CATALOG & HANDBOOK

2020 | 2021

York Technical College

One College. Many Opportunities.

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2020-2021

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 Edwina Roseboro-Barnes, Human Resources Director, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: 803-981-7162 or email at eroseboro@yorktech.edu.

York Technical College

Table of Contents

2020-2021 ACADEMIC CALENDAR*

FALL SEMESTER

August 19	Fall Semester Classes Begin
September 7	Labor Day - College Closed
October 14	2nd 8-Week Session Classes Begin
November 3	Election Day – College Closed
November 9	2nd 4-Week Session Classes Begin
November 25	No Credit Classes
November 26-27	Thanksgiving Holidays - College Closed
December 9	Last Day of Fall Semester Classes
December 14	Wintermester Begins
December 21-January 1	Winter Break – College Closed

SPRING SEMESTER

January 8	Wintermester Ends
January 11	Spring Semester Classes Begin
January 18	Martin Luther King Holiday - College Closed
February 19	No Credit Classes
March 8-12	Spring Break - No Credit Classes
March 15	2nd 8-Week Session Classes Begin
April 8	2nd 4-Week Session Classes Begin
May 5	Last Day of Spring Semester Classes
May 11	Graduation

SUMMER SESSION

May 17	Summer Session Classes Begin
May 31	Memorial Day - No Credit Classes
July 5	Independence Day Holiday - College Closed
July 5-9	Summer Break Holiday - No Credit Classes
July 14	2nd 4-Week Session Classes Begin
August 9	Last Day of Summer Session Classes

*The Academic Calendar may change due to extenuating circumstances.
A schedule of courses offered is published prior to each term. Please refer to the most current schedule.

THE COLLEGE

THE COLLEGE

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 70 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

Building Our Community Through Maximizing 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 maximizing 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 8,000-10,000 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: October 9, 2012
Approved by the South Carolina Commission on Higher Education: October 22, 2012

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 Edwina Roseboro-Barnes, Assistant Vice President for Human Resources, York Technical College, 452 South Anderson Road, Rock Hill, South Carolina 29730. Telephone: 803-981-7162 or email at eroseboro-barnes@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 Continuing Education Center. A detailed campus map may be accessed at 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.

York Technical College's off-campus locations include:

Chester Center
525 College Place
Chester, SC 29706

Heavy Equipment Operator Facility
SC DOT Road/State Road 783
Chester, SC 29706

Construction Trades Center
394 South Wilson Street
Rock Hill, SC 29730

Professional Truck Driving Facility
394 South Wilson Street
Rock Hill, SC 29730

ADMISSIONS

ADMISSIONS

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 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 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.
2. Take the College placement test, or submit satisfactory SAT or ACT scores, or submit official high school transcript (graduation with GPA of 2.7 or higher).
3. First-time Transfer Student (incoming students transferring from another college to York Technical College, or students who have previous college coursework outside of Dual Enrollment):
   Students with a college GPA of 2.0 or higher will be admitted to the College.
   For Course Placement:
   a. A student who transfers in a college-level Math or English (with a "C" or above) will be able to enroll in college-level courses respectively.
   b. A student who does not transfer in a college-level Math or English to the College will be enrolled in the remedial course with the option to take the college's placement test to attempt/achieve college-level placement.
4. Have official 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, complete registration and pay for classes depending on student's status.

- First-time college students will receive notification about a New Student Orientation session. New Student Orientation is preferred for all first-time freshmen.
- Non-degree seeking and Visiting students should contact Enrollment Services at 803-327-8008 or enrollmentservices@yorktech.edu for registration information.

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, Central Service, 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 complete the Health and Human Services (HHS) program requirements found at www.yorktech.edu/departments/hhsd. Students also should review their information related to student's selected program; then print and complete all the appropriate forms to bring to Enrollment Services.

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. Readmitted students must meet the enrollment criteria at the time of reentry. Readmitted students must meet the graduation requirements in the current catalog for their program unless an exception is recommended and approved by the academic division.

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.
2. Submit a high school transcript with GPA of 3.0 or higher, or take the College's placement test, or submit satisfactory 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 non-credit, continuing education courses with parental or guardian permission. The students must be of an age appropriate for comprehension of the material being covered. The Assistant Vice President of Enrollment Services or his/her designee reserves the right to make this determination.

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. 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 admission application and submit the application to the Enrollment Services Office 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.

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 degree-program 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 in WebAdvisor.

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 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.
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) 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. 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.

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. 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 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). 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. 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, 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 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 as well as on 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 http://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. 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

FINANCIAL AID

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 https://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 $657 to $6,195 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/ 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 $100 per credit hour after applying all other scholarships or grants. 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 in WebAdvisor under Student Forms.

Applicants and recipients for the LIFE Scholarship program may view their collegiate LIFE GPA by logging into their WebAdvisor accounts at CurrentStudents/WebAdvisor/LogIn > select Students tab > under the Academic Profile menu, select LIFE Scholarship Summary.

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 Enrollment Services 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 Enrollment Services 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 Enrollment Services 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 as stated in the Financial Aid Information for Students Brochure 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 Enrollment Services 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 Enrollment Services 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
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. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

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

EXPENSES

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 2020
$184.00 per credit hour   **In-County Tuition** (York and Chester County residents taking classes within their county of residence)
$199.00 per credit hour   **Out of County Tuition**
$405.00 per credit hour   **Out of State Tuition**

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

Fees for courses taken within the following divisions:
Business, Computer, Arts and Sciences (BCAS) courses ....$12.00 per credit hour
Health & Human Services (HHS) courses: as outlined below:
- Nursing (NUR courses) ....$110.00 per credit hour
- Dental Hygiene/Assisting (DHG/DAT courses)...$65.00 per credit hour
- Surgical Technology (SUR courses)..$47.00 per credit hour
- Radiological Technology (RAD courses) ....$35.00 per credit hour
- All other HHS Courses not listed above..$15.00 per credit hour
Industrial Engineering Technology (IET) courses: as outlined below:
- Machine Tool Technology ....$66.00 per credit hour
- Engineering Technology (CPE, EET, EGR, EGT, MET courses)...$56.00 per credit hour

- Automotive Technology (AUT, ABR courses)..$56.00 per credit hour
- Building Construction Trades (ACR, AET, BCT, ELW courses) ....$46.00 per credit hour
- Industrial Maintenance Technology; Welding Technology (CIM, EEM, IMT, WLD courses).......$36.00 per credit hour
- Teleproduction Technology...$36.00 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

New Student Fee	$35 per semester (non-refundable)	**Student Activity Fee**	$10 per semester (non-refundable)
Returning Student Fee	$30 per semester (non-refundable)	**Technology Fee**	$4 per credit hour (refundable)

Remote Proctoring Fees (charged by term): Fall - $15; Spring - $15; Summer - $5 (non-refundable)

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

List Processing Fee
Students seeking to enroll in any of the Health and Human Services Division programs listed below are required to pay a $50 non-refundable List Processing Fee upon qualifying for the program. Students accepted into these programs 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. However, 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 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:

Withdrawal with last date of attendance or net reduction of credit hours:	**Refund**
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%
Withdrawal with last date of attendance or net reduction of credit hours (continued):	**Refund**
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 (SCNBG) 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

ACADEMIC REGULATIONS

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:

A	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.
B	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.
C	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.
D	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.
F	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	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 re-register for the course until the incomplete status is resolved.
CF	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.
S	Satisfactory "S" indicates satisfactory progress; earns credit hours or Continuing Education Units (CEU). "S" does not generate grade points.
U	Unsatisfactory "U" indicates unsatisfactory achievement; earns no credit hours or Continuing Education Units (CEU). "U" does not generate grade points.
W	Withdraw "W" indicates a withdrawn course status and earns no credit hours or grade points. Non-punitive to GPA.
WF	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.
E	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.
TR	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.
AU	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.
NC	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. Students on Academic Warning with a cumulative GPA below 1.75 will be restricted from registering until they meet with a Student Engagement Counselor to identify strategies for improving academic performance.

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 Student Engagement Counselor 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 Student Engagement Counselor 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 Student Engagement Counselor to identify strategies for improving academic performance. Students wishing to appeal their suspension status due to extenuating circumstances are required to contact a Student Engagement Counselor 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.

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.

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. 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 semesters and one 10-week summer session each academic year. Within each semester, the College offers two 8-week sessions and one 12-week session and within the summer term, the College offers two 5-week sessions. 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.

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 1day 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. 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. 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 until they have completed all course requirements. 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 non-attendance for any reason. Students who are absent from a class more than 10 percent of the hours assigned 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 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). 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. 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.

USE OF RECORDING DEVICES IN THE CLASSROOM

York Technical College recognizes the importance and value of providing a high-quality educational experience to students with disabilities. 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.

Recording as an Accommodation

The Special Resources Office (SRO) at York Technical College coordinates services and accommodations for students with documented disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations on academic pursuits. The SRO works with students to determine appropriate academic accommodations. If lecture recording is approved as a classroom accommodation, the SRO will obtain the student's signature on the Audio Recording Agreement for any students approved for accommodations, and will notify instructors of all approved accommodations each semester upon the student's request.

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, education technology, and distance learning.

The Institute for Teaching Excellence supports online and hybrid courses and instruction, the learning management system (D2L/Brightspace), education technology, instructional development, and provides training for faculty.

Students taking any type of online or hybrid 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

Types of Online and Hybrid Courses:
- ***Online (asynchronous)***: Online courses (identified by INTERNET instructional method in the registration system) are taught via the College's learning management system, D2L. These are traditional, 100% online courses with no specific meeting times or "live" session requirements. These courses may include pre-recorded lectures, videos from external sources, and faculty may offer "live" office hours. These courses require the most independent learning for students.
- ***Web-Enhanced***: Web–Enhanced courses (identified by INTERNET-Web–Enhanced instructional method in the registration system) offer a more structured learning environment in a 100% online or virtual format. These courses have scheduled class meeting times, where live lessons and lectures are conducted via D2L and web conferencing technology. These courses may also include external videos or pre-recorded supplemental content, and faculty may offer live office hours.
- ***Hybrid***: Hybrid courses consist of a combination of in-person and online/web-enhanced instruction. While much of the coursework will be conducted in the D2L online learning environment, students should expect to attend in-person, face-to-face instruction periodically throughout the term. In-person meeting requirements will vary by course and are at the discretion of the instructor. Live-streamed in-person sessions may be provided for remote learning, and are at the discretion of the academic division and instructor.

Students Taking Online, Web-Enhanced, or Hybrid 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 Online, Web-Enhanced, or Hybrid 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 encourages remote proctoring for assessments taken online/remotely that would normally be given in-class with an instructor present. 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. On-ground and in-person courses 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.

York Technical College utilizes Honorlock for remote proctoring. 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. For more information on remote proctoring, Honorlock, and other frequently asked questions, please view the Remote Proctoring F.A.Q's.

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. 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 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.

A more in-depth exploration of online courses is embedded into COL 101: College Orientation and available as a standalone course called WEB-100. Students may self-register for this course inside D2L at any time. This course covers navigation of the D2L classroom and utilizes the SmarterMeasure assessment, which measures student readiness for online learning. For questions, please contact the Institute for Teaching Excellence at ite@yorktech.edu or 803-981-7245.

Student Technology Resources and Support
York Technical College has created many guides, videos, and tutorials to assist students with how-to information and questions related to D2L, Office365, Honorlock, and instructional technology. These may be accessed through the Institute for Teaching Excellence website for student support or the "HELP" button located at the top of all 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. More information can be found on the Help Desk webpage.

Campus Visitation Information
Students enrolled in online, web-enhanced, or hybrid 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. Please contact the Institute for Teaching Excellence at 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 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 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).

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.
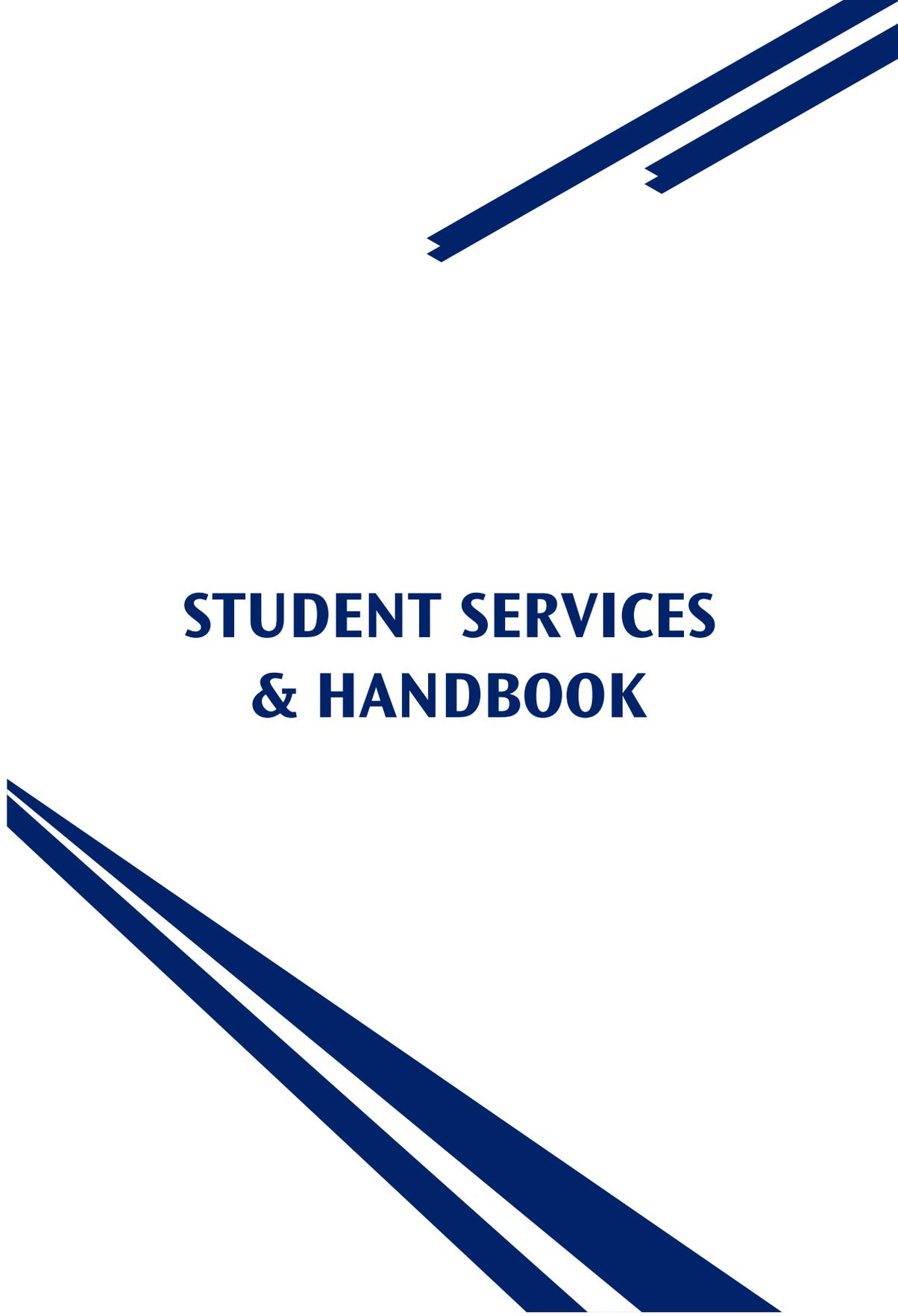
STUDENT SERVICES & HANDBOOK

STUDENT SERVICES AND HANDBOOK

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 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, DSST, NCCT, and other national certification exams. For more information about the Assessment Center services, go to www.yorktech.edu/departments/assessment-center.

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. 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 Leaderships 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) 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 (**P**roviding **R**esources **O**pportunities and **M**otivation to **I**mprove **S**tudent **E**ndeavors) 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. 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 May 14, 2020. 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 https://yorktech.edu/uploadedFiles/Pages/Campus_Life/_content/3-2-106.1%20Student%20Code.pdf/. 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, verbal abuse, disruptive 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 responsible for 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 engaged in egregious acts or repeat offenses may 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 *3-2-106.2 Procedure- Title IX CSSO - Sexual Violence & Sexual Harassment* on the College's website at www.yorktech.edu/student-consumer-information/ . Questions regarding Title IX may be directed to Ms. Edwina Roseboro-Barnes, Assistant Vice President of Human Resources and Title IX Coordinator at 803-981-7162.

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 race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence.

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 risk 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 (15) 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 seven (7) 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 should refer to the Student Grievance Procedure on the College's website for details on committee hearing procedures and additional information (www.yorktech.edu/student-consumer-information/).

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

As the COVID-19 pandemic continues, York Technical College has chosen to reopen the campus gradually over four phases. With guidance from the SC Department of Administration, the College has developed a phased approach to opening the campus over time in a coordinated process to allow appropriate safety protocols to be in place and followed. As of August 3, 2020 we began Phase III and plan to continue in that phase though August and into the beginning of the fall semester. A movement to Phase IV will be considered once containment of the COVID-19 virus is more apparent.

During Phase III, the Campus remains closed to the general public. To help protect the health, safety and well-being of our students and employees, and advance the mission of the College, the College's Fall schedule will include a combination of in-person, hybrid and online courses. All courses that do not require in-person engagement will be taught in hybrid, asynchronous online or web-enhanced online modalities.

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. At least 50% of the course will be online.

In-person offerings for Fall career and technical programs will be prioritized for the following program categories: 1) First responder, frontline healthcare occupations and public safety. 2) Programs with refined skills, heavy machinery, extreme physical performance and/or those in critical infrastructure areas (e.g., industrial and engineering technologies, manufacturing, transportation/ distribution/ logistics). The College expects that appropriate safety precautions be adhered to by students and employees coming to campus in order to reduce the risk of exposure to the COVID-19 virus. These precautions include doing a daily temperature and personal health check; practicing social distancing; **wearing a required mask or appropriate face covering when in buildings or near other people**; washing hands 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.

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 must be free of ANY symptoms potentially related to COVID-19 to be eligible to return to campus.

Students who have been diagnosed with, COVID-19 or who suspect exposure to someone who has been diagnosed with COVID-19 will be asked to isolate or quarantine depending on the situation and should contact Counseling and Support Services immediately at 803-327-8007 or email CASS@yorktech.edu for further direction and assistance.

Students should do a quick health check prior to coming to campus each day. We appreciate you doing your part. Each day you should: **1) Take your temperature daily**. If you have a fever please stay home and do not return until you have been clear from fever for at least 48 hours. 2) **Complete daily symptom assessment**. If you have any of the following symptoms please stay home: fever; cough; muscle aches; loss of smell or taste; chills; sore throat; diarrhea; difficulty breathing; headache **3) Face coverings are required**. Bring and wear your face covering when inside buildings or near people. **4) Honor physical distancing.** Work, gather and study at least 6 feet apart from others. **5) Wash your hands with soap and water.** Wash your hands often and at least 20 seconds each time. **6) Practice cough/sneeze etiquette.** Use a disposable tissue or cough into your sleeve. Use hand sanitizer or wash your hands after.

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/ 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.)

SERVICE ANIMALS POLICY AND PROCEDURE

York Technical College adheres to the South Carolina Technical College System Service Animal Policy (3-2-107) and Procedure (3-2-107.1), approved by the State Board for Technical and Comprehensive Education on May 26, 2020 The policy and procedure governs the presence of service animals on the college campus and protects the rights of individuals who require use of a service animal. Additional information on the Service Animal Policy or procedure can be found at: www.yorktech.edu/student-consumer-information

Purpose
Service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure. Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

Definitions

A) "Service Animal" is defined as any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of "service animal" under Title III of the Americans with Disabilities Act ("ADA"). Within Title II of the ADA, miniature horses may also be allowed provided they meet specific assessment factors outlined in 28 CFR 35.136(i)(2). The work or tasks performed by a service animal must be directly related to the individual's disability. B) A "Handler" means the individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability. A handler may also be a personal care attendant who handles the animal for a person with a disability. C) "Emotional Support Animals" (ESA) means any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. D) Pets (means any animal kept for ordinary use and companionship that does not meet the definition of an ESA) are not considered ESA.

Handler's Responsibilities

While registering a service animal is not mandatory, students who wish to bring a service animal to campus are encouraged to contact Counseling and Support Services Office (CASS), especially if academic accommodations are required.

Service Animal Control & Behavior Requirements: Handlers are expected to maintain control of service animals. If a service animal exhibits unacceptable behavior, the handler may be required to employ appropriate training techniques to correct the situation. Failure to maintain control of the service animal at all times may be grounds for immediate removal of the service animal from campus. The service animal should respond to voice or hand commands at all times and be in full control of the handler. To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment and should not block aisles or egress, or display any behaviors or noises that are disruptive to others, unless part of the service being provided to handler.

Waste cleanup and proper disposal is the sole responsibility of the handler and he/she should carry any necessary equipment for performing that task. In the event the handler is not physically able to do so, he/she must hire someone to perform this task. Handlers should also ensure that their service animal is vaccinated in accordance with state and local laws. Handlers are also responsible for any costs, damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Student Rights

When it is not obvious what service an animal provides, limited inquiries are allowed. Employees may ask two questions: (1) is the service animal required because of a disability, and (2) what work or task the service animal has been trained to perform? Employees will not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task.

Allergies and fear of service animals are not valid reasons for denying access or refusing service to people using service animals. Each request for service animal use will be considered individually recognizing that documented student academic accommodations take precedence in determining any adjustments to access. People with disabilities who use service animals cannot be isolated from other students, treated less favorably than other students, or charged fees that are not charged to other students without animals. Additionally, a person with a disability cannot be asked to remove his/her service animal from the premises unless inappropriate behaviors or safety issues arise.

Removal of Service Animals

Handlers will be asked to remove any animal if 1) it is out of control and the handler does not take effective and immediate action to control it. If the out of control behavior happens repeatedly, the handler may be prohibited from bringing the animal into college facilities until the handler can demonstrate that significant steps have been taken to correct and control the behavior. 2) it is not housebroken. 3) it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications is not permitted on campus. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a certain laboratory, health science facility, or mechanical or industrial area.

Emotional Support Animals

Emotional Support Animals that are not trained service animals are not allowed to accompany persons with disabilities on the college campus. Emotional support animals are not individually trained to perform specific work or tasks. Providing emotional support, well-being, or comfort does not constitute "work" or "tasks" for the purposes of the definition of "service animal."

Grievance Procedures

Any student who is not satisfied with a decision made concerning a purported service animal or emotional support animal may file a written complaint using the College's Grievance Procedure.

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 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-101.

HEALTH SERVICES

As a non-residential college, the health services that York Technical College provides are limited. First-aid kits are available in the following locations: Student Services Building J; the Industrial and Engineering Technologies Division Office in Building C; the Business, Computer, Arts and Sciences Division Office in Building A; in office B-13 in Building B; in office D-16 in Building D; the WOA Services Department in the Student Center Building K; and in lobby behind reception desk in Hood Center Building M. The College's off-campus centers also maintain first-aid kits. Students should contact the 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. 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 at

. 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 and 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, as well as 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 A-200. 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.
Chester Heavy Equipment Operations Facility - For emergency help while at the Chester Heavy Equipment Operations Facility, 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. 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-/. 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 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 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, Director of Facilities Management, Human Resources Director, and Director of 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.

Sexual Harassment and Sexual Assault Prevention and Response

The College is committed to maintaining a safe campus community and, therefore, strictly prohibits sexual harassment and 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/. 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/. For further questions or guidance, contact the Dean for Student Engagement at 803-327-8007 or the Title IX Coordinator/Director at 803-381-7162.

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 803-981-7161.

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 & INSTRUCTIONAL SUPPORT SERVICES

ACADEMIC AND INSTRUCTIONAL SUPPORT SERVICES

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 Library is located in the Anne Springs Close Learning Commons. It is open Monday through Friday, to provide quiet study space and research assistance to students. The Library provides 24/7 access to extensive electronic resources for study and research and these materials are available from the Library's website, www.yorktech.edu/Library. The website also provides access to online tutorials that familiarizes patrons with the Library's collections and services, including online virtual reference desk service that allows patrons to chat with a library staff, using instant messaging dialogue chat box. The Library's computer lab has numerous networked computer workstations 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. Print and electronic books, journals, newspapers, audiobooks, anatomy and physiology models, streaming films and video databases, and much more, 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 & 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 in helping 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.

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). 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.

PROGRAMS OF STUDY
BUSINESS, COMPUTERS, ARTS & SCIENCES

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 Administrative Office Technology, Business Administration, and Information Technology Departments (except Paralegal, 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.

ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology Department offers students the opportunity to learn skills needed to enter the workforce as highly skilled office workers. Courses in this department prepare students for office work in business and industry including medical and legal offices. Students may earn an associate degree in Administrative Office Technology, an associate degree in Paralegal, or a certificate in Medical Administrative Office Specialist, and Microsoft Office Application Professional. To receive a degree or certificate, students must complete the required minimum credit hours with a minimum of a "C" average. Graduates find jobs as administrative assistants, word processing specialists, and legal assistants. Students use current software and technology as they develop competencies in word processing, spreadsheet, database, presentation software, and administrative procedures. Students also have the opportunity to develop decision-making, research, and public relations skills. This combination of skills prepares the student to be successful in today's office environment.

The Administrative Office Technology Department offers many courses in distance learning formats to accommodate student needs. For the convenience of our students, there is a staffed, open computer lab (A-208) available (hours are as indicated on the lab door). The open lab computers have all the software taught in Administrative Office Technology courses.

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

				Credit Hours
A.	**General Education**			
*	ECO	101	Basic Economics OR	-
	ECO	210	Macroeconomics	3.0
*	ENG	155	Communications I OR	3.0
*	ENG	101	English Composition I	-
*	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
+*	AOT	110	Document Formatting	3.0
*	AOT	143	Office Systems and Procedures	3.0
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	AOT	267	Integrated Information Processing	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	111	Accounting Concepts	3.0
*	AOT	105	Keyboarding	3.0
*	AOT	106	Keyboarding Lab I	1.0
*	AOT	121	Transcription	3.0
*	AOT	133	Professional Development	3.0
*	AOT	134	Office Communications	3.0
*	AOT	250	Advanced Information Processing	3.0
*	AOT	254	Office Simulation	3.0
*	AOT	265	Office Desktop Publishing	3.0
*	IST	225	Internet Communications	3.0
			Electives	3.0

				Credit Hours
			Subtotal	32.0
			Total Credit Hours	**62.0**

*Courses in this program that require a minimum grade of "C."
+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

Associate in Applied Science major in Paralegal (AAS.PARLG)

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.

				Credit Hours
A.	**General Education**			
	ECO	210	Macroeconomics	3.0
*	ENG	101	English Composition I OR	3.0
*	ENG	155	Communication I	-
	ENG	102	English Composition II	3.0
	HIS	202	American History 1877 to Present OR	-
	HSS	205	Technology and Society	3.0
	MAT	103	Quantitative Reasoning	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	18.0
B.	**Required Core Subject Areas**			
*	BUS	121	Business Law	3.0
*	LEG	120	Torts	3.0
*	LEG	135	Introduction to Law and Ethics	3.0
*	LEG	213	Family Law	3.0
*	LEG	214	Property Law	3.0
*	LEG	233	Wills, Trusts, and Probate	3.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	AOT	105	Keyboarding	3.0
*	AOT	110	Document Formatting	3.0
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	BUS	123	Business Law II	3.0
*	CRJ	115	Criminal Law I	3.0
*	LEG	201	Civil Litigation I	3.0
*	LEG	230	Legal Writing	3.0
			Electives	2.0
			Subtotal	27.0
			Total Credit Hours	**63.0**

*Courses in this program that require a minimum grade of "C."
+AOT 110 - Prerequisite AOT 105 or placement/exemption credit.

Medical Administrative Office Specialist Certificate (CT.AOTAS)

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.

				Credit Hours
A. Required Core Subject Areas				
*	ACC	111	Accounting Concepts	3.0
*	AHS	102	Medical Terminology	3.0
*	AOT	105	Keyboarding	3.0
*+	AOT	110	Document Formatting	3.0
*	AOT	133	Professional Development	3.0
*	AOT	134	Office Communications	3.0
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	AOT	252	Medical Systems and Procedures	3.0
*	AOT	267	Integrated Information Processing	3.0
*	HIM	102	Introduction to Coding and Classification	1.0
*	HIM	130	Billing and Reimbursement	3.0
*	HIM	266	Computers in Healthcare	3.0
			Total Credit Hours	**37.0**

*Courses in this program that require a minimum grade of "C."
+AOT 110 – prerequisite AOT 105 or placement/exemption credit.

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

				Credit Hours
A. Required Core Subject Areas				
*	AOT	105	Keyboarding	3.0
*	AOT	165	Information Processing Software	3.0
*	AOT	167	Information Processing Applications	3.0
*	AOT	250	Advanced Information Processing	3.0
*	AOT	265	Desktop Publishing	3.0
*	AOT	267	Integrated Information Processing	3.0
*	IST	225	Internet Communications	3.0
			Total Credit Hours	**21.0**

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

BUSINESS ADMINISTRATION

The Business Administration Department offers students many career choices in business. Programs include two-year degrees in Accounting, Management, General Business, or Supply Chain Management and certificates in Accounting Clerk, Advanced Entrepreneurship, Entrepreneurial, Human Resource Management Specialist, or Payroll/Income Tax. Certificate programs are available for students seeking to become employed within one year. These include Accounting Clerk, Entrepreneurial, Human Resource Management Specialist, and Payroll/ Income Tax. Students who earn a certificate may later decide to enroll in a two-year degree program and apply the courses earned in the certificate to the degree as appropriate.

