Credit Hours: 3*

This course is a study of energy movement in physical systems, the resulting variations in temperature, pressure, and volume. Emphasis is placed on mathematical characterization of cycles, interpretation and application of thermodynamic tables.

**Prerequisite(s):** EGR 190, MAT 111 or equivalent, and PHY 201; Minimum grade of "C"

## **MET 231 - Machine Design**

*Credit Hours: 4*

This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of dc/ac, statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

**Prerequisite(s):** EGR 190 and PHY 201; Minimum Grade of C

**Corequisite(s):** MTT 101

## **MET 235 - Manufacturing Engineering Principles**

*Credit Hours: 2*

This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control, and quality control. It includes analytical decision making and planning techniques.

**Prerequisite(s):** EGR 175

## **MFG 101 - Introduction to Manufacturing**

*Credit Hours: 3*

In this course, students examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in a manufacturing environment.

## **MFG 102 - Applied Learning in Manufacturing**

*Credit Hours: 2*

This course examines requirements of successful work in diverse manufacturing environments using structured learning experiences that occur in the classroom and/or at selected manufacturing facilities.

## **MGT 101 - Principles of Management**

*Credit Hours: 3*

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MGT 120 - Small Business Management**

*Credit Hours: 3*

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

## **MGT 121 - Small Business Operations**

*Credit Hours: 3*

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping inventory control and marketing.

**Prerequisite(s):** MGT 120 Minimum grade of C

## **MGT 201 - Human Resource Management**

*Credit Hours: 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.

## **MGT 280 - Executive Development**

*Credit Hours: 3*

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

## **MKT 101 - Marketing**

*Credit Hours: 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.

## **MKT 130 - Customer Service Principles**

*Credit Hours: 3*

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

## **MKT 140 - E-Marketing**

*Credit Hours: 3*

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on Internet marketing fundamentals, strategies and trends,

## **MKT 141 - Electronic Commerce Strategies**

*Credit Hours: 3*

This course is an overview of the E-Commerce business from conception to implementation and evaluation. Special emphasis will be placed on budgeting, securing financial resources and fiscal management.

### **MKT 145 - Legal Issues E-Commerce**

*Credit Hours: 3*

This course is a study of legal issues related to e-commerce. Special emphasis will be placed on copyright laws, intellectual property rights and patent law.

### **MKT 250 - Consumer Behavior**

*Credit Hours: 3*

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

### **MKT 265 - Retail Strategies & Applications**

*Credit Hours: 3*

This course is a study of the applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout.

### **MLT 101 - Introduction to Medical Laboratory Technology**

*Credit Hours: 2*

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

### **MLT 105 - Medical Microbiology**

*Credit Hours: 4*

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

### **MLT 108 - Urinalysis and Body Fluids**

*Credit Hours: 3*

This course introduces the routine analysis and clinical significance of urine and other body fluids.

### **MLT 110 - Hematology**

*Credit Hours: 4*

This course provides a study of the basic principles of hematology, including hemoglobin, hematocrit, white and red counts, and identification of blood cells.

### **MLT 112 - Introduction to Parasitology**

*Credit Hours: 2*

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

### **MLT 120 - Immunohematology**

*Credit Hours: 4*

This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN.

### **MLT 125 - Introduction to Clinical Chemistry**

*Credit Hours: 4*

This course provides an introduction to basic concepts in clinical chemistry.

### **MLT 242 - Survey in Medical Laboratory Technology**

*Credit Hours: 5*

This course correlates clinical experience with theoretical concepts.

**Corequisite(s):** MLT 251 and MLT 252

### **MLT 243 - Advanced Survey in Medical Lab Technology**

*Credit Hours: 5*

This course correlates clinical experience with advanced theoretical concepts.

**Corequisite(s):** MLT 253, MLT 254

### **MLT 251 - Clinical Experience I**

*Credit Hours: 5*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**Corequisite(s):** MLT 242, MLT 252

### **MLT 252 - Clinical Experience II**

*Credit Hours: 5*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**Corequisite(s):** MLT 242, MLT 251

### **MLT 253 - Clinical Experience III**

*Credit Hours: 5*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**Corequisite(s):** MLT 243, MLT 254

### **MLT 254 - Clinical Experience IV**

*Credit Hours: 5*

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

**Corequisite(s):** MLT 243 and MLT 253

### **MSY 112 - Brick Masonry**

*Credit Hours: 4*

This course is an introduction to masonry tools and equipment, masonry drawings, specifications, and calculations; and handling mortar and bricks/blocks.