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 and Taxation (ACAT) certification examinations, or the American Payroll Associations (APA) payroll certification exam. *Availability and costs of certification* exams vary based on degree/certification achieved.

In order to accommodate student needs, the Business Administration Department offers a variety of courses in a distance learning format (online). For students' convenience, there is a staffed open computer lab (A 208) available day and evening hours as indicated on the lab door. The open lab computers provide access to the software taught in the Information Technology, Administrative Office Technology, and Business Administration courses.

Associate in Applied Science major in Accounting (AAS.ACC)
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.

				Credit Hours
A.	**General Education**			
	ECO	211	Microeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
*	ENG	155	Communications I OR	3.0
*	ENG	101	English Composition I	-
	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	ACC	101	Accounting Principles I	3.0
*	ACC	111	Accounting Concepts	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	245	Accounting Applications	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	120	Federal Income Tax	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	201	Intermediate Accounting I	3.0
*	ACC	202	Intermediate Accounting II	3.0
*	ACC	230	Cost Accounting I	3.0
*	ACC	240	Computerized Accounting	3.0
*	ACC	265	Not-for-Profit Accounting	3.0
*	BAF	201	Principles of Finance	3.0
*	BUS	101	Introduction to Business	3.0

				Credit Hours
		Elective		1.0
		Subtotal		32.0
		Total Credit Hours		**65.0**

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

Associate in Applied Science major in Business Administration with Entrepreneurial Specialization (AAS.BUSAD.ENTSP)

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.

				Credit Hours
A.	**General Education**			
*	ENG	155	Communications I OR	3.0
*	ENG	101	English Composition I	-
	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	201	General Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
*	ACC	101	Accounting Principles I	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	201	Human Resources Management	3.0
*	MKT	101	Marketing	3.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	130	State Tax Procedures	1.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	242	Small Business Software	1.0
*	ACC	243	Computerized Spreadsheets	1.0
*	BUS	101	Introduction to Business	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	121	Small Business Operations	3.0
*	MKT	130	Customer Service Principles	3.0
*	MKT	140	E-Marketing	3.0
*	MKT	141	Electronic Commerce Strategies	3.0
*	MKT	265	Retailing Strategies and Applications	3.0
			Subtotal	31.0
			Total Credit Hours	**64.0**

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

Associate in Applied Science major in Management (AAS.MGT)

The Associate in Applied Science major in Management program offers four areas of specialization.

				Credit Hours
A.	**General Education**			
	ECO	210	Macroeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
*	ENG	155	Communications I OR	3.0
	ENG	101	English Composition I	-
	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Beginning Algebra	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	101	Principles of Management	3.0
*	MKT	101	Marketing	3.0
			Subtotal	15.0

Fire Science Specialization (AAS.MGT.FRSCI)

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.

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	MGT	201	Human Resource Management	3.0
			Elective	1.0
*			SC Fire Academy Approved Courses	16.0
			Subtotal	30.0
			Total Credit Hours	**60.0**

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

General Management Specialization (AAS.MGT.GNMGT)

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

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	BUS	101	Introduction to Business	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	201	Human Resource Management	3.0
*	MGT	280	Executive Development	3.0
*	MKT	250	Consumer Behavior	3.0
*	MKT	265	Retailing Strategies and Applications	3.0
			Electives	3.0
			Subtotal	31.0
			Total Credit Hours	**61.0**

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

Human Resources Specialization (AAS.MGT.HMRES)

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

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	243	Computerized Spreadsheet	1.0
*	BUS	101	Introduction to Business	3.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation and Benefits	3.0
*	MGT	201	Human Resource Management	3.0
			Electives	4.0
			Subtotal	30.0
			Total Credit Hours	**60.0**

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

Utility Line Worker Specialization (AAS.MGT.ULW)

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.

				Credit Hours
C.		Other Hours Required for Graduation		
	COL	101	College Orientation	1.0
*	ACC	101	Accounting Principles	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	150	Payroll Accounting	3.0
*	MGT	201	Human Resources Management	3.0

				Credit
			Elective	2.0
*	ELW	110	Electrical Computations	2.0
*	ELW	111	Introduction to Electrical Line Worker	3.0
*	ELW	112	Introduction to Electricity	3.0
*	ELW	114	Overhead Line Construction I	3.0
*	ELW	231	Electrical Power Systems	3.0
*	ELW	211	Underground Line Construction I	3.0
			Subtotal	32.0
			Total Credit Hours	**62.0**

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

Associate in Applied Science major in Supply Chain Management (AAS.SCM)

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.

				Credit Hours
A.	**General Education**			
*	ENG	155	Communications I OR	3.0
	ENG	101	English Composition I	-
	ENG	156	Communications II	3.0
	HSS	205	Technology and Society	3.0
	MAT	103	Quantitative Reasoning OR	3.0
	MAT	155	Contemporary Mathematics	-
	ECO	210	Macroeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	101	Principles of Management	3.0
*	MKT	101	Marketing	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	BUS	101	Introduction to Business	3.0
*	LOG	110	Introduction to Logistics	3.0
*	LOG	111	Warehouse and Distribution Center Operations	3.0
*	LOG	113	Material Handling Technology	3.0
*	LOG	125	Transportation Logistics	3.0
*	LOG	215	Supply Chain Management	3.0
*	LOG	240	Purchasing Logistics	3.0
*	LOG	245	Production Planning Processes	3.0
*	LOG	250	Advanced Global Logistics	3.0
*	MGT	201	Human Resource Management	3.0
			Subtotal	31.0
			Total Credit Hours	**61.0**

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

Accounting Clerk Certificate (CT.BUSAC)

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

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACC	101	Accounting Principles I	3.0
*	ACC	102	Accounting Principles II	3.0
*	ACC	111	Accounting Concepts	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	240	Computerized Accounting	3.0
*	ACC	245	Accounting Applications	3.0
*	BUS	101	Introduction to Business	3.0
*	CPT	170	Microcomputer Applications	3.0
*	ENG	155	Communications I	3.0
			Total Credit Hours	**30.0**

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

Advanced Entrepreneurship Certificate (CT.BUSEA)
The Advanced Entrepreneurship Certificate program provides students with courses needed for a small business.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	121	Business Law I	3.0
*	CPT	170	Microcomputer Applications	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	**18.0**

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

Entrepreneurial Certificate (CT.BUSEC)
The Entrepreneurial Certificate program provides students with courses needed for business.

				Credit Hours
A.	**Required Core Subject Areas**			
+*	ACC	101	Accounting Principles I	3.0
*	ACC	111	Accounting Concepts	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	242	Small Business Software	1.0
*	BUS	101	Introduction to Business	3.0
*	BUS	121	Business Law I	3.0
*	BUS	123	Business Law II	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	121	Small Business Operations	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	**28.0**

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

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

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
+*	ACC	101	Accounting Principles I	3.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	243	Computerized Spreadsheets	1.0
*	BAF	101	Personal Finance	3.0
*	BUS	121	Business Law I	3.0
*	BUS	123	Business Law II	3.0
*	BUS	128	Employment Law	3.0
*	BUS	136	Compensation & Benefits Analysis	3.0
*	CPT	170	Microcomputer Applications	3.0
*	ENG	155	Communications I	3.0
*	MGT	101	Principles of Management	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	**37.0**

*Courses in this program that require a minimum grade of "C."
+ACC 101 - prerequisite ACC 111 or exemption credit.

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

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACC	111	Accounting Concepts	3.0
+*	ACC	101	Accounting Principles I	3.0
*	ACC	120	Federal Income Taxes	3.0
*	ACC	124	Individual Tax Procedures	3.0
*	ACC	130	State Tax Procedures	1.0
*	ACC	150	Payroll Accounting	3.0
*	ACC	240	Computerized Accounting	3.0
*	BUS	136	Compensation and Benefits Analysis	3.0
*	CPT	170	Microcomputer Applications	3.0

*	MAT	155	Contemporary Mathematics	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	**31.0**

*Courses in this program that require a minimum grade of "C."
+ACC 101 - Prerequisite ACC 111 or exemption credit.

INFORMATION TECHNOLOGY

The Information Technology Department at York Technical College 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, PHP, Visual Basic), 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 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.

For those students who want to get into the information technology field more quickly, certificate programs in Digital Design, Network Administration, Network Operations, and PC Tech Support are available. Information Technology professionals and students who have previously attained skills through coursework and/or employment may be interested in the Advanced Cyber Security, Advanced Network Security, 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.

For students' convenience, there is a staffed open computer lab (A 208) available with hours as indicated on the lab door. The open lab computers contain all the software taught in the Information Technology, Administrative Office Technology, and Business Administration courses.

Associate in Applied Science in Computer Technology (AAS.CPT)
The Associate in Applied Science in Computer Technology offers two specializations - programming or networking.

				Credit Hours
A.	**General Education**			
	ECO	210	Macroeconomics OR	-
	ECO	211	Microeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Composition	3.0
	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
	MAT	120	Probability and Statistics	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	20.0
B.	**Required Core Subject Area**			
*	CPT	170	Microcomputer Applications	3.0
*	CPT	230	C# Programming I	3.0
*	CPT	242	Database	3.0
*	CPT	264	Systems and Design	3.0
*	IST	188	Hardware Basics and Operating Systems	5.0
*	IST	226	Internet Programming	3.0
			Subtotal	20.0

Programming Specialization (AAS.CPT.PROG)
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.

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CPT	168	Programming Logic and Design	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
*	CPT	231	C# Programming II	3.0
*	CPT	236	JAVA Programming I	3.0
*	CPT	244	Data Structures	3.0
*	IST	220	Data Communications	3.0
*	IST	272	Relational Database	3.0
*One of the following:				
*	CPT	232	C++ Programming I	-
*	CPT	237	JAVA Programming II	-

				Credit Hours
*	CPT	238	Internet Scripting	-
*	CPT	246	Introduction to XML	-
			Subtotal	25.0
			Total Credit Hours	**66.0**

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

Networking Specialization (AAS.CPT.NETWK)

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.

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CPT	168	Programming Logic and Design	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
*	IST	220	Data Communications	3.0
*	IST	221	Advanced Data Communications	3.0
*	IST	252	LAN System Manager	3.0
*	IST	253	LAN Service and Support	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	260	Network Design	3.0
			Subtotal	25.0
			Total Credit Hours	**66.0**

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

Associate in Applied Science in Digital Arts (AAS.CPTDA)

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.

				Credit Hours
A.	**General Education**			
	ECO	210	Macroeconomics OR	-
	ECO	211	Microeconomics OR	-
	PSC	201	American Government OR	-
	PSY	201	General Psychology	3.0
	ENG	101	English Composition I	3.0
	MAT	103	Quantitative Reasoning	3.0
	HIS	102	Western Civilization Post 1689	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	15.00
B.	**Required Core Subject Area**			
*	ARV	110	Computer Graphics I	3.0
*	ARV	121	Design	3.0
*	ARV	212	Digital Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	222	Computer Animation	3.0
*	ARV	281	Design II	3.0
			Subtotal	18.00
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	122	3-Dimensional Design I	3.0
*	ARV	227	Web Design I	3.0
*	CGC	226	Advanced Printing	3.0
*	CGC	278	Typography	3.0
*	MKT	101	Marketing	3.0
*	MKT	140	E-Marketing	3.0
*	CWE		Cooperative Work Experience	3.0
			Subtotal	28.0
			Total Credit Subtotal	**61.00**

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

Advanced Multimedia Specialist Certificate (CT.CPTMS)

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.

A.	Required Core Subject Area			Credit Hours
*	ARV	110	Computer Graphics I	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	212	Digital Photography OR	-
*	CGC	105	Basic Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	227	Web Design I	3.0
*	CGC	278	Typography	3.0
*	MAP	101	Audio Techniques I	3.0
*	MAP	122	Field Production I	3.0
*	MAP	150	Studio Production I	3.0
*	MAP	226	Producing & Directing	3.0
			Total Credit Hours	**33.0**

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

Advanced Cyber Security Certificate (CT.ITACS)

The Advanced Cyber Security 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.

A.	Required Core Subject Area			Credit Hours
*	CPT	236	Introduction to Java Programming	3.0
*	CPT	238	Internet Scripting	3.0
*	CPT	260	Fundamentals of Op Sys and Web Servers	3.0
*	IST	191	Linux System Administration	3.0
*	IST	193	Linux Security Administration	3.0
*	IST	259	Electronic Messaging	3.0
*	IST	272	Relational Database	3.0
*	IST	291	Fundamentals of Network Security I	3.0
*	IST	292	Fundamentals of Network Security II	3.0
*	IST	293	IT and Data Assurance I	3.0
*	IST	294	IT and Data Assurance II	3.0
*	CPT	281	SCWE in Computer Technology	3.0
			Total Credit Hours	**36.0**

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

Advanced Network Security Certificate (CT.ITANS)

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

A.	Required Core Subject Area			Credit Hours
*	IST	101	Orientation to IT Professions	1.0
*	IST	103	Security Awareness	1.0
*	IST	188	Hardware Basics and OS	5.0
*	IST	201	Cisco Internetworking Concepts	3.0
*	IST	202	Cisco Router Configuration	3.0
*	IST	203	Advanced Cisco Router Configuration	3.0
*	IST	204	Cisco Troubleshooting	3.0
*	IST	252	LAN System Manager	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	291	Fundamentals of Network Security I	3.0
*	IST	292	Fundamentals of Network Security II	3.0
*	IST	293	IT and Data Assurance I	3.0
*	IST	294	IT and Data Assurance II	3.0
			Total Credit Hours	**37.0**

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

Advanced Web Programming Certificate (CT.ITAWP)

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.

A.	Required Core Subject Area			Credit Hours
*	CPT	236	Introduction to JAVA Programming	3.0
*	CPT	237	Advanced JAVA Programming	3.0
*	CPT	238	Internet Scripting	3.0
*	CPT	240	Internet Programming with Databases	3.0
*	CPT	246	Introduction to XML	3.0
*	IST	226	Internet Programming	3.0
*	IST	272	Relational Database	3.0
			Total Credit Hours	**21.0**

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

Digital Design Certificate (CT.CPTDD)

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.

A.	Required Core Subject Area			Credit Hours
*	ARV	110	Computer Graphics I	3.0
*	ARV	121	Design	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	212	Digital Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	222	Computer Animation	3.0
*	ARV	122	3 Dimensional Design I	3.0
*	ARV	227	Web Design I	3.0
*	ARV	281	Design II	3.0
*	CGC	226	Advanced Printing	3.0
*	CGC	278	Typography	3.0
			Total Credit Hours	**36.0**

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

Network Administration Certificate (CT.CPTNA)

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.

A.	Required Core Subject Area			Credit Hours
*	IST	188	Hardware Basics and Operating Systems	5.0
*	IST	220	Data Communications	3.0
*	IST	221	Advanced Data Communications	3.0
*	IST	252	LAN System Manager	3.0
*	IST	253	LAN Service & Support	3.0
*	IST	254	Centralized Network Management	3.0
*	IST	260	Network Design	3.0
			Total Credit Hours	**23.0**

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

Network Operations Certificate (CT.CPTNO)

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.

A.	Required Core Subject Area			Credit Hours
*	IST	201	Cisco Internetworking Concepts	3.0
*	IST	202	Cisco Router Configuration	3.0
*	IST	203	Advanced Cisco Router Configuration	3.0
*	IST	204	Cisco Troubleshooting	3.0
			Total Credit Hours	**12.0**

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

PC Technical Support Certificate (CT.CPTPC)
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.

				Credit Hours
A.	**Required Core Subject Area**			
*	CPT	168	Programming Logic & Design	3.0
*	CPT	170	Microcomputer Applications	3.0
*	CPT	230	C# Programming I	3.0
*	CPT	231	C# Programming II	3.0
*	CPT	242	Database	3.0
*	CPT	264	Systems and Procedures	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
*	IST	220	Data Communications	3.0
*	IST	188	Hardware Basics and Operating Systems	5.0
			Total Credit Hours	**29.0**

*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 (AA.ARTS)
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.

	Credit Hours
A. Courses for Distribution (Minimum 27.0 credit hours)	
9.0 hours Communication (Written and Oral) and/or Literature	
* ENG 101 English Composition I	3.0
* ENG 102 English Composition II	3.0
Select one course:	
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, SPC 205	3.0
*12.0 hours in Humanities and/or Social Science	
Select two courses:	
ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101	6.0
Select two courses:	
ECO 210, ECO 211, PSC 201, PSY 201, SOC 101	6.0
*6.0 credit hours in Mathematics and/or Natural Sciences (Lab)	
Select two courses:	
MAT 103, MAT 110, MAT 112, MAT 120, MAT 165, AST 101, AST 102, BIO 101, BIO 102, BIO 105, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222	6.0
B. Courses for Concentration (Minimum 15.0 credit hours)	
*Select a minimum of 15.0 credit hours from Communication, Humanities, or Social Sciences	
ART 101, ECO 210, ECO 211, ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101, THE 250, THE 253, THE 259, THE 263, THE 276	15.0
C. Other Hours Required for Graduation (Minimum 18.0 credit hours)	
COL 101 College Orientation	1.0
[1]Select a minimum of 17.0 credit hours from the following courses:	
ACC 101, ACC 102, ACC 111, AHS 102, ART 101, AST 101, AST 102, BIO 101, BIO 102, BIO 105, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, BUS 101, BUS 121, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, CHM 275, CPT 101, CPT 170, CRJ 101, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242, ECD 101, ECD 107, ECD 108, ECD 109, ECD 203, ECE 101, ECE 102, ECE 205, ECE 211, ECE 212, ECE 221, ECE 222, ECE 240, ECE 245, ECO 210, ECO 211, EGR 260, EGR 264, EGR 266, EGR 270, EGR 275, EGR 281, EGR 283 , ENG 160, ENG 201, ENG 202, ENG	17.0

205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, JOU 101, JOU 201, MAT 103, MAT 110, MAT 111, MAT 112, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, MGT 101, MKT 101, MUS 105, PHI 101, PHI 110, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SCI 150, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101, THE 250, THE 253, THE 259, THE 263, THE 276

Total Credit Hours	**60.0**

*Courses in the program which require a minimum grade of "C."

No course 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.

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

Associate in Science (AS.SCIEN)

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.

				Credit Hours
A.	**Courses for Distribution (Minimum 32.0 credit hours)**			

*9.0 hours Communication (Written and Oral) and/or Literature

*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0

Select one course:

ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, SPC 205   3.0

*12.0 hours in Humanities and Social Science

Select two courses:

ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101   6.0

Select two courses:

ECO 210, ECO 211, PSC 201, PSY 201, SOC 101   6.0

*8.0 credit hours in Natural Sciences (Lab)

Select two courses:

AST 101, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222   8.0

B. Courses for Concentration (Minimum 15.0 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, AST 102, BIO 101, BIO 102, BIO 105, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, , MAT 103, MAT 110, MAT 111, MAT 112, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, SCI 150   15.0

C. Other Hours Required for Graduation (Minimum 16.0 credit hours)

	COL	101	College Orientation	1.0

[1]Select a minimum of 15.0 credit hours from the following courses:

ACC 101, ACC 102, ACC 111, AHS 102, ART 101, AST 101, AST 102, BIO 101, BIO 102, BIO 105, BIO 150, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, BUS 101, BUS 121, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, CHM 275, CPT 101, CPT 170, CRJ 101, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242, ECD 101, ECD 107, ECD108, ECD 109, ECD 203, ECE 101, ECE 102, ECE 205, ECE 211, ECE 212, ECE 221, ECE 222, ECE 240, ECE 245, ECO 210, ECO 211, EGR 260, EGR 264, EGR 266, EGR 270, EGR 275, EGR 281, EGR 283 , ENG 160, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, JOU 101, JOU 201, MAT 103, MAT 110, MAT 111, MAT 112, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, MGT 101, MKT 101, MUS 105, PHI 101, PHI 110, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SCI 150, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101, THE 250, THE 253, THE 259, THE 263, THE 276   15.0

Total Credit Hours	**60.0**

*Courses in the program which require a minimum grade of "C."

No course 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.

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

Fine Arts in Theater Production Certificate (CT.AAFTP)

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.

				Credit Hours
A.	**Required Core Subject Area**			
*	ART	101	Art History and Appreciation	3.0
	COL	101	College Orientation	1.0
*	ENG	101	English Composition I	3.0
*	MUS	105	Music Appreciation	3.0
*	THE	250	Makeup for Performance	3.0
*	THE	253	Stagecraft	3.0
*	THE	259	Stage Management	3.0
*	THE	263	Fundamentals of Directing	3.0
*	THE	276	Script Analysis	3.0
Take one course				
*		Electives		
			Humanities: HIS 201, HIS 202, PSC 201	3.0
Take one course				
*		Electives		
			Social Science: PSY 201, SOC 101	3.0
			Total Credit Hours	**31.0**

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

Associate in Applied Science major in General Technology Specialization in Fine Arts in Theater Production (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.

				Credit Hours
A.	**General Education**			
*	ART	101	Art History and Appreciation	3.0
*	ENG	101	English Composition	3.0
*	HIS	201	American History: Discovery To 1877 OR	-
*	HIS	202	American History: 1877 To Present OR	-
*	PSC	201	American Government	3.0
*	PSY	201	General Psychology OR	
*	SOC	101	Introduction to Sociology	3.0
*	MAT	103	Quantitative Reasoning	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	ARV	110	Computer Graphics	3.0
*	ARV	121	Design	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	205	Graphic Illustration	3.0
*	ARV	212	Digital Photography	3.0
*	ARV	219	Multimedia Techniques	3.0
*	ARV	222	Computer Animation	3.0
			Subtotal	21.0
	(2)	**Secondary Technical Specialty**		
*	THE	250	Makeup for Performance	3.0
*	THE	253	Stagecraft	3.0
*	THE	259	Stage Management	3.0
*	THE	263	Fundamentals of Directing	3.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
*	ARV	223	3D Animation I	3.0
*	ARV	227	Web Design I	3.0
*	ARV	281	Design II	3.0
*	CGC	226	Advanced Printing	3.0
*	CGC	278	Typography	3.0
	COL	101	College Orientation	1.0
*	MUS	105	Music Appreciation	3.0
*	THE	276	Script Analysis	3.0
			Subtotal	22.0
			Total Credit Hours	**70.0**

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

University Studies Certificate (CT.UNSTU)

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.

				Credit Hours
A. Required Core Subject Areas				
*	COL	101	College Orientation	1.0
*	ENG	101	English Composition I	3.0

*Choose at least 3 credit hours from Mathematics
MAT 103, MAT 110, MAT 112, MAT 120, MAT 165 — 3.0

*Choose at least 3.0 credits from Humanities/Fine Arts
ART 101, ENG 102, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, THE 101 — 3.0

*Choose at least 3.0 credits from Social Sciences
ECO 210, ECO 211, PSC 201, PSY 201, SOC 101 — 3.0

Choose at least 17.0 credits of transferable credit. At least one foreign language is recommended.
Electives — 17.0

Humanities/Fine Arts: ART 101, ECO 210, ECO 211, ENG 102, ENG 160, ENG 210, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 238, FRE 101, FRE 102, GER 101, GER 102, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, JOU 101, JOU 201, MUS 105, PHI 101, PHI 110, PSC 201, PSC 215, PSC 220, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, SPC 205, THE 101, THE 250, THE 253, THE 259, THE 263, THE 276

Mathematics & Science: AST 101, AST 102, BIO 102, BIO 105, BIO 205, BIO 206, BIO 210, BIO 211, BIO 225, BTN 103, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, CHM 101, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, MAT 103, MAT 110, MAT 111, MAT 112, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 165, MAT 240, MAT 242, MAT 250, MAT 251, PHS 101, PHY 201, PHY 202, PHY 221, PHY 222, SCI 150

Additional Courses: ACC 101, ACC 102, ACC 111, AHS 102, BUS 101, BUS 121, CPT 101, CPT 170, CRJ 101, CRJ 115, CRJ 125, CRJ 224, CRJ 236, CRJ 242, ECD 101, ECD 107, ECD 108, ECD 109, ECD 203, ECE 101, ECE 102, ECE 205, ECE 211, ECE 212, ECE 221, ECE 222, ECE 240, ECE 245, EGR 260, EGR 264, EGR 266, EGR 270, EGR 275, EGR 281, EGR 283, EVT 110, EVT 111, EVT 201, EVT 206, EVT 254, MGT 101, MKT 101

Total Credit Hours — **30.0**

*Courses in this program that require a minimum grade of "C."
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.
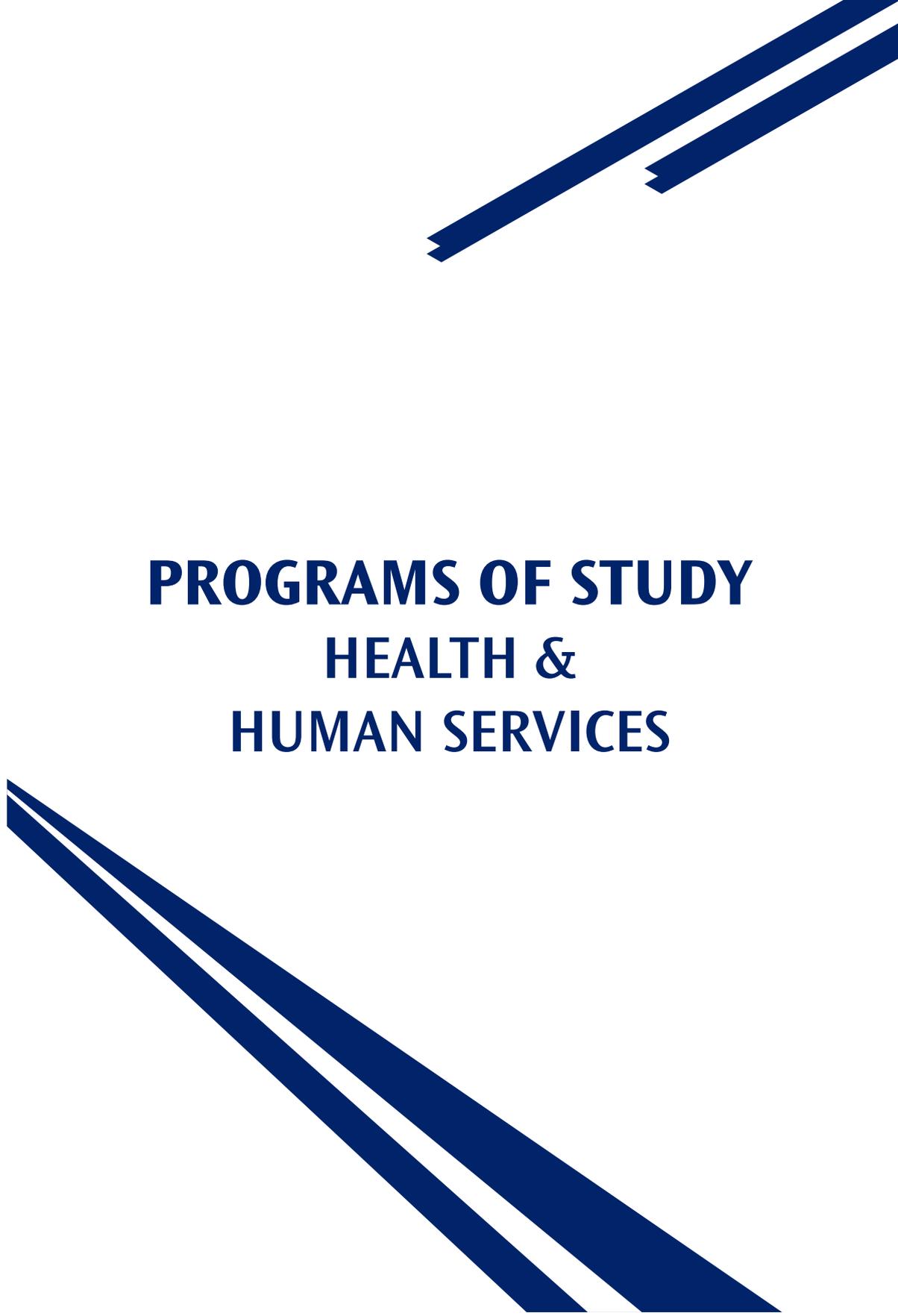
PROGRAMS OF STUDY
HEALTH &
HUMAN SERVICES

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 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 re-admission, 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 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.

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 major in Early Care and Education (AAS.ECED)

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 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). The program is accredited by the National Association for the Education of Young Children. NAEYC, 1313 L St. N.W. Suite 500, Washington DC 20005-4101, Telephone: 202-232-8777 or 800-424-2460, Email: webmaster@naeyc.org.

				Credit Hours
A.	**General Education**			
*	AOT	105	Keyboarding OR	-
*	CPT	101	Introduction to Computers	3.0
*	ENG	101	English Composition OR	-
*	ENG	155	Communications I	3.0
	MAT	103	Quantitative Reasoning OR	-
	MAT	155	Contemporary Mathematics	3.0
*	PSY	105	Personal/ Interpersonal Psychology OR	-
*	PSY	201	General Psychology	3.0
*	HIS	102	Western Civilization Post 1689 OR	-
*	HSS	205	Technology and Society OR	-
*	PSC	201	Political Science	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	ECD	101	Introduction to Early Childhood	3.0
*	ECD	102	Growth and Development I	3.0
*	ECD	105	Guidance and Classroom Management	3.0
*	ECD	107	Exceptional Children	3.0
*	ECD	135	Health, Safety and Nutrition	3.0
*	ECD	203	Growth and Development II	3.0
*	ECD	243	Supervised Field Experience	3.0
			Subtotal	21.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	ECD	108	Family and Community Relations	3.0
*	ECD	109	Administration and Supervision	3.0
*	ECD	131	Language Arts	3.0
*	ECD	132	Creative Experiences	3.0
*	ECD	133	Science and Math	3.0
*	ECD	200	Curriculum Issues in Infant & Toddler Dev.	3.0
*	ECD	201	Principles of Ethics & Leadership in Early Care and Education	3.0
*	ECD	210	Early Childhood Intervention	3.0
			Elective (minimum of 1 course): ECD 205, BIO 105, or PSC 201	3.0
			Subtotal	28.0
			Total Credit Hours	**64.0**

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

Child Care Management Certificate (CT.ECDCM)

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).

				Credit Hours
A.	**Required Core Subject Areas**			
*	ECD	101	Intro to Early Childhood	3.0
*	ECD	102	Growth and Development I	3.0
*	ECD	105	Guidance/Classroom Management	3.0
*	ECD	108	Family and Community Relations	3.0
*	ECD	109	Administration and Supervision	3.0

*	ECD	135	Health, Safety, and Nutrition	3.0
*	ECD	203	Growth and Development II	3.0
*	ENG	101	English Composition I **OR**	
*	ENG	155	Communications I	3.0
*	MGT	120	Small Business Management	3.0
*	MGT	201	Human Resource Management	3.0
			Total Credit Hours	**30.0**

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

Early Childhood Development Certificate (CT.ECD)

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).

				Credit Hours
A.	**Required Core Subject Areas**			
*	ECD	101	Introduction to Early Childhood	3.0
*	ECD	102	Growth and Development I	3.0
*	ECD	203	Growth and Development II	3.0
*	ECD	105	Guidance/Classroom Management	3.0
*	ECD	107	Exceptional Children	3.0
*	ECD	131	Language Arts	3.0
*	ECD	132	Creative Experiences	3.0
*	ECD	133	Science and Math Concepts	3.0
*	ECD	135	Health, Safety, and Nutrition	3.0
			Total Credit Hours	**27.0**

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

Infant and Toddler Development Certificate (CT.ECDIT)

The Infant and Toddler Development certificate program prepares graduates for child care roles working with children birth through 3 years. It focuses on daily planning, growth, and development. People who enjoy helping very young 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).

				Credit Hours
A.	**Required Core Subject Areas**			
*	ECD	101	Introduction to Early Childhood	3.0
*	ECD	102	Growth and Development I	3.0
*	ECD	200	Curriculum Issues in Infant & Toddler Development	3.0
*	ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
*	ECD	207	Inclusive Care for Infants and Toddlers	3.0
*	ECD	251	Supervised Field Experiences in Infant/Toddler Environment	3.0
			Total Credit Hours	**18.0**

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

CRIMINAL JUSTICE TECHNOLOGY AND HUMAN SERVICES

The field of criminal justice and human services 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 major in Criminal Justice Technology (AAS.CRJ)

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, prisons, jails, 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

			Credit Hours
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		

<div align="center">OR</div>

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.

<div align="center">OR</div>

Successful completion of required developmental courses.

<div align="center">OR</div>

High School GPA of 3.0.

<div align="center">OR</div>

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

				Credit Hours
A.	**General Education**			
	CPT	170	Microcomputer Applications	3.0
Take one course:				
	ENG	101	English Composition I **OR**	3.0
	ENG	155	Communications I	-
	ENG	102	English Composition II **OR**	3.0
	ENG	156	Communications II	-
	MAT	103	Quantitative Reasoning	3.0
	PSC	201	American Government **OR**	3.0
	PSC	215	State and Local Government	-
	PSY	201	General Psychology **OR**	3.0
	SOC	101	Introduction to Sociology	-
	SPC	205	Public Speaking	3.0
Take one course:				
	ART 101, HIS 202, HSS 205, MUS 105, THE 101			3.0
			Subtotal	24.0
B.	**Required Core Subject Areas**			
*	CRJ	101	Introduction to Criminal Justice	3.0
*	CRJ	115	Criminal Law I	3.0
*	CRJ	125	Criminology	3.0
*	CRJ	236	Criminal Evidence	3.0
*	CRJ	242	Correctional Systems	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CRJ	202	Criminalistics	3.0
*	CRJ	110	Police Patrol	3.0
*	CRJ	218	Crisis Intervention	3.0
*	CRJ	222	Ethics in Criminal Justice	3.0
*	CRJ	224	Police Community Relations	3.0
*			Electives (take 3 courses below)	9.0

College Transfer Electives
   Science: BIO 101, CHM 101, SCI 150
   Social Science Electives: ECO 210, ECO 211, PSY 212, SOC 205
   Criminal Justice Electives: CRJ 130, CRJ 140, CRJ 145, CRJ 230, CRJ 237, CRJ 246, CRJ 250
College Transfer Electives
Other Accepted Electives
   CPT 101, MGT 101, MGT 201, SPA 101, SPA 102

	Subtotal		25.0
	Total Credit Hours		**64.0**

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

Law Enforcement Certificate (CT.CRJLE)

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.

A.	Required Core Subject Areas			Credit Hours
*	CRJ	101	Introduction to Criminal Justice	3.0
*	CRJ	110	Police Patrol	3.0
*	CRJ	115	Criminal Law I	3.0
*	CRJ	202	Criminalistics **OR**	3.0
*	SCI	150	Forensic Science	-
*	CRJ	218	Crisis Intervention	3.0
*	CRJ	222	Ethics in Criminal Justice	3.0
*	CRJ	224	Police Community Relations	3.0
*	ENG	101	English Composition I **OR**	3.0
*	ENG	155	Communications I	-
			Total Credit Hours	**24.0**

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

Human Services Certificate (CT.HUMSR)

The Human Services certificate program prepares graduates for roles in helping careers. Graduates might work in social services, law enforcement, treatment facilities, nursing/care facilities, or facilities for those with mental or physical disabilities. Employees of human services agencies are often subject to criminal background investigations. Concentration options for this program include Criminal Justice Technology, Early Care and Education, Gerontology, and Substance Abuse. Students will choose one option and complete two courses in that content area.

A.	General Education			Credit Hours
*	ENG	101	English Composition I	3.0
*	PSY	201	General Psychology	3.0
*	SOC	101	Introduction to Sociology	3.0
			Subtotal	9.0
B.	Required Core Subject Areas			
*	HUS	101	Introduction to Human Services	3.0
*	HUS	102	Personal & Professional Development in Helping Professions	3.0
*	HUS	150	Supervised Field Placement I	3.0
*	HUS	230	Interviewing Techniques	3.0
			Subtotal	12.0

C. Other Hours Required for Graduation
Select one Grouping: *Criminal Justice Technology*

*	CRJ	101	Introduction to Criminal Justice	3.0
*	CRJ	218	Crisis Intervention	3.0
			Early Care and Education	
*	ECD	101	Introduction to Early Childhood Education	3.0
*	ECD	107	Exceptional Children	3.0
			Gerontology	
*	HUS	205	Gerontology	3.0
*	HUS	214	Health, Wellness & Nutrition for Special Populations	3.0
			Substance Abuse	
*	HUS	208	Alcohol & Drug Abuse	3.0
*	HUS	217	Addictions Counseling	3.0
			Subtotal	6.0
			Total Credit Hours	**27.0**

*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 major in Dental Hygiene (AAS.DHG)

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 will 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 without reporting requirements."]. 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.

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) CPR course and complete a dental office rotation.

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 required (Declination is allowed for medical and/or religious reasons.)
- Proof of 2 step PPD within 3 months prior to entry of program is required
- Physician's evaluation

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 the State Dental Board, 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. 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:

SAT scores - 480 Critical Reading and 540 Math, or SAT (2016) scores: 480 Reading/Writing and 570 Math, 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 Dental Hygiene program.
<div align="center">**AND**</div>
Completion of one course of high school college-preparatory general chemistry with a minimum grade of "C," or completion of one college chemistry course with a minimum grade of "C" prior to acceptance into the hygiene program.

OR ALTERNATIVE METHOD – 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 2.00 in classes taken at York Technical College that can be applied towards the Dental Hygiene program.
<div align="center">**OR**</div>
Completion of a baccalaureate degree from a regionally accredited College and documentation of minimum reading requirement.

				Credit Hours
A.	**General Education**			
*	ENG	101	English Composition I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	201	General Psychology	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	AHS	113	Head and Neck Anatomy	1.0
*	BIO	134	Fundamentals of Microbiology	2.0
*	DHG	121	Dental Radiography	3.0
*	DHG	125	Tooth Morphology & Histology	2.0
*	DHG	140	General & Oral Pathology	2.0
*	DHG	141	Periodontology	2.0
*	DHG	143	Dental Pharmacology	2.0
*	DHG	165	Clinical Dental Hygiene I	5.0
*	DHG	175	Clinical Dental Hygiene II	5.0
*	DHG	230	Public Health Dentistry	3.0
*	DHG	239	Dental Assisting for DHGs	2.0
*	DHG	255	Clinical Dental Hygiene III	5.0
*	DHG	272	Dental Hygiene Externship	2.0
			Subtotal	36.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	AHS	108	Nutrition	3.0

*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	CHM	105	General, Organic & Biochemistry	4.0
*	DHG	115	Medical and Dental Emergencies	2.0
*	DHG	154	Pre-clinical Dental Hygiene	4.0
*	DHG	265	Clinical Dental Hygiene IV	5.0
*	SOC	101	Introduction to Sociology	3.0
*			Approved Elective	3.0

AHS 102, AOT 105, BAF 101, BIO 101, BIO 102, BIO 225, BUS 121, CHM 101, CPT 101, ECO 210, ECO 211, ENG 102, ENG 201, ENG 202, ENG 205, ENG 209, ENG 214, ENG 238, HIS 101, HIS 102, HIS 202, JOU 201, PSC 201, PSC 210, PSY 203, *RDG 101, SOC 102, or SOC 205

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

Subtotal		33.0
Total Credit Hours		**84.0**

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

Dental Office Certificate (CT.DHGDO)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	108	Nutrition	3.0
*	AHS	120	Responding to Emergencies	2.0
*	BIO	134	Fundamental Microbiology Concepts	2.0
*	BIO	210	Anatomy & Physiology I	4.0
*	BIO	211	Anatomy & Physiology II	4.0
*	CHM	105	General, Organic and Biochemistry`	4.0
*	COL	101	College Orientation	1.0
*	DAT	105	Dental Charting and Documentation	3.0
*	DAT	122	Dental Office Management	2.0
*	ENG	101	English Composition I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	SPC	205	Public Speaking	3.0
			Electives (Take one course: PSY 201, RDG 101, SOC 101)	3.0
			Total Credit Hours	**40.0**

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

Diploma in Applied Science major in Expanded Duty Dental Assisting (DAS.EDDA)

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 hygiene services. Students enrolled in this program will have criminal background checks and drug screenings. Graduates are eligible to take 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 without reporting requirements."]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

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) CPR course and complete a dental office rotation.

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 required (Declination is allowed for medical and/or religious reasons.)
- 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 rotation. Students participating in clinical rotations 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 a current American Heart Association Healthcare Provider CPR certification before entering 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

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

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

<div align="center">OR</div>

SAT Scores – 480 Critical Reading and 540 Math, or SAT (2016) 480 Reading/Writing and 570 Math, 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 Expanded Duty Dental Assisting program.

Successful completion of required developmental courses.

Based on placement scores, students may be required to take additional coursework not listed on the curriculum display 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 2.0 in classes taken at York Technical College that can be applied towards the Dental Assisting program.

				Credit Hours
A.	**General Education**			
	ENG	155	Communications I	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	9.0
B.	**Required Core Subject Areas**			
*	DAT	113	Dental Materials	4.0
*	DAT	118	Dental Morphology	2.0
*	DAT	121	Dental Health Education	2.0
*	DAT	122	Dental Office Management	2.0
*	DAT	127	Dental Radiography	4.0
*	DAT	154	Clinical Procedures I	4.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	DAT	112	Integrated Human Science	4.0
*	DAT	115	Ethics & Professionalism	1.0
*	DAT	123	Oral Medicine/Oral Biology	3.0
*	DAT	164	Clinical Procedures II	4.0
*	DAT	177	Dental Office Experience	7.0
			Subtotal	20.0
			Total Credit Hours	**47.0**

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

Associate in Applied Science major in General Technology Specialization in Expanded Duty Dental Assisting (AAS.GT.HSEDD)
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.

				Credit Hours
A.	**General Education**			
	ENG	101	English Composition I	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
	HSS	205	Technology and Society	3.0
	SPC	205	Public Speaking	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1) Primary Technical Specialty			
*	DAT	112	Integrated Human Sciences	4.0

*	DAT	113	Dental Materials		4.0
*	DAT	115	Ethics and Professionalism		1.0
*	DAT	118	Dental Morphology		2.0
*	DAT	121	Dental Health Education		2.0
*	DAT	122	Dental Office Management		2.0
*	DAT	123	Oral Medicine and Oral Biology		3.0
*	DAT	127	Dental Radiography		4.0
*	DAT	154	Clinical Procedures I		4.0
*	DAT	164	Clinical Procedures II		4.0
			Subtotal		30.0

(2)   Secondary Technical Specialty - take 12 credit hours

ACC	101	Accounting Principles I	3.0
ACC	111	Accounting Concepts	3.0
ACC	150	Payroll Accounting	3.0
ACC	240	Computerized Accounting	3.0
ACC	241	Computerized Patient Billing	1.0
ACC	242	Small Business Software	1.0
ACC	243	Computerized Spreadsheets	1.0
AOT	105	Keyboarding	3.0
AOT	110	Document Formatting	3.0
AOT	133	Professional Development	3.0
AOT	134	Office Communications	3.0
AOT	212	Medical Document Production	3.0
CPT	170	Microcomputer Applications	3.0
		Subtotal	12.0

OR (Select 12 Hours from the following courses)

AHS	101	Introduction to Health Professions	2.0
AHS	108	Nutrition	3.0
AHS	116	Patient Care Relations	3.0
AHS	121	Pharmacology	2.0
AHS	144	Phlebotomy Practicum	5.0
SCI	150	Forensic Science I	4.0
SUR	125	Sterile Processing Practicum	5.0
		Subtotal	12.0

C. Other Hours Required for Graduation

	AHS	102	Medical Terminology	3.0
	AHS	120	Responding to Emergencies	2.0
	COL	101	College Orientation	1.0
*	DAT	177	Dental Office Experience	7.0
			Subtotal	13.0
			Total Credit Hours	**70.0**

*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 major in Medical Laboratory Technology (AAS.MLT)

The Associate in Applied Science major in Medical Laboratory Technology program prepares graduates for work in hospital labs, doctors' offices, emergency centers, and other labs. Students learn to perform medical tests on human fluids. This program would be of interest to those who enjoy science and math. 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 email at 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)
- 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

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 Lifesaving Skills (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)
- Accuplacer Next Gen (Writing 250, Reading 263, Math QAS 237)
- YTC Placement Test (English- 70, Reading Level 4- 70, Math 1- 70)
- 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 or 70 on YTC RDG4 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.

				Credit Hours
A.	**General Education**			
*	BIO	112	Basic Anatomy & Physiology	4.0
	CHM	105	General, Organic & Biochemistry	4.0
	ENG	101	English Composition I	3.0
	HSS	205	Technology & Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	20.0
B.	**Required Core Subject Areas**			
*	MLT	105	Medical Microbiology	4.0
*	MLT	110	Hematology	4.0
*	MLT	120	Immunohematology	4.0
*	MLT	125	Clinical Chemistry	4.0
			Subtotal	16.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	MLT	101	Introduction to MLT	2.0
*	MLT	108	Urinalysis & Body Fluids	3.0
*	MLT	112	Introduction to Parasitology	2.0
*	MLT	242	Survey in MLT	5.0
*	MLT	243	Advanced Survey in MLT	5.0
*	MLT	251	Clinical Experience I	5.0
*	MLT	252	Clinical Experience II	5.0
*	MLT	253	Clinical Experience III	5.0
*	MLT	254	Clinical Experience IV	5.0
			Approved Elective (Not less than 2 credit hours)	2.0
			AHS 102, AHS 108, AHS 120, AHS 121, AHS 144, CPT 101, CPT 114, ECO 101, ECO 210, ECO 211, ENG 102, ENG 160, EVT 206, EVT 254, HIS 101, HIS 102, HIS 201, HIS 202, MAT 102, AOT 165, or SCI 150	
			Subtotal	40.0
			Total Credit Hours	**76.0**

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

Associate in Applied Science major in General Technology Specialization in Medical Laboratory Technology (AAS.GT.HSMLT)
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.

				Credit Hours
A.	**General Education**			
*	BIO	112	Basic Anatomy & Physiology	4.0
	ENG	101	English Composition I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	16.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
	ACC	101	Accounting Principles I	3.0
	BUS	101	Introduction to Business	3.0
	BUS	121	Business Law I	3.0
	MGT	101	Principles of Management	3.0
	MGT	110	Office Management	3.0
			Subtotal	15.0
			AND (Select 9 Hours from the following courses)	
	AOT	137	Office Accounting	3.0
	AOT	105	Keyboarding	3.0
	AOT	133	Professional Development	3.0
	AOT	180	Customer Service	3.0
	MGT	201	Human Resource Management	3.0
	MGT	280	Executive Development	3.0
			Subtotal	9.0
	(2)	**Secondary Technical Specialty - take 12 credit hours**		
*	AHS	102	Medical Terminology	3.0
*	AHS	116	Patient Care Relations	3.0
*	AHS	120	Responding to Emergencies	2.0
*	AHS	135	Principles of Teaching Used in Health Care Settings	3.0
*	AHS	144	Phlebotomy Practicum	5.0
*	MED	113	Basic Medical Laboratory Techniques	3.0
*	SCI	150	Forensic Science I	4.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
	ACC	111	Accounting Concepts	3.0
	CHM	105	General, Organic and Biochemistry	4.0
	COL	101	College Orientation	1.0
	CPT	170	Microcomputer Applications	3.0
			Approved Elective	2.0
			AHS 102, AHS 108, AHS 120, AHS 121, AHS 144, CPT 101, CPT 114, ECO 101, ECO 210, ECO 211, ENG 102, ENG 160, EVT 206, EVT 254, HIS 101, HIS 102, HIS 201, HIS 202, MAT 102, AOT 165, SCI 150, PSY 203, SOC 101, SOC 102, SPC 205, or AHS 135	
			Subtotal	13.0
			Total Credit Hours	**65.0**

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

Medical Assisting Certificate (CT.MA)
The Medical Assisting certificate program prepares graduates to become multi-skilled members of a health care team. Medical assistants work in both administrative and patient care sides of medical offices. 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.

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)
- 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

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 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 Lifesaver skills (BLS) CPR certification prior to clinical rotation. Students must meet all pre-requisite and eligibility requirements. 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 YTC Placement Test Reading Level 3 – 70, English – 70, Math 1 – 70). Keyboarding skills (AOT 105 or exemption) are a prerequisite for entry into several of the major courses.

A.	Required Core Subject Areas			Credit Hours
*	AHS	102	Medical Terminology	3.0
*	AOT	110	Document Formatting	3.0
*	AOT	252	Medical Systems and Procedures	3.0
*	AOT	267	Integrated Information Processing	3.0
*	BIO	112	Basic Anatomy and Physiology	4.0
*	ENG	155	Communications I	3.0
*	HIM	130	Billing and Reimbursement	3.0
*	MED	113	Basic Medical Laboratory Techniques	3.0
*	MED	114	Medical Assisting Clinical Procedures	4.0
*	MED	117	Clinical Practice	5.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
			Total Credit Hours	**37.0**

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

NURSING

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster and 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), 3343 Peachtree Road NE, Suite 850, Atlanta Georgia 30326, 404-975-5000 or fax 404-975-5020, or www.acenursing.org.

In addition to the Associate Degree Nursing Program, the following programs are contained in the Nursing Department and are detailed on the following pages:
- 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 major in Nursing (AAS.NUR)
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.

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 Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina-Lancaster and 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), 3343 Peachtree Road NE, Suite 850 , Atlanta Georgia 30326, 404-975-5000 or fax 404-975-5020, or www.acenursing.org.

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. Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses (NCLEX-RN) are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

Clinical facilities require drug screens and background checks before allowing students to participate in clinical rotations. Students participating in clinical 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)
- 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

Students must have a completed criminal background check and current American Heart Association CPR certification for children, infants, and adults and AED is required. Students must have proof of health and liability insurance.

Admission Requirements – Applicants for admission to the Associate Degree Nursing Program must meet the entrance requirements of the parent institution. 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 of 480 critical reading and 540 math or SAT (2016) 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. Please see program information on the following pages.

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.

The ADN Program is a cooperative program with the University of South Carolina-Lancaster. Students must graduate from the institution where they entered into the nursing 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/University of South Carolina-Lancaster 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 re-admission.
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. Students who are unsuccessful in NUR/LANU 206 must place their names back on the waiting list through Counseling and Support Services (CASS) and pay the wait list application fee.
6. Required competencies are nursing course specific, and will include a proctored ATI computerized exam and demonstration of course specific skills.
7. Re-admission is based on space available.

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.

A. General Education				Credit Hours
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
*	MAT	110	College Algebra	3.0
	PSY	201	General Psychology	3.0

				Credit Hours
			Approved Elective (Humanities/Fine Arts)	3.0
			ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 202, HSS 205, MUS 105, or PHI 101	
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	NUR	104	Nursing Care Management	4.0
*	NUR	159	Nursing Care Management II	6.0
*	NUR	206	Clinical Skills	2.0
*	NUR	209	Nursing Care Management III	5.0
*	NUR	211	Care of the Childbearing Family	4.0
			Subtotal	21.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	BIO	225	Microbiology	4.0
*	NUR	106	Pharmacologic Basics	2.0
*	NUR	214	Mental Health Nursing	4.0
*	NUR	219	Nursing Management Leadership	4.0
*	NUR	229	Nursing Care Management IV	6.0
			Approved Elective	3.0
			AHS 102, AHS 108, AHS 117, AHS 121, AHS 135, AHS 144, CHM 101, CPT 101, ECO 210, MAT 165, AOT 105, AOT 165, PHS 101, PHY 201, PHY 202, PSY 203, PSY 212, SOC 101, SOC 205, SPC 205, or BIO-205	
			Subtotal	32.0
			Total Credit Hours	**68.0**

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

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 of the parent institutions, 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.

The deadline for application for the LPN/ADN transition program is May 15, 2021.

Direct Articulation Transfer from the York Technical College's Practical Nursing Program

Students in the Practical Nursing Program may articulate 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. Articulation occurs immediately after completion of the PN program.
4. Articulation into the ADN program is based on space availability. **Direct articulation into the ADN program is not automatic or guaranteed.**
5. In the event there are more qualified students who desire to articulate than space availability, a lottery will be utilized.

Nursing Care Certificate (CT.NURNC)
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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	117	The Care of Patients	4.0
*	AHS	120	Responding to Emergencies	2.0

*	BIO	210	Anatomy & Physiology I	4.0
*	BIO	211	Anatomy & Physiology II	4.0
*	BIO	225	Microbiology	4.0
*	COL	101	College Orientation	1.0
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
*	MAT	110	College Algebra	3.0
*	PSY	201	General Psychology	3.0
*	General Elective (Take one course: AHS 102, CHM 101, CHM 105, PSY 203, RDG 101)			3.0
*	Humanities Elective (Take one course: ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 209, HIS 101, HIS 102, HIS 201, HIS 202, HSS 205, MUS 105, PHI 101)			3.0
	Total Credit Hours			**37.0**

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

Diploma in Applied Science major in Practical Nursing (DAS.NURPN)

The Diploma in Applied Science major in Practical Nursing program prepares graduates for work as a practical nurse. Job options include hospitals, doctors' 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. 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 www.llr.sc.gov. The Practical Nursing Program is approved by the Board of Nursing for South Carolina, 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), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, (fax) 404-975-5020, www.acenursing.org.

Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination (NCLEX-PN) for Practical Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses are eligible to apply for licensure as a practical nurse in any of the 50 states or U.S. territories.

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

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.

				Credit Hours
A.	**General Education**			
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
	PSY	201	General Psychology	3.0
			Subtotal	9.0
B.	**Required Core Subject Areas**			
*	NUR	104	Nursing Care Management	4.0
*	NUR	159	Nursing Care Management II	6.0
*	NUR	206	Clinical Skills	2.0
*	NUR	209	Nursing Care Management III	5.0
*	NUR	211	Care of the Childbearing Family	4.0
			Subtotal	21.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	NUR	106	Pharmacologic Basics	2.0
			Subtotal	11.0
			Total Credit Hours	**41.0**

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

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 12 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.

Students successfully completing the first three semesters are eligible to apply for the NCLEX-PN (National Council Licensure Examination) and for Licensure as a Practical Nurse (PN).

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.

Associate in Applied Science major in General Technology Specialization in Practical Nursing (AAS.GT.HSPN)
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.

				Credit Hours
A.	**General Education**			
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
*	MAT	110	College Algebra	3.0
	PSY	201	General Psychology	3.0
			Approved Elective (Humanities/Fine Arts)	3.0
			ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 202, HSS 205, MUS 105, or PHI 101	
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	NUR	104	Nursing Care Management	4.0
*	NUR	106	Pharmacologic Basic	2.0
*	NUR	206	Clinical Skills	2.0
*	NUR	159	Nursing Care Management II	6.0
*	NUR	209	Nursing Care Management III	5.0
*	NUR	211	Care of the Childbearing Family	4.0

				Credit Hours
		Subtotal		23.0
(2)	**Secondary Technical Specialty**			
AHS	101	Introduction to Health Professions		2.0
AHS	102	Medical Terminology		3.0
AHS	108	Nutrition		3.0
AHS	116	Patient Care Relations		3.0
AHS	121	Pharmacology		2.0
		Subtotal		13.0
C.	**Other Hours Required for Graduation**			
* BIO	210	Anatomy & Physiology I		4.0
* BIO	211	Anatomy & Physiology II		4.0
COL	101	College Orientation		1.0
AHS	120	Responding to Emergencies		2.0
PSY	203	Human Growth & Development		3.0
		Subtotal		14.0
		Total Credit Hours		**65.0**

*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.

Patient Care Technician Certificate (CT.PCT)
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)
- 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

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) BLS 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.

				Credit Hours
A.	**Required Core Subject Areas**			
* AHS	102	Medical Terminology		3.0
* AHS	116	Patient Care Relations		3.0
* AHS	117	The Care of Patients		4.0
* AHS	120	Responding to Emergencies		2.0
* AHS	141	Phlebotomy for the Healthcare Provider		3.0
* AHS	145	Electrocardiography		2.0
* AHS	176	Patient Care Clerical Principles		4.0

				Credit Hours
*	BIO	112	Basic Anatomy and Physiology	4.0
*	ENG	155	Communications I	3.0
			Total Credit Hours	**28.0**

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

Associate in Applied Science major in General Technology Specialization in Patient Care (AAS.GT.GTPCT)

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.

				Credit Hours
A.	**General Education**			
*	BIO	112	Basic Anatomy & Physiology OR	-
*	BIO	210	Anatomy & Physiology I	4.0
*	ENG	101	English Composition I OR	-
*	ENG	155	Communications I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	PSY	105	Personal/Interpersonal Psychology OR	-
*	PSY	201	General Psychology	3.0
			Subtotal	16.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	AHS	102	Medical Terminology	3.0
*	AHS	116	Patient Care Relations	3.0
*	AHS	117	The Care of Patients	4.0
*	AHS	120	Responding to Emergencies	2.0
*	AHS	141	Phlebotomy for the Healthcare Provider	3.0
*	AHS	145	Electrocardiography	2.0
*	AHS	176	Patient Care Clerical Principles	4.0
			Subtotal	21.0
	(2)	**Secondary Technical Specialty - take 12 credit hours**		
*	AOT	105	Keyboarding	3.0
*	AOT	110	Document Formatting	3.0
*	AOT	134	Office Communications	3.0
*	AOT	252	Medical Systems and Procedures	3.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
*	COL	101	College Orientation	1.0
*	HIM	130	Billing and Reimbursement	3.0
*	AOT	133	Professional Development	3.0
*	AOT	267	Integrated Information Processing	3.0
*			Approved Elective	2.0
			AHS 108, AHS 121, AHS 135, MED 113, or MED 114	
			Subtotal	12.0
			Total Credit Hours	**61.0**

*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.