### **MTT 101 - Introduction to Machine Tool**

*Credit Hours: 2*

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

### **MTT 105 - Machine Tool Math Applications**

*Credit Hours: 3*

This course is a study of shop math relevant to the machine tool trade.

### **MTT 111 - Machine Tool Theory and Practice I**

*Credit Hours: 5*

This course is an introduction to the basic operation of machine shop equipment.

**Prerequisite(s):** RWR 032 or equivalent

**Corequisite(s):** EGT 128

### **MTT 112 - Machine Tool Theory and Practice II**

*Credit Hours: 5*

This course is a combination of the basic theory and operation of machine shop equipment.

**Prerequisite(s):** MTT 111

### **MTT 113 - Machine Tool Theory and Practice III**

*Credit Hours: 5*

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications

**Prerequisite(s):** MTT 112

## **MTT 121 - Machine Tool Theory I**

*Credit Hours: 3*

This course covers the principles involved in the production of precision metals parts.

## **MTT 124 - Machine Tool Practice II**

*Credit Hours: 4*

This course covers the practical application of the principles in Machine Tool Theory II.

**Prerequisite(s):** MTT 111

## **MTT 126 - Machine Tool Practice III**

*Credit Hours: 4*

This course covers the practical application of the principles in Machine Tool Theory III.

**Prerequisite(s):** MTT 111

## **MTT 141 - Metals and Heat Treatment**

*Credit Hours: 3*

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

## **MTT 147 - Tool and Cutter Grinding**

*Credit Hours: 2*

This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

## **MTT 211 - Die Theory**

*Credit Hours: 3*

This course is a study of die components as they relate to the complete die. Restricted for Apprentices Only.

## **MTT 231 - Tool and Diemaking I**

*Credit Hours: 5*

This course covers the manufacture and use a simple blanking or piercing die or tools.

**Prerequisite(s):** ENG 155, MAT 155 and MTT 113

## **MTT 232 - Tool and Diemaking II**

*Credit Hours: 5*

This course covers the manufacture and use of a compound die or tools.

**Prerequisite(s):** MTT 231

## **MTT 241 - Jigs and Fixtures I**

*Credit Hours: 2*

This course includes the theory necessary to design working prints of simple jigs and fixtures.

**Prerequisite(s):** MTT 113

## **MTT 242 - Jigs and Fixtures II**

*Credit Hours: 2*

This course includes the theory necessary to design a complex jig or fixture for piece part production.

**Prerequisite(s):** MTT 241

## **MTT 251 - CNC Operations**

*Credit Hours: 3*

This course is a study of CNC machine controls, setting tools, and machine limits and capabilities.

**Prerequisite(s):** ENG 032 or equivalent

**Corequisite(s):** MTT 111

## **MTT 253 - CNC Programming and Operations**

*Credit Hours: 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(s):** MTT 254 and MTT 255

## **MTT 254 - CNC Programming I**

*Credit Hours: 3*

This course is a study of cnc programming, including machine language and computer assisted programming.

**Prerequisite(s):** MTT 112 and RWR 032 or equivalent

## **MTT 255 - CNC Programming II**

*Credit Hours: 3*

This course includes cnc programming with simulated production conditions.

**Prerequisite(s):** MTT 254

## **MTT 258 - Machine Tool CAM**

*Credit Hours: 3*

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

**Prerequisite(s):** EGT 151, MTT 111, and MAT 155

## **MTT 270 - Operation and Programming of Coordinate Measuring Machines**

*Credit Hours: 3*

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

**Prerequisite(s):** EGT 130, EGT 151, MTT 111, and MAT 155

## **MTT 285 - NIMS Level I Capstone**

*Credit Hours: 4*

This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS.

**Prerequisite(s):** MTT 113

## **MUS 105 - Music Appreciation**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **NUR 104 - Nursing Care Management I**

*Credit Hours: 4*

This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute and extended care settings.

**Prerequisite(s):** Admission to the Nursing Program, NUR 106 and NUR 206

**Corequisite(s):** BIO 210; COL 101; ENG 101

## **NUR 106 - Pharmacologic Basics**

*Credit Hours: 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.

**Prerequisite(s):** Admission to the Nursing Program

**Corequisite(s):** BIO 210, COL 101, ENG 101, NUR 206

## **NUR 159 - Nursing Care Management II**

*Credit Hours: 6*

Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems.