Personal Trainer Certificate (CT.PT)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	120	Responding to Emergencies	2.0
*	BIO	210	Anatomy & Physiology I	4.0
*	SFT	101	Introduction to Exercise Physiology	3.0
*	SFT	105	Fitness Assessment and Exercise Program Design	3.0
*	SFT	107	Nutrition for Fitness and Training	3.0

*	SFT	109	Lifetime Fitness and Wellness		3.0
*	SFT	110	Weight Training: Theory and Application		3.0
*	SFT	112	Cardiovascular and Flexibility Training		2.0
*	SFT	125	Personal Trainer Techniques		3.0
*	SFT	201	Structural Kinesiology		3.0
*	SFT	202	Internship for the Personal Trainer		3.0
			Total Credit Hours		**32.0**

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

Associate in Applied Science major in General Technology Specialization in Personal Trainer (AAS.GT.GTPT)

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

				Credit Hours
A.	**General Education**			
*	BIO	210	Anatomy and Physiology I	4.0
*	ENG	101	English Composition I	3.0
*	HIS	102	Western Civilization Post 1689	3.0
*	MAT	110	College Algebra	3.0
*	PSY	201	General Psychology	3.0
			Subtotal	16.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	SFT	101	Introduction to Exercise Physiology	3.0
*	SFT	105	Fitness Assessment and Exercise Program Design	3.0
*	SFT	109	Lifetime Fitness and Wellness	3.0
*	SFT	110	Weight Training: Theory and Application	3.0
*	SFT	125	Personal Training Techniques	3.0
*	SFT	201	Structural Kinesiology	3.0
*	SFT	202	Internship for the Personal Trainer	3.0
			Subtotal	21.0
	(2)	**Secondary Technical Specialty**		
*	AHS	102	Medical Terminology	3.0
*	AHS	108	Nutrition	3.0
*	AHS	116	Patient Care Relations	3.0
*	AHS	135	Principles of Teaching Used in Health Care Settings	3.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
*	AHS	120	Responding to Emergencies	2.0
*	COL	101	College Orientation	1.0
*	BIO	211	Anatomy and Physiology II	4.0
*	SFT	107	Nutrition for Fitness and Training	3.0
*	SFT	112	Cardiovascular & Flexibility Training	2.0
			Subtotal	12.0
			Total Credit Hours	**61.0**

PRE-PHYSICAL THERAPIST ASSISTANT

Pre-Physical Therapist Assistant Certificate (CT.PTA)

The Pre-Physical Therapist Assistant certificate program offers the general education courses needed for an associate degree in Physical Therapist Assistant in order to transfer to a college offering the degree. York Technical College has a cooperative agreement to provide a 1 + 1 program in which the first year of general courses are completed at York Technical College and the second year of core coursework is finished at Greenville Technical College. Students wishing to transfer to Greenville Technical College must apply directly to and complete all requirements. Completion of this PTA certificate program does not guarantee admission to the second phase at Greenville Technical College. There may be differences in the grading and awarding of transfer credit for prior college courses between York Technical College and Greenville Technical College. Courses offer basic skills for students to enter health-related jobs. Greenville Technical College holds space for two qualified students from York Technical College to enter their Physical Therapist Assistant Program each fall. Should more than two York Technical College students qualify for entry into the PTA Program at Greenville Technical College for the same year, two students would be selected based upon a total weighted admissions score.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	102	Medical Terminology	3.0
*	BIO	150	Anatomy Review for Kinesiology	1.0
*	BIO	210	Anatomy & Physiology I	4.0

*	BIO	211	Anatomy & Physiology II	4.0
*	ENG	101	English Composition I	3.0
*	MAT	120	Probability and Statistics	3.0
*	PSY	201	General Psychology	3.0
*	PSY	203	Human Growth and Development	3.0
*	SPC	205	Public Speaking	3.0
*			Approved Elective (Humanities)	3.0
			ART 101, MUS 105, PHI 101, THE 101, HIS 101, HIS 102, HIS 201, or HIS 202	
			Total Credit Hours	**30.0**

*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 major in Radiologic Technology (AAS.RAD)
The Associate in Applied Science major in Radiologic Technology program 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 or COMPASS or Accuplacer Scores Accuplacer Next Gen

Compass		**Asset**	
Algebra	66 or above	Numerical	45 or above
Writing	70 or above	Writing	41 or above
Reading	88 or above	Reading	46 or above

Accuplacer		**Acc Next Gen**	**YTC Placement Test**	
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 or 88 COMPASS Reading score, or 95 Accuplacer Reading Comp. score.

Track 3: Allied Health Services Certificate (CT.RADAH)
Complete the Allied Health Services certificate 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 clinical portion 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)
- 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
- Proof of current annual flu vaccination

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 90 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.

				Credit Hours
A.	**General Education**			
*	BIO	210	Anatomy and Physiology I	4.0
*	BIO	211	Anatomy and Physiology II	4.0
*	ENG	101	English Composition I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
*	PSY	201	General Psychology	3.0
			Subtotal	20.0
B.	**Required Core Subject Areas**			
*	RAD	102	Patient Care Procedures	2.0
*	RAD	112	Radiographic Imaging Fundamentals	2.0
*	RAD	114	Radiographic Imaging Fundamentals II	2.0
*	RAD	121	Radiographic Physics	4.0
*	RAD	130	Radiographic Procedures I	3.0
*	RAD	136	Radiographic Procedures II	3.0
*	RAD	201	Radiation Biology	2.0
*	RAD	210	Radiographic Imaging III	3.0
			Subtotal	21.0
C.	**Other Hours Required for Graduation**			
*	COL	101	College Orientation	1.0
*	RAD	101	Introduction to Radiography	2.0
*	RAD	105	Radiographic Anatomy	4.0
*	RAD	152	Applied Radiography I	2.0
*	RAD	165	Applied Radiography II	5.0
*	RAD	175	Applied Radiography III	5.0
*	RAD	225	Selected Radiographic Topics	2.0
*	RAD	230	Radiographic Procedures III	3.0
*	RAD	256	Advanced Radiography I	6.0
*	RAD	268	Advanced Radiography II	8.0
*	RAD	278	Advanced Radiography III	8.0
*			Approved Elective	3.0
			AHS 101, AHS 102, AHS 108, AHS 120, AHS 121, CHM 101, CPT 101, CPT 170, ENG 102, ENG 160 PSY 203, SOC 101, SPC 205, RAD 220	
			Subtotal	49.0
			Total Credit Hours	**90.0**

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

Allied Health Services Certificate (CT.RADAH)
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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	102	Medical Terminology	3.0
*	AHS	120	Responding to Emergencies	2.0
*	AHS	141	Phlebotomy for the Health Care Provider	3.0
*	AHS	145	Electrocardiography	2.0

*	BIO	210	Anatomy & Physiology I	4.0
*	BIO	211	Anatomy & Physiology II	4.0
*	COL	101	College Orientation	1.0
*	CPT	170	Microcomputer Applications	3.0
*	ENG	101	English Composition I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	110	College Algebra	3.0
*	PSY	201	General Psychology	3.0
			Elective (Take one courses: RDG 101, SOC 101 or SPC 205)	3.0
			Total Credit Hours	**37.0**

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

Advanced Certificate in Computed Tomography (CT.RADCT)

The advanced certificate program in Computed Tomography prepares the registered technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body. These images are used by doctors for diagnostic testing, radiation therapy treatment planning, and nuclear medicine PET scanning. The program is one semester and consists of online didactic courses and clinical exam requirements. The clinical component of the program is designed to meet the clinical competency requirements of the American Registry of Radiologic Technologist (ARRT). Program graduates are eligible to sit for the American Registry of Radiologic Technologists certification exam in Computed Tomography.

Professional Credentials – This certificate provides the content and clinical requirements to become a Registered Computed Tomography Technologist (CT ARRT; subject to passing ARRT registry exam)

Program Requirements:

Prior to entry into the Computed Tomography Certificate 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)
- 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
- Proof of current annual flu vaccination

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 Healthcare Provider CPR certification prior to clinical rotation. Students must meet all pre-requisite and eligibility requirements. All course prerequisites must be met with a grade of "C" or better.

Admission Requirements – Current certification as a radiologic technologist, radiation therapist, or nuclear medicine technologist (ARRT or NMTCB registered). State certification and/or licensure is required, if applicable.

Recent graduates of a radiography, nuclear medicine, and/or radiation therapy program may apply to the program but are required to pass the ARRT or NMTCB registry exam for their discipline and provide proof of certification by the time they begin the program.

Prior to acceptance into the program, the student must:
- Be a registered radiologic technologist (ARRT), radiation therapist (ARRT), or registered nuclear medicine technologist (ARRT or NMTCB) or registry eligible.
- Have state certification and/or licensure in radiography, nuclear medicine, or radiation therapy in the state of employment or location of the clinical rotation site if required.

Admissions process:
- Submit an application to York Technical College along with high school transcripts.
- Provide a completed student health form completed by a physician, physician's assistant, or nurse practitioner documenting current immunization requirements to the program director 30 days prior to beginning the program.
- Submit a copy of current ARRT or NMTCB card and state certification if applicable 30 days prior to beginning program.
- Submit a copy of current Healthcare provider CPR card 30 days prior to beginning program.
- Submit official college transcripts documenting completion of a radiography, nuclear medicine, and/or radiation therapy program.
- Complete Pre-Clinical Orientation prior to beginning program.
- A criminal background check is required. All students must meet requirements of the affiliate clinical training site for background to be accepted into the program.
- Students must be able to attend all clinical experiences.
- A negative drug screen may be required by your clinical affiliate site.

Students must meet any additional requirements of the selected clinical training site. Students are required to secure their own clinical affiliate for the completion of the RAD 140 program course. York Technical College will assist the student and provide an affiliation agreement for clinical site and program. Students must obtain signature and provide a copy to the program director 30 days prior to starting the program. A current copy of the clinical preceptor/supervisor's credentials at the clinical site must accompany the affiliation agreement.

Students are required to complete all online classes and an average of 18 hours of clinical experience weekly. Students must complete 270 hours of clinical experience for the Computed Tomography program and document the completion of all clinical requirements through the ARRT web portal.

ARRT requirement – Effective January 1, 2016, candidates must document completion of 16 hours of acceptable structured education earned within the 24-month period immediately preceding submission of an application for certification and registration. The education must reflect the content of the examination content specifications.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	206	Cross-Sectional Anatomy for Medical Imaging	2.0
*	RAD	103	Introduction to Computed Tomography	2.0
*	RAD	120	Principles of Computed Tomography	3.0
*	RAD	135	Computed Tomography Body & Musculoskeletal Protocols	2.0
*	RAD	140	CT Clinical Applications I	6.0
*	RAD	145	CT Physics and Instrumentation	3.0
			Total Credit Hours	**18.0**

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

HEALTH SCIENCE

Health Science Certificate (CT.HS)
The Health Science certificate program is designed for students interested in exploring career options in health care, generally. It provides an overview of jobs in the health care field and patient care. Admission to this program does not guarantee admission to other Health and Human Services Division programs.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	101	Introduction to Health Professions	2.0
*	AHS	102	Medical Terminology	3.0
*	AHS	120	Responding to Emergencies	2.0
*	BIO	112	Basic Anatomy & Physiology	4.0
	COL	101	College Orientation	1.0
	CPT	170	Microcomputer Applications	3.0
*	ENG	101	English Composition I	3.0
	HSS	205	Technology & Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
	SPC	205	Public Speaking	3.0
			Total Credit Hours	**30.0**

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

SURGICAL TECHNOLOGY

The Surgical Technology diploma program 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, as an entry-level surgical technologist.

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

Track 1 Test Score	Track 2 General Education	Track 3 Bachelor's Degree
Note: SAT/ACT scores must be no more than 5 yrs old Provide minimum test scores as follows: SAT (2005) Critical Reading 480 & Math 540 **OR** SAT (March 2016 and after) Critical Reading 480 & Math 570 **Or** ACT English 21 & Math 23 **Or** COMPASS Reading 88, Writing 70, & Pre-Algebra 54	Complete all required General Education Courses for Surgical Technology Degree with GPA of 2.5: • BIO 112 Basic Anatomy & Physiology • ENG 101 English Composition I • MAT 103 Quantitative Reasoning • HSS 205 Technology & Society • PSY 201 General Psychology **AND** Meet the minimum Reading Requirement through one of the following methods: SAT Critical Reading Score 480	Provide transcript from a Regionally Accredited College or University showing completion of Bachelor's Degree **AND** Surgical Technology Degree Program GPA 2.0 or Higher for any courses taken at York Technical College that meet requirements for the program.

Or ASSET Reading 46, Writing 41, Numerical 43, & Elementary Algebra 31 Or Accuplacer (Classic) Sentence Skills 75, Reading 95, & Arithmetic 90 Or Accuplacer Next Generation Reading 263, Writing 250, & QAS 237 Or YTC Placement Test Level 4 Reading 70, English 70, & Math 1 70 Or any combination of qualifying test scores listed above **AND** Surgical Technology Degree Program GPA 2.0 or Higher for any courses taken at York Technical College that meet requirements for the program.	Or ACT English Score 21 Or Compass Reading Score 88 Or ASSET Reading Score 46 Or Accuplacer Reading 95 Or Accuplacer Next Gen Reading 263 Or YTC Placement Test Level 4 Reading 70 Or Completion of Reading 101 with "C" or higher	

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)
- 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
- Provide evidence of current immunizations
- Provide own transportation to clinical sites
- Provide uniforms, shoes, and lab jackets which are necessary 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. Students participating in clinical may be required to have a drug screen at any time during their rotation. 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 only above and beyond 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 major in Surgical Technology (AAS.SUR)
The Associate in Applied Science major in Surgical Technology Degree program prepares graduates for entry-level surgical technology careers. Job options include hospitals or surgery centers in central sterile supply, private scrub, the OB department, or endoscopy. Opportunities are also available to work as veterinary assistants, oral-surgery assistants, or in instrument sales. People who want to work in the health care field and like to work with their hands may be interested in this program. Students enrolled in this program are subject to criminal background checks and drug screenings. The program combines classroom work with clinical rotations. Graduates are prepared to take the certification exam (CST) offered by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 727-210-2350 and online at www.caahep.org.

				Credit Hours
A.	**General Education**			
*	BIO	112	Basic Anatomy & Physiology	4.0
*	ENG	101	English Composition I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	103	Quantitative Reasoning	3.0
*	PSY	201	General Psychology	3.0
			Subtotal	16.0
B.	**Required Core Subject Areas**			
*	SUR	101	Introduction to Surgical Technology	5.0
*	SUR	102	Applied Surgical Technology	5.0
*	SUR	103	Surgical Procedures I	4.0
*	SUR	104	Surgical Procedures II	4.0
*	SUR	105	Surgical Procedures III	4.0
*	SUR	110	Introduction to Surgical Practicum	5.0
*	SUR	111	Basic Surgical Practicum	7.0

					Credit Hours
*	SUR	123	Sterile Processing Technology		3.0
			Subtotal		37.0
C.	**Other Hours Required for Graduation**				
*	AHS	102	Medical Terminology		3.0
*	AHS	121	Pharmacology		2.0
*	BIO	134	Fundamental Microbiology Concepts		2.0
*	COL	101	College Orientation		1.0
*	SUR	120	Surgical Seminar		2.0
*	SUR	125	Sterile Processing Practicum		5.0
			Subtotal		15.0
			Total Credit Hours		**68.0**

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

Diploma in Applied Science major in Surgical Technology (DAS.SUR)

The Diploma in Applied Science major in Surgical Technology program prepares graduates for entry-level surgical technology careers. Job options include hospitals or surgery centers in central sterile supply, private scrub, the OB department, or endoscopy. Opportunities are also available to work as veterinary assistants, oral-surgery assistants, or in instrument sales. People who want to work in the health care field and like to work with their hands may be interested in this program. Students enrolled in this program are subject to criminal background checks and drug screenings. The program combines classroom work with clinical rotations. Graduates are prepared to take the certification exam (CST) offered by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763 727-210-2350 and online at www.caahep.org .

					Credit Hours
A.	**General Education**				
*	AHS	102	Medical Terminology		3.0
*	BIO	112	Basic Anatomy & Physiology		4.0
*	ENG	155	Communications I		3.0
*	MAT	155	Contemporary Mathematics		3.0
*	PSY	105	Personal/Interpersonal Psychology		3.0
			Subtotal		16.0
B.	**Required Core Subject Areas**				
*	SUR	101	Introduction to Surgical Technology		5.0
*	SUR	102	Applied Surgical Technology		5.0
*	SUR	103	Surgical Procedures I		4.0
*	SUR	104	Surgical Procedures II		4.0
*	SUR	110	Introduction to Surgical Practicum		5.0
*	SUR	111	Basic Surgical Practicum		7.0
			Subtotal		30.0
C.	**Other Hours Required for Graduation**				
*	COL	101	College Orientation		1.0
*	SUR	120	Surgical Seminar		2.0
			Subtotal		3.0
			Total Credit Hours		**49.0**

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

Associate in Applied Science major in General Technology Specialization in Surgical Technology (AAS.GT.HSSUR)

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

					Credit Hours
A.	**General Education**				
*	BIO	112	Basic Anatomy and Physiology		4.0
	ENG	101	English Composition		3.0
	HSS	205	Technology and Society		3.0
	MAT	103	Quantitative Reasoning		3.0
	PSY	201	General Psychology		3.0
			Subtotal		16.0
B.	**Required Core Subject Areas**				
	(1)	**Primary Technical Specialty**			
*	SUR	102	Applied Surgical Technology		5.0
*	SUR	103	Surgical Procedures I		4.0
*	SUR	104	Surgical Procedures II		4.0
*	SUR	110	Introduction to Surgical Practicum		5.0
*	SUR	111	Basic Surgical Practicum		7.0
*	SUR	120	Surgical Seminar		2.0
			Subtotal		27.0

		(2)	**Secondary Technical Specialty - take 12 credit hours**	
*	AHS	102	Medical Terminology	3.0
*	AHS	121	Pharmacology	2.0
*	BIO	134	Fundamental Microbiology Concepts	2.0
*	SUR	125	Sterile Processing Practicum	5.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
*	COL	101	College Orientation	1.0
*	CPT	170	Microcomputer applications OR	-
*	RDG	101	College Reading	3.0
*	SUR	101	Introduction to Surgical Technology	5.0
*	SUR	105	Surgical Procedures III	4.0
*	SUR	123	Sterile Processing Technology	3.0
			Subtotal	16.0
			Total Credit Hours	**71.0**

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

Central Service Certificate (CT.SURCS)
The Central Service certificate program prepares graduates to safely handle, process, and sterilize all types of medical materials and equipment. The program combines class and clinical experiences and is offered each fall. People who want to work in the health care field and like to work with their hands may be interested in this program. Students enrolled in this program are subject to criminal background checks and drug screenings.

Each applicant must:
- Provide proof of high school diploma or GED.
- Achieve qualifying scores on the College's placement tests.
- Minimum COMPASS Test Scores: 70/Writing, 81/Reading, 54/Pre-Algebra/Math
- Minimum Accuplacer Scores: 75/Sentence Skills, 71/Reading Comp., 90/Arithmetic and 57/ Elem. Alg or Accuplacer Next Gen Writing 250, Reading 263, and Math QAS 237.
- Minimum YTC Placement Test Scores: 70/Reading Level 3, 70/English, 70/Math 1.
- Minimum Surgical Technology program GPA of 2.0 in classes taken at York Technical College that can be applied towards the Surgical Technology program.

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)
- 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
- Provide evidence of current immunizations
- Provide own transportation to clinical sites
- Provide uniforms, shoes, and lab jackets which are necessary for proper hospital attire
- Provide proof of personal health insurance as well as current malpractice insurance for clinical practice
- Pay a non-refundable, nontransferable deposit of $75 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 rotations. 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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AHS	102	Medical Terminology	3.0
*	SUR	101	Introduction to Surgical Technology	5.0
*	SUR	102	Applied Surgical Technology	5.0
*	SUR	125	Sterile Processing Practicum	5.0
			Total Credit Hours	**18.0**

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

PROGRAMS OF STUDY
INDUSTRIAL & ENGINEERING TECHNOLOGIES

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
- Teleproduction Technology
- Machine Tool
- 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 major in Automotive Technology (AAS.AUT)
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.

				Credit Hours
A.	**General Education**			
*	ECO	101	Basic Economics OR	-
*	ECO	210	Macroeconomics	3.0
*	ENG	155	Communications I	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	AUT	102	Engine Repair	4.0
*	AUT	112	Braking System	4.0
*	AUT	115	Manual Drive Train/Axle	3.0
*	AUT	124	Steering, Suspension and Alignment	4.0
*	AUT	131	Electrical Systems	3.0
*	AUT	241	Automotive Air Conditioning	4.0
			Subtotal	22.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	AUT	133	Electrical Fundamentals	3.0
*	AUT	143	Active Devices and Sensors	4.0
*	AUT	146	Emission Systems	3.0
*	AUT	149	Ignition and Fuel Systems	4.0
*	AUT	158	Automotive Diagnosis	3.0
*	AUT	161	Introduction to Automotive Maintenance	1.0
*	AUT	247	Electrical Fuel Systems	4.0
*	AUT	251	Automatic Transmission Overhaul	5.0
*	AUT	262	Advanced Automotive Diagnosis and Repair	4.0
			Subtotal	32.0
			Total Credit Hours	**69.0**

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

Automotive Collision Repair Certificate (CT.AUTCR)
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 incudes 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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	AUT	131	Electrical Systems	3.0
+*	AUT	133	Electrical Fundamentals	3.0
*	AUT	241	Automotive Air Conditioning	4.0
*	ABR	100	Introduction to Autobody Hazardous Materials	1.0
*	ABR	101	Structural Repair	5.0
*	ABR	102	MIG Welding	3.0
*	ABR	103	Sheet Metal Repair I	4.0
*	ABR	108	Refinishing I	3.0
*	ABR	111	Structural Repair II	5.0
*	ABR	113	Sheet Metal Repair II	4.0
*	ABR	118	Refinishing II	3.0
*	ABR	119	Estimating Repairs	2.0
			Total Credit Hours	**40.0**

*Courses in this program that require a minimum grade of "C."
+AUT 133 is a prerequisite for AUT 131.

Associate in Applied Science major in General Technology Specialization in Diesel Engine Performance (AAS.GT.GTDEP)
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.

				Credit Hours
A.	**General Education**			
*	ENG	155	Communications I	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
*	HSS	205	Technology and Society	3.0
*	ECO	101	Economics	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty - take 21 credit hours**		
*	DHM	107	Diesel Equipment Service and Diagnosis	3.0
*	DHM	108	Diesel Engine Tune-Up	2.0
*	DHM	125	Diesel Fuel Systems	3.0
*	DHM	205	Diesel Engine 2	3.0
*	DHM	225	Electronic Fuel System	3.0
*	AUT	133	Electrical Fundamentals	3.0
*	AUT	143	Active Devices and Sensors	4.0
			Subtotal	21.0
	(2)	**Secondary Technical Specialty - take 12 credit hours**		
*	AUT	102	Engine Repair	4.0
*	AUT	241	Automotive Air Conditioning	4.0
*	AUT	112	Braking Systems	4.0
*	AUT	247	Electrical Fuel Systems	4.0
*	AUT	115	Manual Drive Train and Axle	3.0
*	AUT	124	Steering Suspension and Alignment	4.0
*	AUT	251	Automotive Transmission Overhaul	5.0
*	AUT	262	Advanced Automotive Diagnosis and Repair	4.0
*	AUT	158	Automotive Diagnosis	3.0
*	AUT	146	Emission Systems	3.0
*	AUT	149	Ignition and Fuel Systems	3.0
*	CWE	100	Cooperative Work Experience 1	3.0
*	CWE	200	Cooperative Work Experience 2	3.0
*	IMT	131	Hydraulics and Pnuematics	4.0
*	IMT	161	Mechanical Power Applications	4.0
*	IMT	123	Air Compressors	2.0
*	WLD	142	Maintenance Welding	3.0

*	WLD	104	Gas Welding and Cutting	2.0
*	WLD	111	Arc Welding 1	4.0
*	WLD	113	Arc Welding 2	4.0
*	WLD	136	Advanced Inert Gas Welding	2.0
*	WLD	152	Tungsten Arc Welding	4.0
			Subtotal	12.0

C. Other Hours Required for Graduation

*	COL	101	College Orientation	1.0
*	AUT	161	Introduction To Automotive Maintenance	1.0
*	AUT	131	Electrical Systems	3.0
*			Electives	7.0
			Subtotal	12.0
			Total Credit Hours	**60.0**

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

Diesel Engine Performance Certificate (CT.AUTDE)

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.

A. Required Core Subject Areas — Credit Hours

*	AUT	131	Electrical Systems	3.0
*	AUT	133	Electrical Fundamentals	3.0
*	AUT	143	Active Devices and Sensors	4.0
*	AUT	161	Introduction to Automotive Maintenance	1.0
*	DHM	107	Diesel Equipment Service and Diagnosis	3.0
*	DHM	108	Diesel Engine Tune-Up	2.0
*	DHM	125	Diesel Fuel Systems	3.0
*	DHM	205	Diesel Engines 2	3.0
*	DHM	225	Electronic Fuel Systems	3.0
			Total Credit Hours	**25.0**

*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 eight certificates: HVAC Installer, HVAC Service Technician, HVAC Systems Design, Masonry, Residential/Commercial Carpentry, Residential/Commercial Plumbing, Residential/Commercial Wiring, and Building Construction Management. 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 major in General Technology Specialization in Air Conditioning/Refrigeration (AAS.GT.GTACR)

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.

A. General Education — Credit Hours

	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0

B. Required Core Subject Areas

(1) Primary Technical Specialty

*	ACR	108	Refrigeration Fundamentals	3.0
*	ACR	110	Heating Fundamentals	4.0
*	ACR	120	Basic Air Conditioning	4.0
*	ACR	150	Basic Sheetmetal	2.0
*	ACR	210	Heat Pumps	4.0
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	243	Energy Efficiency & Weatherization	3.0

| | | | | Subtotal | 22.0 |

(2) Secondary Technical Specialty - take 14 credit hours

*	ACR	206	Advanced Electricity for HVAC/R		2.0
*	BCT	111	Blueprint Reading & Specifications		3.0
*	BCT	139	Advanced Residential Wiring		3.0
*	BCT	140	Commercial Wiring		3.0
*	EEM	141	Residential/Commercial Codes		3.0
				Subtotal	14.0

C. Other Hours Required for Graduation

	COL	101	College Orientation		1.0

COMPLETE ANY COMBINATION OF THE FOLLOWING THAT TOTALS A MINIMUM OF 12 CREDIT HOURS.
(For a section total of 12.0 credit hours which includes COL 101.)

*	ACR	220	Advanced Air Conditioning		4.0
*	BCT	106	Beginning Woodworking		2.0
*	BCT	151	Introduction to Residential Plumbing		3.0
*	BCT	159	Plumbing Installation and Repair		3.0
*	BCT	157	Residential/Commercial Codes		3.0
*	BCT	206	Roof Construction		2.0
*	BCT	221	Construction Building Code		3.0
*	BCT	230	Bidding, Contracts and Specifications		3.0
*	EGR	110	Introduction to Computer Environment		3.0
				Subtotal	12.0
				Total Credit Hours	**63.0**

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

Air Conditioning/Refrigeration Mechanics Diploma (DAS.ACR)

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 (AAS.GT.GTACR).

Credit Hours

A. General Education

	ECO	101	Basic Economics OR		-
	PSY	105	Personal/Interpersonal Psychology		3.0
	ENG	155	Communications I		3.0
	MAT	155	Contemporary Mathematics		3.0
				Subtotal	9.0

B. Required Core Subject Areas

*	ACR	108	Refrigeration Fundamentals		3.0
*	ACR	110	Heating Fundamentals		4.0
*	ACR	120	Basic Air Conditioning		4.0
*	ACR	210	Heat Pumps		4.0
*	ACR	206	Advanced Electricity for HVAC/R		2.0
*	BCT	105	Tool Usage and Safety		2.0
*	BCT	221	Construction Building Codes		3.0
				Subtotal	22.0

C. Other Hours Required for Graduation

	COL	101	College Orientation		1.0
*	ACR	150	Basic Sheetmetal		2.0
*	ACR	220	Advanced Air Conditioning		4.0
*	BCT	111	Blueprint Reading & Specific		3.0
*	BCT	243	Energy Efficiency & Weatherization		3.0
*	EGR	110	Introduction to Computer Environment		3.0
				Subtotal	16.0
				Total Credit Hours	**47.0**

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

Associate in Applied Science major in Building Construction Management Degree (AAS.CMT)

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).

				Credit Hours
A. General Education				
	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	201	General Psychology	3.0
			Subtotal	15.0
B. Required Core Subject Areas				
*	BCT	102	Fundamentals of Building Construction OR	
*	MSY	112	Brick Masonry	4.0
*	BCT	111	BluePrint Reading and Specifications	3.0
*	BCT	230	Bidding, Contracts & Specs	3.0
*	BCT	231	Labor & Expediting	3.0
*	BCT	244	Site Layout & Foundation Types	3.0
*	EGR	110	Introduction to Computer Environment	3.0
			Subtotal	19.0
C. Other Hours Required for Graduation				
	COL	101	College Orientation	1.0
*	ACR	206	Advanced Electricity for HVAC/R	2.0
*	BCT	105	Tool Usage & Safety	2.0
*	BCT	106	Beginning Woodworking	2.0
*	BCT	139	Advanced Residential Wiring	3.0
*	BCT	140	Commercial Wiring	3.0
*	BCT	151	Introduction to Plumbing	3.0
*	BCT	157	Residential / Commercial Plumbing Codes	3.0
*	BCT	159	Plumbing Install and Repairs	3.0
*	BCT	221	Construction Building Codes	3.0
*	BCT	243	Weatherization	3.0
*	EEM	141	Residential / Commercial Codes	3.0
			Subtotal	31.0
			Total Credit Hours	**65.0**

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

Building Construction Management Certificate (CT.BCTMG)

The Building Construction Management certificate program prepares students in the skills of 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 must complete one of the following certificates before enrolling in the Building Construction Management Certificate: HVAC Installer, HVAC Service Technician, HVAC Systems Design, Residential/Commercial Carpentry, Residential/Commercial Plumbing, or 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).

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACR	206	Advanced Electricity for HVAC/R	2.0
*	BCT	102	Fundamentals of Building Construction	4.0
*	BCT	151	Introduction to Residential Plumbing	3.0
*	BCT	221	Construction Building Code	3.0
*	BCT	230	Bidding, Contracts, and Specifications	3.0
*	BCT	231	Construction Labor and Expediting	3.0
*	BCT	243	Energy Efficiency & Weatherization	3.0
*	BCT	244	Site Layout and Foundation Types	3.0
*	EGR	110	Introduction to Computer Environment	3.0
			Total Credit Hours	**27.0**

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

HVAC Installer Certificate (CT.ACRIN)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACR	150	Basic Sheetmetal	2.0
*	ACR	206	Advanced Electricity for HVAC/R	2.0
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	111	Blue Print Reading and Specifications	3.0
*	BCT	221	Construction Building Codes	3.0
			Total Credit Hours	**12.0**

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

HVAC Service Technician Certificate (CT.ACRST)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACR	108	Refrigeration Fundamentals	3.0
*	ACR	110	Heating Fundamentals	4.0
*	ACR	120	Basic Air Conditioning	4.0
*	ACR	206	Advanced Electricity for HVAC/R	2.0
*	ACR	210	Heat Pumps	4.0
*	BCT	105	Tool Usage and Safety	2.0
			Total Credit Hours	**19.0**

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

HVAC Systems Design Certificate (CT.ACRSD)

The HVAC Systems Design Certificate is designed to prepare students who have completed the HVAC Service Technician Certificate for jobs in sizing equipment, system performance, designing ductwork and making residential, commercial, and industrial buildings more energy efficient. Today's air conditioning systems are highly complex and highly efficient when sized properly. This program prepares students to check the efficiency of a system and design the system for the best performance.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ACR	220	Advanced Air Conditioning	4.0
*	ACR	221	Residential Load Calculations	2.0
*	EGR	110	Introduction to Computer Environment	3.0
			Total Credit Hours	**9.0**

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

Masonry Certificate (CT.BCTM)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	111	Blue Print Reading and Specifications	3.0
*	BCT	142	Fundamentals of Construction Safety	4.0
*	BCT	244	Site Layout and Foundation Types	3.0
*	MSY	112	Brick Masonry	4.0
			Total Credit Hours	**16.0**

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

Residential/Commercial Carpentry Certificate (CT.BCTCP)

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.

A.	Required Core Subject Areas			Credit Hours
*	BCT	102	Fundamentals of Building Construction	4.0
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	106	Beginning Woodworking	2.0
*	BCT	111	Blueprint & Reading and Specifications	3.0
*	BCT	221	Construction Building Codes	3.0
*	BCT	244	Site Layout and Foundation Types	3.0
			Total Credit Hours	**17.0**

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

Residential/Commercial Plumbing Certificate (CT.BCTPL)

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.

A.	Required Core Subject Areas			Credit Hours
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	111	Blueprint Reading and Specifications	3.0
*	BCT	151	Introduction to Residential Plumbing	3.0
*	BCT	157	Residential/Commercial Plumbing Codes	3.0
*	BCT	159	Plumbing Installations and Repairs	3.0
			Total Credit Hours	**14.0**

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

Residential/Commercial Wiring Certificate (CT.EEMRC)

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.

A.	Required Core Subject Areas			Credit Hours
*	ACR	206	Advanced Electricity for HVAC/R	2.0
*	BCT	105	Tool Usage and Safety	2.0
*	BCT	111	Blueprint Reading and Specifications	3.0
*	BCT	139	Advanced Residential Wiring	3.0
*	BCT	140	Commercial Wiring	3.0
*	BCT	221	Construction Building Codes	3.0
			Total Credit Hours	**16.0**

*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. 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 major in Computer Engineering Technology (AAS.ECT)
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.

				Credit Hours
A.	**General Education**			
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
*	MAT	112	Pre-Calculus	5.0
	PHY	201	Physics I	4.0
	Humanities (take one course: HIS 101, HIS 102, HIS 201, HIS 202)			3.0
	Social Science (take one course: ECO 101, ECO 210, ECO 211, PSC 201, PSY 105, PSY 201, SOC 101)			3.0
			Subtotal	21.0
B.	**Required Core Subject Areas**			
*	CPE	107	Computer Applications for Electronics	3.0
*	EET	113	Electrical Circuits I	4.0
*	EET	114	Electrical Circuits II	4.0
*	EET	141	Electronic Circuits	4.0
*	EET	145	Digital Circuits	4.0
			Subtotal	19.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CPE	110	Computer Language	3.0
*	EET	142	Introduction to Network Servers	3.0
*	EET	243	Data Communications	3.0
*	EET	251	Microprocessor Fundamentals	4.0
*	EET	256	Systems Operation and Maintenance (A+)	4.0
*	EET	272	Electronics Senior Seminar	1.0
*	EET	273	Electronics Senior Project	1.0
			Approved Electives	3.0
			Subtotal	23.0
			Total Credit Hours	**63.0**

*Courses in this program that require a minimum grade of "C."
Approved Electives: EET 212, EET 235
Social Science: ECO 101, PSY 105, ECO 210, ECO 211, PSC 201, PSY 201, SOC 101
Humanities: HSS 205, HIS 101, HIS 102, HIS 201, HIS 202

Associate in Applied Science major in Electronics Engineering Technology (AAS.EET)
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.

				Credit Hours
A.	**General Education**			
*	ENG	101	English Composition I	3.0
	ENG	160	Technical Communications	3.0
*	MAT	112	Pre-Calculus	5.0
	PHY	201	Physics I	4.0
	Humanities (take one course: HIS 101, HIS 102, HIS 201, HIS 202)			3.0
	Social Science (take one course: ECO 101, ECO 210, ECO 211, PSC 201, PSY 105, PSY 201, SOC 101)			3.0
			Subtotal	21.0
B.	**Required Core Subject Areas**			
*	CPE	107	Computer Applications for Electronics	3.0
*	EET	113	Electrical Circuits I	4.0
*	EET	114	Electrical Circuits II	4.0
*	EET	141	Electronic Circuits	4.0
*	EET	145	Digital Circuits	4.0
			Subtotal	19.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EET	142	Introduction to Network Servers	3.0
	EET	212	Industrial Robotics	3.0
*	EET	235	Programmable Controllers	3.0
*	EET	251	Microprocessor Fundamentals	4.0
*	EET	272	Electronics Senior Seminar	1.0

				Credit Hours
*	EET	273	Electronics Senior Project	1.0
			Approved Electives	7.0
			Subtotal	23.0
			Total Credit Hours	**63.0**

*Courses in this program that require a minimum grade of "C."
Approved Electives: CPE 110, EET 243, EET 256
Social Science: ECO 101, PSY 105, ECO 210, ECO 211, PSC 201, PSY 201, SOC 101
Humanities: HIS 101, HIS 102, HIS 201, HIS 202

Associate in Applied Science major in Engineering Graphics Technology (AAS.EGT)

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.

				Credit Hours
A.	**General Education**			
Select one course:				
	HIS 101, HIS 102, HIS 201, HIS 202, HSS 205			3.0
Select one course:				
	ECO 210, ECO 211, PSC 201, PSY 201, SOC 101			3.0
*	ENG	101	English Composition I	3.0
*	MAT	112	Pre-Calculus	5.0
*	PHY	201	Physics I	4.0
			Subtotal	18.0
B.	**Required Core Subject Areas**			
	CPT	170	Microcomputer Applications	3.0
	EGR	170	Engineering Materials	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	190	Statics	3.0
*	EGT	111	Mechanical Drawing I	2.0
*	EGT	290	Computer Aided Design	1.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EGT	112	Mechanical Drawing II	3.0
	EGT	210	Engineering Graphics III	4.0
	EGT	225	Architectural Drawing Applications	4.0
	EGT	252	Advanced CAD	3.0
	ENG	160	Technical Communications	3.0
	MET	211	Strength of Materials	4.0
*	PHY	202	Physics II	4.0
			Approved Electives	3.0
			Subtotal	29.0
			Total Credit Hours	**62.0**

*Courses in this program that require a minimum grade of "C."
Approved Electives: CHM 101, CHM 110, CPT 168, EGR 260, EGR 264, EGR 266, MAT 140, MET 214, MET 223, MET 231, MTT 101

Engineering Graphics Diploma (DAS.EG)

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.

				Credit Hours
A.	**General Education**			
Select one Social Science course:				
	ECO 210, ECO 211, PSC 201, PSY 201, SOC 101			3.0
*	ENG	101	English Composition I	3.0
*	MAT	105	Introduction to College Algebra	5.0
			Subtotal	11.0
B.	**Required Core Subject Areas**			
	CPT	170	Microcomputer Applications	3.0
*	EGT	111	Mechanical Drawing I	2.0
*	EGT	112	Mechanical Drawing II	3.0

	EGT	252	Advanced CAD	3.0
*	EGT	290	Computer Aided Design	1.0
			Subtotal	12.0

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
	EGR	170	Engineering Materials	3.0
*	EGR	175	Manufacturing Processes	3.0
	EGT	225	Architectural Drawing Applications	4.0

Select one Humanities course:

HIS 101, HIS 102, HIS 201, HIS 202, HSS 205		3.0
	Elective	3.0
	Subtotal	17.00
	Total Credit Hours	**40.0**

*Courses in this program that require a minimum grade of "C."
Approved Electives: CHM 101, CPT 168, EGT 210, MAT 110, MAT 112, MTT 101

Associate in Applied Science major in Mechanical Engineering Technology (AAS.MET)

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.

Credit
Hours

A. General Education

Select one course:

HIS 101, HIS 102, HIS 201, HIS 202, HSS 205		3.0

Select one course:

	ECO 210, ECO 211, PSC 201, PSY 201, SOC 101			3.0
*	ENG	101	English Composition I	3.0
*	MAT	112	Pre-Calculus	5.0
*	PHY	201	Physics I	4.0
			Subtotal	18.0

B. Required Core Subject Areas

	CPT	170	Microcomputer Applications	3.0
	EGR	170	Engineering Materials	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGT	111	Mechanical Drawing I	2.0
*	EGT	290	Computer Aided Design	1.0
	MET	211	Strength of Materials	4.0
			Subtotal	16.0

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0
*	EGR	190	Statics	3.0
*	EGT	112	Mechanical Drawing II	3.0
	ENG	160	Technical Communications	3.0
	MET	214	Fluid Mechanics	3.0
	MET	223	Thermodynamic Systems	3.0
	MET	231	Machine Design	4.0
	MTT	101	Introduction to Machine Tool	2.0
*	PHY	202	Physics II	4.0
			Electives	3.0
			Subtotal	29.0
			Total Credit Hours	**63.0**

*Courses in this program that require a minimum grade of "C."
Approved Electives: CHM 101, CHM 110, CPT 168, EGR 260, EGR 264, EGR 266, EGT 105, EGT 210, EGT 225, EGT 252, MAT 140

Associate in Applied Science major in General Engineering Technology

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.

				Credit Hours
A.	**General Education**			
*	ECO	210	Macroeconomics OR	-
*	PSY	201	General Psychology	3.0
*	ENG	101	English Composition I	3.0
*	HIS	101	Western Civilization to 1689	3.0
*	MAT	140	Analytical Geometry and Calculus I	4.0
*	PHY	221	University Physics I	4.0
			Subtotal	17.0

To complete the Associate in Applied Science with a major in General Engineering technology, choose one area of interest:

Electrical/Computer Engineering (AAS.GET.ELCOM)

				Credit Hours
B.	**Required Core Subject Areas**			
*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	260	Engineering Statics	3.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
*	ECE	102	Instrument Control	3.0
*	ECE	211	Intro to Computer Engineering I	3.0
*	ECE	212	Intro to Computer Engineering II	3.0
*	ECE	222	Intro to Electrical Engineering II	3.0
*	EGR	281	Intro to Algorithmic Design I	4.0
*	EGR	283	Intro to Algorithmic Design II	4.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
			Approved Electives	9.0
			Subtotal	33.0
			Total Hours	**65.0**

Approved Electives

*	ECE	101	Electrical and Electronics Engineering	3.0
*	ECE	205	Electrical and Computer Lab I	3.0
*	ENG	102	English Composition II	3.0
*	CHM	110	College Chemistry I	4.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0
*	PHY	222	University Physics II	4.0

Please see your advisor for planning purposes.

Engineering Transfer (AAS.GET.EGRTR)

				Credit Hours
B.	**Required Core Subject Areas**			
*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	260	Engineering Statics	3.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
*	CHM	110	College Chemistry I	4.0
*	CHM	111	College Chemistry II	4.0
*	EGR	270	Intro to Engineering	3.0
*	ENG	102	English Composition II	3.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
*	PHY	222	University Physics II	4.0
			Approved Electives	11.0
			Subtotal	33.0
			Total Credit Hours	**65.0**

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

Approved Electives:

*	ART	101	Art History and Appreciation	3.0
*	BIO	101	Biological Science I	4.0
*	BIO	102	Biological Science II	4.0
*	EGR	266	Engineering Thermodynamics Fundamentals	3.0
*	ENG	201	American Literature I	3.0
*	ENG	202	American Literature II	3.0
*	ENG	205	English Literature I	3.0
*	ENG	206	English Literature II	3.0
*	ENG	208	World Literature I	3.0
*	ENG	209	World Literature II	3.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0
*	MUS	105	Music Appreciation	3.0
*	PHI	101	Introduction to Philosophy	3.0
*	PHI	110	Ethics	3.0
*	PSC	201	American Government	3.0
*	PSC	215	State and Local Government	3.0
*	PSC	220	Introduction to International Relations	3.0
*	SPC	205	Public Speaking	3.0
*	THE	101	Introduction to Theater	3.0

Please see your advisor for planning purposes.

Mechanical Engineering (AAS.GET.MECH)

				Credit Hours
B.	**Required Core Subject Areas**			
*	CPT	101	Intro to Computers	3.0
*	ECE	221	Intro to Electrical Engineering I	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	260	Engineering Statics	3.0
*	EGR	264	Intro to Engineering Mechanics of Solids	3.0
*	EGR	275	Intro to Engineering/Computer Graphics	3.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
*	CHM	110	College Chemistry I	4.0
*	CHM	111	College Chemistry II	4.0
*	EGR	266	Engineering Thermodynamics Fundamentals	3.0
*	EGR	270	Intro to Engineering	3.0
*	ENG	102	English Composition II	3.0
*	MAT	141	Analytical Geometry and Calculus II	4.0
*	PHY	222	University Physics II	4.0
			Approved Electives	6.0
			Subtotal	31.0
			Total Credit Hours	**66.0**

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

Approved Electives:

*	CPT	168	Programming Logic and Design	3.0
*	ECE	102	Instrument Control	3.0
*	ECE	222	Intro to Electrical Engineering II	3.0
*	MAT	240	Analytical Geometry and Calculus III	4.0
*	MAT	242	Differential Equations	4.0

Please see your advisor for planning purposes.

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 major in Industrial Maintenance Technology (AAS.IMT04)
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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics OR	
	PSY	105	Personal/Interpersonal Psychology	3.0
	CPT	170	Microcomputer Applications	3.0
	ENG	101	English Composition I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	IMT	101	Intro to Industrial Maintenance	2.0
*	IMT	114	Benchwork & Assembly	2.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
*	EEM	118	DC/AC Circuits II	4.0
			Subtotal	16.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CIM	241	Automated Manufacturing Equipment	4.0
*	EEM	145	Control Circuits	3.0
*	EEM	215	DC/AC Machines	3.0
*	EEM	221	DC/AC Drives	3.0
*	EEM	250	Programmable Logic Controllers	4.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	271	Sensors & System Interfacing	2.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0
*	WLD	142	Maintenance Welding	3.0
			Subtotal	30.0
			Total Credit Hours	**61.0**

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

Associates in Applied Science major in Mechatronics Technology (AAS.MCT)

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.

				Credit Hours
A.	**General Education**			
	CPT	170	Microcomputer Applications	3.0
	ENG	101	English Composition	3.0
	HIS	201	American History: Discovery to 1877 OR	-
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology OR	-
	PSY	201	General Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
*	AMT	105	Robotics & Automated Controls I	3.0
*	EEM	118	AC/DC Circuits II	4.0
*	EEM	250	Programmable Controllers	4.0
*	IMT	131	Hydraulics & Pneumatics	4.0
*	IMT	170	Statistical Process Control	3.0
			Subtotal	18.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	AMT	205	Robotics & Automated Controls II	3.0
*	CIM	241	Automated Manufacturing Equipment	4.0
*	EEM	145	Control Circuits	3.0

*	EEM	221	DC/AC Drives	3.0
*	EEM	215	DC/AC Machines	3.0
*	EEM	274	Technical/Systems Troubleshooting	4.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0
*	IMT	114	Benchwork & Assembly	2.0
*	IMT	161	Mechanical Power Applications	4.0
			Subtotal	31.0
			Total Credit Hours	**64.0**

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

Industrial Electricity/Electronics Diploma (DAS.EEM)

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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics OR	-
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	101	English Composition I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**Required Core Subject Areas**			
*	EEM	118	DC/AC Circuits II	4.0
*	EEM	140	National Electrical Code	3.0
*	EEM	145	Control Circuits	3.0
*	EEM	201	Electronic Devices I	3.0
			Subtotal	13.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	CIM	241	Automated Manufacturing Equipment	4.0
*	EEM	215	DC/AC Machines	3.0
*	EEM	221	DC/AC Drives	3.0
*	EEM	250	Programmable Logic Controllers	4.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	271	Sensors & Systems Interfacing	2.0
			Subtotal	20.0
			Total Credit Hours	**42.0**

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

Industrial Maintenance Technology Diploma (DAS.IMT03)

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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics OR	-
	PSY	105	Personal/Interpersonal Psychology	3.0
	ENG	101	English Composition I	3.0
	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**Required Core Subject Areas**			
*	IMT	101	Introduction to Industrial Maintenance	2.0
*	IMT	114	Benchwork and Assembly	2.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	161	Mechanical Power Applications	4.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EEM	118	AC/DC Circuits II	4.0
*	EEM	215	DC/AC Machines	3.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0

*	IMT	123	Air Compressors	2.0
*	IMT	151	Piping Systems	3.0
*	WLD	142	Maintenance Welding	3.0
			Subtotal	20.0
			Total Credit Hours	**41.0**

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

Basic Electricity Certificate (CT.EEMBE)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	EEM	117	AC/DC Circuits	4.0
*	EEM	121	Electrical Measurements	3.0
*	EEM	140	National Electrical Code	3.0
			Total Credit Hours	**10.0**

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

Motors and Controls Certificate (CT.EEMMC)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	EEM	145	Control Circuits	3.0
*	EEM	215	DC/AC Machines	3.0
*	EEM	221	DC/AC Drives	3.0
			Total Credit Hours	**9.0**

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

Programmable Controls Certificate (CT.EEMPC)

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	EEM	250	Programmable Logic Controllers	4.0
*	EEM	251	Programmable Controllers	3.0
*	EEM	252	Programmable Controllers Applications	3.0
			Total Credit Hours	**10.0**

*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 also earn an Associate's degree in General Technology which allow the student to specialize in more than one skilled area of study, 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 major in General Technology Specialization in Machine Tool Technology (AAS.GT.GTMTT)

The Associate in Applied Science Degree with a major in General Technology and specialization in Machine Tool, allows a student to select additional coursework to gain skills beyond the Machine Tool diploma to become multi-skilled in a second technical specialty that is based on local employment needs. 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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Interpersonal Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	MTT	111	Machine Tool Theory & Practice I	5.0
*	MTT	112	Machine Tool Theory & Practice II	5.0
*	MTT	141	Metals and Heat Treatment	3.0
*	MTT	147	Tool and Cutter Grinding	2.0
*	MTT	215	Tool Room Machining I	4.0
*	MTT	254	CNC Programming I	3.0
*	MTT	255	CNC Programming II	3.0
			Subtotal	25.0
	(2)	**Secondary Technical Specialty - take 12 credit hours**		

COMPLETE ANY COMBINATION THAT TOTALS A MINIMUM OF 12.0 CREDIT HOURS

*	EGR	170	Engineering Materials	3.0
*	EGR	175	Manufacturing Processes	3.0
*	EGR	270	Introduction to Engineering	3.0
*	EGR	275	Introduction to Engineering/Computer Graphics	3.0
*	EGT	110	Engineering Graphics I	4.0
*	EGT	115	Engineering Graphics II	4.0
*	EGT	210	Engineering Graphics III	4.0
*	EGT	252	Advanced CAD	4.0
*	IMT	102	Industrial Safety	2.0
*	IMT	104	Schematics	2.0
*	IMT	114	Benchwork and Assembly	2.0
*	IMT	120	Mechanical Installations	5.0
*	IMT	131	Hydraulics and Pneumatics	4.0
*	IMT	151	Piping Systems	3.0
*	IMT	161	Mechanical Power Applications	4.0
*	WLD	104	Gas Welding & Cutting	2.0
*	WLD	111	Arc Welding I	4.0
*	WLD	113	Arc Welding II	4.0
*	WLD	136	Advanced Inert Gas Welding	2.0
*	WLD	142	Maintenance Welding	3.0
*	WLD	152	Tungsten Arc Welding	4.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0

COMPLETE ANY COMBINATION OF THE FOLLOWING THAT TOTALS A MINIMUM OF 12.0 CREDIT HOURS
(For a section total of 13.0 credit hours which includes COL 101.)

*	EGT	128	Machine Tool Print Layout	2.0
*	EGT	130	Geometric Dimensioning & Tolerancing Applications	3.0
*	EGT	151	Intro to CAD	3.0
*	EGT	212	Machine Tool Print Topics	2.0
*	MTT	216	Tool Room Machining II	4.0
*	MTT	231	Tool and Die Making I	5.0
*	MTT	232	Tool and Die Making II	5.0
*	MTT	241	Jigs and Fixtures I	2.0
*	MTT	242	Jigs and Fixtures II	2.0
*	MTT	253	CNC Programming & Operations	3.0
*	MTT	258	Machine Tool CAM	3.0
*	MTT	270	CMM Programming & Operations	3.0
			Subtotal	13.0
			Total Credit Hours	**65.0**

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

Associate in Applied Science major in Machine Tool Technology (AAS.MTT)

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.

				Credit Hours
A.	**General Education**			
*	ECO	101	Basic Economics	3.0
*	ENG	155	Communications	3.0
*	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
*	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subjects Areas**			
*	EGT	128	Machine Tool Print Layout	2.0
*	MTT	111	Machine Tool Theory & Practice I	5.0
*	MTT	112	Machine Tool Theory & Practice II	5.0
*	MTT	252	CNC Set-up & Operation	3.0
			Subtotal	15.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EGT	130	Geometric Dimensioning & Tolerancing Applications	3.0
*	EGT	151	Intro to CAD	3.0
*	MTT	113	Machine Tool Theory & Practice III	5.0
*	MTT	141	Metals and Heat Treatment	3.0
*	MTT	253	CNC Programming & Operations	3.0
*	MTT	254	CNC Programming I	3.0
*	MTT	255	CNC Programming II	3.0
*	MTT	258	Machine Tool CAM	3.0
*	MTT	270	Operations & Programming CMM	3.0
*	MTT	285	NIMS Level One Capstone	4.0
			Subtotal	34.0
			Total Credit Hours	**64.0**

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

Tool and Die Specialization (AAS.MTT.TDIE)

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.

				Credit Hours
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EGT	130	Geometric Dimensioning & Tolerancing Applications	3.0
*	EGT	151	Intro to CAD	3.0
*	MTT	113	Machine Tool Theory & Practice III	5.0
*	MTT	141	Metals and Heat Treatment	3.0
*	MTT	231	Tool & Diemaking I	5.0
*	MTT	232	Tool & Diemaking II	5.0
*	MTT	241	Jigs & Fixtures I	2.0
*	MTT	242	Jigs & Fixtures II	2.0
*	MTT	253	CNC Programming & Operations	3.0
*	MTT	255	CNC Programming II	3.0
			Subtotal	35.0
			Total Credit Hours	**65.0**

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

Machine Tool Diploma (DAS.MTT)

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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics OR	-
	PSY	105	Personal/Interpersonal Psychology	3.0
*	ENG	155	Communications I	3.0
*	MAT	155	Contemporary Mathematics	3.0
			Subtotal	9.0
B.	**Required Core Subject Areas**			
*	EGT	128	Machine Tool Print Layout	2.0
*	MTT	111	Machine Tool Theory & Practice I	5.0
*	MTT	112	Machine Tool Theory & Practice II	5.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*	EGT	130	Geometric Dimensioning & Tolerancing	3.0
*	EGT	212	Machine Tool Print Topics	2.0
*	MTT	113	Machine Tool Theory & Practice III	5.0
*	MTT	141	Metals and Heat Treatment	3.0
*	MTT	147	Tool and Cutter Grinding	2.0
*	MTT	254	CNC Programming I	3.0
*	MTT	255	CNC Programming II	3.0
			Subtotal	22.0
			Total Credit Hours	43.0

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

TELEPRODUCTION TECHNOLOGY

Associate in Applied Science major in General Technology Specialization in Teleproduction Technology (AAS.GT.GTTPT)

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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	CGC	115	Digital Photography	3.0
*	MAP	101	Audio Techniques I	3.0
*	MAP	122	Field Production I	3.0
*	MAP	150	Studio Production I	3.0
*	MAP	226	Producing & Directing	3.0
*	MAP	128	Digital Multimedia I	3.0
*	MAP	240	Writing for Television	3.0
			Subtotal	21.0
	(2)	**Secondary Technical Specialty - take 12 credit hours**		
	COMPLETE ANY COMBINATION THAT TOTALS A MINIMUM OF 12 CREDIT HOURS.			
*	AOT	105	Keyboarding	3.0
*	AOT	162	Basic Information Processing	3.0
*	AOT	165	Information Processing Software	3.0

*	AOT	167	Information Processing Applications	3.0
*	AOT	265	Office Desktop Publishing	3.0
*	ARV	110	Computer Graphics I	3.0
*	ARV	121	Design	3.0
*	ARV	123	Composition and Color	3.0
*	ARV	210	Computer Graphics II	3.0
*	ARV	212	Digital Photography	3.0
*	ARV	223	3D Animation I	3.0
*	ARV	281	Design II	3.0
*	CGC	278	Typography	3.0
*	CPT	101	Introduction to Computers	3.0
*	CPT	168	Programming Logic and Design	3.0
*	CPT	170	Microcomputer Applications	3.0
*	CPT	257	Operating Systems	3.0
*	CPT	270	Advanced Microcomputer Applications	3.0
			Subtotal	12.0

C. Other Hours Required for Graduation

	COL	101	College Orientation	1.0

COMPLETE ANY COMBINATION OF THE FOLLOWING THAT TOTALS A MINIMUM OF 11 CREDIT HOURS

(For a section total of 12.0 credit hours which includes COL 101.)

*	ART	101	Art History and Appreciation	3.0
*	BAF	101	Personal Finance	3.0
*	BUS	101	Introduction to Business	3.0
*	BUS	121	Business Law I	3.0
*	BUS	123	Business Law II	3.0
*	ENG	101	English Composition I	3.0
*	ENG	102	English Composition II	3.0
*	ENG	160	Technical Communications	3.0
*	HIS	101	Western Civilization to 1689	3.0
*	HIS	102	Western Civilization Post 1689	3.0
*	HIS	201	American History: Discovery to 1877	3.0
*	HIS	202	American History: 1877 to Present	3.0
*	JOU	101	Introduction to Journalism	3.0
*	MAT	101	Beginning Algebra	3.0
*	MAT	102	Intermediate Algebra	3.0
*	MAT	110	College Algebra	3.0
*	MAT	111	College Trigonometry	3.0
*	MGT	101	Principles of Management	3.0
*	MKT	101	Marketing	3.0
*	MUS	105	Music Appreciation	3.0
*	PSC	201	American Government	3.0
*	PSC	215	State and Local Government	3.0
*	PSC	220	Introduction to International Relations	3.0
*	PSY	201	General Psychology	3.0
*	PSY	203	Human Growth and Development	3.0
*	PSY	212	Abnormal Psychology	3.0
*	SOC	101	Introduction to Sociology	3.0
*	SPA	101	Elementary Spanish I	4.0
*	SPA	102	Elementary Spanish II	4.0
*	SPA	201	Intermediate Spanish I	3.0
*	SPC	205	Public Speaking	3.0
*	THE	101	Introduction to Theatre	3.0
			Subtotal	12.0
			Total Credit Hours	**60.0**

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

Teleproduction Technology Diploma (DAS.TPT)

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 Associate of Science Degree in General Technology with a major in Teleproduction Technology. (AAS.GT.GTTPT).

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics OR	-
	PSY	105	Personal/Interpersonal Psychology	3.0
*	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
*	MAT	155	Contemporary Mathematics	3.0
			Subtotal	12.0
B.	**Required Core Subject Areas**			
++*	MAP	101	Audio Techniques I	3.0
*	MAP	122	Field Production I	3.0
*	MAP	150	Studio Production I	3.0
*	MAP	226	Producing & Directing	3.0
			Subtotal	12.0
C.	**Other Hours Required for Graduation**			
	COL	101	College Orientation	1.0
*+	CGC	115	Digital Photography	3.0
*	MAP	128	Digital Multimedia I	3.0
*	MAP	240	Writing for Television	3.0
	MAP	275	Teleproduction Externship I	1.0
	MAP	276	Teleproduction Externship II	2.0
	MAP	277	Teleproduction Externship III	2.0
*	MAP	269	Broadcast Electronics	3.0
			Elective	3.0
			Subtotal	21.0
			Total Credit Hours	**45.0**

*Courses in this program that require a minimum grade of "C."
+CGC 115 requires student-provided digital still camera.
++MAP-101requires student-provided digital voice recorder.

WELDING TECHNOLOGY

York Technical College is an accredited Testing Facility. As such, the content that is taught in the Welding program at York Technical College is based upon the studies and recommended practices of the American Welding Society (AWS) and other welding authorities. 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 major in General Technology Specialization in Welding (AAS.GT.GTWLD)
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.