**Prerequisite(s):** Take NUR 104 NUR 206 NUR 106 BIO 210 ENG 101

**Corequisite(s):** BIO 211; PSY 201

## **NUR 206 - Clinical Skills Application**

*Credit Hours: 2*

Involves the application of knowledge, skills, and abilities in a clinical setting.

**Prerequisite(s):** Admission to the Nursing Program.

**Corequisite(s):** BIO 210, COL 101, ENG 101, NUR 106

## **NUR 209 - Nursing Management III**

*Credit Hours: 5*

Focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiologic systems.

**Prerequisite(s):** NUR 106, PSY 201 and BIO 211

**Corequisite(s):** ENG 102

## **NUR 211 - Care of Childbearing Family**

*Credit Hours: 4*

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects.

**Prerequisite(s):** BIO 210, COL 101, ENG 101

**Corequisite(s):** NUR 159, PSY 201, BIO 211

## **NUR 214 - Mental Health Nursing**

*Credit Hours: 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(s):** BIO 225, MAT 110, and NUR 229

**Corequisite(s):** Humanities/Fine Arts Elective; General Elective

## **NUR 219 - Nursing Management and Leadership**

*Credit Hours: 4*

This course prepares the student for the professional nursing role through the introduction of management skills prepared to care for small groups of individuals and to function as a leader of a nursing team.

**Prerequisite(s):** NUR 214

**Corequisite(s):** Humanities/Fine Arts Elective; General Elective

## **NUR 229 - Nursing Management IV**

*Credit Hours: 6*

This course focuses on the delivery of nursing care to clients throughout the lifespan who are experiencing complex, multi-system health problems.

**Prerequisite(s):** NUR 209, ENG 102

**Corequisite(s):** BIO 225; MAT 110

## **PHI 101 - Introduction to Philosophy**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PHI 110 - Ethics**

*Credit Hours: 3*

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PHS 101 - Physical Science I**

*Credit Hours: 4*

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

## **PHY 201 - Physics I**

*Credit Hours: 4*

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**Prerequisite(s):** MAT 110 or MAT 112

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PHY 202 - Physics II**

*Credit Hours: 4*

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**Prerequisite(s):** PHY 201

## **PHY 221 - University Physics I**

*Credit Hours: 4*

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

**Prerequisite(s):** MAT 112

**Corequisite(s):** MAT 130 or MAT 140 and ENG 101

## **PHY 222 - University Physics II**

*Credit Hours: 4*

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

**Prerequisite(s):** PHY 221

## **PSC 201 - American Government**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSC 215 - State & Local Government**

*Credit Hours: 3*

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSC 220 - Introduction to International Relations**

*Credit Hours: 3*

This course introduces the major focus and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSY 105 - Personal/Interpersonal Psychology**

*Credit Hours: 3*

This course emphasizes the principles of psychology in the study of self awareness and interpersonal adjustment and behavior in contemporary society.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSY 201 - General Psychology**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSY 203 - Human Growth and Development**

*Credit Hours: 3*

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **PSY 212 - Abnormal Psychology**

*Credit Hours: 3*

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **RAD 101 - Introduction to Radiography**

*Credit Hours: 2*

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

## **RAD 102 - Radiography Patient Care Procedures**

*Credit Hours: 2*

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

## **RAD 103 - Introduction to Computed Tomography**

*Credit Hours: 2*

This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

**Corequisite(s):** AHS 206, RAD 120, RAD 135, RAD 140, RAD 145

## **RAD 105 - Radiographic Anatomy**

*Credit Hours: 4*

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 112 - Radiographic Imaging Fundamentals**

*Credit Hours: 2*

This course is an introduction to the study of the fundamental principles and techniques of radiographic imaging. Topics include image quality terms, primary exposure factors, the rationale and methods for primary exposure factor selection, and introductory image evaluation techniques

**Prerequisite(s):** RAD 101, RAD 102, RAD 152

**Corequisite(s):** RAD 105, RAD 130, RAD 165

## **RAD 114 - Radiographic Imaging Fundamentals II**

*Credit Hours: 2*

This course provides advanced instruction in primary and secondary influencing imaging factors and advanced imaging applications.

**Prerequisite(s):** RAD 101, RAD 102, RAD 105, RAD 112, RAD 130, RAD 152, and RAD 165

**Corequisite(s):** RAD 136 and RAD 175

## **RAD 120 - Principles of Computed Tomography**

*Credit Hours: 3*

This course is a study of assurance procedures, and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed ct scanning, 3 dimensional ct and multi-planar reformations. A review of special scanner features will also be covered in the course.