				Credit Hours
A.	**General Education**			
	ECO	101	Basic Economics	3.0
	ENG	155	Communications I	3.0
	HSS	205	Technology and Society	3.0
	MAT	155	Contemporary Mathematics	3.0
	PSY	105	Personal/Interpersonal Psychology	3.0
			Subtotal	15.0
B.	**Required Core Subject Areas**			
	(1)	**Primary Technical Specialty**		
*	WLD	111	Arc Welding I	4.0
*	WLD	113	Arc Welding II	4.0
*	WLD	136	Advanced Inert Gas Welding	2.0
*	WLD	152	Tungsten Arc Welding	4.0
*	WLD	154	Pipe Fitting and Welding	4.0

					Credit Hours
*	WLD	208	Advanced Pipe Welding		3.0
			Subtotal		21.0
(2)	**Secondary Technical Specialty**				
*	EGT	114	Welding Print Basics		2.0
*	EGT	117	Welding Print Principles		2.0
*	WLD	104	Gas Welding and Cutting		2.0
*	WLD	170	Qualification Welding		4.0
*	WLD	222	Advanced Fabrication Welding		4.0
			Subtotal		14.0
C.	**Other Hours Required for Graduation**				
	COL	101	College Orientation		1.0
*	IMT	102	Industrial Safety		2.0
*	WLD	228	Inert Gas Welding Pipe I		4.0
			Electives		6.0
			Subtotal		13.0
			Total Credit Hours		**63.0**

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

Welding Diploma (DAS.WLD)

The Welding Diploma is designed to provide graduates with skills in gas, arc, TIG and MIG welding. The program is based on the recommended practices of the American Welding Society (AWS). 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).

					Credit Hours
A.	**General Education**				
	ECO	101	Basic Economics OR		-
	PSY	105	Personal/Interpersonal Psychology		3.0
	ENG	155	Communications I		3.0
	MAT	155	Contemporary Mathematics		3.0
			Subtotal		9.0
B.	**Required Core Subject Areas**				
*	EGT	114	Welding Print Basics		2.0
*	WLD	104	Gas Welding and Cutting		2.0
*	WLD	111	Arc Welding I		4.0
*	WLD	152	Tungsten Arc Welding		4.0
*	WLD	170	Qualification Welding		4.0
			Subtotal		16.0
C.	**Other Hours Required for Graduation**				
	COL	101	College Orientation		1.0
*	EGT	117	Welding Print Principles		2.0
*	IMT	102	Industrial Safety		2.0
*	WLD	113	Arc Welding II		4.0
*	WLD	136	Advanced Inert Gas Welding		2.0
*	WLD	154	Pipe Fitting and Welding		4.0
*	WLD	208	Advanced Pipe Welding		3.0
			Subtotal		18.0
			Total Credit Hours		**43.0**

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

Basic Welding Certificate (CT.WLDBW)

The Basic Welding Certificate program is designed to provide basic skills in gas and arc welding in a variety of applications. Instruction includes consumable and non-consumable electrode welding and cutting processes.

					Credit Hours
A.	**Required Core Subject Areas**				
*	WLD	104	Gas Welding and Cutting		2.0
*	WLD	111	Arc Welding I		4.0
*	WLD	113	Arc Welding II		4.0
			Total Credit Hours		**10.0**

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

MIG, TIG, and Pipe Welding Certificate (CT.WLDMT)
The MIG, TIG, and Pipe Welding Certificate program focuses on advanced welding applications which build on the basic welding skills gained in the Basic Welding Certificate. Job opportunities include pipe fitting, pipe welding, structural steel, sheet metal, maintenance, and construction welding.

				Credit Hours
A.	**Required Core Subject Areas**			
*	WLD	136	Advanced Inert Gas Welding	2.0
*	WLD	152	Tungsten Arc Welding	4.0
*	WLD	154	Pipe Fitting and Welding	4.0
			Total Credit Hours	**10.0**

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

PROGRAMS OF STUDY
WORKFORCE & ECONOMIC DEVELOPMENT

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 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.

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.

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.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ELW	110	Electrical Computations	2.0
*	ELW	111	Introduction to Electrical Line Worker	3.0
*	ELW	112	Introduction to Electricity	3.0
*	ELW	114	Overhead Line Construction I	3.0
*	ELW	211	Underground Line Construction I	3.0
*	ELW	231	Electrical Power Systems	3.0
			Total Credit Hours	17.0

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

Advanced Utility Line Worker Certificate (CT.ULWA)
The Advanced Utility Line Worker Certificate prepares students to address more complex utility installation and repair situations. Class A Commercial Driver's License training is included in this certificate.

				Credit Hours
A.	**Required Core Subject Areas**			
*	ELW	115	Overhead Line Construction II	3.0
*	ELW	116	Overhead Line Construction III	3.0
*	ELW	212	Underground Line Construction II	3.0
*	TDR	102	Fundamentals of Truck Driver Training	4.0
*	TDR	103	Preparation for CDL Examination	3.0
			Total Credit Hours	**16.0**

COURSE DESCRIPTIONS

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), WebAdvisor, 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.

ENG 031, ENG 032, MAT 031, MAT 032, MAT 033, and RDG 031 are developmental courses and do not count for credit in any program. Effective with the Fall 2018 semester, ENG 032 must be taken concurrently with a co-requisite section of ENG 101 or ENG 155. RDG 100 is a prerequisite course leading to competencies needed for higher level courses, such as RDG 101. This course 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   1.0 CR
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   5.0 CR
This course is an introduction to modern uni-body and full frame structural repair and alignment.

ABR-102   MIG WELDING   3.0 CR
This course is an introduction to the welding of high strength steels used in modern uni-body vehicles.

ABR-103   SHEET METAL REPAIR I   4.0 CR
This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

ABR-108   REFINISHING I   3.0 CR
This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting.

ABR-111   STRUCTURAL REPAIR II   5.0 CR
This course covers the application of procedures for measuring, straightening, aligning, and replacing necessary structural and cosmetic parts.

ABR-113   SHEET METAL REPAIR II   4.0 CR
This course covers the application of sheet metal replacement alignment.

ABR-118   REFINISHING II   3.0 CR
This course covers overall refinishing with the newest type paints.

ABR-119   ESTIMATING REPAIRS   2.0 CR
This course covers writing estimates on damaged vehicles using collision repair guides.

ACC 101   ACCOUNTING PRINCIPLES I   3.0 CR
This course introduces basic accounting procedures for analyzing, recognizing, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. (Prerequisites: Exemption or completion of ACC 111 - Minimum grade of C and MAT 033 or equivalent; Co-Requisite: ENG 032 or equivalent)

ACC 102   ACCOUNTING PRINCIPLES II   3.0 CR
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. (Prerequisite: ACC 101 - Minimum grade of C)

ACC 111   ACCOUNTING CONCEPTS   3.0 CR
This course is a study of the principles of the basic accounting functions—collecting, recording, analyzing, and reporting information. (Prerequisite: MAT 032 or equivalent)

ACC 120   FEDERAL INCOME TAX   3.0 CR
This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation. (Prerequisite: ACC 124 - Minimum grade of C)

ACC 124   INDIVIDUAL TAX PROCEDURES   3.0 CR
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: ACC 111)

ACC 130   STATE TAX PROCEDURES   1.0 CR
This course is a study of the basic state tax procedures pertaining to individuals and business.

ACC 150   PAYROLL ACCOUNTING   3.0 CR
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. (Co-requisite: ACC 111)

ACC 201   INTERMEDIATE ACCOUNTING I   3.0 CR
This course explores fundamental processes of accounting theory, including the preparation of financial statements. (Prerequisite: ACC 102 - Minimum grade of C)

ACC 202   INTERMEDIATE ACCOUNTING II   3.0 CR
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: ACC 201 - Minimum grade of C)

ACC 230   COST ACCOUNTING I   3.0 CR
This course is a study of the accounting principles involved in job order cost systems. (Prerequisite: ACC 102 - Minimum grade of C)

ACC 240   COMPUTERIZED ACCOUNTING   3.0 CR
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. (Prerequisite: ACC 111 - Minimum grade of C)

ACC 242   SMALL BUSINESS SOFTWARE   1.0 CR
This course includes the use of current integrated software suitable for small business operations. (Prerequisite: ACC 111 - Minimum grade of C)

ACC 243   COMPUTERIZED SPREADSHEETS   1.0 CR
This course introduces the use of spreadsheets involving accounting problems. The software used is EXCEL. (Prerequisite: ACC 111 - Minimum grade of C)

ACC 245   ACCOUNTING APPLICATIONS   3.0 CR
This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. (Co-requisite: ACC 102)

ACC 265   NOT-FOR-PROFIT ACCOUNTING   3.0 CR
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. (Prerequisite: ACC 102 - Minimum grade of C)

ACR 108   REFRIGERATION FUNDAMENTALS   3.0 CR
This course is an introduction to the principles of refrigeration. (Prerequisite: RDG 031 or equivalent, Prerequisite or co-requisite: ACR 206, BCT 105)

ACR 110   HEATING FUNDAMENTALS   4.0 CR
This course covers the basic concepts of oil, gas, and electric heat, their components and operation. (Prerequisite: RDG 031 or equivalent, Prerequisite or Co-requisite: ACR 206, BCT 105)

ACR 120   BASIC AIR CONDITIONING   4.0 CR
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit. (Prerequisite: ACR 108 or equivalent)

ACR 150   BASIC SHEET METAL   2.0 CR
This course covers the tools and procedures required in the fabrication of duct work. (Prerequisite: RDG 031 or equivalent)

ACR 206   ADVANCED ELECTRICITY FOR HVAC/R   2.0 CR
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems. (Prerequisite: RDG 031 or equivalent)

ACR 210   HEAT PUMPS   4.0 CR
This course is a study of theory and operational principles of the heat pump. (Prerequisite or co-requisite: ACR 120)

ACR 220   ADVANCED AIR CONDITIONING   4.0 CR
This course is an advanced study of air conditioning systems. (Prerequisite: ACR 120)

AHS 101   INTRODUCTION TO HEALTH PROFESSIONS   2.0 CR
This course provides a study of the health professions and the health care industry.

AHS 102   MEDICAL TERMINOLOGY   3.0 CR
This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. (Co-requisite: ENG 101 or ENG 155)

AHS 108   NUTRITION   3.0 CR
This course is a study of nutrition and diet therapy as related to health care. (Prerequisite RDG 101 or equivalent, ENG 101 or equivalent.)

AHS 113   HEAD AND NECK ANATOMY   1.0 CR
This course provides a detailed study of the structure of the head and neck with a specific emphasis on structure as it pertains to the student of dental science. (Prerequisites: DHG 154, DHG 125, DHG 115; Co-requisites: DHG 165, DHG 121)

AHS 116   PATIENT CARE RELATIONS   3.0 CR
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   4.0 CR
This course includes a study of concepts required to assist in nurse assisting.

AHS 120   RESPONDING TO EMERGENCIES   2.0 CR
This course is a study of emergency care procedures utilizing first aid and CPR principles.

AHS 121   PHARMACOLOGY   2.0 CR
This course covers the nature of drugs, their action(s) in the body and their side effects. (Prerequisite: RDG 101 or equivalent)

AHS 135   PRINCIPLES OF TEACHING USED IN HEALTH CARE SETTINGS   3.0 CR
This course explores 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.

AHS 141   PHLEBOTOMY FOR THE HEALTHCARE PROVIDER   3.0 CR
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in the hospitals, clinics, and other healthcare settings.

AHS 144   PHLEBOTOMY PRACTICUM   5.0 CR
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physicians' offices.

AHS 145   ELECTROCARDIOGRAPHY   2.0 CR
This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other healthcare setting. The student will be able to perform and interpret basic ECGs.

AHS 176   PATIENT CARE CLERICAL PRINCIPLES   4.0 CR
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 healthcare settings.

AHS 206   CROSS-SECTIONAL ANATOMY FOR MEDICAL IMAGING   2.0 CR
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. (Co-requisites RAD 103; RAD 120, RAD 140)

AMT 105   ROBOTICS & AUTOMATED CONTROLS   3.0 CR
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems. (Prerequisite: CIM 241)

AMT 205   ROBOTICS & AUTOMATED CONTROLS II   3.0 CR
This course covers installation, testing, troubleshooting, and repairing of automated systems. (Prerequisite: AMT 105)

AOT 105   KEYBOARDING   3.0 CR
This course focuses on the mastery of touch keyboarding.

AOT 106   KEYBOARDING LAB I   1.0 CR
This lab focuses on improving keyboarding speed and accuracy. (Prerequisite: AOT 105 – Minimum grade of C)

AOT 110   DOCUMENT FORMATTING   3.0 CR
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. (Prerequisites: AOT 105 - Minimum grade of C).

AOT 121   TRANSCRIPTION   **3.0 CR**
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. (Prerequisites: AOT 110 and AOT 134 – Minimum grades of C)

AOT 133   PROFESSIONAL DEVELOPMENT   **3.0 CR**
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   **3.0 CR**
This course is a study of grammar, punctuation, and written communication skills for the office environment. (Prerequisite: ENG 031; Co-requisite: AOT 105)

AOT 135   DATA ENTRY   **3.0 CR**
This course introduces data entry techniques. (Prerequisite: AOT 105 or keyboarding skills)

AOT 143   OFFICE SYSTEMS AND PROCEDURES   **3.0 CR**
This course emphasizes procedures and applications used in the office environment. (Prerequisite: AOT 105 or keyboarding skills)

AOT 144   LEGAL OFFICE PROCEDURES   **3.0 CR**
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.

AOT 165   INFORMATION PROCESSING SOFTWARE   **3.0 CR**
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing. (Prerequisite: Keyboarding skills)

AOT 167   INFORMATION PROCESSING APPLICATIONS   **3.0 CR**
This course emphasizes applications and features of information processing software. (Prerequisite: AOT 165 — Minimum grade of C)

AOT 180   CUSTOMER SERVICE   **3.0 CR**
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   **3.0 CR**
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. (Prerequisites: AOT 134 and AOT 110– Minimum grades of C)

AOT 214   SOFTWARE APPLICATIONS IN THE LAW OFFICE   **3.0 CR**
This course includes an introduction to software applications commonly used in a legal environment.

AOT 250   ADVANCED INFORMATION PROCESSING   **3.0 CR**
This course emphasizes complex applications of information processing software using advanced features and concepts. (Prerequisite: AOT 267 - Minimum grade of C)

AOT 251   ADMINISTRATIVE SYSTEMS AND PROCEDURES   **3.0 CR**
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. (Prerequisite: AOT 143 - Minimum grade of C)

AOT 252   MEDICAL SYSTEMS AND PROCEDURES   **3.0 CR**
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
(Prerequisite: AOT 105 or keyboarding skills)

AOT 254   OFFICE SIMULATION   **3.0 CR**
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. (Prerequisites: AOT 134, AOT 167 and AOT 267 – Minimum grades of C)

AOT 265   OFFICE DESKTOP PUBLISHING   **3.0 CR**
This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents. (Prerequisite: AOT 105 or keyboarding skills)

AOT 267   INTEGRATED INFORMATION PROCESSING   **3.0 CR**
This course emphasizes the application of integrated computer software. (Prerequisites: AOT 105 and MAT 033)

ART 101   ART HISTORY AND APPRECIATION   **3.0 CR**
This is an introductory course to history and appreciation of art, including the elements and principles of the visual arts. (Co-requisite: ENG 032 or equivalent)

ARV 110　　　COMPUTER GRAPHICS I　　　3.0 CR
This course is a study of the fundamentals of computer-assisted graphic design. (Co-requisite: ENG 032 or equivalent - Minimum grades of C)

ARV 121　　　DESIGN　　　3.0 CR
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. (Prerequisites: ARV 110 and ARV 123; Co-requisite: ENG 032 or equivalent - Minimum grades of C) (Recommended Co-requisite: ARV 205)

ARV 122　　　3-DIMENSIONAL DESIGN I　　　3.0 CR
This course is a foundation design course that examines the principles, theory, techniques, and materials of three-dimensional form, space, and structure. (Prerequisite: MAT 032, ARV 205 – Minimum grade of C)

ARV 123　　　COMPOSITION AND COLOR　　　3.0 CR
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　　　3.0 CR
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising

ARV 210　　　COMPUTER GRAPHICS II　　　3.0 CR
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery. (Prerequisite: ARV 110, CGC 278 – Minimum grade of C)

ARV 212　　　DIGITAL PHOTOGRAPHY　　　3.0 CR
This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. (Prerequisite: ARV 110 - Minimum grade of C)

ARV 219　　　MULTIMEDIA TECHNIQUES　　　3.0 CR
This course is an introduction to the production of current audio-visual media.

ARV 222　　　COMPUTER ANIMATION　　　3.0 CR
This course introduces techniques of creating the illusion of motion and three-dimensional space. (Prerequisites: MAT 033, ARV 121, ARV 205 - Minimum grade of C)

ARV 223　　　3D ANIMATION I　　　3.0 CR
This course covers advanced techniques used in creating three-dimensional animation software.

ARV 227　　　WEB DESIGN I　　　3.0 CR
This course is an introduction to the production of an interactive worldwide web site. (Suggested Prerequisite: ARV 205 - Minimum grade of C)

ARV 281　　　DESIGN II　　　3.0 CR
This course is the study of advanced theories, vocabulary, principles, techniques, media and problem-solving in design. (Prerequisites: ARV 121, CGC 278 – Minimum grade of C)

AST 101　　　SOLAR SYSTEM ASTRONOMY　　　4.0 CR
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 also included in the course. (Prerequisite: MAT 033 or above; Co-requisite: ENG 032 or equivalent)

AST 102　　　STELLAR ASTRONOMY　　　4.0 CR
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra- galactic objects. Related topics of current interest are included in the course. (Prerequisite: MAT 033 Minimum grades of C; Co-requisites: ENG 032 or equivalent)

AUT 102　　　ENGINE REPAIR　　　4.0 CR
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 112　　　BRAKING SYSTEMS　　　4.0 CR
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. (Prerequisite ENG 031; Co-requisite; AUT 161)

AUT 115　　　MANUAL DRIVE TRAIN/AXLE　　　3.0 CR
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle setup. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 124　　　STEERING, SUSPENSION AND ALIGNMENT　　　4.0 CR
This course is the study of the fundamentals of steering, suspension and alignment and includes inspection, diagnostics, maintenance and repair of systems. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 131   ELECTRICAL SYSTEMS   3.0 CR
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. (Prerequisites: AUT 133, ENG 031; Co-requisite: AUT 161)

AUT 133   ELECTRICAL FUNDAMENTALS   3.0 CR
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: ENG 031; Co-requisite: AUT 161)

AUT 143   ACTIVE DEVICES AND SENSORS   4.0 CR
This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnoses. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 146   EMISSION SYSTEMS   3.0 CR
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: ENG 031; Co-requisite: AUT 161)

AUT 149   IGNITION AND FUEL SYSTEM   4.0 CR
This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 158   AUTOMOTIVE DIAGNOSIS   3.0 CR
This course is a study of basic diagnostic procedures and the use of standard shop test equipment. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 161   INTRODUCTION TO AUTOMOTIVE MAINTENANCE   1.0 CR
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   4.0 CR
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: ENG 031; Co-requisite: AUT 161)

AUT 247   ELECTRONIC FUEL SYSTEMS   4.0 CR
This course includes the study of fuel injection systems, other fuel system components, and how computers control fuel delivery. (Prerequisite: AUT 146, ENG 031; Co-requisite: AUT 161)

AUT 251   AUTOMATIC TRANSMISSION OVERHAUL   5.0 CR
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles. (Prerequisite: ENG 031; Co-requisite: AUT 161)

AUT 262   ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR   4.0 CR
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation. (Prerequisite: ENG 031; Co-requisite: AUT 161)

BAF 101   PERSONAL FINANCE   3.0 CR
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   3.0 CR
This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector. (Prerequisites: ACC 102, MAT 155)

BCT 102   FUNDAMENTALS OF BUILDING CONSTRUCTION   4.0 CR
This course is a study of framing for residential and light commercial buildings. (Prerequisite: RDG 031 or equivalent)

BCT 104   SITE LAYOUT AND PREPARATION   2.0 CR
This course is a study of principles, equipment, and methods used to perform site layouts and distance measurements. (Prerequisite: RDG 031 or equivalent)

BCT 105   TOOL USAGE AND SAFETY   2.0 CR
This course covers tool skills and their safe use in construction. (Prerequisite: RDG 031 or equivalent)

BCT 106   BEGINNING WOODWORKING   2.0 CR
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: RDG 031 or equivalent; Co-requisite: BCT 105)

BCT 111   BLUEPRINT READING AND SPECIFICATIONS   3.0 CR
This course is an introductory study of construction plans and specifications and how they represent finished buildings.

BCT 131   ESTIMATING/QUANTITY TAKE OFF   2.0 CR
This course covers construction estimation and quantity take-off for construction trades based on local and national building codes. (Prerequisites: RDG 031 or equivalent and BCT 112 and MAT 033)

BCT 139   ADVANCED RESIDENTIAL WIRING   3.0 CR
This course is a study and application of residential wiring including wire sizing, circuits, components, and testing. (Prerequisites: RDG 031 or equivalent, BCT 105, BCT 112, EEM 105)

BCT 140   COMMERCIAL WIRING   3.0 CR
This course is a study and application to include service main, loads, and installation, also including single and three phase services. (Prerequisites: RDG 031 or equivalent, BCT 105, BCT 112, EEM 105)

BCT 142   FUNDAMENTALS OF CONSTRUCTION SAFETY   4.0 CR
This course covers safety standards and practices as they apply to the building construction industry. (Prerequisite: RDG 031 or equivalent)

BCT 151   INTRODUCTION TO RESIDENTIAL PLUMBING   3.0 CR
This course covers plumbing theory as it relates to residential construction. (Prerequisite: RDG 031 or equivalent)

BCT 154   PLUMBING TESTS AND CONNECTIONS   3.0 CR
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: RDG 031 or equivalent and BCT 105.)

BCT 157   RESIDENTIAL/COMMERCIAL PLUMBING CODES   3.0 CR
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   3.0 CR
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: RDG 031 or equivalent and BCT 105 and BCT 151)

BCT 221   CONSTRUCTION BUILDING CODE   3.0 CR
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction. (Prerequisite: RDG 031 or equivalent)

BCT 230   BIDDING, CONTRACTS AND SPECIFICATIONS   3.0 CR
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   3.0 CR
This course is a study of the process of controlling material and labor on a job site. (Prerequisite: RDG 031 or equivalent)

BCT 243   ENERGY EFFICIENCY & WEATHERIZATION   3.0 CR
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: RDG 031 or equivalent)

BCT 244   SITE LAYOUT AND FOUNDATION TYPES   3.0 CR
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   4.0 CR
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. It is recommended that students with no chemistry background take CHM 101 before taking BIO 101. (Prerequisite: ENG 032 or equivalent - Minimum grade of C)

BIO 102   BIOLOGICAL SCIENCE II   4.0 CR
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (Prerequisite: ENG 032 or equivalent - Minimum grade of C)

BIO 105   PRINCIPLES OF BIOLOGY   4.0 CR
This is an introductory biology course, unifying biology concepts and principles at all levels. (Co-requisite: ENG 032 or equivalent)

BIO 112   BASIC ANATOMY AND PHYSIOLOGY   4.0 CR
This course is a basic integrated study of the structure and function of the human body.

BIO 134   FUNDAMENTAL MICROBIOLOGY CONCEPTS   2.0 CR
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   1.0 CR
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: BIO 210 - Minimum grade of C)

BIO 205   ECOLOGY   3.0 CR
This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between humankind and the biosphere.

BIO 206   ECOLOGY LAB   1.0 CR
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 AND PHYSIOLOGY I   4.0 CR
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. (It is recommended that students with no chemistry background take CHM 101 before taking BIO 210.) (Prerequisite: ENG 032 or equivalent and RDG 100 or equivalent - Minimum grade of C)

BIO 211   ANATOMY AND PHYSIOLOGY II   4.0 CR
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. (Prerequisite: BIO 210)

BIO 225   MICROBIOLOGY   4.0 CR
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. (Prerequisite: BIO 101 or BIO 210)

BTN 103   INTRODUCTION TO BIOTECHNOLOGY & LABORATORY ROTATION I   4.0 CR
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. (Prerequisite: ENG 032 or equivalent)

BUS 101   INTRODUCTION TO BUSINESS   3.0 CR
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   3.0 CR
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. (Co-Requisite: ENG 032 - Minimum grade of C)

BUS 123   BUSINESS LAW II   3.0 CR
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: BUS 121)

BUS 128   EMPLOYMENT LAW   3.0 CR
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 AND SALARY ADMINISTRATION   3.0 CR
This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

BUS 136   COMPENSATION AND BENEFITS   3.0 CR
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   3.0 CR
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: MAT 033).

BUS 210   INTRODUCTION TO E-COMMERCE IN BUSINESS   3.0 CR
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   3.0 CR
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. Additionally, this course covers the fundamentals of the photographic process, including principles of picture composition, camera operation, and publishing techniques. (Co-requisite: MAP-150)

CGC 226   ADVANCED PRINTING   3.0 CR
This course covers a variety of advanced printing projects. (Prerequisites: CGC 278, ARV 121 - Minimum grade of C)

CGC 278   TYPOGRAPHY   3.0 CR
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. (Co-Requisite: ENG 032 - Minimum grades of C)

CHM 101   GENERAL CHEMISTRY I   4.0 CR
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: MAT 105 or MAT 103 or MAT 155 or equivalent - Minimum grades of C, and Co-requisite: ENG 032)

CHM 105   GENERAL, ORGANIC AND BIOCHEMISTRY   4.0 CR
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry. (It is recommended that students with no chemistry background take CHM 101 before taking CHM 105.) (Prerequisites: MAT 105 or MAT 103 or MAT 155 - Minimum grades of C, and Co-requisite: ENG 032)

CHM 110   COLLEGE CHEMISTRY I   4.0 CR
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: MAT 105- Minimum grade of C)

CHM 111   COLLEGE CHEMISTRY II   4.0 CR
(For students continuing in chemistry) 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: CHM 110 and MAT 110 or 112 - Minimum grades of C)

CHM 211   ORGANIC CHEMISTRY I   4.0 CR
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. (Prerequisite: CHM 111 - Minimum grade of C)

CHM 212   ORGANIC CHEMISTRY II   4 CR
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: CHM 211 - Minimum grade of C)

CHM 275   INTRODUCTION TO INDUSTRIAL CHEMICAL PROCESSES   3.0 CR
This course introduces the student to skills required for working in chemical manufacturing industry. Skills include use of chemical processing equipment, safety and management of chemical and laboratory processes, and analytical laboratory techniques. (Prerequisites: EVT 254, CHM 101, or CHM 110; Co-requisites: CHM 105 or CHM 110)

CIM 241   AUTOMATED MANUFACTURING EQUIPMENT   4.0 CR
This course is an introduction to the basic operation of equipment that is used for automation. (Prerequisites: EEM 250 and EEM 271 OR Co-requisites: EEM 250 and EEM 271)

COL 101   COLLEGE ORIENTATION   1.0 CR
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103   COLLEGE SKILLS   3.0 CR
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 105   FRESHMAN SEMINAR   3.0 CR
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.

CPE 107   COMPUTER APPLICATIONS FOR ELECTRONICS   3.0 CR
This course covers the computer and its operation, hardware system, operating system, and applications programs. (Prerequisites: ENG 032, RDG 101 or equivalent – Minimum grade of C; Co-Requisite: MAT 105 - Minimum grade of C)

CPE 110   COMPUTER LANGUAGE   3.0 CR
This course covers a high-level computer language, programming concepts, and applications. (Prerequisites: CPE 107 - Minimum grade of C)

CPE 220   COMPUTER OPERATING SYSTEMS   3.0 CR
This course covers the operation of the operating system and its use in analyzing a computer system. (Prerequisite: CPE 107 – Minimum grade of C)

CPT 101   INTRODUCTION TO COMPUTERS   3.0 CR
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. (Co-Requisite: ENG 032 - Minimum grade of C)

CPT 168   PROGRAMMING LOGIC AND DESIGN   3.0 CR
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   3.0 CR
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. (Recommended Prerequisite: AOT 101, AOT 105, or equivalent)

CPT 230   C# PROGRAMMING I   3.0 CR
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: IST 188 and CPT 168 - Minimum grades of C, MAT 105)

CPT 231   C# PROGRAMMING II   3.0 CR
This course focuses on advanced programming concepts for C#. Topics include advanced string and character processing, user defined classes and advanced .NET, multiform projects, inheritance and polymorphism, database processing, exception handling, and GUIs with Windows Forms. (Prerequisite: CPT 230 - Minimum grade of C)

CPT 232   C++ PROGRAMMING I   3.0 CR
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. (Prerequisites: CPT 168 and IST 188 - Minimum grades of C)

CPT 236   INTRODUCTION TO JAVA PROGRAMMING   3.0 CR
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. (Prerequisites: CPT 168 and IST 188 - Minimum grades of C)

CPT 237   ADVANCED JAVA PROGRAMMING   3.0 CR
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-reading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming. (Prerequisite: CPT 236 - Minimum grade of C)

CPT 238   INTERNET SCRIPTING   3.0 CR
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. (Prerequisites: CPT 236 and IST 226 - Minimum grades of C)

CPT 240   INTERNET PROGRAMMING WITH DATABASES   3.0 CR
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. (Prerequisites: CPT 230 and IST 272 - Minimum grades of C)

CPT 242   DATABASE   3.0 CR
This course introduces database models and the fundamentals of database design. Topics include database structure, data base processing, and application programs which access a database. (Prerequisite: CPT 168 - Minimum grade of C)

CPT 244   DATA STRUCTURES   3.0 CR
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. (Prerequisites: CPT 230 - Minimum grade of C and MAT 110)

CPT 246   INTRODUCTION TO XML   3.0 CR
This course is an introduction to the extensible markup language (XML) and will examine how XML can be used to describe data in a structured manner for use on the World Wide Web. (Prerequisites: IST 188, IST 226 and CPT 168 - Minimum grades of C)

CPT 260   FUNDAMENTALS OF OPERATING SYSTEMS AND WEB SERVERS   3.0 CR
This course is a study of operating techniques needed for setting up and maintaining web servers (Prerequisite: IST 252 with minimum grade of C).

CPT 264   SYSTEMS AND PROCEDURES   3.0 CR
This course covers the techniques of system analysis, design, development, and implementation. (Prerequisite: CPT 230 or CPT 236 - Minimum grades of C)

CPT 270   ADVANCED MICROCOMPUTER APPLICATIONS   3.0 CR
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. (Prerequisite: CPT 170)

CPT 281   SCWE IN COMPUTER TECHNOLOGY   3.0 CR
This course integrates computer technology skills within an approved work site related to the computer industry.

CRJ 101   INTRODUCTION TO CRIMINAL JUSTICE   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 110   POLICE PATROL   3.0 CR
This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrol officer. 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. (Co-requisite: ENG 032 or equivalent)

CRJ 115   CRIMINAL LAW I   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 125   CRIMINOLOGY   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 130   POLICE ADMINISTRATION   3.0 CR
This course is a study of the organization, administration, and management of law enforcement agencies. (Co-requisite: ENG 032 or equivalent)

CRJ 145   JUVENILE DELINQUENCY   3.0 CR
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. (Co-requisite: ENG 032 or equivalent)

CRJ 202   CRIMINALISTICS   3.0 CR
This course covers an introduction to investigative techniques that stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations. (Co-requisite: ENG 032 and MAT 033 or equivalent)

CRJ 218   CRISIS INTERVENTION   3.0 CR
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. (Co-requisite: ENG 032 or equivalent)

CRJ 222   ETHICS IN CRIMINAL JUSTICE   3.0 CR
This course is a study of the application of ethical theories to the criminal justice profession. (Co-requisite: ENG 032 or equivalent)

CRJ 224   POLICE COMMUNITY RELATIONS   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 230   CRIMINAL INVESTIGATION I   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 236   CRIMINAL EVIDENCE I   3.0 CR
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (Co-requisite: ENG 032 or equivalent)

CRJ 237   DEFENSIVE TACTICS FOR LAW ENFORCEMENT   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 242   CORRECTIONAL SYSTEMS   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

CRJ 246   SPECIAL PROBLEMS IN CRIMINAL JUSTICE   3.0 CR
This course is designed to examine issues within the criminal justice community/profession which are of special concern to students and practitioners; such elements are timeliness, local concern, legalistics, and/or other dynamic factors of such issues. (Co-requisite: ENG 032 or equivalent)

CRJ 247   LAW ENFORCEMENT AND THE LATINO COMMUNITY   3.0 CR
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   3.0 CR
This course includes practical experience in a criminal justice or private security setting. (Co-requisite: ENG 032 or equivalent)

CRJ 260   SEMINAR IN CRIMINAL JUSTICE INTERNSHIP   3.0 CR
This course includes a study of new trends in criminal justice. (Co-requisite: ENG 032 or equivalent)

DAT 105   DENTAL CHARTING AND DOCUMENTATION   3.0 CR
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. (Prerequisites BIO 210 and ENG 101 – Minimum grade of C)

DAT 112   INTEGRATED HUMAN SCIENCES   4.0 CR
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   4.0 CR
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   1.0 CR
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   2.0 CR
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121   DENTAL HEALTH EDUCATION   2.0 CR
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   2.0 CR
This course provides a study of the business aspect of a dental office. (Prerequisite: DAT 105 or DAT 123)

DAT 123   ORAL MEDICINE AND ORAL BIOLOGY   3.0 CR
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   4.0 CR
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   4.0 CR
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   4.0 CR
This course introduces the instruments and chairside procedures of the dental specialties.

DAT 177   DENTAL OFFICE EXPERIENCE   7.0 CR
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   2.0 CR
This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

DHG 121   DENTAL RADIOGRAPHY   3.0 CR
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   2.0 CR
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 2.0 CR

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment, and prognosis of diseases affecting the head and neck are discussed.

DHG 141 PERIODONTOLOGY 2.0 CR

This course presents a study of the principles, etiologies, classifications, and treatments of periodontal disease with emphasis on the role of the dental hygienist.

DHG 143 DENTAL PHARMACOLOGY 2.0 CR

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 4.0 CR

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 CLINICAL DENTAL HYGIENE I 5.0 CR

This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175 CLINICAL DENTAL HYGIENE II 5.0 CR

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 3.0 CR

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 2.0 CR

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 5.0 CR

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

DHG 265 CLINICAL DENTAL HYGIENE IV 5.0 CR

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 2.0 CR

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 3.0 CR

This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

DHM 108 DIESEL ENGINE TUNE-UP 2.0 CR

This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

DHM 125 DIESEL FUEL SYSTEMS 3.0 CR

This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

DHM 205 DIESEL ENGINES II 3.0 CR

This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

DHM 225 ELECTRONIC FUEL SYSTEMS 3.0 CR

This course covers the theory and practical application of electronic fuel power systems.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD 3.0 CR

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course. (South Carolina Early Childhood Credential)

ECD 102   GROWTH AND DEVELOPMENT I   3.0 CR
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 105   GUIDANCE-CLASSROOM MANAGEMENT   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 107   EXCEPTIONAL CHILDREN   3.0 CR
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. (Prerequisites: ECD 101, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 108   FAMILY AND COMMUNITY RELATIONS   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 109   ADMINISTRATION AND SUPERVISION   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent, and MAT 033 or equivalent)

ECD 131   LANGUAGE ARTS   3.0 CR
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: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 132   CREATIVE EXPERIENCES   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 133   SCIENCE AND MATH CONCEPTS   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 135   HEALTH, SAFETY AND NUTRITION   3.0 CR
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 included. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 200   CURRICULUM ISSUES IN INFANT & TODDLER DEVELOPMENT   3.0 CR
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: ECD 102, RDG 031 or equivalent and ENG 031 or equivalent)

ECD 201   PRINCIPLES OF ETHICS/LEADERSHIP IN EARLY CARE & EDUCATION   3.0 CR
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: ECD 101 or departmental approval, ENG 101 OR ENG 155, and MAT 033 or equivalent)

ECD 203   GROWTH AND DEVELOPMENT II   3.0 CR
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 205   SOCIALIZATION & GROUP CARE OF INFANTS & TODDLERS   3.0 CR
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. (Prerequisite: RDG 031 or equivalent and ENG 031 or equivalent)

130

ECD 207   INCLUSIVE CARE FOR INFANTS AND TODDLERS   3.0 CR
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: RDG 031 or equivalent and ENG 031 or equivalent)

ECD 210   EARLY CHILDHOOD INTERVENTION   3.0 CR
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. (Prerequisites: ECD 107, ENG 101 or ENG 155 and MAT 033 or equivalent)

ECD 243   SUPERVISED FIELD EXPERIENCE I   3.0 CR
This course emphasizes 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. (Prerequisites: ENG 101 or ENG 155 and MAT 033, ECD 101, 105, 132, and 203)

ECD 251   SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT   3.0 CR
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of infants and toddlers. ECD 251 is recommended as the final course in the certificate program. Departmental approval is required. (Prerequisites: RDG 031 or equivalent, ENG 031 or equivalent, ECD 101, 102, and 205.)

ECD 253   COMMUNICATION SYSTEMS FOR EARLY CHILDHOOD SPECIAL EDUCATION   3.0 CR
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   3.0 CR
This course is a study of entertainment, communication, and computer technology. (Co-requisite: ENG 032 or equivalent)

ECE 102   INSTRUMENT CONTROL   3.0 CR
This course is a study of automated instrument control and data acquisition. (Co-requisite: ENG 032 or equivalent)

ECE 205   ELECTRICAL AND COMPUTER LAB I   3.0 CR
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing. (Prerequisites: ECE 221 or equivalent; ENG 101 or equivalent)

ECE 211   INTRODUCTION TO COMPUTER ENGINEERING I   3.0 CR
This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems. (Prerequisites: RDG 101 or equivalent and MAT 140)

ECE 212   INTRODUCTION TO COMPUTER ENGINEERING II   3.0 CR
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming. (Prerequisite: ECE 211)

ECE 221   INTRODUCTION TO ELECTRICAL ENGINEERING I   3.0 CR
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: MAT 140 or equivalent)

ECE 222   INTRODUCTION TO ELECTRICAL ENGINEERING II   3.0 CR
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms. (Prerequisite: ECE 221)

ECE 240   INTRODUCTION TO SOFTWARE ENGINEERING   3.0 CR
This course covers fundamentals of software design and development, software implementation strategies, object-oriented design techniques, and ethics in software development. (Prerequisite: EGR 281 or equivalent)

ECE 245   OBJECT-ORIENTED PROGRAMMING TECHNIQUES   3.0 CR
This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overloading, polymorphism, and performance issues. (Prerequisite: ECE 240)

ECO 101   BASIC ECONOMICS   3.0 CR
This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. (Co-requisite: ENG 032 or equivalent)

ECO 210   MACROECONOMICS   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

ECO 211   MICROECONOMICS   3.0 CR

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. (Co-requisite: ENG 032 or equivalent)

EEM 105   BASIC ELECTRICITY   2.0 CR

This course is a survey of basic electrical principles, circuits, and measurements. (Prerequisite: RDG 031 or equivalent)

EEM 117   AC/DC CIRCUITS I   4.0 CR

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

EEM 118   AC/DC CIRCUITS II   4.0 CR

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. (Prerequisites: RDG 031 or equivalent, MAT 033 or equivalent)

EEM 121   ELECTRICAL MEASUREMENTS   3.0 CR

This course covers the basic principles of electrical measuring instruments and how they are used in industries. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent; Co-requisite: EEM 117)

EEM 140   NATIONAL ELECTRICAL CODE   3.0 CR

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). (Prerequisites: EEM 117 or EEM 118; RDG 031 or equivalent)

EEM 141   RESIDENTIAL/COMMERCIAL CODES   3.0 CR

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: RDG 031 or equivalent)

EEM 145   CONTROL CIRCUITS   3.0 CR

This course covers the principles and applications of component circuits and methods of motor control. (Prerequisite: EEM 117 or EEM 118)

EEM 201   ELECTRONIC DEVICES I   3.0 CR

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: EEM 117 or EEM 118)

EEM 215   DC/AC MACHINES   3.0 CR

This course is a study of applications, operations, and construction of DC and AC machines. (Prerequisite: EEM 117 or EEM 118)

EEM 221   DC/AC DRIVES   3.0 CR

This course covers the principles of operation and application of DC drives and AC drives.

EEM 250   PROGRAMMABLE LOGIC CONTROLLERS   4.0 CR

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: EEM 145)

EEM 251   PROGRAMMABLE CONTROLLERS   3.0 CR

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: EEM 145)

EEM 252   PROGRAMMABLE CONTROLLERS APPLICATIONS   3.0 CR

This course covers the application of programmable controllers, theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. (Prerequisite: EEM 145)

EEM 271   SENSORS AND SYSTEM INTERFACING   2.0 CR

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: EEM 117 or EEM 118)

EEM 274   TECHNICAL/SYSTEMS TROUBLESHOOTING   4.0 CR

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems. (Prerequisite: CIM 241 and EEM 250)

EET 113   ELECTRICAL CIRCUITS I   4.0 CR

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: ENG 031 – Minimum grade of C; Co-requisite: MAT 105 – Minimum grade of C)

EET 114   ELECTRICAL CIRCUITS II   4.0 CR
This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (Prerequisite: EET 113 – Minimum grade of C; Co-requisite: MAT 112 – Minimum grade of C)

EET 141   ELECTRONIC CIRCUITS   4.0 CR
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting. (Prerequisites: EET 113 and MAT 112 – Minimum grade of C)

EET 142   INTRODUCTION TO NETWORK SERVERS   3.0 CR
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. (Prerequisites: CPE 107 - Minimum grade of C)

EET 145   DIGITAL CIRCUITS   4.0 CR
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: ENG 031, MAT 112, and EET 113 – Minimum grades of C)

EET 212   INDUSTRIAL ROBOTICS   3.0 CR
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: EET 141- Minimum grade of C)

EET 235   PROGRAMMABLE CONTROLLERS   3.0 CR
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: EET 141, EET 145 - Minimum grades of C)

EET 241   ELECTRONIC COMMUNICATIONS   4.0 CR
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. (Prerequisites: EET 141 - Minimum grade of C)

EET 243   DATA COMMUNICATIONS   3.0 CR
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. (Prerequisites: EET 142 – Minimum grade of C)

EET 251   MICROPROCESSOR FUNDAMENTALS   4.0 CR
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. (Prerequisites: EET 145 – Minimum grade of C)

EET 256   SYSTEMS OPERATION AND MAINTENANCE   4.0 CR
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   2.0 CR
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   1.0 CR
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   1.0 CR
This course includes the construction and testing of an instructor-approved project. (Registration by departmental permission only.)

EGR 110   INTRODUCTION TO COMPUTER ENVIRONMENT   3.0 CR
This course provides an overview of computer hardware, available software, operating systems, and applications. (Prerequisite: RDG 031 or equivalent)

EGR 170   ENGINEERING MATERIALS   3.0 CR
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. (Prerequisite: ENG 031 or equivalent)

EGR 175   MANUFACTURING PROCESSES   3.0 CR
This course includes the processes, alternatives, and operations in the manufacturing environment. (Prerequisite: ENG 031 - Minimum grade of C or equivalent)

EGR 190   STATICS   3.0 CR
This course is a study of forces and effects of forces acting on bodies in equilibrium without motion. (Prerequisite: MAT 112 - Minimum grade of C)

EGR 194   STATICS & STRENGTH OF MATERIALS   4.0 CR
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. (Prerequisites: MAT 112 and PHY 221 - Minimum grade of C)

EGR 260   ENGINEERING STATICS   3.0CR
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: MAT 112 or equivalent)

EGR 264   INTRODUCTION TO ENGINEERING MECHANICS OF SOLIDS   3.0 CR
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes. (Prerequisite: EGR 260 or equivalent)

EGR 266   ENGINEERING THERMODYNAMICS FUNDAMENTALS   3.0 CR
This course is an introduction to the first and second laws of thermodynamics as applied to engineering systems. (Prerequisite: MAT 141 or equivalent)

EGR 270   INTRODUCTION TO ENGINEERING   3.0 CR
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: ENG 031 or equivalent and MAT 112 – Minimum grade of C)

EGR 275   INTRODUCTION TO ENGINEERING/COMPUTER GRAPHICS   3.0 CR
This course is a study of basic graphical concepts needed for engineering applications. (Prerequisites: MAT 033 and ENG 031 - Minimum grade of C)

EGR 281   INTRODUCTION TO ALGORITHMIC DESIGN I   4.0 CR
This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles. (Prerequisites: ENG 101 or equivalent and RDG 101 or equivalent; Co-requisite: MAT 140 or equivalent) (Registration by departmental permission only.)

EGR 283   INTRODUCTION TO ALGORITHMIC DESIGN II   4.0 CR
This course is a study of rigorous development of algorithms and computer programs, including elementary data structures. (Prerequisite: EGR 281)

EGT 111   MECHANICAL DRAWING I   2.0 CR
This course is an introduction to the principles and practices of mechanical drawing. (Prerequisites: ENG 031, MAT033 – Minimum grade of C; Co-requisite: EGR 290)

EGT 112   MECHANICAL DRAWING II   3.0 CR
This course includes topics such as section views, auxiliary views, and threads and fasteners. (Prerequisites: EGT 111 and EGT 290 – Minimum grade of C)

EGT 114   WELDING PRINT BASICS   2.0 CR
This course covers the fundamentals of print reading for welding applications. (Prerequisite: RDG 031 or equivalent)

EGT 117   WELDING PRINT PRINCIPLES   2.0 CR
This course covers welding symbols and their application to pipe fabrication. (Prerequisite: RDG 031 or equivalent)

EGT 128   MACHINE TOOL PRINT LAYOUT   2.0 CR
This course covers print layout, projection, and dimensioning for the machine tool trades. (Prerequisite: RDG 031 or equivalent)

EGT 130   GEOMETRIC DIMENSIONING & TOLERANCING APPLICATIONS   3.0 CR
This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. (Prerequisite: RDG 031 or equivalent, EGT-128)

EGT 151   INTRODUCTION TO CAD   3.0 CR
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. (Prerequisite: EGT 128)

EGT 210   ENGINEERING GRAPHICS III   4.0 CR
This advanced course in engineering graphics science covers the production of technical working drawings. (Prerequisite: EGT 112 or equivalent - Minimum grade of C)

EGT 212   MACHINE TOOL PRINT TOPICS   2.0 CR
This course covers print reading related to the machine tool specialization with emphasis on sketching and interpreting appropriate symbols, notes, and codes. (Prerequisite: EGT 128)

EGT 225   ARCHITECTURAL DRAWING APPLICATIONS   4.0 CR
This is an advanced drawing course for architectural applications. (Prerequisite: EGT 1 1 2 or equivalent - Minimum grade of C)

EGT 252   ADVANCED CAD   3.0 CR
This course covers advanced concepts of CAD software and applications. (Prerequisite: EGT 112 or equivalent - Minimum grade of C)

EGT 290   COMPUTER AIDED DESIGN I   1.0 CR
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. (Prerequisites: ENG 031, MAT 033 - Minimum grade of C; Co-requisite: EGT 111)

ELW 110   ELECTRICAL COMPUTATIONS   2.0 CR
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   3.0 CR
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   3.0 CR
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   3.0 CR
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   3.0 CR
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   3.0 CR
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   3.0 CR
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

ELW 212   UNDERGROUND LINE CONSTRUCTION II   3.0 CR
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   3.0 CR
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.

ENG 031   DEVELOPMENTAL ENGLISH BASICS   3.0.CR
This course is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

ENG 032   DEVELOPMENTAL ENGLISH   3.0 CR
This course is a study of basic writing and different modes of composition and may include a review of usage. (Prerequisite: ENG 031 - Minimum grade of C or equivalent)

ENG 101   ENGLISH COMPOSITION I   3.0 CR
This is a 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. (Co-requisite: ENG 032)

ENG 102   ENGLISH COMPOSITION II   3.0 CR
This is a course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. (Prerequisite: ENG 101 or equivalent - Minimum grade of C)

ENG 155   COMMUNICATIONS I   3.0 CR
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. (Co-requisite: ENG 032)

ENG 156   COMMUNICATIONS II   3.0 CR
This course is a continuation of the development of communication skills through writing, speaking, and library research assignments. (Prerequisite: ENG 155 - Minimum grade of C)

ENG 160   **TECHNICAL COMMUNICATIONS**   **3.0 CR**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. (Prerequisite: ENG 101 or equivalent - Minimum grade of C)

ENG 201   **AMERICAN LITERATURE I**   **3.0 CR**

This course is a study of American literature from the Colonial Period to the Civil War. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 202   **AMERICAN LITERATURE II**   **3.0 CR**

This course is a study of American literature from the Civil War to the present. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 205   **ENGLISH LITERATURE I**   **3.0 CR**

This is a course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 206   **ENGLISH LITERATURE II**   **3.0 CR**

This is a course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 208   **WORLD LITERATURE I**   **3.0 CR**

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 209   **WORLD LITERATURE II**   **3.0 CR**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. (Prerequisite: ENG 102—Minimum grade of C)

ENG 214   **FICTION**   **3.0 CR**

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. (Prerequisite: ENG 102 - Minimum grade of C)

ENG 238   **CREATIVE WRITING**   **3.0 CR**

This course presents an introduction to creative writing in various genres. (Prerequisite: ENG 101 or equivalent - Minimum grade C)

EVT 110   **INTRODUCTION TO TREATMENT FACILITIES**   **3.0 CR**

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. (Recommend Prerequisite: CHM 101 or CHM 110)

EVT 111   **INTRODUCTION TO WATER & WASTEWATER TREATMENT LABORATORY**   **1.0 CR**

This course introduces the chemical and biological analytical techniques used to measure water and wastewater quality.

EVT 201   **ENVIRONMENTAL SCIENCE**   **3.0 CR**

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**   **3.0 CR**

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**   **3.0 CR**

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. The students will be provided the necessary environmental health and safety training required for a 40-hour HAZWOPER Certificate of Completion.

FRE 101   **ELEMENTARY FRENCH I**   **4.0 CR**

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. (Co-requisite: ENG 032 or equivalent)

FRE 102   **ELEMENTARY FRENCH II**   **4.0 CR**

This course continues the development of the four basic language skills and the study of French culture. (Prerequisite: FRE 101- Minimum grade of C)

GER 101   **ELEMENTARY GERMAN I**   **4.0 CR**

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture. (Co-requisite: ENG 032 or equivalent)

GER 102   ELEMENTARY GERMAN II   4.0 CR
This course continues the development of the four basic language skills and the study of German culture. (Prerequisite: GER 101- Minimum grade of C)

HIM 102   INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS   1.0 CR
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 AND REIMBURSEMENT   3.0 CR
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid. (Prerequisites MAT 033 or equivalent, AOT 110, AHS 102, BIO 112)

HIM 266   COMPUTERS IN HEALTH CARE   3.0 CR
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

HIS 101   WESTERN CIVILIZATION TO 1689   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

HIS 102   WESTERN CIVILIZATION POST 1689   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

HIS 201   AMERICAN HISTORY: DISCOVERY TO 1877   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

HIS 202   AMERICAN HISTORY: 1877 TO PRESENT   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

HSS 205   TECHNOLOGY AND SOCIETY   3.0 CR
This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments (Co-requisite: ENG 032 or equivalent)

HUS 101   INTRODUCTION TO HUMAN SERVICES   3.0 CR
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. (Prerequisite: MAT 033; Co-requisite ENG 032)

HUS 102   PERSONAL & PROFESSIONAL DEVELOPMENT IN HELPING PROFESSIONS   3.0 CR
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 attributes, values and beliefs impact both their personal and professional lives. (Prerequisite: MAT 033; Co-requisite ENG 032)

HUS 150   SUPERVISED FIELD PLACEMENT I   3.0 CR
This course includes work experience assignments by students in selected human services agencies. (Co-requisite: ENG 032, Prerequisite: MAT 033)

HUS 205   GERONTOLOGY   3.0 CR
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: MAT 033; Co-requisite: ENG 032)

HUS 208   ALCOHOL AND DRUG ABUSE   3.0 CR
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: MAT 033; Co-requisite: ENG 032)

HUS 214   HEALTH, WELLNESS & NUTRITION FOR SPECIAL POPULATIONS   3.0 CR
This course discusses theoretical etiologies, current thinking, and current trends in the field of health and wellness in gerontology and developmental disabilities. (Prerequisite: MAT 033; Co-requisite: ENG 032)

HUS 217   ADDICTIONS COUNSELING   3.0 CR
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: MAT 033; Co-requisite: ENG 032)

HUS 230   INTERVIEWING TECHNIQUES   3.0 CR
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge in supervised field placements. (Prerequisite: MAT 033; Co-requisite: ENG 032)

IMT 101 INTRODUCTION TO INDUSTRIAL MAINTENANCE 2.0 CR
This course is an introduction to industrial maintenance. (Prerequisite: IMT 111)

IMT 102 INDUSTRIAL SAFETY 2.0 CR
This course covers safety awareness and practices found in industry. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 104 SCHEMATICS 2.0 CR
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 111 INDUSTRIAL TOOLS 5.0 CR
This course covers the use of hand and power tools.

IMT 112 HAND TOOL OPERATIONS 3.0 CR
This course covers the use of hand tools and their applications in industrial and service areas.

IMT 114 BENCHWORK AND ASSEMBLY 2.0 CR
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 120 MECHANICAL INSTALLATIONS 5.0 CR
This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 123 AIR COMPRESSORS 2.0 CR
This course covers methods used to install and/or maintain various types of air compressors. (Prerequisites: RDG 031 or equivalent: MAT 033 or equivalent)

IMT 131 HYDRAULICS AND PNEUMATICS 4.0 CR
This course covers the basic technology and principles of hydraulics and pneumatics. (Prerequisites: RDG 031 or equivalent; MAT 033or equivalent)

IMT 151 PIPING SYSTEMS 3.0 CR
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics, as well as the fabrication and design of piping systems. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 161 MECHANICAL POWER APPLICATIONS 4.0 CR
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

IMT 163 PROBLEM SOLVING FOR MECHANICAL APPLICATIONS 3.0 CR
This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent; IMT 131, IMT 161, and IMT 104)

IMT 170 STATISTICAL PROCESS CONTROL 3.0 CR
This course is a study of the concepts and charts used in quality control. (Prerequisite: CIM 241 and EEM 250)

IST 101 ORIENTATION TO IT PROFESSIONS 1.0 CR
This course will provide an overview of the information technology field. Topics will include information technology professions, employment skills, salaries, associations, terms and definitions, and current issues in the field.

IST 103 SECURITY AWARENESS 1.0 CR
This course provides an overview of information security issues including data confidentiality and will promote security awareness for organizations and individuals.

IST 104 INTRODUCTION TO THE INTERNET 1.0 CR
This course is an introduction to the Internet and the World Wide Web, and includes FTP, Telnet, Archie, Gopher, and email functions.

IST 105 INTERNET SEARCH TECHNIQUES 1.0 CR
This course is designed as a guide to effective Internet search techniques and tools.

IST 106 WEBSITES AND HOME PAGES 1.0 CR
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 OPERATION SYSTEMS   5.0 CR
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: ENG 031 or equivalent, MAT 032 MAT 033 or equivalent, and RDG 031 or equivalent- Minimum grades of C)

IST 191   LINUX SYSTEM ADMINISTRATION   3.0 CR
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: IST 188 with minimum grade of C)

IST 193   LINUX SECURITY ADMINISTRATION   3.0 CR
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: IST 191 with minimum grade of C)

IST 201   CISCO INTERNETWORKING CONCEPTS   3.0 CR
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. (Prerequisites: ENG 031 or equivalent, MAT 033 or equivalent, and RDG 031 - Minimum grades of C or equivalent)

IST 202   CISCO ROUTER CONFIGURATION   3.0 CR
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: IST 201 - Minimum grade of C)

IST 203   ADVANCED CISCO ROUTER CONFIGURATION   3.0 CR
This course is a study of configuring Cisco routers. (Prerequisite: IST 202 - Minimum grade of C)

IST 204   CISCO TROUBLESHOOTING   3.0 CR
This course is a study of troubleshooting network problems. (Prerequisite: IST 203 - Minimum grade of C)

IST 220   DATA COMMUNICATIONS   3.0 CR
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   3.0 CR
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: IST 251 or IST 252 - Minimum grade of C)

IST 225   INTERNET COMMUNICATIONS   3.0 CR
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   3.0 CR
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, and uploading and maintaining Internet pages and applications.