**Corequisite(s):** AHS 206, RAD 103, RAD 140

## **RAD 121 - Radiographic Physics**

*Credit Hours: 4*

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 130 - Radiographic Procedures I**

*Credit Hours: 3*

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 135 - Computed Tomography Body and Musculoskeletal Protocols**

*Credit Hours: 2*

This course provides the basic imaging protocols and patient positioning for CT exams of the abdomen, pelvis, and musculoskeletal system. Case studies including anatomy and pathology of the abdomen, pelvis, and extremities will be explored.

**Corequisite(s):** RAD 140, RAD 145

## **RAD 136 - Radiographic Procedures II**

*Credit Hours: 3*

This course is a study of radiographic procedures for visualization of the structures of the body.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 140 - Computed Tomography Clinical Applications I**

*Credit Hours: 6*

This course provides the student with clinical experience in basic CT scanning. Students will explore techniques related to patient safety, radiation protection, and exam protocols.

**Corequisite(s):** AHS 206, RAD 103, RAD 120, RAD 135, RAD 145

## **RAD 145 - Computed Tomography Physics and Instrumentation**

*Credit Hours: 3*

This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the Computed Tomography profession.

**Corequisite(s):** RAD 135 and RAD 140

## **RAD 152 - Applied Radiography I**

*Credit Hours: 2*

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

## **RAD 165 - Applied Radiography II**

*Credit Hours: 5*

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 175 - Applied Radiography III**

*Credit Hours: 5*

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 201 - Radiation Biology**

*Credit Hours: 2*

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 210 - Radiographic Imaging III**

*Credit Hours: 3*

This course provides a detailed study of advanced methods and concepts of imaging.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 220 - Selected Imaging Topics**

*Credit Hours: 3*

This course is a study of advanced topics unique to the radiological sciences.

## **RAD 225 - Selected Radiographic Topics**

*Credit Hours: 2*

This course is a study of selected areas related to radiography.

**Prerequisite(s):** RAD 101, RAD 102, RAD 152, RAD 112, RAD 130, RAD 165, RAD 105, BIO 210, BIO 211, RAD 114, RAD 121, RAD 136, RAD 175, RAD 201, RAD 210, RAD 230, RAD 256, RAD 268

**Corequisite(s):** RAD 278

## **RAD 230 - Radiographic Procedures III**

*Credit Hours: 3*

This course is a study of special radiographic procedures.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 256 - Advanced Radiography I**

*Credit Hours: 6*

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 268 - Advanced Radiography II**

*Credit Hours: 8*

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RAD 278 - Advanced Radiography III**

*Credit Hours: 8*

This course includes routine and advanced radiographic procedures in the clinical environment.

**Prerequisite(s):** Successful completion of all previous RAD courses

## **RDG 100 - Critical Reading**

*Credit Hours: 3*

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

**Prerequisite(s):** RWR 032 or equivalent Minimum grade of C

## **RDG 101 - College Reading**

*Credit Hours: 3*

This course is designed to enhance reading efficiency by effectively processing and analyzing information.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **RWR 032 - Integrated Developmental Studies Reading and Developmental Studies English**

*Credit Hours: 3*

This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this course should not enroll in ENG 032 or RDG 032.

## **RWR 100 - Integrated Transitional Reading and English**

*Credit Hours: 3*

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.

**Prerequisite(s):**

**Corequisite(s):** RWR 032; Minimum grade of C

## **SAC 101 - Best Practices in School-Age and Youth Care Skills**

*Credit Hours: 3*

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments. (South Carolina School Age Credential).

## **SCI 150 - Forensic Science I**

*Credit Hours: 4*

This course is a study of how criminal activity generates physical evidence, and the identification, collection, and preservation of physical evidence.

## **SFT 101 - Introduction to Exercise Science**

*Credit Hours: 3*

This course is a study of the concepts of exercise physiology and motor control.

**Prerequisite(s):** SFT 109, SFT 110 and SFT 125 (Minimum Grades of C)

**Corequisite(s):** Prerequisites SFT 109, SFT 110, and SFT 125 - Minimum grade of C

## **SFT 105 - Fitness Assessment and Exercise Program Design**

*Credit Hours: 3*

This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and

special populations.

**Prerequisite(s):** SFT 109, SFT 110, and SFT 125 - Minimum grade of C

### **SFT 107 - Nutrition for Fitness and Training**

*Credit Hours: 3*

This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and disease prevention.

**Prerequisite(s):** SFT 109, SFT 110, and SFT 125 - Minimum grade of C

### **SFT 109 - Lifetime Fitness and Wellness**

*Credit Hours: 3*

This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.

### **SFT 110 - Weight Training: Theory and Application**

*Credit Hours: 3*

This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological, and biomechanical principles are studied and applied to design effective programs for individuals and groups.

### **SFT 112 - Cardiovascular and Flexibility Training**

*Credit Hours: 2*

This course is a study of the instructional techniques and skill development in progressive cardiovascular and flexibility training. Physiological and biomechanical principles are studied and applied to design effective programs for individuals and groups.

### **SFT 125 - Personal Training Techniques**

*Credit Hours: 3*

This course is a study of personal training programming concepts, training methodology, and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal skills, training styles, and client expectation issues are explored.

### **SFT 201 - Structural Kinesiology**

*Credit Hours: 3*

This course provides an in-depth study of the musculoskeletal anatomy to include bony landmarks and muscle origins, insertions and articulations, as well as basic biomechanics in the context of human movement and activity. Major anatomical systems that support human activity will be reviewed.

**Prerequisite(s):** SFT 109, SFT 110, and SFT 125 - Minimum grade of C

### **SFT 202 - Internship for the Personal Trainer**

*Credit Hours: 3*

This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center, or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.

**Prerequisite(s):** SFT 109, SFT 110, SFT 112, SFT 125, and AHS 120 Minimum grade of C

**Corequisite(s):** SFT 101, SFT 105, SFT 107, and SFT 201 - Minimum grade of C)

## **SOC 101 - Introduction to Sociology**

*Credit Hours: 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.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **SOC 102 - Marriage and the Family**

*Credit Hours: 3*

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **SOC 205 - Social Problems**

*Credit Hours: 3*

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **SPA 101 - Elementary Spanish I**

*Credit Hours: 4*

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **SPA 102 - Elementary Spanish II**

*Credit Hours: 4*

This course continues development of the basic language skills and the study of the Spanish culture.

**Prerequisite(s):** SPA 101; Minimum grade of C

## **SPA 201 - Intermediate Spanish I**

*Credit Hours: 3*

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult

prose.

**Prerequisite(s):** SPA 102; Minimum grade of C

## **SPC 205 - Public Speaking**

*Credit Hours: 3*

This course is an introduction to principles of public speaking with application of speaking skills.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **SUR 101 - Introduction to Surgical Technology**

*Credit Hours: 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.

## **SUR 102 - Applied Surgical Technology**

*Credit Hours: 5*

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

**Prerequisite(s):** SUR 101

## **SUR 103 - Surgical Procedures I**

*Credit Hours: 4*

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

**Prerequisite(s):** SUR 101, SUR 102

## **SUR 104 - Surgical Procedures II**

*Credit Hours: 4*

This course is a study of the various specialties of surgical procedures.

**Prerequisite(s):** SUR 101, SUR 102, SUR 103

## **SUR 105 - Surgical Procedures III**

*Credit Hours: 4*

This course is a study of advanced specialties of surgical procedures.

**Prerequisite(s):** SUR 101, SUR 102, SUR 103, SUR 104, SUR 110, SUR 111, SUR 123, SUR 125

## **SUR 110 - Introduction to Surgical Practicum**

*Credit Hours: 5*

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical

affiliations.

**Prerequisite(s):** SUR 101, SUR 102, SUR 103, SUR 104, SUR 123, SUR 125

### **SUR 111 - Basic Surgical Practicum**

*Credit Hours: 7*

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

**Prerequisite(s):** SUR 101, SUR 102, SUR 103, SUR 104, SUR 110, SUR 123, SUR 125

### **SUR 120 - Surgical Seminar**

*Credit Hours: 2*

This course includes the comprehensive correlation of theory and practice in the perioperative role.

**Prerequisite(s):** SUR 101, SUR 102, SUR 103, SUR 104, SUR 105, SUR 110, SUR 111, SUR 123, and SUR 125

### **SUR 123 - Sterile Processing Technology**

*Credit Hours: 3*

This course provides detailed study of the preparation and processing procedures of surgical instruments.

**Prerequisite(s):** SUR 101, SUR 102

**Corequisite(s):** SUR 103

### **SUR 125 - Sterile Processing Practicum**

*Credit Hours: 5*

This course presents the applications of sterile processing theory in the clinical setting.