IST 252   LAN SYSTEM MANAGER   3.0 CR
This course covers the fundamental skills needed to effectively manage a local network from introductory to advanced. (Co-requisite: IST 201 or IST 220)

IST 253   LAN SERVICE AND SUPPORT   3.0 CR
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. (Prerequisite: IST 252 - Minimum grade of C)

IST 254   CENTRALIZED NETWORK MANAGEMENT   3.0 CR
This course is a study of how Simple Network Management Protocol (SNMP) 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 configuration, installation of desktop application from a central location, receiving/ forwarding alerts, etc. (Prerequisite: IST 252 - Minimum grade of C)

IST 259   ELECTRONIC MESSAGING   3.0 CR
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. (Prerequisites: IST 252 with minimum grades of C)

IST 260   NETWORK DESIGN   3.0 CR
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 while emphasizing the solution in terms of cost and performance. (Prerequisite: IST 252 - Minimum grade of C)

IST 272   RELATIONAL DATABASE   3.0 CR
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. (Prerequisite: CPT 242 - Minimum grade of C)

IST 291   FUNDAMENTALS OF NETWORK SECURITY I   3.0 CR
This course is the study of intro levels of 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 manage network security. (Prerequisites: IST 101, IST 103, and IST 251)

IST 292   FUNDAMENTALS OF NETWORK SECURITY II   3.0 CR
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. (Prerequisites: IST 202 and IST 291)

IST 293   IT AND DATA ASSURANCE I   3.0 CR
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. (Prerequisites: IST 202 and IST 291)

IST 294   IT AND DATA ASSURANCE II   3.0 CR
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. (Prerequisites: IST 292 and IST 293)

JOU 101   INTRODUCTION TO JOURNALISM   3.0 CR
This course is a study of basic rhetorical and ethical principles of journalistic writing for news and media including newspapers, journals, radio, and television. (Co-requisite: ENG 032 or equivalent)

JOU 201   NEWS WRITING   3.0 CR
This course is a study of skills and techniques required in preparing copy for publication. (Prerequisite: ENG 101 or equivalent - Minimum grade of C)

LEG 120   TORTS   3.0 CR
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 125   INTRODUCTION TO THE LEGAL SYSTEM   3.0 CR
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. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 135   INTRODUCTION TO LAW AND ETHICS   3.0 CR
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. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 201   CIVIL LITIGATION I   3.0 CR
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 procedure. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 213   FAMILY LAW   3.0 CR
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 214   PROPERTY LAW   3.0 CR
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 230   LEGAL WRITING   3.0 CR
This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. (Co-Requisite: ENG 032 - Minimum grades of C)

LEG 233   WILLS, TRUSTS, & PROBATE   3.0 CR
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. (Co-Requisite: ENG 032 - Minimum grades of C)

LOG 110   INTRODUCTION TO LOGISTICS   3.0 CR
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. (Co-Requisite: ENG 032 or equivalent)

140

LOG 111   WAREHOUSE AND DISTRIBUTION CENTER OPERATIONS   **3.0 CR**
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: LOG 110; Co-Requisite: ENG 032 or equivalent)

LOG 113   MATERIAL HANDLING TECHNOLOGY   **3.0 CR**
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: LOG 110; Co-Requisite ENG 032 or equivalent)

LOG 125   TRANSPORTATION LOGISTICS   **3.0 CR**
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: LOG 110; Co-Requisite: ENG 032)

LOG 215   SUPPLY CHAIN MANAGEMENT   **3.0 CR**
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: LOG 110; Co-Requisite: ENG 032)

LOG 235   TRAFFIC MANAGEMENT   **3.0 CR**
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: LOG 125; Co-Requisite: ENG 032)

LOG 240   PURCHASING LOGISTICS   **3.0 CR**
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: LOG 110; Co-Requisite: ENG 032)

LOG 245   PRODUCTION PLANNING PROCESSES   **3.0 CR**
This course is a study of production processes, including process selection, facility layout, quality, waiting line analysis, Just in Time (JIT), and Lean operations. (Prerequisites: LOG 110 and LOG 215; Co-Requisite: ENG 032)

LOG 250   ADVANCED GLOBAL LOGISTICS   **3.0 CR**
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. (Prerequisites: LOG 125 and LOG 215; Co-Requisite: ENG 032)

MAP 101   AUDIO TECHNIQUES I   **3.0 CR**
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.(Co-requisite: MAP-150)

MAP 122   FIELD PRODUCTION I   **3.0 CR**
This course introduces the setup, operation, and application of video equipment for field production. (Pre-requisite: MAP-150; Co-requisite: MAP-276, MAP-128)

MAP 128   DIGITAL MULTIMEDIA I   **3.0 CR**
This course introduces students to the digital audio-visual process and production techniques used in a multimedia presentation. Students will learn to publish presentations in a variety of digital formats. (Pre-requisite: CGC-115; Co-requisite: MAP-122)

MAP 150   STUDIO PRODUCTION I   **3.0 CR**
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations. (Co-requisite: MAP-101, MAP-275)

MAP 226   PRODUCING & DIRECTING   **3.0 CR**
This course covers the planning and execution of production to create video programing across media platforms**. (**Pre-requisite: MAP-122; Co-requisite: MAP-277)

MAP 240   WRITING FOR TELEVISION   **3.0 CR**
This course covers combining writing and video production skills as applied to television production. (Co-requisite: MAP-122)

MAP 269   BROADCAST ELECTRONICS   **3.0 CR**
This course covers the electronic principles used in audio and video production equipment, including signal applications, calibration, and troubleshooting. (Co-requisite: MAP-226)

MAP 275   TELEPRODUCTION EXTERNSHIP I   **1.0 CR**
This course includes individually assigned production experiences at television production locations. (Co-requisite: MAP-150)

MAP 276 TELEPRODUCTION EXTERNSHIP II 2.0 CR
This course includes production experiences at television production locations. (Co-requisite: MAP-122)

MAP 277 TELEPRODUCTION EXTERNSHIP III 2.0 CR
This course includes production experiences at television production locations. (Co-requisite: MAP-269)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS 3.0CR
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

MAT 032 DEVELOPMENTAL MATHEMATICS 3.0 CR
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. (Prerequisite: MAT 031 - Minimum grade of C)

MAT 033 DEVELOPMENTAL MATHEMATICS 3.0 CR
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 101 BEGINNING ALGEBRA 3.0 CR
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Prerequisite: MAT 032 or equivalent – Minimum grade of C)

MAT 102 INTERMEDIATE ALGEBRA 3.0 CR
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. (Prerequisite: MAT 101 or equivalent – Minimum grade of C)

MAT 103 QUANTITATIVE REASONING 3.0 CR
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: MAT 032 or MAT 033 or equivalent – Minimum grade of C)

MAT 105 INTRODUCTION TO COLLEGE ALGEBRA 5.0 CR
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: MAT 033 or equivalent- Minimum grade of C)

MAT 110 COLLEGE ALGEBRA 3.0 CR
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: MAT 102 or MAT 105 or equivalent – Minimum grade of C)

MAT 111 COLLEGE TRIGONOMETRY 3.0 CR
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series. (Prerequisite: MAT 110 or equivalent – Minimum grade of C)

MAT 112 PRECALCULUS 5.0 CR
This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry. (Prerequisite: MAT 105 or equivalent- Minimum grade of C)

MAT 120 PROBABILITY AND STATISTICS 3.0 CR
This course includes the following topics: introductory probability and statistics, including organization of data, sample space, concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. (Prerequisite: MAT 102 or MAT 103 or MAT 105 or equivalent – Minimum grade of C)

MAT 122 FINITE COLLEGE MATHEMATICS 3.0 CR
This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. (Prerequisite: MAT 110 or equivalent – Minimum grade of C)

MAT 130 ELEMENTARY CALCULUS 3.0 CR
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: MAT 110 or equivalent – Minimum grade of C)

MAT 140 ANALYTICAL GEOMETRY & CALCULUS I 4.0 CR
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. (Prerequisites: MAT 110 and MAT 111 or MAT 112 or equivalents - Minimum grades of C)

MAT 141   ANALYTICAL GEOMETRY & CALCULUS II   4.0 CR
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: MAT 140 or equivalent – Minimum grade of C)

MAT 155   CONTEMPORARY MATHEMATICS   3.0 CR
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. (Prerequisite: MAT 032 or MAT 033 or equivalent – Minimum grade of C)

MAT 165   STATISTICS   3.0 CR
This course includes the following topics: statistical data, statistical methods, presentation of data, sampling techniques, measures of central tendency, variability, correlation, and probability. (Prerequisite: MAT 101 or equivalent – Minimum grade of C)

MAT 240   ANALYTICAL GEOMETRY AND CALCULUS III   4.0 CR
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: MAT 141 or equivalent - Minimum grade of C)

MAT 242   DIFFERENTIAL EQUATIONS   4.0 CR
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: MAT 240 or equivalent – Minimum grade of C)

MAT 250   ELEMENTARY MATHEMATICS   3.0 CR
This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. (Prerequisite: Successful completion of the Skills Check Test (minimum score of 70)

MAT 251   ELEMENTARY MATHEMATICS II   3.0 CR
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: MAT 250 – Minimum grade of C)

MED 113   BASIC MEDICAL LABORATORY TECHNIQUES   3.0 CR
This course provides a study of specimen collection techniques for related laboratory procedures routinely preformed in medical offices and clinics; including hematology and procedures related to body fluids. (Prerequisites: ENG 155 or equivalent, AHS 102, BIO 112, all - Minimum grade of C)

MED 114   MEDICAL ASSISTING CLINICAL PROCEDURES   4.0 CR
Covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. (Prerequisites: AHS 102, BIO 112, ENG 155, MAT 033 or equivalent all - Minimum grade of C)

MED 117   CLINICAL PRACTICE   5.0 CR
This course provides practical application of administrative and clinical skills in medical facility environments (Prerequisites MED113, MED 114, AOT 110, AOT 252, HIM 130 - Minimum grades of C)

MET 211   STRENGTH OF MATERIALS   4.0 CR
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: PHY 201 and EGR 190- Minimum grade of C)

MET 214   FLUID MECHANICS   3.0 CR
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. (Prerequisite: PHY 201 - Minimum grade of C)

MET 219   PRODUCTION PROCESS PLANNING   2.0 CR
This course covers the development of techniques to achieve the most efficient sequence of operations in manufacturing processes. (Prerequisite: EGR 175)

MET 223   THERMODYNAMIC SYSTEMS   3.0 CR
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. (Prerequisites: EGR 190, MAT 111 or equivalent, and PHY 201 – Minimum grade of C)

MET 231   MACHINE DESIGN   4.0 CR
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: EGR 190 and PHY 201 - Minimum grade of C) (Co-requisite: MTT 101)

MET 235   **MANUFACTURING ENGINEERING PRINCIPLES**   **2.0 CR**

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: EGR 175)

MGT 101   **PRINCIPLES OF MANAGEMENT**   **3.0 CR**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120   **SMALL BUSINESS MANAGEMENT**   **3.0 CR**

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**   **3.0 CR**

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. (Prerequisite: MGT 120)

MGT 201   **HUMAN RESOURCE MANAGEMENT**   **3.0 CR**

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**   **3.0 CR**

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

MKT 101   **MARKETING**   **3.0 CR**

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**   **3.0 CR**

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 140   **E-MARKETING**   **3.0 CR**

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**   **3.0 CR**

This course is an overview of the e-commerce business from the conception to implementation and evaluation. Special emphasis will be placed on budgeting, securing financial resources and fiscal management.

MKT 145   **LEGAL ISSUES IN E-COMMERCE**   **3.0 CR**

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**   **3.0 CR**

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   **RETAILING STRATEGIES AND APPLICATIONS**   **3.0 CR**

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   **INTRO TO MEDICAL LABORATORY TECHNOLOGY**   **2.0 CR**

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**   **4.0 CR**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108   **URINALYSIS AND BODY FLUIDS**   **3.0 CR**

This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110   **HEMATOLOGY**   **4.0 CR**

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

MLT 112   **INTRODUCTION TO PARASITOLOGY**   **2.0 CR**

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

MLT 120　　IMMUNOHEMATOLOGY　　4.0 CR
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　　4.0 CR
This course provides an introduction to basic concepts in clinical chemistry.

MLT 242　　SURVEY IN MEDICAL LABORATORY TECHNOLOGY　　5.0 CR
This course correlates clinical experience with theoretical concepts. (Co-requisites: MLT 251, MLT 252)

MLT 243　　ADVANCED SURVEY IN MEDICAL LAB TECHNOLOGY　　5.0 CR
This course correlates clinical experience with advanced theoretical concepts. (Co-requisites: MLT 253, MLT 254)

MLT 251　　CLINICAL EXPERIENCE I　　5.0 CR
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory. (Co-requisites: MLT 242, MLT 252)

MLT 252　　CLINICAL EXPERIENCE II　　5.0 CR
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory. (Co-requisites: MLT 242, MLT 251)

MLT 253　　CLINICAL EXPERIENCE III　　5.0 CR
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory. (Co-requisites: MLT 243, MLT 254)

MLT 254　　CLINICAL EXPERIENCE IV　　5.0 CR
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory. (Co-requisites: MLT 243, MLT 253)

MSY 112　　BRICK MASONRY　　4.0 CR
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　　2.0 CR
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

MTT 105　　MACHINE TOOL MATH APPLICATIONS　　3.0 CR
This course is a study of shop math relevant to the machine tool trade.

MTT 111　　MACHINE TOOL THEORY& PRACTICE I　　5.0 CR
This course is an introduction to the basic operation of machine shop equipment (Prerequisite: RDG 031 or equivalent; Co-requisite EGT-128)

MTT 112　　MACHINE TOOL THEORY AND PRACTICE II　　5.0 CR
This course is a combination of the basic theory and operation of machine shop equipment. (Prerequisite: MTT 111)

MTT 113　　MACHINE TOOL THEORY AND PRACTICE III　　5.0 CR
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. (Prerequisites: MTT 112)

MTT 124　　MACHINE TOOL PRACTICE II　　4.0 CR
This course covers the practical application of the principles in Machine Tool Theory II. (Prerequisites: MTT 111)

MTT 126　　MACHINE TOOL PRACTICE III　　4.0 CR
This course covers the practical application of the principles in Machine Tool Theory III (Prerequisites: MTT 111)

MTT 141　　METALS AND HEAT TREATMENT　　3.0 CR
This course is a study of the properties, characteristics, and heat treatment procedures of metal.

MTT 147　　TOOL AND CUTTER GRINDING　　2.0 CR
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 215　　TOOL ROOM MACHINING I　　4.0 CR
This course covers advanced machine tool operations, including an introduction to basic die making. (Prerequisites: MTT 112)

MTT 216　　TOOL ROOM MACHINING II　　4.0 CR
This course covers advanced machine tool operations, including complex die operations. (Prerequisites: MTT 1 12)

MTT 231   TOOL AND DIEMAKING I   5.0 CR
This course covers the manufacture and use of a simple blanking or piercing die or tools. (Prerequisites: ENG 155, MTT 215, MTT 216 and MAT 155)

MTT 232   TOOL AND DIEMAKING II   5.0 CR
This course covers the manufacture and use of a compound die or tools. (Prerequisite: MTT 231)

MTT 241   JIGS AND FIXTURES I   2.0 CR
This course includes the theory necessary to design working prints of simple jigs and fixtures. (Prerequisites: MTT 215 and MTT 216)

MTT 242   JIGS AND FIXTURES II   2.0 CR
This course includes the theory necessary to design a complex jig or fixture for piece part production. (Prerequisite: MTT 241)

MTT 252   CNC SETUP AND OPERATIONS   3.0 CR
This course covers CNC setup and operations. (Prerequisites: MTT 112 and RDG 031 or equivalent)

MTT 253   CNC PROGRAMMING AND OPERATIONS   3.0 CR
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. (Prerequisites: MTT 254 and MTT 255)

MTT 254   CNC PROGRAMMING I   3.0 CR
This course is a study of CNC programming, including machine language and computer assisted programming. (Prerequisites: MTT 112 and RDG 031 or equivalent)

MTT 255   CNC PROGRAMMING II   3.0 CR
This course includes CNC programming with simulated production conditions. (Prerequisite: MTT 254)

MTT 258   MACHINE TOOL CAM   3.0 CR
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs. (Prerequisites: EGT 151, MAT 155, MTT 111)

MTT 270   OPERATION AND PROGRAMMING OF COORDINATE MEASURING MACHINES   3.0 CR
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (Prerequisites: EGT 130, EGT 151, MAT 155, MTT 111)

MTT 285   NIMS LEVEL I CAPSTONE   4.0 CR
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. (Prerequisites: MTT 113)

MUS 105   MUSIC APPRECIATION   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

NUR 104   NURSING CARE MANAGEMENT I   4.0 CR
This course focuses on the knowledge, skills, and abilities that are fundamental to nursing practice with application in acute or extended care settings. (Prerequisite - Admission to the Nursing Program, NUR 206, NUR 106; Co-requisites - BIO 210; COL 101; ENG 101)

NUR 106   PHARMACOLOGIC BASICS   2.0 CR
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. (Prerequisite - Admission to the Nursing Program; Co-requisites - BIO 210; COL 101; ENG 101; NUR 206)

NUR 159   NURSE CARE MANAGEMENT II   6.0 CR
This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems emphasizing selected physiological systems. (Prerequisite - NUR 104; NUR 206; NUR 106, BIO 210, COL 101, ENG 101; Co-requisites - BIO 211; PSY 201)

NUR 206   CLINICAL SKILLS APPLICATION   2.0 CR
This course involves the application of knowledge, skills, and abilities in a clinical setting. (Prerequisite - Admission to the Nursing Program; Co-requisites - BIO 210; COL 101; ENG 101, NUR 106)

NUR 209   NURSING MANAGEMENT III   5.0 CR
This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems   emphasizing selected physiologic systems. (Prerequisite - NUR 106, PSY 201, BIO 211; Co-requisite - ENG 102)

NUR 211   CARE OF THE CHILDBEARING FAMILY   4.0 CR
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing and childrearing family. Focus is on both normal and abnormal aspects. (Prerequisites - NUR 159, BIO 210, COL 101, ENG 101; Co-requisites - PSY 201; BIO 211)

NUR 214   MENTAL HEALTH NURSING   4.0 CR
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. (Prerequisite - NUR 229, BIO 225, MAT 110; Co-requisites Humanities/Fine Arts Elective; General Elective)

NUR 219   NURSING MANAGEMENT & LEADERSHIP   4.0 CR
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team. (Prerequisite - NUR 214, Co-requisites - Humanities/Fine Arts Elective; General Elective)

NUR 229   NURSING MANAGEMENT IV   6.0 CR
This course focuses on the delivery of nursing care to clients throughout the lifespan who are experiencing complex, multi-system health problems. (Prerequisite - NUR 209, ENG 102; Co-requisite - BIO 225; MAT 110)

PHI 101   INTRODUCTION TO PHILOSOPHY   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

PHI 110   ETHICS   3.0 CR
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (Co-requisite: ENG 032 or equivalent)

PHS 101   PHYSICAL SCIENCE I   4.0 CR
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. (Recommended prerequisites: ENG 032)

PHY 201   PHYSICS I   4.0 CR
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisites: MAT 110 or 112, and Co-requisite: ENG 032)

PHY 202   PHYSICS II   4.0 CR
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. (Prerequisite: PHY 201)

PHY 221   UNIVERSITY PHYSICS I   4.0 CR
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: MAT 112; Co-requisites: MAT 130 or MAT 140 and ENG 101)

PHY 222   UNIVERSITY PHYSICS II   4.0 CR
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: PHY 221)

PSC 201   AMERICAN GOVERNMENT   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

PSC 215   STATE AND LOCAL GOVERNMENT   3.0 CR
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. (Co-requisite: ENG 032 or equivalent)

PSC 220   INTRODUCTION TO INTERNATIONAL RELATIONS   3.0 CR
This course introduces the major focus and factor, 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. (Co-requisite: ENG 032 or equivalent)

PSY 105   PERSONAL/INTERPERSONAL PSYCHOLOGY   3.0 CR
This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (Co-requisite: ENG 032 or equivalent)

PSY 201   GENERAL PSYCHOLOGY   3.0 CR
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, and abnormal behavior. (Co-requisite: ENG 032 or equivalent)

PSY 203   HUMAN GROWTH AND DEVELOPMENT   3.0 CR
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. (Co-requisite: ENG 032 or equivalent)

PSY 212   ABNORMAL PSYCHOLOGY   3.0 CR

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. (Co-requisite: ENG 032 or equivalent)

RAD 101   INTRODUCTION TO RADIOGRAPHY   2.0 CR

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   2.0 CR

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 103 INTRODUCTION TO COMPUTED TOMOGRAPHY   2.0 CR

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. (Co-requisites: AHS 206, RAD 120, RAD 135, RAD 140, RAD 145)

RAD 105   RADIOGRAPHIC ANATOMY   4.0 CR

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: Successful completion of all previous RAD courses)

RAD 112   RADIOGRAPHIC IMAGING FUNDAMENTALS   2.0 CR

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. (Prerequisites: RAD 101, RAD 102, RAD 152; Co-requisites: RAD 105, RAD 130, RAD 165)

RAD 114   RADIOGRAPHIC IMAGING FUNDAMENTALS II   2.0 CR

This course provides advanced instruction in primary and secondary influencing imaging factors and advanced imaging applications. (Prerequisites: RAD 101, RAD 102, RAD 105, RAD 152, RAD 112, RAD 130, RAD 165; Co-requisites: RAD 136, RAD 175)

RAD 120   PRINCIPLES OF COMPUTED TOMOGRAPHY   3.0 CR

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. (Co-requisites: AHS 206, RAD 103, RAD 140)

RAD 121   RADIOGRAPHIC PHYSICS   4.0 CR

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: Successful completion of all previous RAD courses)

RAD 130   RADIOGRAPHIC PROCEDURES I   3.0 CR

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included. (Prerequisite: Successful completion of all previous RAD courses)

RAD 135   COMPUTED TOMOGRAPHY BODY AND MUSCULOSKELETAL PROTOCOLS 2.0 CR

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. (Co-requisites: RAD 140, RAD 145)

RAD 136   RADIOGRAPHIC PROCEDURES II   3.0 CR

This course is a study of radiographic procedures for visualization of the structures of the body. (Prerequisite: Successful completion of all previous RAD courses)

RAD 140   CT CLINICAL APPLICATIONS I   6.0 CR

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. (Co-requisites: AHS 206, RAD 103, RAD 120, RAD 135, RAD 145)

RAD 145   CT PHYSICS AND INSTRUMENTATION   3.0 CR

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. (Co-requisites: RAD 135, RAD 140)

RAD 152   APPLIED RADIOGRAPHY I   2.0 CR

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   5.0 CR

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. (Prerequisite: Successful completion of all previous RAD courses)

RAD 175   APPLIED RADIOGRAPHY III   5.0 CR
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment. (Prerequisite: Successful completion of all previous RAD courses)

RAD 201   RADIATION BIOLOGY   2.0 CR
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: Successful completion of all previous RAD courses)

RAD 210   RADIOGRAPHIC IMAGING III   3.0 CR
This course provides a detailed study of advanced methods and concepts of imaging. (Prerequisite: Successful completion of all previous RAD courses)

RAD 225   SELECTED RADIOGRAPHIC TOPICS   2.0 CR
This course is a study of selected areas related to radiography. (Prerequisites: BIO 210, BIO 211, RAD 101, RAD 102, RAD 105, RAD 112, RAD 114, RAD 121, RAD 130, RAD 136, RAD 152, RAD 165, RAD 175, RAD 201, RAD 210, RAD 230, RAD 256, RAD 268; Co-requisite: RAD 278)

RAD 230   RADIOGRAPHIC PROCEDURES III   3.0 CR
This course is a study of special radiographic procedures. (Prerequisite: Successful completion of all previous RAD courses)

RAD 256   ADVANCED RADIOGRAPHY I   6.0 CR
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures. (Prerequisite: Successful completion of all previous RAD courses)

RAD 268   ADVANCED RADIOGRAPHY II   8.0 CR
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. (Prerequisite: Successful completion of all previous RAD courses)

RAD 278   ADVANCED RADIOGRAPHY III   8.0 CR
This course includes routine and advanced radiographic procedures in the clinical environment. (Prerequisite: Successful completion of all previous RAD courses)

RDG 031   DEVELOPMENTAL READING BASICS   3.0 CR
This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.

RDG 100   CRITICAL READING (NON-DEGREE CREDIT)   3.0 CR
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (Prerequisite: RDG 031 or equivalent -- Minimum grade C)

RDG 101   COLLEGE READING   3.0 CR
This course is designed to enhance reading efficiency by effectively processing and analyzing information. (Prerequisite: RDG 100 or equivalent and ENG 032 - Minimum grades of C)

SAC 101   BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS   3.0CR
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   4.0 CR
This course is a study of how criminal activity generates physical evidence, and the identification, collection, and preservation of physical evidence. (Recommended Co-requisite: ENG 032)

SFT 101   INTRODUCTION TO EXERCISE PHYSIOLOGY   3.0 CR
This course is a study of the concepts of exercise physiology and motor control. (Prerequisites SFT 109, SFT 110, and SFT 125 – Minimum grade of C)

SFT 105   FITNESS ASSESSMENT AND EXERCISE PROGRAM DESIGN   3.0CR
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. (Prerequisites SFT 109, SFT 110, and SFT 125 – Minimum grade of C)

SFT 107   NUTRITION FOR FITNESS AND TRAINING   3.0 CR
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. (Prerequisites SFT 109, SFT 110, and SFT 125 – Minimum grade of C)

SFT 109   LIFETIME FITNESS AND WELLNESS   3.0 CR
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   3.0 CR
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 & FLEXIBILITY TRAINING   2.0 CR
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   3.0 CR
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   3.0 CR
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. (Prerequisites SFT 109, SFT 110, and SFT 125 – Minimum grade of C)

SFT 202   INTERNSHIP FOR THE PERSONAL TRAINER   3.0 CR
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. (Prerequisites SFT 109, SFT 110, SFT 112, SFT 125, and AHS 120 Minimum grade of C, Co-requisites SFT 101, SFT 105, SFT 107, and SFT 201 – Minimum grade of C)

SOC 101   INTRODUCTION TO SOCIOLOGY   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

SOC 102   MARRIAGE AND THE FAMILY   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

SOC 205   SOCIAL PROBLEMS   3.0 CR
This course is a survey of current social problems in America that stresses the importance of social change and conflicts as they influence definitions, etiology, and possible solutions. (Co-requisite: ENG 032 or equivalent)

SPA 101   ELEMENTARY SPANISH I   4.0 CR
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures. (Co-requisite: ENG 032 or equivalent)

SPA 102   ELEMENTARY SPANISH II   4.0 CR
This course continues development of the basic language skills and the study of Hispanic cultures. (Prerequisite: SPA 101 - Minimum grade of C)

SPA 201   INTERMEDIATE SPANISH I   3.0 CR
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. (Prerequisite: SPA 102 - Minimum grade of C)

SPC 205   PUBLIC SPEAKING   3.0 CR
This course is an introduction to principles of public speaking with application of speaking skills. (Co-requisite: ENG 032 or equivalent)

SUR 101   INTRODUCTION TO SURGICAL TECHNOLOGY   5.0 CR
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   5.0 CR
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

SUR 103   SURGICAL PROCEDURES I   4.0 CR
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 104   SURGICAL PROCEDURES II   4.0 CR
This course is a study of the various specialties of surgical procedures.

SUR 105   SURGICAL PROCEDURES III   4.0 CR
This course is the study of advanced specialties of surgical procedures.

SUR 110   INTRODUCTION TO SURGICAL PRACTICUM   5.0 CR
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

SUR 111   BASIC SURGICAL PRACTICUM   7.0 CR
This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

SUR 120   SURGICAL SEMINAR   2.0 CR
This course includes the comprehensive correlation of theory and practice in the perioperative role.

SUR 123   STERILE PROCESSING TECHNOLOGY   3.0 CR
This course provides a detailed study of the preparation and processing procedures of surgical instruments.

SUR 125   STERILE PROCESSING PRACTICUM   5.0 CR
This course presents the applications of sterile processing theory in the clinical setting.

TDR 102   FUNDAMENTALS OF TRUCK DRIVER TRAINING   4.0 CR
This course covers the safe operation of a tractor-trailer on the open highway.

TDR 103   PREPARATION FOR CDL EXAMINATION   3.0 CR
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.

THE 101   INTRODUCTION TO THEATRE   3.0 CR
This course includes the appreciation and analysis of theatrical literature, history, and production. (Co-requisite: ENG 032 or equivalent)

THE 250   MAKEUP FOR PERFORMANCE   3.0 CR
This course covers the principles and methods for the design and application of makeup for performance on stage and screen. (Co-requisite: ENG 032 or equivalent)

THE 253   STAGECRAFT   3.0 CR
This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and backstage organization. (Co-requisite: ENG 032 or equivalent)

THE 259   STAGE MANAGEMENT   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

THE 263   FUNDAMENTALS OF DIRECTING   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

THE 276   SCRIPT ANALYSIS   3.0 CR
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. (Co-requisite: ENG 032 or equivalent)

WLD 104   GAS WELDING AND CUTTING   2.0 CR
This course covers welding, brazing, soldering and cutting of metals. (Prerequisite: RDG 031 or equivalent)

WLD 110   WELDING SAFETY AND HEALTH   1.0 CR
This course is an introduction to safety and health hazards associated with welding and related processes. (Prerequisite: RDG 031 or equivalent)

WLD 111   ARC WELDING I   4.0 CR
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: RDG 031 or equivalent)

WLD 113   ARC WELDING II   4.0 CR
This course is a study of arc welding of ferrous and/or non-ferrous metals. (Prerequisite: RDG 031 or equivalent and WLD 111)

WLD 136   ADVANCED INERT GAS WELDING   2.0 CR
This course covers the techniques for all positions of welding ferrous and non-ferrous metals. (Prerequisite: RDG 031 or equivalent)

WLD 140   WELD TESTING   1.0 CR
This is an introductory course in destructive and non-destructive testing of welded joints. (Prerequisites: MAT 033 or equivalent, RDG 031 or equivalent)

WLD 142   MAINTENANCE WELDING   3.0 CR
This course covers gas and arc welding processes used in maintenance shops. (Prerequisites: RDG 031 or equivalent; MAT 033 or equivalent)

WLD 152   **TUNGSTEN ARC WELDING**   **4.0 CR**

This course covers gas tungsten arc welding of carbon-steel filler metal and carbon-steel metals with stainless- steel filler metals. (Prerequisite: RDG 031 or equivalent)

WLD 154   **PIPE FITTING & WELDING**   **4.0 CR**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. (Prerequisites: RDG 031 or equivalent; WLD 111 and WLD 113)

WLD 170   **QUALIFICATION WELDING**   **4.0 CR**

This course covers the procedures and practices used in taking welder qualification tests.

WLD 201   **WELDING METALLURGY**   **2.0 CR**

This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties. (Prerequisite: RDG 031 or equivalent)

WLD 208   **ADVANCED PIPE WELDING**   **3.0 CR**

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. (Prerequisites: RDG 031 or equivalent and WLD 154)

WLD 212   **DESTRUCTIVE TESTING**   **2.0 CR**

This course covers the destructive testing methods used in the evaluation of welds. (Prerequisites: RDG 031 or equivalent and WLD 113)

WLD 214   **NON-DESTRUCTIVE TESTING**   **2.0 CR**

This course covers non-destructive testing processes used in the evaluation of welds. (Prerequisite: RDG 031 or equivalent)

WLD 222   **ADVANCED FABRICATION WELDING**   **4.0 CR**

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment.

WLD 228   **INERT GAS WELDING PIPE I**   **4.0 CR**

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. (Prerequisite: RDG 031 or equivalent)

WLD 231   **GAS METAL ARC/FLUX CORED ARC WELDING PIPE I**   **4.0 CR**

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe. (Prerequisite: RDG 031 or equivalent)

WLD 240   **ROBOTIC WELDING AND MANUFACTURING**   **4.0 CR**

This course covers robotic welding systems, safety, operations and applications

York Technical College

452 South Anderson Road
Rock Hill, SC 29730

yorktech.edu | 803.327.8008