**Prerequisite(s):** SUR 101, SUR 102

**Corequisite(s):** SUR 103, SUR 104, and SUR 123

### **THE 101 - Introduction to Theatre**

*Credit Hours: 3*

This course includes the appreciation and analysis of theatrical literature, history, and production.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **THE 250 - Makeup for Performance**

*Credit Hours: 3*

This course covers the principles and methods for the design and application of makeup for performance on stage and screen.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

### **THE 253 - Stagecraft**

*Credit Hours: 3*

This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and back stage organization.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **THE 259 - Stage Management**

*Credit Hours: 3*

This course is an introduction to the art of stage management. Emphasis is on the principles, techniques, and established procedures of stage management, which will be applied to required production work.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **THE 263 - Fundamentals of Directing**

*Credit Hours: 3*

This course is a practical study of the various components of directing a play. Topics include principles of composition, picturization, characterization, development of a formal prompt book, and the public presentation of a directing scene.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **THE 276 - Script Analysis**

*Credit Hours: 3*

This course focuses on the basic styles and forms of dramatic literature. Emphasis is on script analysis from the perspective of a theatre practitioner utilizing traditional and non-traditional methods to explore the structure of dramatic literature from a variety of genres, styles, and cultures.

**Corequisite(s):** RWR 100 or equivalent Minimum grade of C

## **WLD 104 - Gas Welding and Cutting**

*Credit Hours: 2*

This course covers gas welding, brazing, soldering, and cutting of metals.

**Prerequisite(s):** RWR 032 or equivalent

## **WLD 110 - Welding Safety and Health**

*Credit Hours: 1*

This course is an introduction to safety and health hazards associated with welding and related processes.

**Prerequisite(s):** RWR 032 or Equivalent

## **WLD 111 - Arc Welding I**

*Credit Hours: 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.

**Prerequisite(s):** RWR 032 or equivalent

## **WLD 113 - Arc Welding II**

*Credit Hours: 4*

This course is a study of arc welding of ferrous and/or non-ferrous metals.

**Prerequisite(s):** WLD 111

## **WLD 136 - Advanced Inert Gas Welding**

*Credit Hours: 2*

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

**Prerequisite(s):** RWR 032 or equivalent

## **WLD 140 - Weld Testing**

*Credit Hours: 1*

This is an introductory course in destructive and non-destructive testing of welded joints.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **WLD 142 - Maintenance Welding**

*Credit Hours: 3*

This course covers gas and arc welding processes used in maintenance shops.

**Prerequisite(s):** RWR 032 or equivalent and MAT 033 or equivalent

## **WLD 152 - Tungsten Arc Welding**

*Credit Hours: 4*

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

**Prerequisite(s):** RWR 032 or equivalent

## **WLD 154 - Pipefitting and Welding**

*Credit Hours: 4*

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

**Prerequisite(s):** WLD 111 and WLD 113

## **WLD 170 - Qualification Welding**

*Credit Hours: 4*

This course covers the procedures and practices used in taking welder qualification tests.

## **WLD 201 - Welding Metallurgy**

*Credit Hours: 2*

This course covers the weldability of metals, weld failure, and the affects of heat on chemical, physical, and mechanical properties.

**Prerequisite(s):** RWR 032 or Equivalent

## **WLD 208 - Advanced Pipe Welding**

*Credit Hours: 3*

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.

**Prerequisite(s):** WLD 152

## **WLD 212 - Destructive Testing**

*Credit Hours: 2*

This course covers the destructive testing methods used in the evaluation of welds.

**Prerequisite(s):** RWR 032 or equivalent and WLD 113

## **WLD 214 - Non-Destructive Testing**

*Credit Hours: 2*

This course covers non-destructive testing processes used in the evaluation of welds.

**Prerequisite(s):** RWR 032 or equivalent

## **WLD 222 - Advanced Fabrication Welding**

*Credit Hours: 4*

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment.

**Prerequisite(s):** WLD 111, WLD 136, and WLD 152

## **WLD 228 - Inert Gas Welding Pipe I**

*Credit Hours: 4*

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

**Prerequisite(s):** WLD 111, WLD 136, and WLD 152

## **WLD 231 - Gas Metal Arc/Flux Cored Arc Welding Pipe I**

*Credit Hours: 4*

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.

**Prerequisite(s):** RWR 032 or Equivalent

## **WLD 240 - Robotic Welding and Manufacturing**

*Credit Hours: 4*

This course covers robotic welding systems, safety, operations and applications.